

Remember security should be comprehensive. This is not meant as a comprehensive listing but it should serve as an indicator of the appropriate measures that should be considered.

The services of an experienced security consultant, Crime Prevention Design Advisor or Crime Reduction Officer is strongly recommended when assessing the correct level and types of security measures that should be implemented to best meet your specific needs.

Has a full risk evaluation survey of your premises been undertaken?

Have you identified all areas that are particularly vulnerable to vandalism or forced entry?

Has guidance been sought on the necessary security measures from your local Police or the security industry?

Have you sought professional advice on the siting, quality, and capacity of security equipment to meet the risk level?

Have you considered taking part in, or forming, a Business Watch scheme?

Do you allocate a specific budget to be put aside each year and have you established a rolling programme, for crime and vandal prevention measures?

Are acts of vandalism recorded and reported immediately on discovery, including full details of the nature, time, place, and cost, to a central recording point?

Are all staff warned to note and report any suspicious activities and when strangers are seen on the premises?

#### EXTERNAL ENVIRONMENT

Are your boundary walls, fences and gates regularly inspected to ensure that they have not been damaged and that their security capacity has not been compromised?

Have you installed security illumination of your premises and do you make regular inspections of the lighting to ensure that it is in good working order?

Are your premises in good repair?

Has consideration been given to protecting or eliminating recessed doorways, concealed yards, shrubs, planted areas and similar features that can give cover to intruders?



Are the premises regularly checked for neglect and kept clear of rubbish?



Have you checked that the siting of outbuildings, bin shelters and other potential climbing aids do not offer a means of access?



Are all tools and ladders securely locked away?



## BUILDING SECURITY

Are all doors of a sufficiently solid nature and adequately secured against potential break-in?



Do all the locks, bolts and other door furniture meet the necessary security standards for the level of risk?



Are all the locks frequently inspected to ensure that they are in full working order?



Is the locking up procedure of the premises under the control of competent officials?



When they are closed, are all keys to external doors removed from the premises or adequately supervised and protected ; Have you considered using a specialist key handling company?



Do you limit keyholding to specific people and record the issue and return of keys?



Have all keyholders been briefed to check that requests to attend the premises are genuine?



Are the frame structures of all windows fully secure and fitted with quality locks or limiters?



Does the glass in all windows meet security standards?



Have you considered security bars or grilles particularly for the most vulnerable windows?



Do you regularly check the bars, grilles, and surrounding masonry for weaknesses and deterioration?

Are all areas of the main buildings included in the alarm coverage?

Does your alarms performance meet Police requirements and minimise the incidents of false alarms?

Are the names and details of key holders to be contacted in case of emergency logged with the Police?

Is the alarm system set and unset solely by designated personnel, trained for this task?

Is there an established procedure for Police to contact keyholders promptly in the event of an incident?

Is the alarm system inspected and maintained regularly?

Have you considered the use of a Central Alarm Monitoring Station?

If you are about to purchase an alarm system, have you obtained at least three quotes from reputable dealers and asked whether the installers are members of a recognised industry body?

Does your CCTV work & is the image clear & decipherable?

Does your system suit the existing level of risk and observation conditions?

Are all cameras regularly checked to ensure that they are in good working order?

Have you sought professional advice on the siting of cameras, remote monitoring, and the latest technology?

Do you adhere to the Police requirements for recordings to be used in court?

Have you registered your CCTV system with the local council?

## INTERNAL ENVIRONMENT

Do all visitors entering the premises have to pass through a fully supervised reception area?

Do you have an identity badging system, if so, is a thorough record kept of all visitors and are badges only released against signatures?

Are visitors always accompanied by their host, both on entering and leaving the premises?

Are staff and employees fully trained in security awareness especially those on reception?

## BUSINESS FRAUD & COMPUTER CRIME

Is access to your systems fully protected by confidential passwords?

Is all important data fully backed up on duplicate tapes or disks and are copies stored away from your premises?

## OFFICE EQUIPMENT AND IT

Is all your hardware fully secured to the infrastructure and sited away from open view?

Are all smaller pieces of valuable equipment such as lap top computers securely anchored to the desk or building infrastructure to stop the walk-by thief?

Are your smaller pieces of equipment stored in secure safes when not being used?

Have you considered marking your computer chips?

## PROPERTY MARKING

Are all pieces of valuable equipment on the premises marked with identification, i.e. Post Codes? -

Do you have a complete listing of all make, model and serial numbers of all equipment?

Have you clearly publicised the security measures that have been taken at all points of access?