



Business security assessment checklist

NAME OF BUSINESS

PERSON COMPLETING ASSESSMENT

DATE

In the last two-year period has the business premises been targeted for crime including criminal damage, burglary and theft? If yes, give brief details below of the date, type of crime and area targeted.

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These crimes should give an indication of where the building or site may be vulnerable to crime. For example, rear fire door targeted for burglary on two separate occasions. List the vulnerable areas of your site:

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What security measures were introduced in response to the crimes?

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The information gathered above, when considered against the information provided in the full assessment should help to highlight areas that require more urgent attention.

Before spending money on security, it is important to ensure that the measures will address the problem/s that has been highlighted. For example, installing security lighting at an isolated site surrounded by trees and shrubbery may not help to secure the premises. Cutting back the vegetation and installing perimeter fencing may also a better solution.

Answer the following questions by circling YES or NO. If you answer NO this should indicate a vulnerability in your security that will need your further attention. If a question is not applicable to your business or building leave it blank.

EXTERNAL BOUNDARY

Look at your perimeter boundary treatments (fencing, walls etc around the boundary of the site):

Is it a sufficient height to deter climbing over? **YES** **NO**

(We would advise a minimum of 2m but be aware that You may require planning permission if it is over 2m)

If yes, are they in a good condition? Fencing/Walls should have regular inspections to ensure they are in good order.

Does the design deter people climbing over? **YES** **NO**

If the answer is 'NO' to any of these questions you may need to look at repairing, enhancing or replacing your boundary treatments.

LANDSCAPING

Look at the area between the perimeter and the building:

There should be unobstructed views across these areas where any suspicious activity would stand out.

Are any areas overgrown? **YES** **NO**

Does any planting obstruct the spread of light from street lights outside the site or lighting within the site? For example, trees that create shadows **YES** **NO**

All planting should be kept cut back to a height of 1m otherwise it provides areas for intruders to hide. Low tree branches should be cut to increase the tree canopy to 2m so that views are unobstructed. Defensive (thorny) planting is useful to enhance the security of boundaries and protect vulnerable windows as it is difficult to penetrate.

CAR PARKING

Do you restrict unauthorised access into parking areas with a barrier or gate? **YES** **NO**

Is your car park well overlooked from the business or surrounding buildings to deter auto-crime offenders looking for opportunities? **YES** **NO**

If 'NO' can it be relocated to a more visible area? **YES** **NO**

Is there a separate area for visitors to park? **YES** **NO**

If 'YES' is this located close to the reception or entrance so that visitors do not have to wander around the site? **YES** **NO**

Are there signs to inform visitors to report immediately to reception? **YES** **NO**

Is it clear to a visitor where the reception is? If no, a sign should inform visitors. **YES** **NO**

Are company or staff vehicles secured, particularly during hours of darkness to deter theft of and from vehicles and theft of diesel? **YES** **NO**

Are staff encouraged to remove all valuables from vehicles and store them somewhere secure? **YES** **NO**

If no, can somewhere secure be provided? **YES** **NO**

OTHER EXTERNAL AREAS

Do you restrict unauthorised access into parking areas with a barrier or gate? **YES** **NO**

Are the premises regularly checked for neglect and kept clear of rubbish? **YES** **NO**

Are any areas overgrown?

Criminals like to operate in a chaotic environment and will use things left at hand to commit crimes such as ladders and bins to access windows, roofs, and rubble or spades etc. to smash windows. Any graffiti should be removed as soon as possible, rubbish moved away and bins should be secured away from the building. Materials should not be stacked or stored close to the perimeter as they can be used to assist in gaining entry and escape, are more available for theft and provide a concealed approach to the building.

If you store materials in a compound, is it secure? **YES** **NO**

LIGHTING

Vulnerable areas are those which would be more at risk of being targeted for crime. This could be because there is a concealed approach to this area from outside such as an alley or woodland, where there is little chance of being seen. Where areas are not overlooked by other buildings or passing pedestrians or traffic, we refer to them having 'little natural surveillance'. This encourages an offender to feel more comfortable to commit a crime as there is less chance of being seen. Natural surveillance should be increased as much as possible in all areas as this will help to deter crime.

Is there external lighting covering vulnerable areas? **YES** **NO**

If no, consider if additional lighting would be beneficial.

Security lighting with motion sensors activate when movement is detected and is useful for providing good illumination of large areas. These should be located where they cannot be easily reached to disable them but in range of the detectors. You must also consider that the lighting should not spill into other properties or dwellings which could cause nuisance.

Dusk to dawn lighting provides low levels of constant illumination which can be useful for lighting a doorway that has some natural surveillance from other buildings. Bear in mind that these are usually fixed around head height and therefore would benefit from being vandal resistant.

SECURITY OF THE BUILDING

WALLS, DOORS AND WINDOWS

Walk around the outside of your building.

Are there any windows that are secluded, recessed or where an approach would not be visible from the building or other external areas? **YES** **NO**

Have you removed posters/advertising from the windows that obstruct the view of staff/passers-by? **YES** **NO**

Are there any doors that are secluded, recessed or where an approach would not be visible from the building or other external areas? **YES** **NO**

Any openings identified as vulnerable may benefit from lighting, laminated or toughened glazing (windows and doors).

If you have answered 'YES' to either of the above questions, list the doors and windows separately and look at what additional security measures should be introduced to enhance the security on an individual basis. This could be shutters or grilles, additional locks or bolts or replacement of sections of timber or the whole window/door.

- Are there any vulnerable roofs that could accessed? **YES** **NO**
- Do these roofs have any measures to reduce their vulnerability? **YES** **NO**
- Are there any objects that could be used to assist climbing? **YES** **NO**
- Consider anti-climb products to deter intrusion onto vulnerable areas. Remember to put up warning signs.
- Are all windows, doors and accessible skylights locked when the premises are not in use? **YES** **NO**
- Is there a system where a nominated person/last one out is responsible for locking up? **YES** **NO**
- Do all staff know their responsibilities for ensuring the building is secure? **YES** **NO**
- If you have a CCTV system installed, is your lighting compatible? **YES** **NO**

If no, the images captured in darkness are likely to be grainy and of little evidential use should a crime occur. Check the quality of your images and plan any improvements that are possible within your budget.

- Do your cameras cover the areas that you have highlighted as vulnerable? **YES** **NO**

If no, arrange for the cameras to be re-located to cover these areas or arrange to have additional cameras added to your system.

For specific information on the recommended security standards for new windows, doors, shutters etc. visit www.securedbydesign.com and look at the 'commercial security' advice.

INTERNAL SECURITY

- Do you have an intruder alarm? **YES** **NO**

If no, consider investing in one. Having it monitored by an Alarm Receiving Centre (ARC) offers further protection. ARC's provide reassurance that intruder alarms are monitored 24/7. See advice given in the Business Crime Prevention section.

- Is there a protocol for the issue and return of keys and ID badges for new, temporary and leaving staff? **YES** **NO**

- Do all staff wear ID badges and are challenged if not? **YES** **NO**

- Are unauthorised visitors prevented from entering staff only areas by locking doors or access control systems? **YES** **NO**

- Are there secure stores for valuable items such as IT equipment? **YES** **NO**

- Where rooms contain valuable equipment, are they secured when not in use? **YES** **NO**

- Are secure lockers or an alternative provided for staff? **YES** **NO**

- Are amounts of cash kept to a minimum, day and night? **YES** **NO**

- Is cash counted out of sight? **YES** **NO**

- Is a safe used for cash, important documents and valuables? **YES** **NO**

- If 'Yes' is the combination changed regularly? **YES** **NO**
- Is the safe fixed securely to a solid wall or floor? **YES** **NO**
- Is there clear protocol regarding who has access to the safe? **YES** **NO**
- Is property marked and identifiable to the business? **YES** **NO**
- Do signs indicate that a property marking system is in use? **YES** **NO**

For high value items, consider products such as fogging devices.

- Have you registered property on the free online property register Immobilise? **YES** **NO**
- Are there adequate arrangements for the safety of lone workers? **YES** **NO**

Please visit Lancashire Constabulary's website for the safety guide to lone working.

ONLINE SECURITY

- Are computers password protected and passwords regularly changed? **YES** **NO**
- Do you back up critical business information and store the back up elsewhere? **YES** **NO**

GENERAL

- Do you belong to a Business Watch Scheme? **YES** **NO**
- If no, please visit <https://lancsvp.org.uk/> and search Neighbourhood Watch.
- Do you share information about suspicious activity or crime with other local businesses? **YES** **NO**