

Business security

Review your premises, staff procedures and arrangements for closing time or an alarm activation.

Review the premises

- ☐ Check doors, windows, gates and boundary condition. Assign responsibility for needed repairs.
- ☐ Review lighting, entrances and delivery areas. Keep emergency exits and access routes clear.
- ☐ Secure valuable stock, equipment and sensitive records. Limit access to those who need it.

Agree daily procedures

- ☐ Define opening and closing checks, with clear responsibility and safe arrangements for lone workers.
- ☐ Review key, card and fob permissions. Remove access no longer needed and keep access credentials private.
- ☐ Agree visitor and contractor sign-in, delivery handling and incident reporting procedures with staff.

Prepare for incidents

- ☐ Check alarm and CCTV operation with the supplier. Review authorised access and privacy obligations before changing coverage.
- ☐ Confirm who receives alarm notifications and the agreed escalation process. Do not ask staff to confront intruders.
- ☐ Review security needs for closures, vacant periods or changing operations. Keep contact lists and site instructions securely offline.

General preparation guidance only. Not a site-specific risk assessment, legal advice or a guarantee of safety. Follow venue procedures and supplier guidance. Never confront a suspected intruder. In an emergency, call 999.