

Commercial Property Factsheets

Securing your premises

1. Find out what advice the local police can offer on **premises design, security measures, and local problems** to look out for.
2. Assess your **level of risk**: for example, whether you have valuable equipment or handle cash, and whether you are in a high crime area.
3. Check your **insurer's requirements**: for example, what kind of alarm system and locks you must have.
4. Make sure that you have a suitable **external boundary**, and control public access to your grounds.
5. Check for **hidden recesses** and **poor visibility**, especially around access points and areas such as car parking; consider using external lighting.
6. Consider whether you need **closed circuit cameras**; if so, ensure that your use of CCTV complies with data protection requirements.
7. Control **external access** to upper levels and the roof, for example by using anti-climb paint.
8. Protect **doors and windows** with suitable locks; consider whether shutters or grilles are necessary (and get any necessary planning permission for them).
9. Install an appropriate **alarm system**.
10. Establish **security procedures**, including who will hold keys and who will be responsible for locking up; consider whether you need security personnel.
11. Take steps to control **visitors** to your premises: for example, signing-in procedures (for an office) or mirrors to cover blind spots (in a shop).
12. Protect **employee safety**: for example, by providing panic buttons and having a policy on working alone.
13. Minimise the risks to **valuable, easily stolen items** like portable computers: security mark them, keep them out of sight, or lock them away.
14. Ensure any **cash** is handled sensibly: minimise cash held on the premises, establish sensible cash-handling routines, and if necessary install a safe.
15. Review your security measures to ensure that **emergency escape routes** are not compromised.
16. **Train staff** in security procedures, including how to deal with emergencies.
17. Carry out **regular external inspections**: check that access points are secure, repair any damage, and remove any graffiti and rubbish.
18. Arrange for the **alarm system** to be regularly maintained and tested.
19. Consider **working with other local businesses** to reduce risks, for example by joining a local crime prevention scheme.

Cardinal rules

Do:

- make **employee safety** your top priority

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While great care is taken when compiling these materials, no responsibility is accepted for their content or accuracy. They are for general guidelines only and action should not be taken without obtaining specific advice.

- take advantage of **free advice** from your insurers and the police
- **train employees** on security procedures
- ensure individuals' **responsibility** for securing the premises each day is clear

Don't:

- give **opportunistic thieves** easy pickings
- let the **outside** of your premises become rundown, attracting thieves and vandals
- rely on **inadequate** locks or alarm systems