

Self assessment checklist

This security assessment is intended as a guide to improving the security of your premises. Please spend some time completing the checklist to help identify any weaknesses you may have.

If you have any concerns as a result of the assessments you may wish to contact your local Crime Reduction Officer on 0845 456 456 4.

Security of buildings

Yes No

Is your boundary clearly defined?

Do you have prominent signage directing visitors to a single entrance/exit?

Have all staff been briefed on your security procedures?

Have you eliminated recessed doorways and concealed yards that can give cover to intruders?

Have steps been taken to restrict easy access to the roof?

Locking up

Yes No

Is there an established procedure for locking up?

Are all entrance doors locked, windows and skylights secured at the end of the working day?

Are rooms such as toilets and storerooms checked to ensure that there is nobody hidden in the building before it is locked up?

Are security fittings regularly checked?

Keys

Yes No

Is the issuing of keys to staff subject to controls?

Do you have an up-to-date inventory of issued keys?

Are regular key audits carried out?

Are locks changed if keys are missing?

During working hours

Yes No

Do all staff wear identification badges whilst on the premises?

Are visitors asked to sign in and out?

Are visitors given visitor badges?

Do staff challenge people not wearing identification?

Are visitors escorted to and from their destination?

Outside working hours

Yes No

Are contract staff supervised?

Does a security firm visit and check the premises?

Are security arrangements made for surveillance during vulnerable times such as evenings and holidays?

Preventing theft

Yes No

Do you use secure storerooms or containers for valuable items such as computers, audio-visual equipment and tools?

Are rooms containing valuable equipment kept locked and alarmed when not in use?

Is equipment security marked to identify you or your company as the owner?

Do you have signs displayed to inform potential thieves that your property is security marked?

Do staff have access to lockers to safeguard personal property?

Is cash on the premises kept to a minimum?

Is cash secure and out of sight?

Lights and alarms

Yes No

Is external security lighting installed so that your premises are well lit when not in use?

Has an intruder alarm been installed?

Does the alarm meet any conditions set out by your insurer?

Is the alarm system regularly maintained and inspected by a member of the National Security Inspectorate (NSI) or the Security Systems & Alarm Inspection Board (SSAIB)?

Has a particular person been nominated to set the alarm at the end of the working day?

CCTV*

Yes No

Is there a CCTV system installed?

Is it regularly maintained?

Are recording equipment and recorded materials stored in a locked cabinet?

Is a separate tape used for every day of the month?

Are tapes replaced annually and used no more than 12 times a year?

Are the time and date settings regularly checked to ensure they are correct?

Are signs displayed to warn the public that they are being recorded?

Is your system registered with the Information Commissioner?

Is there clear signage stating the name of the CCTV operator, the purpose of use and a contact telephone number?

*For digital CCTV systems please see Home Office guidance