

ANNEXURE B

STATUTORY REQUIREMENT, RULES AND CONDITIONS FOR CONTRACTING SECURITY SERVICES

Emanating from the Transversal Provincial Security Policy (approved by the Provincial Cabinet, Resolution 273/2005 on 16 November 2005), guidelines were developed that would assist departments in the procurement of private security services.

The service provider must comply and adhere to the following requirements, rules and conditions. The school being the employer must ensure compliance.

1. REQUIREMENTS

To deliver a security service at [name of school]

1.1 Number of guards required – as per site

1.2 Grade required Grade D

1.3 Hours of duty 24 hr basis over weekend and 17:00 to 07:00 during week to safeguard property;

To protect life and limb, 07:00 until the last person leaves the school premises.

No untrained personnel will be allowed on the premises.

2. OBJECTIVES

To ensure the safety and security of the school property, staff and learners

3. PROFILE OF THE GUARDS

- Must be a South African citizen
- Must be registered with PSIRA (which registration must be submitted to the school manager or school safety officer)
- Must be able to communicate in the language of the community where the duty is required
- Must be physically fit
- Must be strong enough to physically remove unwanted persons
- Must be assertive enough to enforce security measures as required
- Must command respect

4. DUTIES

Detailed activities to be carried out will be ratified by the school management and will include:

4.1 Guarding

- Protecting people and property against harmful actions, by word or deed or other parties
- Vigilantly protecting the property and personnel against any attempt by any person/s to unlawfully enter the WCED premises

4.2 Patrolling

- Pro-actively observing the environment for any form of security threat or other hazard (safety hazards which may have the potential to cause damage to property or injury to people). Sustained vigilance and discipline are of the utmost importance.
- Patrolling and displaying high visibility to dominate the area

- Should an incident occur, the service provider is expected to hand in, to the school manager or designated person, a detailed written report within 24 hours of the incident occurring.

4.2.1 Purpose of Patrolling

- To ensure that all vulnerable points are frequently visited to maintain security against intrusion by any unauthorised person
- To check perimeter fencing and lighting and to ensure that it is operational
- To check that all outdoors, windows and gates are secured each time the patrol passes. A physical examination of each point is required
- To ensure the safety of all keys entrusted to the patrol

4.2.2 Method of Patrolling

- School must give the guard clear and concise instructions.
- A written recording must be made of the guard's position from time to time

4.3 Tasks

- Enforce entrance and egress control
- Remove any unwanted person/s from the premises
- Protect personnel, visitors, learners and property
- Act on alarms from in-house system. Contact SAPS through the control room.
- Ensure that everything is locked after hours
- Confront all suspect persons on the premises
- Testify in a court of law or disciplinary hearing in the event of a person/learner or staff member being apprehended for any criminal activity

4.4 Service aids for every guard

- handcuffs
- baton
- pocket book
- pen
- a clear identification card of the company with the member's photo, name, ID number, PSIRA number on it, to be worn conspicuously by the person at all times
- torch at night (50 meters)
- two-way radio, should contact with the control room be necessary
- occurrence book

5. LEGAL RIGHTS, FUNCTIONS AND OBLIGATIONS

All security staff must be conversant with their legal rights and obligations regarding the laws mentioned hereunder.

5.1 The Conduct of Security Officers as per Act 56 of 2001 of the Private Security Regulating Authority

5.2 The Control of Access to Public Premises and Vehicle Act (Act 53 of 1958) as amended.

The security staff is authorised and may apply and enforce entrance and egress control in terms of sections 2, 3 and 4 of this act.

5.3 Criminal Procedure Act 1997 (Act 52 of 1997) as amended: insurance at his/ her own cost

The security guard may exercise his/her right in terms of Section 42 to arrest anybody who commits or attempts to commit an offence in his/her presence or whom he/she reasonably suspects of having committed an offence.

6. LIABILITY

- 6.1 The service provider is at all times responsible for the acts and omissions, including but not limited to death, injury or assault, of any service at a school site.
- 6.2 The service provider must obtain public liability insurance at his own cost commensurate with the risk to which the employee is exposed.
- 6.3 The insurance shall make provision for all vicarious losses for which the service provider or his staff may be responsible.
- 6.4 The service provider must, at the commencement of the agreement, submit proof of validity of its public liability insurance policy.
- 6.5 In the event that a burglary or vandalism occurs at the site during a shift, the service provider will be held liable for the cost of the damage or a pro-rata share of the cost to replace or repair or damaged property.

7. GENERAL INFORMATION

- 7.1 All work on site must be done as prescribed by the school management.
- 7.2 The post may not be left unattended during a shift. Should the security officer need to leave the post for any reason, e.g. meals, the security company must provide a relief security for that period.
- 7.3 No subcontracting of an appointment will be allowed. Such deviation will lead to immediate termination of the contract.
- 7.4 When a life-threatening situation develops, it is the main task of the security personnel to protect staff/clients/ visitors and the WCED's (school's) property.