



Business Security Checklist



Downloadable Factsheet

Business security is vital for protecting business assets. These can include business premises, work equipment, staff safety, financial assets, and documents containing sensitive information, such as staff and customer details.

Without proper protection, these assets are at risk of being stolen, copied or destroyed. This can have devastating consequences for businesses. Loss of earnings can impact business growth and staff pay. Loss of confidentiality can put staff and customers at risk of fraud. Breach of confidentiality can also leads to costly lawsuits.

The following checklist is aimed at helping to inform business owners of best security practices, and provide a checklist against which they can assess their own business security measures.



1. Assess your risk level

Every business will have different risk levels depending on their business type, location, and local crime rates. Business owners should identify what they are most at risk from early, in order to establish appropriate protection



2. Invest in commercial property insurance

Protect your business, staff and onsite equipment from criminal damage, adverse weather conditions and other environmental damage. Check insurance providers' requirements to find the best cover at competitive rates



3. Boundary control

Restrict access to your business premises with fencing, gates, and controlled access points



4. Identify vulnerable areas

Check premises for poor visibility locations and other out-of-sight areas where criminals are more likely to act. Typical locations include alleyways, car parks, and concealed entrances



5. Night staff

Based on the property's risk assessment, decide whether or not security personnel should monitor and patrol the premises out of hours



6. Install monitoring technology

Vulnerable areas can easily be monitored remotely with CCTV. Motion sensor lights are another tool that can be used to ward away potential criminals



7. Install an appropriate alarm system

Complement security measures with an alarm system that can alert authorities in the event of a break in. Test alarm systems regularly to ensure proper working order



8. Protect doors and windows

These are clear access points into a property. Ensure both are secured with strong, commercial or industrial purpose locks. In particular, windows are weak points in property security. Roller shutters are a proven, cost effective way of guaranteeing their protection



9. Employee safety

Employees are another vulnerable point in many properties' security measures. Employees can be frightened, threatened or coerced into security breaches; provide them with panic buttons and responsible work protocols in order to ensure their safety



10. Secure portable valuables

Minimise risks to high value items like portable computers, tablets and other remote technology. Insist items are packed away or stored out of sight at close of play



11. Make appropriate cash deposits

If takings are steady throughout the week, arrange regular banks deposits to keep takings on site low. If business trade peaks at certain times or days, deposit after these times. Time-locked safes are another way of securing takings



12. Establish emergency exit protocols

This is particularly relevant for fire safety. Ensure that emergency escape routes are not blocked or compromised throughout the working day



13. Staff training

Train staff in security procedures, including how to deal with emergencies



14. Local police advice

Contact the local police force for better crime awareness, in particular crime trends and what to watch out for



15. Business networking

Joint efforts are often more effective at combating crime than independent ventures. Work alongside local businesses to create greater crime awareness and a more secure business community



To secure your business premises with insurance approved roller shutters, contact UK Roller Shutters today on 01384 221743