

<b>Title</b>	<b>Maintain event security</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>15</b>

<b>Purpose</b>	<p>This unit standard is for security officers required to maintain safety and security at events.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>– demonstrate knowledge of security policies and procedures at a specific event;</li> <li>– prepare to maintain event security;</li> <li>– participate in team activities;</li> <li>– maintain event security watch;</li> <li>– conduct event site patrols;</li> <li>– control event access;</li> <li>– demonstrate and apply knowledge of risk management;</li> <li>– enhance customer and public relations as an event security officer;</li> <li>– describe and implement tasks, duties, and responsibilities related to health and safety as an event security officer; and</li> <li>– prepare and process reports and records as an event security officer.</li> </ul>
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<b>Classification</b>	Security > Security Staff Services
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 This unit standard is intended for assessment in a security industry employment context. Assessment must be based on the policies and procedures specific to the event.
- 2 Persons working or intending to work as a security officer or in related security employment may require a Security Guards Licence, or if an employee of a Security Guard Licence holder, a Certificate of Approval to be the Responsible Employee of a Security Guard.
- 3 References  
 Building Act 2004;  
 Children, Young Persons, and Their Families Act 1989;  
 Crimes Act 1961;  
 Fire Service Act 1975;  
 Gambling Act 2003;  
 Health and Safety in Employment Act 1992, and associated regulations;

Local Body Bylaws and regulations;  
Private Investigators and Security Guards Act 1974;  
Resource Management Act 1991;  
Sale of Liquor Act 1989;  
Smoke-free Environments Act 1990;  
Summary Offences Act 1981;  
Trespass Act 1980;  
Codes of Practice, Published by New Zealand Security Association Inc.,  
PO Box 33936, Takapuna, Auckland, available at <http://www.security.org.nz>;  
and their subsequent amendments and replacements.

#### 4 Definitions

*Assessed need* – the need assessed by the security officer dealing with the situation to which the need relates, based on the facts of the situation evident to the officer and a reasonable and logical analysis of them, including risk assessment.

*Assignment instructions* – orders and/or instructions issued to govern the performance of security tasks, duties, and responsibilities on a specific assignment.

*Best practice* – an approved current method or way of doing something that, in the circumstances, achieves the required outcome.

*Equipment operating instructions* – instructions and procedures governing the operation of equipment and operator servicing and maintenance requirements.

*Established risk criteria* – agreed or designated standards or benchmarks against which risks are measured.

*Event* – in the context of this unit standard – a gathering of people where a security team is deployed.

*Event instructions* – operating guidelines and information given to security officers assigned to provide security for a specific event.

*Management* – includes but is not limited to: risk assessment; response, including physical intervention and damage limitation; reporting and recording; task prioritisation; and other action taken by the security officer in accordance with assessed need and relevant instructions.

*Personal equipment* – includes clothing and other items carried and/or worn by the security officer, or available for their personal use, specified in relevant instructions.

*Personal standards* – attributes required of security officers (by industry and other stakeholders) that may include but are not limited to (demonstrations of): positive attitude, integrity, honesty, care, reliability, personal hygiene, positive communication style, unaffected by drugs and/or alcohol.

*Relevant instructions* – include but are not limited to applicable policies, procedures, manuals, and directives; oral, written, or electronically transmitted instructions, assignment, and equipment operating instructions; and other legal and compliance requirements relevant to the situation, site, location, and task.

*Risk* – the chance of something happening that will have an impact upon objectives, measured in terms of consequences and likelihood.

*Risk analysis* – the systematic use of available information to determine how often specified events may occur and the magnitude of their impact on the organisation.

*Risk assessment* – the overall process of risk analysis and risk evaluation.

*Risk evaluation* – the process used to determine risk management priorities by comparing the level of risk against predetermined standards, target risk levels, or other criteria.

*Security risks and incidents* – potential or actual events or occurrences of significance to security that require identification, response, treatment, or management by a security officer, especially those specified in relevant instructions.

- 5 Safety is the prime consideration for any action taken by a security officer.
- 6 All evidence presented and all assessment activities undertaken for this unit standard must be in accordance with relevant instructions and best practice and must be within the law.
- 7 The health and safety of the candidate, assessor and others must be maintained when assessment is being undertaken against this unit standard.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of security policies and procedures at a specific event.

#### Performance criteria

- 1.1 Event security officer's role and responsibilities are described.
- 1.2 Event security policies and procedures are explained.  
Range four policies and related procedures.

### Outcome 2

Prepare to maintain event security.

Range three separate events.

#### Performance criteria

- 2.1 Event security officer reports for duty in accordance with relevant instructions.  
Range time, location, uniform, appearance, authorisation, personal standards.
- 2.2 Personal equipment is complete and in operable condition.
- 2.3 Task schedules and instructions are explained to demonstrate situational awareness.  
Range situational awareness – knowledge and understanding of the operational environment including the event venue, locality, situation, risks, and relevant instructions.
- 2.4 Event location, boundaries, and activities are identified.

**Outcome 3**

Participate in team activities.

Range team activities and responses include but are not limited to – crowd management; response to disruptions to authorised activities; protection of principal participants; entry, seating, dispersal; response to distressed persons; emergency management; traffic control.

**Performance criteria**

3.1 Individual actions are consistent with circumstances, role, and intended outcome.

3.2 Participation is consistent with team needs and intended outcome.

**Outcome 4**

Maintain event security watch.

Range three separate occasions.

**Performance criteria**

4.1 A continuous and active presence is maintained.

4.2 Status and condition of area of responsibility are verified to identify change, indications of risk, and task priorities.

4.3 Security risks and incidents are identified and managed to minimise risk.

4.4 Equipment deficiencies and malfunctions are identified, and managed.

Range may include but is not limited to – taps, valves, first aid kits, ladders, locks, fire suppression equipment, signage, doors, gates, barriers.

4.5 Advice, information, and assistance are sought in accordance with assessed need and relevant instructions.

4.6 Communications are made as required using appropriate media, and in accordance with assessed need and relevant instructions.

4.7 Personal presentation and professional standards are maintained.

4.8 Surveillance of suspicious activities, events, objects, and persons is maintained and reported in accordance with assessed need and relevant instructions.

**Outcome 5**

Conduct event site patrols.

**Performance criteria**

- 5.1 Equipment taken on patrol conforms to assessed need and relevant instructions.
- 5.2 Patrol frequency, route, duration, and execution are in accordance with assessed need and relevant instructions.

**Outcome 6**

Control event access.

**Performance criteria**

- 6.1 Access control measures and tasks are implemented and/or supported in accordance with relevant instructions.
- 6.2 Prohibited items are detected and managed in accordance with relevant instructions.
- 6.3 Unauthorised movement of people and/or items is detected and managed in accordance with relevant instructions.
- 6.4 Persons requiring special treatment are identified, escorted, cared for, and monitored in accordance with relevant instructions.

**Outcome 7**

Demonstrate and apply knowledge of risk management.

Range risks relevant to event security.

**Performance criteria**

- 7.1 Risks are identified and explained in terms of nature, likelihood, and consequences.
- 7.2 Identified risks are analysed and evaluated against established risk criteria.
- 7.3 Risk treatment options are identified, selected, and their implementation planned in accordance with risk assessment and relevant instructions.

**Outcome 8**

Enhance customer and public relations as an event security officer.

**Performance criteria**

- 8.1 Responses to comments, enquiries, and complaints are prompt, courteous, and appropriate, and are reported and/or recorded in accordance with assessed need and relevant instructions.

## Outcome 9

Describe and implement tasks, duties, and responsibilities related to health and safety as an event security officer.

Range health and safety of or related to – event security officers, others at the event and outside seeking entry.

### Performance criteria

- 9.1 Health and safety related tasks, duties, and responsibilities are described in accordance with relevant instructions.
- 9.2 Health and safety related tasks, duties, and responsibilities are implemented in accordance with relevant instructions.

## Outcome 10

Prepare and process reports and records as an event security officer.

Range oral report; and three different electronic or paper-based reports or records from – notebook, log, formatted report, incident report, internal memorandum, health and safety report, evidential statement.

### Performance criteria

- 10.1 Reports and records are completed and processed in accordance with relevant instructions.
- 10.2 Information is complete, concise, logically organised, factual, unambiguous, and clear to intended recipients.

**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 February 1996	31 December 2021
Revision	2	24 September 1998	31 December 2021
Review	3	25 November 2000	31 December 2021
Revision	4	3 April 2001	31 December 2021
Review	5	25 July 2006	31 December 2021
Review	6	24 January 2019	31 December 2021

<b>Consent and Moderation Requirements (CMR) reference</b>	0003
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.