



## Crime prevention advice for **Your business**

You can prevent crime by taking simple measures to ensure site safety and security inside and outside your business.

### **Perimeter security**

- When installing perimeter security, fencing is highly recommended and effective against criminals. All entry points should be robust and secure.

### **Surveillance**

- The level of security you invest in should depend on the level of risk your business is subjected to, e.g. locality, age of the building. CCTV, alarms, security lighting and natural surveillance by employees are some of the most important security features to consider.

### **Alarms**

- Alarms are an effective deterrent against criminals. They provide a useful warning.
- There are a wide variety of alarms available to purchase depending on requirements and budget.

- A reputable alarm company will be able to advise you on options available. It is also worthwhile checking with your insurer as your premium can be reduced by taking extra security measures.

### **CCTV**

CCTV systems are an effective and useful tool for crime prevention and can help with the investigation of crime. However, careful consideration must be given to placement and management of any CCTV system:

- Make sure the camera faces towards the main doorway/entrance so you get a clear head and shoulders image of everybody entering and leaving the premises.
- Make sure there is enough light for the camera to give a proper picture.
- Place CCTV signs and public warning signs that they are being recorded around your building/s and inside reception areas.

## Security lighting

- Installing security lighting outside your business is a good deterrent for criminals. It often makes criminals feel vulnerable and observed; it should highlight high-risk areas and allow occupiers to see people approaching.
- The most common form of lighting is passive infrared, which is activated when someone comes into its field of vision.

## Car parks

- Car parks should be in good view; in well-lit areas that are safe to access from the buildings they serve. CCTV systems, guard patrols (for larger car parks) and barriers are ideal for car park security.

## Building security

- Your building security is vital to help prevent thieves entering your premises. It is important to identify possible weak points, which can include doors, windows, delivery bays, skylights and ventilation grilles.

## Windows

- Windows on the ground floor and at the back or side of your building should be fitted with good quality window locks.
- Blinds can be fitted to prevent criminals from seeing goods/stock.
- Shutters and grilles can be added as additional security.

## Doors

- Quality doors locks for many businesses still provide the most cost effective and simple security measures.
- External doors should be strong enough to withstand attack and possibility linked to an alarm.
- Consider security for internal doors as well as external so you can limit access for thieves if they do happen to get in, e.g. locking stationery cupboards or computer rooms when they are not in use.

## Reception areas

- The reception area should never be left unattended during business hours.
- Every visitor entering the building should sign in and out and be issued with an identification badge or security pass.
- Ensure your reception staff are given basic security training and have an emergency alarm button.
- Install electronic or mechanically controlled doors where necessary.
- Bank daily and at different times of the day, preferably at different branches, try not to be in a regular routine. Do not keep cash on the premises if at all possible.
- If you have a safe, secure it to the floor and site it away from view.

**In an emergency call 999  
for non emergencies call 101.**