

# Small Business Security Checklist



## Key Points To Consider

- Is the boundary secure?
- Are the doors and windows secured?
- Does your alarm and CCTV work properly?
- Have you protected valuable items and equipment?
- Do you and your staff know how to report an incident and suspicious behaviour?
- Do you and your staff know all your security procedures?
- Look at the Secured by Design “Secure Your Business” website for additional Police Approved details regarding Business Security  
<http://www.securedbydesign.com/crime-prevention-advice/secure-your-business/>

## BOUNDARIES, FENCES AND GATES

Check	Yes/No	Further Information
Is external security lighting used so that your premises are well lit during the hours of darkness or when not in use?		Grounds should be well lit with good colour definition ideally to BS 5489. (smaller premises should be fitted with dusk to dawn lighting as a minimum).
Are car park areas well-lit and clear of obstructions or items that may be desirable (ie scrap items)?		<p>Make every effort to reduce hiding places. Remove waste and scrap items on a regular basis.</p> <p>Keep an open aspect with good all round visibility between the road and the shell of the building.</p> <p>At the end of the day always secure the premises grounds, close and lock gates.</p>



**SUFFOLK**  
CONSTABULARY

## BOUNDARIES, FENCES AND GATES continued

Check	Yes/No	Further Information
<p>Is your boundary clearly defined?</p> <p>Are fences secure and regularly checked?</p> <p>Do you have prominent signage directing visitors to a reception point or single entrance/exit point?</p>		<p>It is important to clearly define your boundaries to ensure that visitors to your premises are aware of where they are allowed to go or not go.</p> <p>If you have fences and gates these should be robust and strong enough to deter unlawful entry and secured.</p> <p>We recommend weld mesh or close boarded fencing of a minimum height of 1.8m high or 2.0 m if possible.</p> <p>Make sure you have the right signs displayed to determine who is allowed where.</p>
<p>Provide regular maintenance for the growth of trees and bushes so that there is good 'natural surveillance' thus depriving criminals of cover.</p>		

## BUILDINGS, DOORS AND WINDOWS

<p>Have you eliminated recessed doorways or concealed areas that could give cover to intruders?</p>		<p>All of these issues are essential for good security.</p>
<p>Do you have an up-to-date inventory of issued keys? Are regular key audits carried out?</p> <p>Are spare keys numbered (not named with locations) and secured at all times?</p>		<p>Strict key management is a priority and the fewer keys the better. Regular key audits will highlight any discrepancies/issues with missing keys or staff that may have left with access still to keys.</p> <p>Is an electronic card entry system, that enables you to remove from the system any lost cards and prevents copies being cut, suitable for your business?</p> <p>If keys are missing change the locks through a Master Locksmiths association (see <a href="http://www.locksmiths.co.uk/find-a-locksmith/">http://www.locksmiths.co.uk/find-a-locksmith/</a> for local details).</p>



## BUILDINGS, DOORS AND WINDOWS continued

Check	Yes/No	Further Information
<p>Are all windows and doors of sound construction, in good working order and lockable?</p> <p>Have you considered roller shutters, bars, grilles on windows for additional security?</p> <p>Have you considered reflective film/blinds for ground floor windows?</p>		<p>Windows and doors should be in good condition and working order and preferably constructed and installed to PAS 24 Standards.</p> <p>If you have a particular area that could be vulnerable, consider using additional security such as bars, grilles or shutters.</p> 
<p>Have steps been taken to restrict easy access to the roof, including anti-climb products?</p> <p><i>Remember to put up warning signs for anti-climb devices</i></p>		<p>Flat roofs can lend themselves to easy access to other areas or allow ASB issues. Check to see if there are any items nearby that could be used as climbing aides to these areas and remove them. Where suitable, consider the use of anti-climb products and ensure that signage is displayed where they are used.</p>
<b>VALUABLE ITEMS AND EQUIPMENT</b>		
<p>Do you use secure storerooms or containers for valuable items? Are they alarmed when not in use?</p>		<p>The more layers of security you have the harder it is for thieves; it either deters or slows them slow down.</p>
<p>Is equipment security marked to Identify you or your company as the owner?</p> <p>Have you used the free property register <a href="http://www.immobilise.com">www.immobilise.com</a>?</p> <p>Do you have signage to inform potential thieves that your property is security marked?</p>		<p>Good property marking can enable the police to return any recovered stolen goods.</p> <p>It also acts as a deterrent, as the value of the item is reduced when selling it on.</p>
<p>Do staff have access to lockers to safeguard their personal property?</p>		<p>It is important to provide a secure place for staff to keep personal belongings such as phones, car keys and wallets/bags. These items can be an easy target for offenders if not secured away and out of sight.</p>

VALUABLE ITEMS AND EQUIPMENT continued		
Check	Yes/No	Further Information
Do not keep cash on the premises at night! If you do ensure that it is secured away in an appropriate safe (in accordance with guidance from your insurance company) and kept to a minimum.		Signage stating that “NO CASH KEPT ON PREMISES OVERNIGHT” can also act as a deterrent.  Leave cash till drawers empty and open and in view so that it is obvious that no cash is kept on site .
If you have high value merchandise, have you considered products such as Smoke/Fogging devices.		They fill the area with smoke making it impossible to see and can use strobe lighting and noise to disorientate an offender.  For further details refer to the Secured by Design website <a href="http://www.securedbydesign.com/members/">http://www.securedbydesign.com/members/</a>
Ensure laptops/tablets/work mobiles are secured in a locked cabinet in an alarmed area out of hours?		Also makes sure that all IT equipment has the appropriate security in place i.e. password protected and property marked. Keep passwords safe and do not share them amongst staff.
ALARMS AND CCTV		
Has an alarm been installed?		If not, contact National Alarm Inspectorate on 01628 637512 <a href="https://www.nsi.org.uk/">https://www.nsi.org.uk/</a>  or Security Systems Alarms Inspection Board on 0191 2963342 <a href="https://ssaib.org/">https://ssaib.org/</a>  for details of local <b>approved</b> alarm installers. Check with your insurer for the level of alarm your business may require.  Always choose a monitored or linked alarm system over installing only a CCTV system.



**ALARMS AND CCTV continued**

<b>Check</b>	<b>Yes/No</b>	<b>Further Information</b>
Are your alarm codes ever changed?  Is your alarm regularly serviced?		An alarm system is only useful if it is used correctly. Make sure everyone who needs to be is trained on the system's operating procedures.
Have specified people been nominated to set the alarm at the end of the working day. If so keep this duty to a minimum number of staff members.		
Is there a CCTV system installed?  If so:  Does your CCTV need to read vehicular number registration plates of vehicles?  Is it regularly maintained?  Is the recording equipment and recorded materials stored in a locked cabinet and out of sight?  Are downloads (required by police for identification) fit for purpose?  Is someone able to operate the system efficiently?  Are the time and date settings regularly checked to ensure they are correct?  Display the appropriate signs to tell the public/warn offenders that they are being recorded		CCTV systems can be complex and should not be regarded as the principle method of securing your premises.  They can act as a deterrent and they can provide evidence for prosecution. However, if they are not set up properly and managed badly they are of no real use.  It is always advised that an expert is consulted and that the recorded images would be suitable for police use if required.  Ensure that the lighting is appropriate for the system installed and that the cameras are regularly maintained and free from dust/obstructions or damage.



<b>MANAGEMENT PROCEDURES</b>		
<b>Check</b>	<b>Yes/No</b>	<b>Further Information</b>
<p>Do you have a procedure for key holders personal safety when attending out of hours security calls?</p> <p>Do you have a lone worker policy?</p>		<p>Do they notify someone that they are attending and have access to a personal safety alarm?</p>
<p>Is there an established security procedure for closing the premises, including checking all rooms and toilets to ensure no-one is hiding?</p>		<p>Ensure that all entrance doors are locked, and windows and skylights secured at the end of the working day. A security log requiring a staff signature after checking can encourage accountability for doing security checks.</p>
<p>Staff should wear identification badges whilst at work.</p> <p>Are visitors asked to sign IN and OUT and given visitor badges which are ALL accounted for when they leave?</p>		<p>Identifying staff provides visitors or customers with a clear point of contact and will allow staff to challenge anyone who is not wearing identification in a non-public area.</p>
<p>Are security arrangements made for surveillance during vulnerable times such as evenings and holidays?</p>		<p>Work with other businesses (or local residents) around you, that may have longer opening times etc and ask them be alert and report suspicious activity.</p>
<p>Do you have a business continuity / recovery plan in the event of theft or fire and is all data and information backed up?</p>		<p>Think about what you data is essential to keeping your business running if it was hit by theft or fire.</p>
<p>Do your staff:</p> <p>Know how to report a crime?</p> <p>Know your local police contact?</p> <p>Know the street names or identifiable landmarks around you?</p> <p>Know the businesses full postal address?</p> <p>Know how to report suspicious activity?</p>		<p>This information is essential for all the emergency services in the event of an incident.</p> <p>Make sure it is written down AND displayed prominently for all staff and include this in the staff induction.</p> <p>A crime in progress needs to be reported immediately with accurate information to ensure an effective and appropriate police response and give us the best opportunity of catching the offenders.</p>
<p>Have all staff, including cleaning staff and sub-contractors, been briefed on your security procedures?</p>		<p>All staff should be responsible for security precautions and should be given clear instructions on what is expected of them.</p>



**So how did you do?**

**List below all the actions you need to take.**

**1**

**2**

**3**

**4**

**5**

**6**

**7**

**8**

**9**

**10**



Sir Robert Peel created the Metropolitan Police in 1829. He set out nine principles for policing. The First Principle was:

**“To prevent crime and disorder, as an alternative to their repression by military force and severity of legal punishment.”**



[Click here for further Crime Reduction Advice](#)

More general information can be found at  
<https://www.askthe.police.uk/content/@1.htm>

**Secured by Design (SBD)** tests and assesses the quality security products and crime prevention projects. It supports the principles of ‘designing out crime’ through physical security and processes.

We advise that you look on the SBD website for all of your Security products.

<http://www.securedbydesign.com/>



More Security Products can also be found at:  
<http://www.soldsecure.com/>



You can always report intelligence or information anonymously to Crimestoppers

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



**Call us on 101. In an emergency always dial 999**