



## **Commercial Security Risk Assessment**

### **Introduction**

It is a recognised fact that crime in varying degrees can intrude on business trading. This guide has been produced with the main objective, to raise awareness of your company's security strengths and weaknesses.

Please follow this assessment through and complete it as honestly as possible. By answering the questions you may find that you already have solutions to hand.

Companies are in business to secure a profit. Crime reduction measures will not show an obvious return on investment. It will not in the short term serve to improve efficiency, widen your product range or improve your market potential. In the long term it may, however, affect all those important areas.

### **Assessing the risk**

Use the questionnaire to assess the risk to your company in terms of criminal activity. Simply work through each section and omit any that are not relevant to your business. It may assist you to draw up a security register. This should contain a copy of the assessment; details of any security already in place; guards; alarm systems; key holders and a plan of the premises. By using the plan you will be able to identify the profile of each building, number each door and be able to carry out regular checks; marking any problems on the register.

A senior member of the company should be given the role of 'Security liaison'. Any security lapses or problems should be logged and any problems resolved as soon as practicable. All staff should be included in highlighting problems and have some responsibility for the security of the company.

Where companies have external compounds or grounds, everything should be kept in its own area, pallets, skips, stock etc and every effort should be made to keep the outward impression of the company as one of efficiency and effectiveness.

The perimeter of your premises is most important and details of damaged fencing should be remedied promptly. Broken windows should be replaced as quickly as possible as failing to do so will generally lead to further incidents.

Where appropriate all alarm activations should be kept on the register.

Key holders for the company should be kept up to date and there should be a strict policy on keys and access.

Much of the information in this assessment will be common practice, however, security measures may have been allowed to slip due to familiarity so this will be a useful aide memoir to remedy any areas of neglect. No security measures can guarantee against crimes being committed but you can reduce the risk of becoming a target.

## Risk Analysis Questionnaire for Commercial Premises

Name of Organisation.....

Person completing the assessment.....

Date.....

This questionnaire is designed to help you assess the risks from damage, loss and injury on your premises. It is intended to highlight any areas where action is required. If the answer to any question is 'No' then remedial action should be considered. There are websites available at the end of the assessment for further information and guidance.

### 1. General overview

		yes	no	n/a
1.	Are your existing systems capable of identifying the total cost of Criminal damage, Burglary, Arson or Theft?			
2.	Do recording systems allow distinctions to be made between the cost of criminal damage and the cost of accidental or careless wear and tear?			
3.	Is there a specific budget each year for crime and damage prevention measures, separate from a general repairs fund?			
4.	Has any money been allocated specifically for the prevention of crime over the next 5 years?			
5.	Has there been any recent expenditure on crime prevention?			
6.	Are acts of criminal damage recorded and reported immediately?			
7.	Is there a central contact point known to all staff who need to report incidents?			
8.	Is damage quickly made good to discourage further problems?			
9.	Are details recorded of all incidents including place and cost?			
10.	Have you sought to identify areas which are particularly vulnerable to damage or forced entry?			
11.	Is there a history of incidents available?			

### 2. Liaison

		yes	no	n/a
1.	Has a risk evaluation ever been done and were the recommendations implemented?			
2.	Has guidance been sought on security/damage control			
3.	Are you in contact with other local businesses for information exchange?			
4.	Do you belong to a Business Watch scheme?			

### 3. Training

		yes	no	n/a
1.	Are staff encouraged to note and report suspicious activities?			
2.	Do staff notify managers when strangers are seen on the premises?			
3.	Are staff trained to be aware of security?			
4.	Do all staff know or have easy access to (and know how to use) the police telephone numbers? 999 Emergency and 101 non -emergency			
5.	Has any remedial training been carried out following any false alarms calls?			

### 4. Contingency planning

		yes	no	n/a
1.	Is there an established procedure for police to contact the key holders promptly in the event of an incident?			
2.	Are duplicate records and back up copies of computer files kept in a separate location?			
3.	Do your staff know their role in an emergency?			

### 5. Security of buildings

		yes	no	n/a
1.	Is the boundary clearly defined?			
2.	Are the premises in good repair?			
3.	Has consideration been made to protect or eliminate recessed doorways?			
4.	If there are concealed yards/parking areas do they have any protection?			
5.	Are there any shrubs or anywhere to give cover to an intruder?			
6.	Do all locks on ground level meet Secured by design standards?			
7.	Are there Secured by design quality locks on all accessible doors and windows above ground level?			
8.	Are all fire doors linked to the alarm system?			
9.	Do all fire doors have a separate operating alarm facility during working hours?			
10.	Are there any outward opening doors with external hinges – do these have hinge bolts fitted?			
11.	Are all entrances locked and window/skylights secured when the premises are not in use?			
12.	Have steps been taken to restrict easy access to the roof, including anti-climb products? Remember to put up warning signs for any anti-climb devices.			
13.	Is there easy access to ladders and tools?			

## 6. Alarms and CCTV

1.	Do you have an intruder alarm? If not, check the level of alarm required by your insurer and contact NSI or SSAIB (details at the end of this assessment)			
2.	Is the alarm zoned to permit access to specific areas whilst maintaining security?			
3.	Does the alarm go through to a monitoring station?			
4.	Is there a regular maintenance agreement for the alarm?			
5.	Is there a record of false alarms-has the system still got police response?			
6.	Is the alarm set and unset solely by designated personnel?			
7.	Do you have CCTV			
8.	Does CCTV cover entrances and exits to the buildings?			
9.	Do cameras cover the critical areas of your business such as server rooms and cash offices?			
10.	Do you store CCTV images in accordance with the evidential needs of the police?			
11.	Is it possible to positively identify an individual from the recorded images on your CCTV?			

## 7. Keys and locking up procedure

		yes	no	n/a
1.	Is there a proper system for the issuing of keys?			
2.	Is there an established procedure for locking up?			
3.	Are rooms such as toilets checked to ensure no-one is concealed within the building before locking up?			
4.	Are any persons who use the building outside normal hours briefed on securing the premises?			
5.	Is there a procedure in place for periodically checking the security fittings such as locks bolts and catches?			

## 8. Security during working hours

		yes	no	n/a
1.	Are measures taken to ensure there is no unauthorised entry to the premises?			
2.	Are the buildings designed to prevent ready access except through the proper entrances?			
3.	Do all staff wear ID badges when in the building?			
4.	Is it possible to monitor the arrival and departure of visitors?			
5.	Are visitors asked for identification?			
6.	Are visitors asked to sign in and out?			
7.	Are visitor's passes designed to look different from staff passes?			

8.	Are visitors left to wander aimlessly or are they always escorted?			
9.	Are members of the public prevented from entering unauthorised areas by doors on an access control system?			
10.	Are there clearly marked staff areas?			
11.	Do staff challenge strangers they see in the building?			
12.	Is there clear signage to visitor's parking and reception?			
13.	Are any compounds secure?			
14.	Are waste bins chained and stored away from the building?			
15.	Is all combustible material, such as packaging removed from view – or locked away?			
16.	Are all fire extinguishers, sprinklers etc in good working order?			

### 9. Security outside working hours

		yes	no	n/a
1.	Are all business documents locked away at the end of the day?			
2.	Do you have a clear desk policy out of business hours?			
3.	Are all computers closed down at the end of the day?			
4.	Are all computers password protected?			
5.	Do you back up business critical information regularly?			
6.	Are the premises well illuminated when not in use-adequate to support CCTV and/or staff who may need to enter and leave the premises safely?			
7.	Does lighting provide an evenness of illumination that avoids glare and pools of darkness?			
8.	Are there bushes/trees which are preventing CCTV or lighting from being effective?			
9.	Is there natural surveillance of the building by passing members of the public?			
10.	Is the timing of cleaning arranged to facilitate supervision?			
11.	Are special arrangements made for surveillance during times such as holiday?			
12.	Are there areas which are lit but have no natural surveillance or CCTV? (Lighting should be avoided if it is not needed for CCTV or to help natural surveillance of the buildings.)			

## 10. Theft

		yes	no	n/a
1.	Are there secure store-rooms or containers for attractive items such as computers and metals?			
2.	Are rooms containing attractive equipment kept locked when not in use?			
3.	Are employees encouraged to safeguard their personal property?			
4.	Are lockers/lockable drawers provided?			
5.	Are cash holdings kept to a minimum?			
6.	Is cash counted out of sight?			
7.	Is money removed from the premises overnight?			
8.	Is there a safe for valuables which conforms to the requirements of the insurance company?			
9.	Is the safe combination number changed regularly?			
10.	Is there a management policy regarding key safe access?			
11.	Is all equipment clearly marked and identifiable to the company?			
12.	Are there signs to say items are marked?			
13.	If you have high value products, have you considered products such as fogging devices (See Secured by design website)			
14.	Have you used the free property register <a href="#">.immobilise.</a> ?			

## 11. Special risk- Contractors

		yes	no	n/a
1.	Is there a designated person to ensure that statutory controls are applied?			
2.	If any keys or ID is issued are they always accounted for before the contractor leaves?			
3.	Are contractors also encouraged to report any suspicious activity on site?			

## 12. Personnel

		yes	no	n/a
1.	Do you ask to see the original documents and not photocopies to prove the identity of potential new staff?			
2.	British Citizens: Do you ask to see their full (current) 10 year passport? Or two of the following: British Driving Licence (ideally with photocard), P45, Birth Certificate (issued within 6 weeks of birth); credit card with 3 statements and proof of signature; Proof of residence – council, or utilities bill?			
3.	Other EEA nationals Full EEA passport or National Identity card.			
4.	Other Nationals: Full Passport and a Home Office document confirming the individual's UK immigration status and permission to work in the UK?			

5.	During the recruitment process do you check the full details of references and previous employers?			
6.	Do you ask to see proof of relevant educational and professional qualifications?			
7.	Are there adequate arrangements for lone workers?			

### 13. Vehicle Crime

		yes	no	n/a
1.	Are vehicles garaged, particularly during hours of darkness as a precaution against theft and damage?			
2.	Is there good visibility over car parks from the buildings?			
3.	Do you advise staff not to leave valuables in their vehicles?			
4.	Are tools and other equipment marked with the company name and postcode?			
5.	Are employees asked to put lap tops in the boot before leaving the company car park?			
6.	Is the car park overlooked?			
7.	Are access points to the car park kept to a minimum?			
8.	Is the car park secured out of hours?			

#### Useful websites for further information & guidance:

- security products: [.Securedbydesign.](#)
- personal safety : [.suzylamplugh.](#)
- CCTV information: [.ico.gov.](#)
- accredited security companies: [.nsi.org.](#) and [.ssaib.](#)
- private security industry: [.sia.homeoffice.gov.](#)
- Master Locksmiths Assoc: [.locksmiths.co.](#)
- Car park award: [.parkmark.co.](#)
- Plant and Machinery marking scheme: [.cesarscheme.](#)