

SMALL BUSINESS SECURITY SELF-ASSESSMENT



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Key Points to Consider

- **Is your boundary secure?**
- **Are your doors and windows secure?**
- **Does your alarm and CCTV work properly?**
- **Have you protected valuable items and equipment?**
- **Have you made your staff aware of security procedures?**
- **Are you Cyber Secure?**

Good Security is essential if you own or manage a small business. We would encourage you to review your security regularly using the following self-assessment.

Simple checks are often all that's required.

Top Tips

Good Locks Are Fundamental

Whether you're operating an office or a shop, it is absolutely vital to invest in good locks. A professional locksmith will be able to provide you with a full security review and the relevant advice to ensure that every point of entry is secure.

<https://www.locksmiths.co.uk/find-a-locksmith/>

That could mean changing lock systems completely, adding anti-snap locks or deadbolts for exterior doors, so that any external access is as secure as possible.

You should also ensure all windows have proper locks and are securely locked when the building is empty. Storage units and warehouses may require additional security if roller shutter doors are present; e.g. locking bollards.

Review and Replace Locks If Access Could Be Compromised

If you recently purchased or leased the property, you never know who else might possess keys to your new business establishment. It's advisable to change locks and it is likely to be an insurance requirement.

Smart Access

Consider smart locks and automatic door lock systems instead of standard locks. Although more expensive initially, they will give you an added element of control, making it easy to

restrict or change access without needing new locks.

Smart keypad and fob entry devices can let you know who has entered a property, and when, as well as allowing you to quickly remove access if necessary. They easily allow you to keep an updated record of who has access to which doors and areas too.

Light It Up

Intruders are fascinated by dark poorly lit premises, mainly because it makes them an easy target. Make sure you limit dark areas on your property by installing security lighting. We recommend dusk to dawn lights around all aspects of the establishment. These will provide a low level of ambient light.

If you're considering CCTV make sure you design the lighting to give good images in low light conditions.

Fit an Alarm

The presence of a security alarm also is a big deterrent, letting potential criminals know you take security seriously. If you opt for a system that lets you monitor the premises whilst you're at home, you will know if someone has entered your property and you will have peace of mind that your building and livelihood is safe.

To obtain information on companies who supply and install security systems such as intruder alarms, personal attack

alarms, CCTV systems etc., within your area, we advise you contact the following independent inspectorate bodies who will provide you with the relevant details. The police are not able to provide this information.

- **National Security Inspectorate NSI** on www.nsi.org.uk **01628 637512**
- **Security Systems & Alarms Inspection Board (SSAIB)** on www.ssaib.org **0191 296 3242**

Secure the Perimeter

Fit decent gates and high fencing to deter would be intruders and make sure all gates are padlocked securely with high quality locks.

Use Anti Climb Measures

From plastic spikes to anti climb paint, these permanent measures will make it more difficult for intruders to enter the grounds or your premises. Often these passive security systems may be enough to ensure the opportunist burglar goes elsewhere.

Hire a Security Guard

For high risk premises and 24-hour protection you might want to enlist the help of a security firm to keep your property safe and sound all night long. Although this might add to your costs, you can never put a price on safety. If part of a retail park or industrial estate, talk to the other businesses and the land owner, as they may be interested in sharing the cost of this or joining forces on security measures.

Always Be Vigilant

If you notice someone acting strangely around your property or causing trouble, don't just ignore it. Make sure you know how to report suspicious behaviour by looking at the 1st Principle Suspicious Behaviour Leaflet. Remember your personal safety should be paramount, if you feel at risk either stay securely in the building, or if necessary, contact the police for assistance.

Think About Online and Cyber Security

Many businesses think that security stops with physical security. In the 21st century crime is often either linked to online or social media behaviour. As an example, don't post about going on holiday on a social media account managed and linked to your business pages, ensure that you restrict who can see your personal posts and details.

In many instances' theft takes the form of a digital attack, make sure that electronic devices and computers are never left open to public access. Ensure passwords are never displayed or shared unnecessarily, and that systems are setup with proper encryption and security. To find out more there is a comprehensive [small business cyber security](#) guide produced by the UK government.

Small Business Security Self-Assessment

Boundaries, Fences and Gates

Check	Yes/No	Further Information
<p>Is external security lighting used so that your premises are well lit during the hours of darkness or when not in use?</p>		<p>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). Make every effort to reduce hiding places. Remove waste and scrap items on a regular basis.</p>
<p>Are car park areas well-lit and clear of obstructions or items that may be desirable (i.e. scrap items)?</p>		<p>Keep an open aspect with good all round visibility between the road and the shell of the building. At the end of the day always secure the premises grounds, close and lock gates.</p>
<ul style="list-style-type: none"> • Is your boundary clearly defined? • Are fences secure and regularly checked? • Do you have prominent signage directing visitors to a reception point or single entrance/exit point? 		<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. If you have fences and gates these should be robust and strong enough to deter unlawful entry and secured.</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>		<p>We recommend weld mesh or close boarded fencing of a minimum height of 1.8m high or 2.0 m if possible. Make sure you have the right signs displayed to determine who is allowed where.</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? If keys are missing change the locks through a Master Locksmiths association (see https://www.locksmiths.co.uk/find-a-locksmith/ for local details).</p>
<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</p>		<p>Flat roofs can lend themselves to easy access to other</p>

<p>the roof, including anti-climb products?</p> <p><i>Remember to put up warning signs for anti-climb devices.</i></p>		<p>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>
<p>Valuable Items and Equipment</p>		
<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>
<ul style="list-style-type: none"> • Is equipment security marked to Identify you or your company as the owner? • Have you used the free property register? https://www.immobilise.com/ • Do you have signage to inform potential thieves that your property is security marked? 		<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>
<p>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</p>		<p>Signage stating that 'NO CASH KEPT ON PREMISES OVERNIGHT' can also act as a deterrent.</p> <p>Leave cash till drawers empty and open and in view so</p>

<p>from your insurance company) and kept to a minimum.</p>		<p>that it is obvious that no cash is kept on sit and reinforces warning signage.</p>
<p>If you have high value merchandise, have you considered products such as Smoke/Fogging devices.</p>		<p>They fill the area with smoke making it impossible to see and can use strobe lighting and noise to disorientate an offender.</p>
<p>Ensure laptops/tablets/work mobiles are secured in a locked cabinet in an alarmed area out of hours?</p>		<p>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.</p>
<p>Alarms and CCTV</p>		
<p>Has an alarm been installed?</p>		<p>If not, contact National Alarm Inspectorate on 01628 637512 https://www.nsi.org.uk/ or Security Systems Alarms Inspection Board on 0191 2963342 https://ssaib.org/ for details of local approved alarm installers. Check with your insurer for the level of alarm your business may require.</p> <p>Always choose a monitored or linked alarm system over installing only a CCTV system.</p>
<ul style="list-style-type: none"> • Are your alarm codes ever changed? • Is your alarm regularly serviced? 		<p>An alarm system is only useful if it is used correctly. Make sure everyone who needs to be is trained on the</p>

		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: <ul style="list-style-type: none"> • 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 		<p>CCTV systems can be complex and should not be regarded as the principle method of securing your premises.</p> <p>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.</p> <p>It is always advised that an expert is consulted and that the recorded images would be suitable for police use if required.</p> <p>Ensure that the lighting is appropriate for the system installed and that the cameras are regularly maintained and free from dust/obstructions or damage.</p>
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		<p>Signage stating that 'NO CASH KEPT ON PREMISES OVERNIGHT' can also act as a deterrent.</p> <p>Leave cash till drawers empty and open and in view so that it is obvious that no cash is kept on site.</p>

minimum.		
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.
Management Procedures		
Do you have a procedure for key holders' personal safety when attending out of hours security calls? Do you have a lone worker policy?		Do they notify someone that they are attending and have access to a personal safety alarm?
Is there an established security procedure for closing the premises, including checking all rooms and toilets to ensure no-one is hiding?		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.
Staff should wear identification badges whilst at work. Are visitors asked to sign IN and OUT and given visitor badges which are ALL accounted for when they leave?		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.
Are security arrangements made for surveillance during vulnerable times such as evenings and holidays?		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>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 Data is essential to keeping your business running if it was hit by theft or fire.</p>
<p>Do your staff:</p> <ul style="list-style-type: none"> • Know how to report a crime? • Know your local police contact? • Know the street names or identifiable landmarks around you? • Know the businesses full postal address? • Know how to report suspicious activity? 		<p>This information is essential for all the emergency services in the event of an incident. Make sure it is written down AND displayed prominently for all staff and include this in the staff induction. 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>
<p>Cyber Crime</p>		
<p>Have you taken all necessary steps to protect yourself against Cyber-crime attacks?</p>		<p>To find out more there is a comprehensive small business cyber security guide produced by the UK government.</p>

If you use a CCTV System in your business, you will find more information on our website under the 1st Principle advice section

You can also complete the following simple check to make sure your CCTV is effective

Can your system identify persons entering and leaving the premises?	
Is the video signal from cameras recorded at a minimum of 6 frames per second?	
Do you have a nominated person available at all times who is trained and able to replay recordings and produce copies for the police?	
Does the nominated person know the retention period of recordings?	
Is your system able to quickly export video and stills onto a removable storage medium e.g. CD/DVD with the time and date integral to the relevant picture and without any drop in quality?	
Do your exported images include any software needed to view or replay the pictures?	
Is your equipment and installation compliant with BS EN 50132-7?	
Is your system capable of saving and securing recorded images for review or export at a later date? <i>Information should be kept secure and retained for no longer than is necessary for the purpose of the system. A minimum of 14 days is recommended for small CCTV systems.</i>	
Do you check your system clock? <i>The system clock should be set correctly and kept accurate (taking account of GMT and BST). This will be very important if a police investigation is carried out.</i>	
Is your system Password Protected?	
Do you know the make and model of your CCTV?	
Would you like advice on how to use/upgrade/improve your system?	

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

Secured by Design

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

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/>

Victim Support

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

Contact us on:

Phone: 0300 303 3706 (weekdays between 8am-5pm)

Email: nsvictimcare@victimsupport.org.uk

Web: www.nsvictimcare.org

Socials: @nsvictimcare

Call us on 101. Always dial 999 in an emergency

To see the full range of information go to:

suffolk.police.uk/firstprinciple or

norfolk.police.uk/firstprinciple

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

