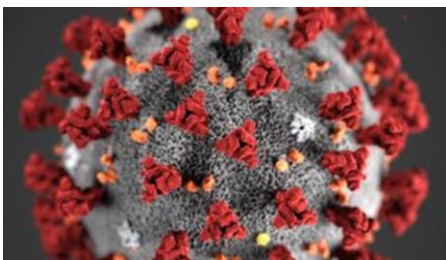


# COVID 19 BUSINESS SECURITY



FIRST PRINCIPLE

[norfolk.police.uk/firstprinciple](https://norfolk.police.uk/firstprinciple)  
[suffolk.police.uk/firstprinciple](https://suffolk.police.uk/firstprinciple)



**NORFOLK**  
CONSTABULARY  
*Our Priority is You*



**SUFFOLK**  
CONSTABULARY

## Top Tips

**Consider the security of your business during the current pandemic**

**All businesses should use the “*Business Security Self-Assessment*” on our website under 1<sup>st</sup> Principle or by using the following link. [Business Security Self-Assessment](#)**

**If you’re temporarily closing your business we advise that you pay particular attention of high value electrical items.**

**You may have goods which are in short supply and these could be at risk.**

**Take extra steps to reduce the risk**

## Thinking about closing temporarily? - Consider the following

- Secure all high valuable stock away in an appropriately secured store area! This includes items such as laptops, computers, phones, smart TV's, stereo systems etc. Do not leave Demo items out on display.
- Pay regular visits to the business premises to check security and the building for any damage. Go at different times each day. Avoid a routine.
- If you have outside lights at your premises, try to ensure they are on all night.
- Ask neighbours to look out for you.
- If you don't already have them, give serious consideration to installing CCTV cameras capable of remote viewing and an alarm that send you an alert if activated. If you have high value items or feel you are particularly vulnerable, consider more robust security such as fogging devices and roller shutters over the doors/windows. Small businesses could consider some of the products which are produced by Ring as these can be quickly deployed and are available on line and from local retailers. Although aimed at the residential market, they can be equally effective for small businesses. <https://en-uk.ring.com/>
- Is your alarm effective? Check it regularly during your period of closure.
- If you do have an alarm, consider changing the code and only letting staff who are likely to be required to attend have access. This reduces the risk of internal theft.
- Try to create layers of security. This means locking internal doors and securing valuable goods in secure locations.
- Check that deliveries are not being left outside unattended. They are at risk of theft and will make it very obvious that the premises are unoccupied. Ask the delivery company to let you know if they plan to make a delivery so that you can take the appropriate action.
- Do not leave cash on site.
- If you have tills, leave them empty and open so it is clear there is nothing on site.
- If you store vehicles at your place of work, try to store them inside the building or within a locked compound covered by CCTV. Make sure they are locked, the alarms set, and nothing on view inside when they are left.

- Make sure you clear any waste or materials stored outside your premises that could be used to cause damage or force entry.
- If you are running with a skeleton staff, make sure you have procedures in place to ensure their safety if they are working alone. This is especially important for anyone coming to check the premises alone.
- Be alert to scams and fraud and remind you staff to be vigilant too. Scammers are most likely to approach you on line, so staff should be reminded of the need to be cautious, regardless of whether they are working from home or their normal place of work.
- If you do remain open, make sure you maintain your physical security and procedures at all times. Criminals will take advantage of the situation, knowing that there may be less surveillance in the area.
- Check that there are no outstanding keys or access fobs (possibly from staff that have left). Change the locks or access codes if you cannot account for all items.
- If you do have to shut down the premises and have time to do so, make an inventory of all items within the premises and take photos as appropriate. Make sure all property/equipment belonging to the company is clearly marked with the company details and if possible registered at [www.immobilise.com](http://www.immobilise.com). These steps will assist you if you have to make an insurance claim and allows us to return any recovered property to you.
- If you do need to close down your premises, take time to do a thorough check that all doors and windows are locked, the CCTV is working, the alarm is set and that any other security measures you would normally take are checked. Do not assume things are secure – physically check!

# First Principle:

## Related links

### Ask the Police

Official Police Resource. The Ask the Police website provides you with information on a wide range of non-emergency policing matters.

[askthe.police.uk](https://askthe.police.uk)

### Secured by Design

Official UK Police initiative that combines the principles of 'designing out crime' with physical security.

[securedbydesign.com](https://securedbydesign.com)

### Sold Secure

Dedicated to reducing the risk of crime by assessment of security products.

<https://www.soldsecure.com/>

### Crimestoppers

An independent charity that gives people the power to speak up to stop crime 100% anonymously, by phone 0800 555 111 or online.

<https://crimestoppers-uk.org/>

### Norfolk and Suffolk Victim Care

Covering the whole of Norfolk and Suffolk, a free, confidential support service specifically designed to help victims and witnesses of any crime.

<https://www.nsvictimcare.org/#>

Contact us on: 0300 303 3706  
(weekdays between 8am-5pm)

Out of hours 0808 16 89 111

Alternatively, if you would like to access help online you can use this link: <https://www.victimsupport.org.uk/help-and-support/get-help/request-support>

**Call us on 101. Always dial 999 in an emergency**

**To see the full range of information go to:**

[Suffolk First Principle](#) or

[Norfolk First Principle](#)

Or alternatively use your mobile phone to scan this QR code.

