Self Study Workbook For SIA courses

Name……………………………………………….……………………

Produced by Green Man Training

**IMPORTANT NOTICE**

Failure to complete this work book in its entirety will disqualify you from being able to take part on the course.

You will be doing an exam on this part of the course so need to study it for the required length of time which is 9 hours.

First you will need to download and read the SIA Course Reading Material section.

It is the same material for Door Supervisor and CCTV courses although it is taken from the Door Supervisor manual.

The full book with ALL units will be available on the first day of training. We highly recommend them.

Next you will need to complete all the questions in this manual by referring back to the Reading Material.

If you can't find one or two answers try Google!

You should also start to learn the NATO Phonetic alphabet as you will need it on the course.

When you have completed all the answers please email it to us at info@greenmantraining.co.uk at least 24 hours ahead of the course.

**1) What are the Main Aims of Security?**

a: Prevent and D \_\_ \_\_ \_\_ \_\_ \_\_ Crime

b: Prevent or Reduce L \_\_ \_\_ \_\_ Waste and D \_\_ \_\_ \_\_ \_\_ \_\_

c: Monitor and Respond to S \_\_ \_\_ \_\_ \_\_ \_\_ Risks

2) Explain the 5 different SIA licences ………………………………………………………………………………………………………………………………..

3) Give some examples of Security roles that do not require an SIA licence

**4) What do the letters SIA stand for?**

S ......................... I ............................ A....................................

**5) What are the three Main ways in which security can be provided?**

a: M \_\_ \_\_ \_\_ \_\_ \_\_ Security

b: P \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ Security

c: S \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

6) List 3 Crime Reduction initiatives

7) What are Assignment Instructions?

8) How long does an SIA Licence last?

a: 1 year

b: 3 years

c: 5 years

d: 10 years

9) Choose 5 words to describe the qualities security staff should possess

10) To obtain an SIA licence you will have a criminal record check going back?

a: 2 years

b: 3 years

c: 5 years

d: 7 years

**11) Where does a Door Supervisors licence allow you to work that a Security Officers licence would not?**

a: Pubs

b: Museums

c: Restaurants

d: Any Licenced Premises

12) What is the ACS?

13) What are the benefits of it?

14) What is the most common type of work place accident?

**15) It is a criminal offence to work as a security operative without an SIA licence. How much could you be fined?**

a: £1000

b: £2000

c: £5000

d: £500

16) The SIA approve some companies if they meet certain criteria, standards and performance. What is the scheme called?

17) The A \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ C \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ Scheme

18) Explain the difference between Civil and Criminal Law

19) Give 3 examples of Civil Law

20) Name 4 crimes that would appear under criminal law

a:……………………………………………………………………….

b:……………………………………………………………………….

c:……………………………………………………………………….

d:……………………………………………………………………….

**21) A person is charged with a serious criminal offence. What court of Law could the trial take place in?.**

a: County Court

b: Crown Court

c: Tennis Court

22) What type of law has been broken if a person is trespassing?

a: Criminal

b: Common

c: Civil

d: None of the above

**23) If you show prejudice towards a person this can lead to what?**

a: Discrimination

b: Friendship

c: A Good Reputation

**24) What is meant by Stereotyping? Write in simple terms**

…………………………………………………………………………………………………

………………………………………………………………………………………………...

**25) The Equality Act specifies the Protected Characteristics such as sex and age. Name the rest -**

……………………………………………………………............................................................................................................................................

**26) What does Vicarious Liability mean?**

.........................................................................................................................................................................................................

 27) **What Act gives people the right to be free from discrimination and the right to a fair trial etc?**

a: The private security industry act

b: The human rights act

c: The criminal law act

d: The health & safety at work act

**28) How many people are injured at work every year causing them to have time off work?**

a: Tens

b: Hundreds

c: Thousands

d: None of the above

**29) Who is covered by the Health & Safety at Work Act?**

a: Employees

b: Employers

c: The Public

d: All of the above

**30) What are the negative consequences of breaches in Health & Safety?**

List 2

a:………………………………………………………………………………………………

b:………………………………………………………………………………………………

**31) What is a Hazard?**

…………………………………………………………………………………………………

**32) What is a Risk?**

…………………………………………………………………………………………………

**33) List 4 typical hazards you may find in the work place**

a:………………………………………………………………….

b:…………………………………………………………………

c:…………………………………………………………………

d:………………………………………………………………..

**34) Employers must take care of the employees H&S. What responsibility does the Employee have to themselves and others? List 4**

a:…………………………………………………………………………………

b:…………………………………………………………………………………

c:………………………………………………………………………………..

d:……………………………………………………………………………….

**35) When performing a risk assessment and Hazards are identified, what should you consider? List 3 actions**

a:…………………………………………………………………….

b:……………………………………………………………………

c:……………………………………………………………………

**36) When lifting, pushing or pulling what should you consider?**

a: Size

b: Shape

c: Weight

d: All three

**37) What does L.I.T.E stand for when considering lifting an item?**

L \_\_ \_\_ \_\_

I \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

T \_\_ \_\_ \_\_

E \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

**38) Lifting Techniques. Complete the guide**

a: Stop and think

b: Position the feet

c:……………………………………………………………….

d:……………………………………………………………..

e:……………………………………………………………..

f:……………………………………………………………..

**39) If you injure yourself at work you should put an entry in which document?**

…………………………………………………………………………………………………

**40) If you have an injury that causes you to have more than seven days off work your employer must report it to the H&S Executive under the RIDDOR regulations. What does RIDDOR stand for?**

R……………………………………………………

I…………………………………………………….

D……………………………………………………

D……………………………………………………

O……………………………………………………

Regulations

**41) If you discover an injured person at work, who should you contact first?**

a: Manager

b: First Aider

c: Your colleagues

d: Ignore them

**42) What 3 elements are required for a fire to start?**

a:…………………………………………

b:………………………………………..

c:………………………………………..

**43) Below are the Classes of Fire. Complete the meanings.**

Class A……………………………………………………………………………………

Class B………………………………………………………………………………………

Class C………………………………………………………………………………………

Class D………………………………………………………………………………………

Class F………………………………………………………………………………………

44) What is F.I.R.E.? ……………………………………………………………………………..

**45) What colour are Fire extinguishers? ........................…**

**46) What do these colour labels mean on a Fire Extinguisher?**

a: Black ...............................................................................

b: Cream.............................................................................

c: Yellow..............................................................................

d: Red .................................................................................

e: Blue.................................................................................

**47) Can you use a Water Extinguisher on a liquid fire?**

YES……NO Why?............................................................................................

**48) Can you use a Water Extinguisher on an Electrical Fire?**

YES………………….No

Explain why……………………………………………………………………………

**49) Before using a Fire Extinguisher you should**

a: Shake it

b: Read the Label

c: Turn it upside down

d: Do not lift it off the floor

**50) What type of building would you find a Wet or Dry Riser located?**

a: Single storey building

b: Caravans

c: Multi Storey Buildings

d: Temporary buildings

**51) Explain the difference between Wet and Dry Riser.......................................................................................**

**............................................................................................**

**52) What emergency service would use a dry riser?**

……………………………………………………………………………………………..

**53) List 4 things you should you look for when checking Fire Doors**

a:………………………………………………………………………………………………

b:………………………………………………………………………………………………

c:………………………………………………………………………………………………

d:………………………………………………………………………………………………

**54) A Fire Alarm Control Panel commonly has three coloured lights -** Red, Green and Amber. If the alarm is activated what colour light would be on?

Answer:…………………………………………………………

**55) On the Fire Alarm Panel what colour light would be showing if there was a fault on the system?**

Answer:……………………………………………………………

**56) Once the Fire alarm has activated and the building is evacuated, who can give authority to reset the alarm?**

a: Security officer

b: Manager

c: Fire Brigade Officer

d: Police

**57) List 4 of the duties of the Fire Marshall in an evacuation**

a:………………………………………………………………………………………………

b:………………………………………………………………………………………………

c:………………………………………………………………………………………………

d:……………………………………………………………………………………………

**58) What is an emergency? Complete the missing words**

An emergency is any U \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ incident that is so serious that it must be dealt with I \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

**59) If you witness a serious crime while at work, who should you inform first?**

a: Police

b: Manager

c: Colleague

d: No one, just Ignore it

**60) Terror Threat Level Definitions. Fill in the missing data**

Critical………………………...Attack is Imminent

Severe……………………………………………………………………………………

Substantial…………………………………………………………………………………

Moderate…………………………………………………………………………………

Low…………………………………………………………………………………………

61) You discover a fire – your first action?

62) Electrical fire – Which extinguisher is best?

63) Which courts require proof to be beyond reasonable doubt?

64) Which courts decide on a balance of probabilities?

65) What are statutes?

66) The SIA reports to whom?

67) Solid fuels = what class of fire?

68) Faulty electrical equipment – what is your concern?

69) What do you need to do regularly with your radio?

70) Trespass – is it normally a civil or criminal offence?

71) Paper or wood burning = Class …………………..Fire.

72) Safety at work – who is responsible for providing it?

73) Risk – ignore, eliminate or minimise?

74) How long should data be kept for?

75) Most important quality for a Door Supervisor?

76) Explain the difference between Prejudice and Discrimination.

77) Acts of Parliament = STA……………………..…………..Law

 Judges decisions = COM……………………………………..Law

78) What colour and shape are these signs? -

Prohibition

Fire

Warning

Mandatory

Safe Condition

79) What colour is a Fire Assembly Point sign?

80) Name 3 items of personal safety equipment.

81) Fire alarm sounds. Your first action?

82) Unattended bag. Your first action?

83) Extinguishers – which is the best to use on -

Textiles

Flammable Liquids

Fats

Electrical Equipment

84) Which act says race, gender etc are protected from discrimination? The E…………………….. Act

85) Explain the difference between a Hazard and a Risk.

86) Paint or petrol burning = Class …………………. Fire.

87) What is an action based on a prejudice?

88) What Post Incident support is available?

89) What are typical effects of workplace violence?

90) Why is it important to get support after an incident?

91) What are the benefits of reflecting on an incident?

92) Why should Security staff be listened to after an incident?

**You have now completed the work book. Please EMAIL back to us at least 24 hours before your course begins. Caution, if the Tutor cannot show proof of evidence that the book has been completed on the first day of the course you will NOT be able to do the course.**

**Declaration**

**Name of candidate……………………………………………………………………………… Date.................................................**

I declare that I have followed the study instructions and answered all the questions to the best of my ability.