# Business Premises Self-Assessment Checklist

**We are keen to encourage businesses to implement security measures to reduce the likelihood of being targeted by criminals. Below is a list of some of the points you should be considering in relation to your business. The aim is to answer 'yes' to most of the questions. Where the answer is 'no', do take appropriate action to address issue where possible, and practical, for your business.**

Please make sure that security is part of your business plan and that all staff are aware of the security procedures which affect them.

## Security of the site

| Yes | No | |
|-----|-----|---|
| | | Is your boundary clearly defined? |
| | | Are fences secure and regularly checked? |
| | | Do you have prominent signage directing visitors to a single entrance/exit? |
| | | Have all staff been briefed on your security procedures? |
| | | Have you eliminated recessed doorways and concealed areas that can give cover to intruders? |
| | | Have steps been taken to restrict easy access to the roof, including anti climb products? *Remember to put up warning signs for anti-climb devices.* |
| | | Is external security lighting used so that your premises are well lit when not in use? |
| | | Is the car park well lit and clear of obstructions? |
| | | Do you control growth of trees and bushes so that there is 'natural surveillance' depriving criminals of cover? |

## Alarms

| Yes | No | |
|-----|-----|---|
| | | Has an alarm been installed? *If not, contact National Alarm Inspectorate on 01628 637512 or Security Systems Alarms Inspection Board on 0191 2963342 for details of local approved alarm installers. Check the level of alarm required by your insurer.* |
| | | Are your alarm codes ever changed? |
| | | If you have an alarm make sure it is regularly serviced and still fit for purpose. |
| | | Have particular people been nominated to set the alarm at the end of the working day. There should be as few people as possible. |
| | | Do you have a procedure for key holders attending out of hours to ensure their safety? |

## CCTV

| Yes | No | |
|-----|-----|---|
| | | Is there a CCTV system installed? |
| | | Does CCTV cover all entry points? |
| | | Can your CCTV read index plates of vehicles? |
| | | Is it regularly maintained? |
| | | Is it still fit for purpose? |
| | | Are recording equipment and recorded materials stored in a locked cabinet? |
| | | Are downloads (required by police for identification) fit for purpose? |
| | | Are the time and date settings regularly checked to ensure they are correct? |
| | | Are appropriate signs displayed to tell the public / warn offenders that they are being recorded? |
| | | Are there enough people who can fully interrogate the system? |
| | | Is your system registered with the Information Commissioner? |
| | | You should have a good working alarm before considering CCTV. Is your alarm suitable? |

## Locking up

| Yes | No | |
|-----|-----|---|
| | | Is there an established procedure for locking up? |
| | | Are all entrance doors locked, windows and skylights secured at the end of the working day? |
| | | Are rooms such as toilets and storerooms checked to ensure that there is nobody hidden in the building before it is locked up? |

## Keys

| Yes | No | |
|-----|-----|---|
| | | Do you have an up-to-date inventory of issued keys? |
| | | Are regular key audits carried out? |
| | | Are locks changed if keys are missing? |
| | | Are spare keys numbered (not named locations) and secured at all times? |
| | | Have you considered electronic card entry that enables you to remove from the system any lost cards and prevents copies being cut? |

## During Working Hours

| Yes | No | |
|-----|-----|---|
| | | Do all staff wear identification badges whilst on the premises? |
| | | Are visitors asked to sign in and out? |
| | | Are visitors given visitor badges and are they ALL returned when they leave? |
| | | Do staff challenge or 'offer to help' people not wearing identification? |
| | | Are visitors escorted to and from their destination? |
| | | Do you have a 'lone worker' policy? |

## Outside Working Hours

| Yes | No | |
|-----|-----|-----|
| | | Are contract staff supervised? |
| | | If cleaners work out of normal hours do they secure the buildings as they move round the site? |
| | | Are security arrangements made for surveillance during vulnerable times such as evenings and holidays? |

## Preventing Theft and Burglary

| Yes | No | |
|-----|-----|-----|
| | | Do you use secure storerooms or containers for valuable items? |
| | | Are rooms containing valuable equipment kept locked and alarmed when not in use? |
| | | Is equipment security marked to identify you or your company as the owner? |
| | | Have you used the free property register www.immobilise.com ? |
| | | Do you have signs displayed to inform potential thieves that you property is security marked? |
| | | Do staff have access to lockers to safeguard their personal property? |
| | | Is cash on the premises kept to a minimum and is it secure? |
| | | If you have high value products, have you considered products like "Smoke Cloak" "Concept Smoke" etc? |
| | | Have you considered roller shutters, bars, grilles on windows? |
| | | Are laptops secured in a locked cabinet in an alarmed area out of hours? |
| | | Is your business a member of the free Police OWL (online watch link) system that sends useful crime prevention messages and alerts about business crime that has happened in the area? |
| | | Have you considered reflective film /blinds for ground floor windows? |
| | | Have you got a business recovery plan in the event of theft or fire and is all information backed up? |

For more information on door, window and lock security, please visit www.securedbydesign.com for relevant standards and details of approved security companies. We also recommend The Master Locksmiths Association www.locksmiths.co.uk .

All measures should be appropriate, realistic and cost effective, remembering that the aim of prevention is to make it harder for criminals – it should increase their effort, increase their risk and reduce the rewards for a burglar or thief.

**For further advice or for a comprehensive survey of your business, please contact the Crime Prevention Officers at Hertfordshire Constabulary on the non-emergency number: 101.**