



Business Crime Reduction Risk Self-assessment

Please take a few minutes to go through this risk assessment and if you cannot answer yes to all the questions, you may want to consider taking steps to rectify the issues.

General Security

| Yes | No | |
|-----|----|---|
| | | Has a full risk evaluation survey of your premises been undertaken in the last two years? |
| | | Have you been in contact with your local police sources or with approved installers from the security industry on any security measures that you may require? |
| | | Have you sought professional advice on the siting, quality, and capacity of security equipment necessary to meet the risk level? |
| | | Have you identified all areas that are particularly vulnerable to vandalism or forced entry? |
| | | Do you allocate a specific budget to be put aside each for crime reduction measures? |
| | | Are acts of vandalism recorded and reported immediately on discovery including full details of the nature, time, place, and cost, to a central recording point? |
| | | Are all staff warned to note and report any suspicious activities and when strangers are seen on the premises? |
| | | Do you provide training and safety advice to your staff? |
| | | Do you carry out refresher training for this at least once a year? |

Internal Environment

| Yes | No | |
|-----|----|---|
| | | Do all visitors entering the premises have to pass through a fully supervised reception area? |
| | | Do you have an identity badge system? If so, is a thorough record kept of all visitors and are badges only released against signatures? |
| | | Does the host, both on entering and leaving the premises, always accompany visitors? |
| | | Are staff and employees fully trained in security awareness, especially those on reception? |

Retail Related Crime

| Yes | No | |
|-----|----|---|
| | | Has your staff received the PSNI led safe shop scheme training? |

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External Security

| Yes | No | |
|-----|----|---|
| | | Are your boundary walls, fences and gates regularly inspected to ensure 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 the lighting to ensure that it is in good working order? |
| | | Are the premises in good general repair? |
| | | Has consideration been given to protecting/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 that the siting of outbuildings, bin shelters and other potential climbing aids do not offer a means of access? |
| | | Are all tools and ladders securely locked away? |

Building Security

| Yes | No | |
|-----|----|---|
| | | Are all doors of a sufficiently solid nature and adequately secured against potential break-in? |
| | | Do all the locks, bolts and other door furniture meet the necessary security standards for the level of risk? |
| | | Are all of the locks frequently inspected to ensure that they are in full working order? |
| | | Is the locking up procedure of the premises under the control of competent officials? |
| | | When external doors are closed are all keys removed from the premises or adequately supervised and protected? |
| | | Do you limit key holding to specific people and record the issue and return of keys? |
| | | Have all key holders been briefed to check that requests to attend the premises are genuine? |
| | | Are the frame structures of all windows fully secure and fitted with quality locks or limiters and do they meet the security standards? |
| | | Does the glass in all windows meet security standards? |
| | | Have you considered security bars or grilles particularly for the most vulnerable windows? |
| | | Do you regularly check the bars, grilles, and surrounding masonry for weaknesses and deterioration? |

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Alarms and Alarm Communication

| Yes | No | |
|-----|----|---|
| | | Are all areas of the main buildings included in the alarm coverage? |
| | | Does your alarms' performance meet police requirements and minimise the incidents of false alarms? |
| | | Is your alarm system fitted with sequential monitoring? |
| | | Are the names & details of key holders to be contacted in case of emergency logged? |
| | | Is the alarm system set and un-set solely by designated personnel, trained for the task? |
| | | Is the alarm system inspected and maintained regularly? |
| | | Have you considered the use of a central alarm monitoring station? |
| | | If you are about to purchase an alarm system, have you obtained more than one quote from reputable dealers and asked whether the installers are members of a recognised independent inspectorate? |

CCTV

| Yes | No | |
|-----|----|---|
| | | Have you considered the use of CCTV? |
| | | Does your system suit the existing level of risk and lighting conditions? |
| | | Are all cameras regularly checked to ensure that they are in good working order? |
| | | Have you sought professional advice on the siting of cameras, remote monitoring, and the latest technology? |
| | | Do you adhere to the police and data protection requirements for recordings to be used in court? |
| | | Have you registered your CCTV system with the Information Commissioner? |

Property Marking

| Yes | No | |
|-----|----|--|
| | | Have you clearly publicised the security measures that have been taken at all points of access? |
| | | Have you recorded all details of electronic/computer equipment e.g. make, model and serial number, and kept this record in a safe place? |
| | | Have you considered electronic tagging or chemical marking of valuable items of property? |

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Robbery Prevention

| Yes | No | |
|-----|----|--|
| | | Have you removed advertising / posters etc. from the windows that obstruct the view of staff and passers-by? |
| | | Do you take steps to make sure you don't hold large amounts of cash in your till? |
| | | Do you use a drop safe to securely store takings until they are checked and prepared for banking? Till safe should not hold keys for this safe. |
| | | When cashing up, does it take place in a back room with the door locked? |
| | | Do you use a professional cash carrying company for banking? |
| | | Are tills fixed below counter level or have till guards fitted? |
| | | Is the main safe bolted to a wall or concreted into the floor, time-delayed and time-locked? |
| | | Do you have in place signage around your premises such as time delay safes, CCTV, alarm systems, staff do not have unrestricted access to the safe and other security measures in place signage? |
| | | Are your staff fully trained in what to do if they find something suspicious or should they come under attack especially at opening time and the lead up to closing time? |
| | | Is the CCTV on your premises near the main front door facing inwards? |
| | | Are the cameras covering all vulnerable points including till and safes? |
| | | Do you have an intruder and a hold-up alarm installed at your premises? |

Cyber Crime

| Yes | No | |
|-----|----|--|
| | | Do you have current and updated anti-virus software on your computer or network? |
| | | Have you configured your system to receive auto updates and patches from software providers? |
| | | Do you have a firewall installed? |
| | | Do you have strong passwords and password management? |
| | | Have you joined the Cyber Information Sharing Partnership (CiSP - www.cert.gov.uk/cisp) to receive the latest threat advice? |
| | | Have you introduced the free Government Cyber Essentials accreditation to ensure you have the basic IT hygiene requirements? (www.gov.uk/government/publications/cyber-essentials-scheme-overview) |

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Fraud

| Yes | No | |
|-----|----|--|
| | | Do you shred all confidential waste? |
| | | Do you have password protection and restricted access to confidential documents? |
| | | Do you have delegated limits on some categories of expenditure? |
| | | Do you conduct audit exercise on a regular basis? |

For a safer work environment and to help deter retail crime consider the following key points:

Preventing Entry

- The owner or agent (manager, sales assistant, and security staff) may refuse any person admission for any reason.
- Your shop is private property.
- No one has a legal right of entry (except law enforcement).
- You may impose conditions of entry (no prams, buggies, etc).
- While any person can be refused entry and no reason need be given, the reason must not be one of discrimination. (E.g. Ethnic, minority, religion).

Removal from Premises

You have a right to remove any person who fails to meet normal standards of behavior e.g.

- Committing an offence.
- Unruly behavior / drunkenness.
- Threats to staff / causing damage.
- Police may assist if called by staff.
- Police cannot remove on their own initiative. (You must ask the person to leave in the presence of the Police).
- It is advisable for agents/employers to have 'rights to remove' in writing from the owner.

What Powers Do You Have?

- Say, "I'm arresting you for the theft of two pairs of jeans." – Suspect must be told they are arrested and why.
- If suspect co-operates, take to secure area of the shop.
- Back in the premises asks them to produce any goods not paid for.
- If not produced – DO NOT SEARCH – wait for Police.
- Do not leave suspect alone or allow access to toilet.
- Wait for Police; make some notes of the time and comments made.
- Inform Police.

Avoid Violence In An Arrest Situation!

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Version 1

- Always try to arrest in two's.
- Always ensure that you can effect an arrest with no harm to yourself or fellow members of staff.
- Always talk quietly, calmly and deliberately to thieves.
- If faced with a violent situation, BACK AWAY, removing yourself as best you can.
- Never follow a thief out on your own – you may be at risk of injury from accomplices.

If an Offence Occurs – What Next?

- Be prompt and concise in your reporting.
- Good reporting means a higher chance of apprehending a suspect.
- If the offender has fled the scene - what is their description?
- Age?
- Build?
- Complexion?
- Distinguishing marks – tattoos, piercings?
- Height?
- Hair?
- Clothing?
- Any Vehicles?
- Any Accomplices?

If you would like any crime prevention advice or safe shop scheme training for your staff then please contact your crime prevention officer on 101.

Web site - Visit www.psni.police.uk

Non-emergency number – 101

Emergency number – 999

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