



# **Personal Search Guidance COVID-19 Scottish Event Campus**



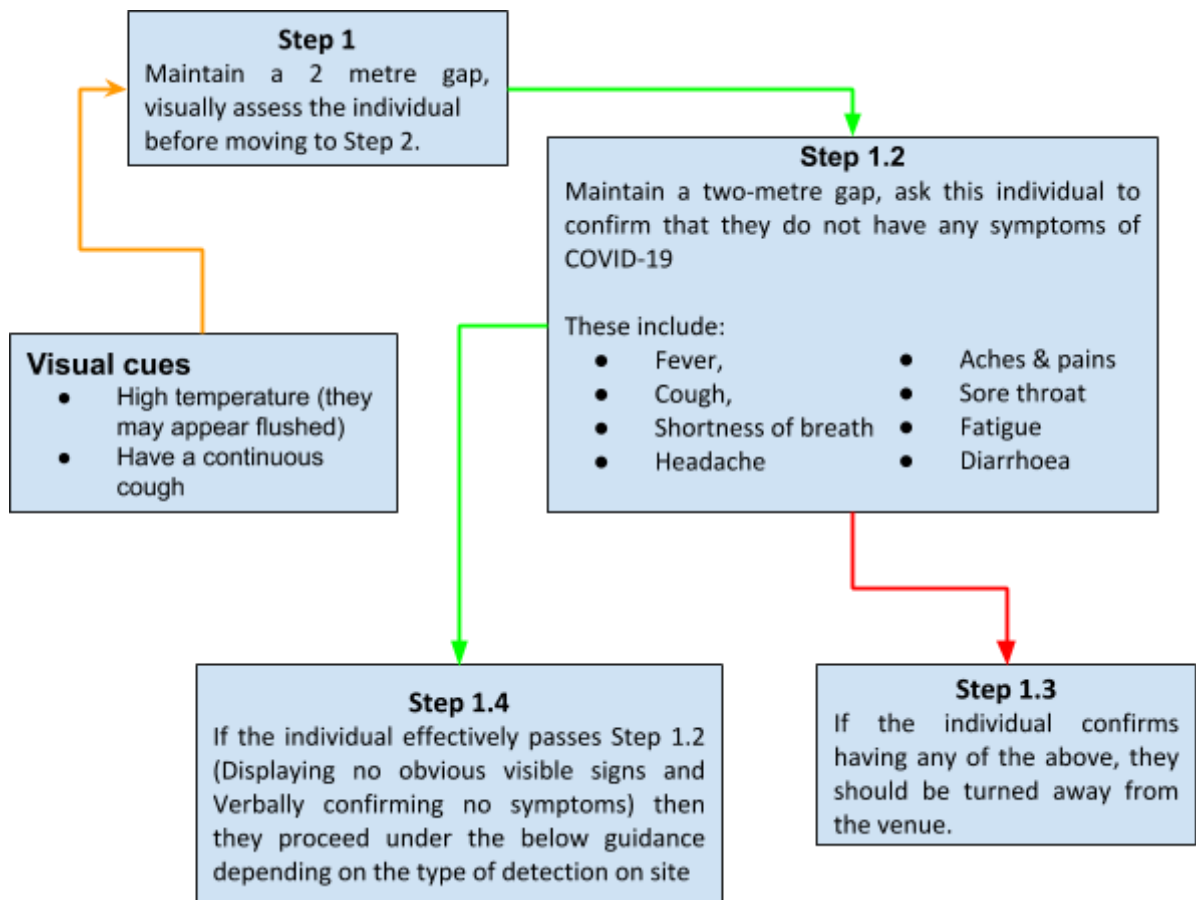
Following the advice issued from Public Health Scotland (PHS), a 2 metre gap between persons should be maintained.

For a Security Officer performing essential duties on behalf of the client including those performing wandering duties with handheld detectors (HHMD) the client recognises that closer physical contact can be required and the following guidance should be followed.

Security Staff can continue using the HHMD devices at premises, an activity which requires Security Staff to be in closer proximity than 2 metres from the person undergoing the search process

The PHS is also consulted as guidance evolves over the coming weeks/months to ensure continued compliance and safe working practices The guidance from the authority relies on the person being 'wanded' confirming that they do not have any of the symptoms (Symptomatic) of COVID-19 (Coronavirus) before entering the two-metre gap.

The document identifies the steps which **must** be followed.

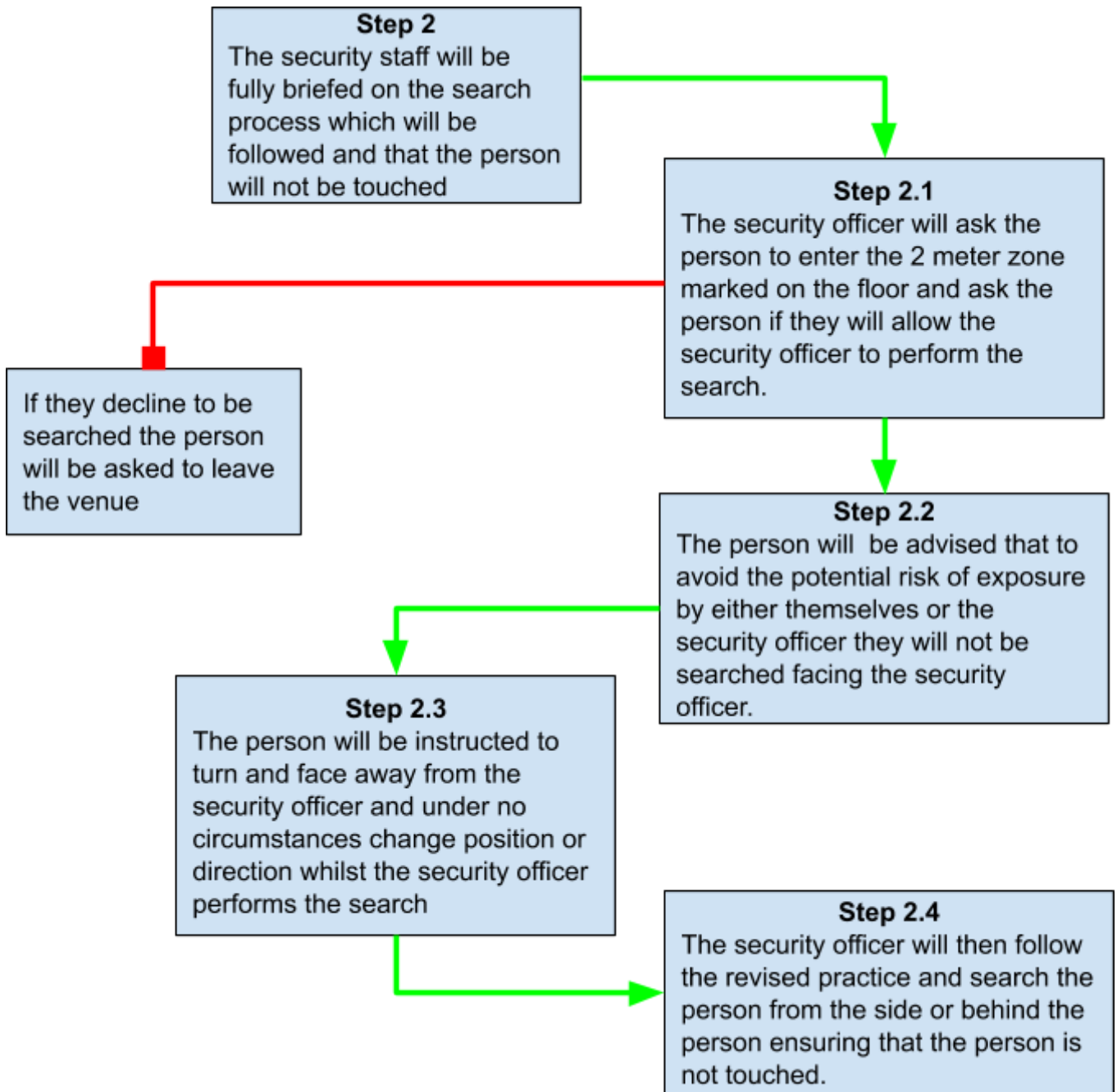




## Use of Handheld Detectors

Security Staff are instructed to conduct the search with a Handheld Detector. to avoid the potential risk of an individual sneezing or coughing at the security officer.

Searching will be conducted, following the process steps below:







## **Premises with archway detectors**

If an individual is assessed through Steps 1 and 2 as being acceptable to be called forward, following the 2 metre guidelines, the process will continue as normal using the archway detector.

If a prohibited item is detected by the archway detector the security officer should keep guiding people back and forth through the archway and advising the individual to produce the cause, until the prohibited item is identified and they pass through the archway without an alert

If after three (3) attempts the prohibited items still are not clear and the archways are still picking something up, the security officer will either use the Handheld Detector (HHMD) to find the prohibited item and / or speak to the customer for guidance



# Premises without archway detectors

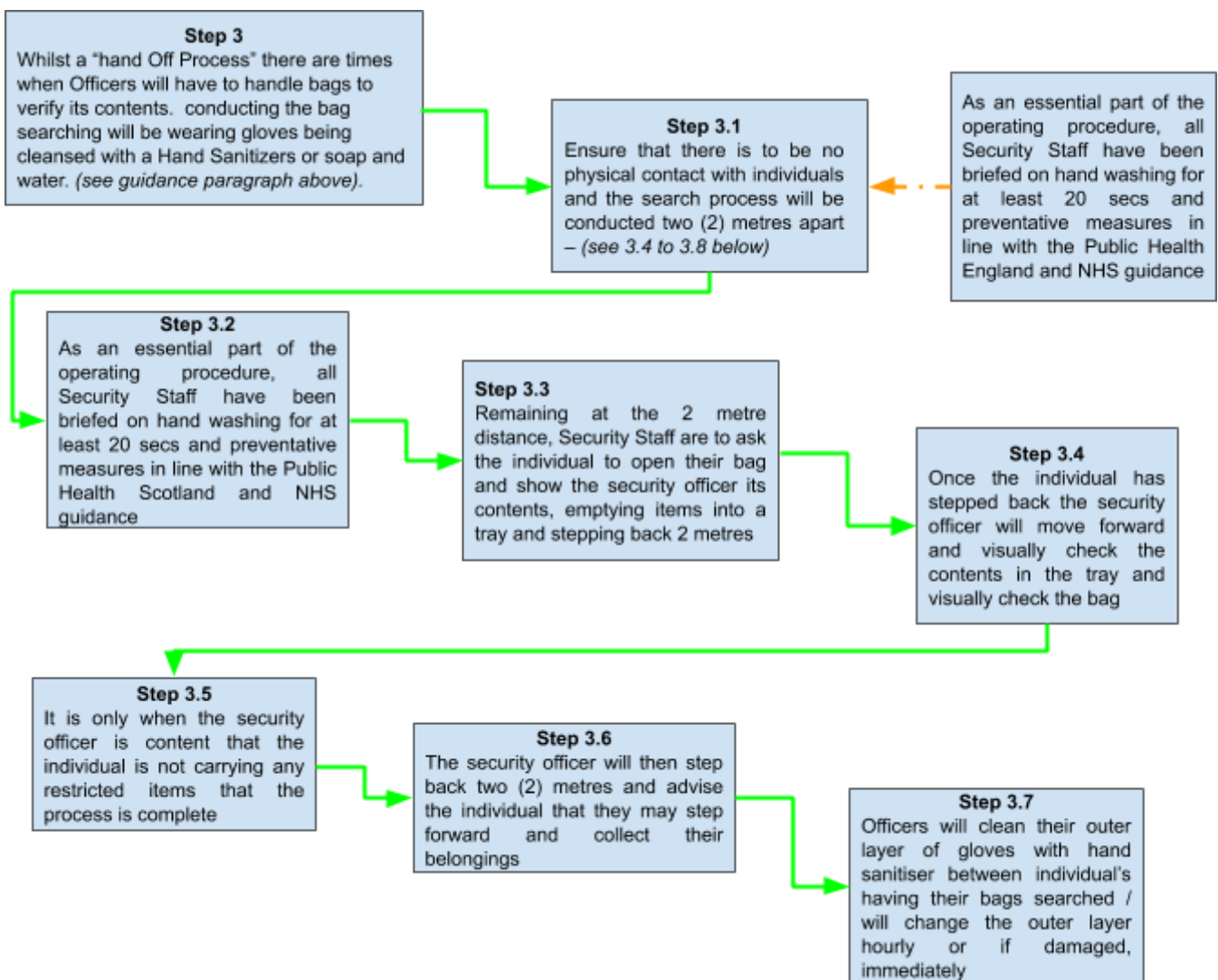
## Bag searches

Security Staff are instructed to conduct the bag searching to avoid further exposure (the potential risk of an individual sneezing or coughing directly at the Security Officer).

Having conducted a review of this process in line with COVID 19 Guidance, whilst the search process remains “hands off” there are times when Officers will have to handle bags to verify contents. To prevent the risk of contamination by either yourself or passing contamination between users, Officers are advised to wear gloves during this search process. s will use hand sanitizer on the outer layer, re-covering the glove with hand sanitiser or soap and water between individuals searched, this will assist kill off any potential contamination from the item being searched.

The gloves must be replaced hourly or immediately if damaged, Officers will remove them, once removed, simply roll up and place them in a bin. Once removed their hands must be washed for at least 20 seconds or use hand sanitizer where no hand washing facility is available.

Bag searching will be conducted, following the process steps below:



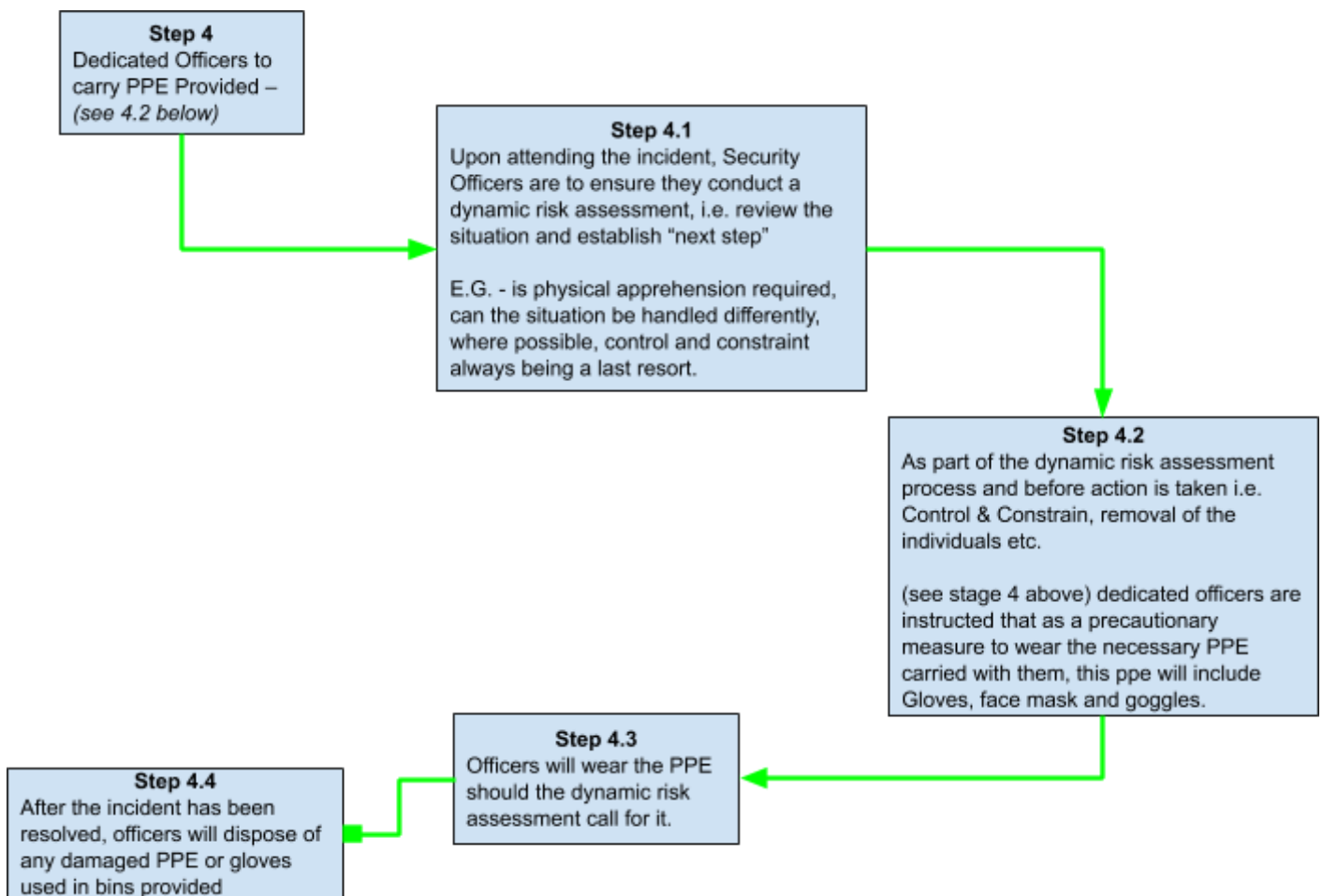


## Response to conflict

There are times when Officers will be called to attend a confrontational situation. Whilst all Security Staff are trained to conduct a “Dynamic Risk Assessment” before intervention, they must follow the guidance as follows.

**NOTE:** All security officers deployed to as response **will then carry the PPE kit with them that day as a precautionary measure.**

Officers will ensure that they wash their hands for at least 20 seconds or use hand sanitizer where no hand washing is available after every interaction, altercation or incident.



**NOTE:** With the exception of bag searching where there is a requirement for gloves to be worn, the advanced PPE listed above, (Gloves, Face Mask and goggles) **are only to be worn** as described during attendance / removal duties and / or First Aid Attendance. Enhance PPE (Gloves, Face Mask, and goggles) are **not to be worn** during normal day to day access control duties using the AMD or HHMD equipment. (see sections 1 & 2)



Thank you and please ensure you stay safe.

**Doc - Version Control**

As the unprecedented developments of Covid-19 continues in conjunction with ever changing guidance from PHE and Central Government, then the guidance provided will be reviewed and if necessary amended.

Issue Date	Version	Comments	Owner