

Business security checklist

External security

Does your perimeter protection have the following:

- Natural surveillance by people on-site, passing by or in nearby buildings?
- Formal surveillance by security patrols or electronic surveillance, i.e. - CCTV, movement detectors etc?
- Are your boundary walls, fences and gates inspected regularly to make sure that they have not been damaged, and that their security capacity has not been compromised?
- Have you installed security lights on your premises and do you make regular inspections of lighting to make sure it is in good working order?
- Are the 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 the positioning of outbuildings, bin shelters and other potential climbing aids?
- Do you have the appropriate signage?

Structural security

- Are all the doors solidly built and sufficiently secured against a potential break-in?
- Do all the locks, bolts and other door fittings meet the required standards for the level of risk?
- Are all the locks regularly examined to ensure that they are fully functional?
- Is the locking-up process of the premises adequately controlled by competent personnel?
- When the external doors of the building are closed, are the keys removed from the premises or properly taken care of and protected?
- Do you control and record the issue and return of keys with keyholders? Have all keyholders been advised to check any requests to attend the premises are genuine?
- Are the window frames fully secured and fitted with quality locks or limiters and, do they meet adequate security standards?
- Does the glass in all windows meet the adequate standard of security?
- Have you considered using security bars or grilles, particularly for the most vulnerable windows?
- If used, do you check the security bars, grilles and surrounding masonry and woodwork regularly for any deterioration and weakness?

Alarms and alarm communications

- Are all areas of the main buildings covered by the alarm system?
- Does your alarm meet the necessary Police requirements on reducing false alarm incidents?
- In case of an emergency is there a record of the names of keyholders who can be contacted?
- Is the alarm system administered solely by selected people who have been trained for the job?
- Is there a recognised system for Police to contact keyholders quickly in the event of an incident?
- Is the alarm system examined and maintained regularly?
- Have you thought of using a central alarm monitoring station?
- When buying an alarm system, do you obtain at least three quotes from reputable dealers who are members of recognised independent inspectorates?

CCTV

- Have you considered using CCTV?
- Is your CCTV system suitable for the existing level of risk and lighting conditions?
- Are all cameras checked regularly to ensure that they are cleaned and in good working order?
- Have you sought professional advice on the positioning of cameras, remote monitoring and the latest technology?
- Do you adhere to the requirements of the Police and data protection for recordings to be used as evidence in court?
- Have you registered your system with the 'Information Commissioner office'?

Internal security

- Do your business premises have a fully supervised reception area?
- Do you have an ID Badging system? If so, is a detailed record kept of all visitors?
- Are visitors always escorted by their host, on entering and when leaving the premises?
- Are your receptionist and other employees fully trained in security awareness?

Office equipment and IT

- Is all your hardware stored out of sight and secured to the infrastructure?
- Does your overall security plan include laptop computers and other small but valuable pieces of equipment?
- Are all pieces of valuable equipment on the premises security marked?
- Do you have a list of model, make and serial numbers of all equipment?

Property marking

- Is there a record of the make, models, and serial numbers, of all the details of electronic/ computer equipment?
- Have you given considerable thought to electronic tagging or chemical marking of valuable items of property?