A retail premises security assessment is essential to identifying weaknesses in physical security that might provide an easy opportunity for a crime to occur. While nothing can make your business absolutely crime-proof, these checks and recommendations are intended to create security layers that, if implemented, can serve to reduce criminal opportunity or make it more difficult to force entry into your premises. A small investment of time and money can make your business premises more secure and less likely to be targeted by criminals.

Criminals like easy opportunities. If they have to make a lot of noise, spend a lot of time or risk being seen, the chances are they won’t bother. If they are aware staff are security conscious they will be less likely to attempt a criminal act.

As retail premises open up again after Covid-19 restrictions it is even more important to ensure your premises is secure. Complete this checklist to determine how well your premises is secured.

### Perimeter Security

Have you checked all entry points including gates, fences, doors, and windows to ensure they have not been tampered with or damaged?  
**YES** ☐  **NO** ☐

Have you checked all locks are in good condition and can you account for all the keys? They may need to be replaced with good quality standard products.  
**YES** ☐  **NO** ☐

Have you checked all lighting works and replaced bulbs where necessary?  
**YES** ☐  **NO** ☐

Have you removed the means to commit crime such as climbing aids (wheelie bins, ladders etc,) tools and other loose objects that could be used to force an entry?  
**YES** ☐  **NO** ☐

Are you a member of a business watch scheme?  
**YES** ☐  **NO** ☐

### Alarm

Have you tested and serviced your security system (including panic attack buttons)?  
**YES** ☐  **NO** ☐

Have you checked that the grade of alarm monitoring meets your specific needs?  
**YES** ☐  **NO** ☐

Have you reviewed your keyholders list and operating procedures in case of an alarm activation?  
**YES** ☐  **NO** ☐

Have any ex-staff still got access to keys?  
**YES** ☐  **NO** ☐

Have you made sure alarm sensors are not obstructed by covid screens, signage, or stock?  
**YES** ☐  **NO** ☐
**CCTV**

- Does your CCTV system need upgrading? (Recommended to I.S. EN 50132 standard)  
  - [ ] YES  
  - [ ] NO

- Have you checked that all CCTV cameras are still working and are not obstructed by covid screens, signage, or stock (consider overgrown foliage externally)?  
  - [ ] YES  
  - [ ] NO

- Is your DVR Hard Drive secure?, including staff access.  
  - [ ] YES  
  - [ ] NO

- Is the system time is correct(summertime) and does it have recording capacity for at least 28 days?  
  - [ ] YES  
  - [ ] NO

**Staff**

- Have you made staff aware of fraud related crimes such as invoice re-direction, change scams, forged notes, credit card scams etc?  
  - [ ] YES  
  - [ ] NO

- Have you ensured all staff receive crime prevention awareness training, especially any newly employed staff?  
  - [ ] YES  
  - [ ] NO

- Have you reviewed your opening and closing procedures?  
  - [ ] YES  
  - [ ] NO

- Have you reviewed cash handling and banking procedures?  
  - [ ] YES  
  - [ ] NO

- Have you put in place appropriate measures to deal with any covid related problems around mask wearing etc.?  
  - [ ] YES  
  - [ ] NO

**Stock**

- Have you ensured clear lines of sight and don’t overfill shop floor with stock.  
  - [ ] YES  
  - [ ] NO

- Have you ensured high value goods are kept close to a point of sale, behind counters or security tagged? They should not be sited near the entrance/exit doors.  
  - [ ] YES  
  - [ ] NO

- Have you ensured access to the stock room is tightly controlled?  
  - [ ] YES  
  - [ ] NO