

VILLAGE HALLS, COMMUNITY CENTRES & SPORTS PAVILLIONS



FIRST PRINCIPLE

norfolk.police.uk/firstprinciple
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Top tips

Are your boundaries secure?

Are your doors and windows secure?

Does your alarm and CCTV work properly?

Have you protected valuable items and equipment?

Are your custodians/members aware of security procedures?

Are emergency contact details displayed outside?

Are you Cyber Secure?

PREVENT CRIME

PROTECT COMMUNITIES



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Our Priority is You



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Good Security for your Village Halls, Community Centres & Sports Pavilions is essential. We encourage you to review your security regularly using the following self-assessment. Simple checks are often all that's required.

Secure the Perimeter

If you have a perimeter around your club or village hall, fit robust gates and high fencing to deter potential intruders. Gates should be padlocked securely with high quality locks (closed shackle if possible and hardened steel chains if required).

Good Locks Are Fundamental

It is absolutely vital to invest in good locks for your village hall, sports club. A professional locksmith accredited with the Master Locksmiths Association (MLA) 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/>

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

All windows should have proper locks and able to securely lock when the building is empty. Storage units, sheds and garages may require additional security if they are in a vulnerable location.

Fit an Alarm or CCTV

The presence of a security alarm and/or CCTV can be a big deterrent, letting potential criminals know you take security seriously. A

monitored system lets you monitor the premises whilst you're at home or away from the location. This will help with immediate response and may prevent full entry or damage to the premises.

Police are cannot provide information on companies who supply and install security systems such as intruder alarms, personal attack alarms, CCTV systems etc., within your area, but we can advise you to contact the following independent inspectorate bodies who will provide you with the companies in your area who are checked and authorised.

National Security Inspectorate NSI on www.nsi.org.uk 01628 637512

Security Systems & Alarms Inspection Board (SSAIB) on www.ssaib.org 0191 296 3242

Security mark property and register it on Immobilise

Mark all valuable property with an engraver and/or a permanent marker with your postcode/initials and/or using forensic markers.

Often police recover items they believe to be stolen or are handed in as found property but we are unable to prove their status or return them to their owner as there is no means of identifying them. Using an engraver, permanent marker or even gloss paint to add your club/community name or your own initials provides a visual deterrent to theft. You could also consider using forensic markers.

See: www.securedbydesign.com for details.

This product requires marking the item in several places and keep a record of where it is marked so that this can be passed onto second hand dealers and officers. See the guidance note on [property marking](#) for more detail.

Register your property for free at www.immobilise.com

Immobilise is a free National property registering service that the police have full access to. Second hand traders and members of the public can access the sister site Checkmend for a small fee to determine the status of an item prior to purchase. Registering your tools on Immobilise makes it more difficult for thieves to sell the items on AND it ensures you will get them back if recovered by police. It also provides you with an electronic inventory of the serial numbers, make and model of your tools. Some manufacturers will allow you to register your tools with them which again provides an electronic inventory.

Have you made your custodians/members aware of security procedures?

Make sure that custodians, managers are aware of the building security procedures and ensure they are followed when they are responsible for the premises.

Review and Replace Locks If Access Could Be Compromised

Is there are key register and record of who has keys to your club or village hall? If not then you should consider changing the locks and starting again with an accurate record of key holders and numbers issued.

Light It Up

Intruders often like dark poorly lit premises, because it can make them an easy target. Limit dark areas by installing security lighting such as dusk to dawn lights around all aspects of the building. These provide a low level of ambient light.

All CCTV should be installed with the right level of light to make sure it gives good images in low light conditions or night time conditions.

Use Anti Climb Measures

Don't forget to consider ways which would be intruders could be prevented from climbing into the grounds or onto the roofs of buildings. Prika strip or Defenda Strip (small plastic tip strips) can work well on walls, fencing or anti-climb paint. Note: anti climb paint should only be painted on roofs that are at least 2m from the ground.

Always Be Vigilant

Encourage people/businesses close by to the facility to look out for you and report any suspicious behaviour that may occur.

Review suspicious behaviour on the First Principle [Reporting Suspicious Behaviour](#) guide. Remember your personal safety should be paramount, if you feel at risk either stay securely in the building and call for support, if necessary contact police for assistance.

Consider your Online and Cyber Security

This type of crime is often either linked to online or social media behaviour. 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. If your premises offers free Wi-Fi remember to limit access to it during evenings weekends if it is attracting Anti-Social Behaviour.

Use the self-assessment survey in the following pages to evaluate your security measures.

Village Halls, Community Centres & Sports Pavilions – Self-assessment

Boundaries, Fences and Gates

Check	Yes/No	Further Information
Does external security lighting give good lighting to your premises 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 such as scrap items or grounds equipment?		<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, check, close, lock doors and windows, set the alarm and 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>Clearly defined boundaries ensure that visitors to your premises are aware of where they are allowed to go or not go.</p> <p>Fences and gates should be robust and strong enough to deter unlawful entry and secured appropriately.</p>
Provide regular maintenance for the growth of trees and bushes so that there is good 'natural surveillance' to deprive criminals of cover/hiding place. Make sure that planting does not obstruct CCTV cameras or sight of doors/windows points.		<p>Weld mesh fencing to a minimum height of 1.8m or 2.0 m. high is recommended.</p> <p>Make sure there is appropriate warning signs displayed around who is allowed access and what security measures are in place, such as CCTV, Alarms etc.</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. If you have these kinds of areas consider additional security to them such as CCTV or additional doors/fencing/shutters.</p>
<p>Do you have an up-to-date inventory of issued keys? Are regular key audits carried out?</p> <p>Keys should be numbered (not named with locations) and secured at all times (including spares).</p>		<p>Strict key management is a priority with fewer people accessing them as possible. Regular key audits will highlight any discrepancies/issues with missing keys or staff that may have left who still have access to keys.</p> <p>Could an electronic card entry system, (these allow you to remove from the system any lost cards and prevents copies being cut) be suitable for your business?</p> <p>If keys are missing change the locks immediately 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>Areas that may be more vulnerable, could be protected further with additional security such as bars, grilles or shutters installed to LPS1175 Issue 7, Security Rating 2, or STS202 Burglary Resistance 2, or Sold Secure Gold.</p>

<p>Are roof lines easily accessed? Have steps been taken to restrict easy access to them, including anti-climb products?</p> <p><i>Remember to put up warning signs for anti-climb devices.</i></p>		<p>Flat roofs can be easily accessible and go on to lend easy access to other areas for entry 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 (things like bins, fence lines, storage containers, drain pipes). Where suitable and where a roof is over 2m from the ground, consider the use of anti-climb products (paint) and ensure that signage is displayed where they are used.</p>
Valuable Items and Equipment		
<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. Make sure that property secured inside is further secured (if appropriate with ground anchors, hardened steel chains and closed shackle padlocks).</p>
<ul style="list-style-type: none"> • Is equipment security marked to identify you or your club/hall 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>Remember property marking also acts as a deterrent; items clearly marked are less easy to sell on as they don't get a good payback for the offender.</p>
<p>Do staff/employees/volunteers have access to lockers to safeguard their personal property?</p>		<p>It is important to provide a secure place for staff/employees to keep personal belongings in. Items like phones, car keys and wallets/bags that could be an easy target for offenders or opportunists using the facility.</p>

<p>Do not keep cash on the premises at night! If so keep it secured away in an appropriate safe (in accordance with guidance from your insurance company) and kept to a minimum.</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 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>If there are alcohol supplies/bar areas make sure these are secured with internal grills and shutters and doors accessing them are solid and locked this includes areas where stock supplies may be kept.</p>
<p>During out of hours secure laptops/tablets/work mobiles in a locked cabinet in an alarmed area.</p>		<p>Also makes sure that all IT equipment has the appropriate security in place i.e. password protected and property marked and if feasible tracking apps installed. Keep passwords safe and do not share them unless a staff member is required to use them.</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. Monitored alarms or monitored CCTV will alert you in real time if someone is trying to gain entry.</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 system's operating procedures.</p>
<ul style="list-style-type: none"> • Specify trained staff to set the alarm every day. 		<p>Are specified people nominated to set the alarm at the end of the working day, its best to keep this duty to a minimum number of staff members.</p>
<p>Is there a CCTV system installed? If so:</p> <ul style="list-style-type: none"> • Does your CCTV need to read vehicular number registration plates of vehicles? (ANPR) • 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. They are most effective in preventing crime when monitored 24/7.</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 CCTV expert is consulted and a requirement is that recorded images should be suitable for police use.</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>
<p>Management Procedures</p>		
<p>Do you have a procedure for key holders' personal safety when attending out of hours security calls?</p>		<p>They should be advised to notify someone else (club/staff member) that they are attending and have access to a personal</p>

Do you have a lone worker policy?		safety alarm? If an intruder is confirmed as on site (a crime is in progress) then dial 999.
Is there an established security procedure for closing the premises, including checking all rooms and toilets to ensure no-one is hiding?		Staff must check all entrance doors are locked, windows and skylights are secured at the end of the working day. A security log requiring a staff signature after checking will encourage accountability for doing security checks and provide times and dates of when they were completed.
Staff, helpers and supervisors 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 or club supervisors gives visitors or customers 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 residents or businesses close to you by asking them be alert and report suspicious activity when the facility is closed.
Do you have a continuity /recovery plan in the event of theft or fire and is all data and information backed up?		Think about what Data is essential to keeping your business running if it was hit by theft or fire.
Do your staff or club members: <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? 		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 give Police the best opportunity of catching the offenders.

Have all staff and club members, including cleaning staff and sub-contractors, been briefed on your security procedures?		All staff should be responsible for security precautions and should be given clear instructions on what is expected of them.
Cyber Crime		
Have you taken all necessary steps to protect yourself against Cyber-crime attacks?		To find out more there is a comprehensive small business cyber security guide produced by the UK government.

If you use a CCTV System in your premises, 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 if required, 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

Check out all of our Crime Prevention information using the following links or by using the QR code to take you to the First Principle Pages Alternatively go to our website at <https://www.suffolk.police.uk/> and look in the 1st Principle A-Z of Crime Prevention.

Allotment Security
Anti-Social Behaviour
ATM Security
Beach Hut Security
Boat Security
Building Site Security
Business Security
Caravan Security
Caravan Storage
Card Security
Catalytic Converters
Church Security
Cold Callers
Commercial CCTV
Counterfeit Banknotes
County Lines Advice
for Landlords
Cyber Crime
Cycle Security
Dangerous Dogs
Dog Fouling
Dog Theft
Domestic CCTV
Domestic Violence
Farm Security
Fraud Prevention
Grooming
Hate Crime

Heating Oil
Home Improvements
Home Security
Home Security for
Tenants
Horses and Stables
Keyless Vehicles
Key Safe Security
Lock Snapping
Mopeds and Scooters
Motorcycle Security
Neighbour Disputes
Occupiers Liability
Personal Security
Power Tool Security
Products Brochure
Rural Crime
Security Alarms
Sheds and Garages
Social Media
Social Media for
Parents
Suspicious Behaviour
Shoplifting
Taxi Driver Safety
Vehicle Security
Windows and Doors



Other Links you might find helpful

Ask the Police
Secured by Design
Sold Secure

Crimestoppers
0800 555 111

Victim Care
0300 303 3705