



# Site Security Checklist



The security of your premises is often an aspect that unfortunately gets overlooked. It is vital that you do what you can to ensure your business is not left vulnerable to break in's.

Based on our vast experience in the security industry we have put together this checklist and top tips booklet. This is to help you do what you can to keep your business as secure as possible.

This should help you assess all those areas you may not even have thought about when it comes to the security of your business.

# Outside Areas

Do a full patrol around the perimeter and outside areas of your building and assess the below:

Are there any damaged gates/panels/fencing?

Are there areas which have easy access for people to jump over?

Is there any vehicles/stock/materials in the outside yard easily view-able?

## Exterior of Premises

Do a full patrol and have a look at your building from the outside and assess the below:

Are there windows which are damaged/broken/old

Are there any doors which are old/weak/not alarmed or secured well?

Are there any parts on the building that thieves could easily damage to gain access?

# Interior of Premises

Is there high value goods  
which are easily visible  
through windows?

Is any petty cash/vehicle  
keys/small valuables etc.,  
all locked up securely each  
night?

## **Did you answer yes to any of the above?**

If you did then it means you have identified potential weaknesses in your premises. This is a positive step though, as it means you can address these to help your security levels. On our next page you will read all our best tips on turning those weak areas around and upping the security of your premises.

**Top Tip - Pass these tips onto your workforce to read. It helps is everyone is aware of how to help with the security of the premises!**

- Any damaged or vulnerable fencing areas should always be reported and fixed immediately as they are target areas for thieves to enter.
- **Some thieves will damage a fence a few days before they plan a break in so they have somewhere ready to enter site. Please be vigilant and view CCTV where you can to check how the damage occurred.**
- Replace any old and damaged windows and doors with more secure ones. You may also want to up the security level by having steel bars across any particularly vulnerable windows.
- **Ensure all staff are aware they MUST close all windows before leaving the premises.**
- Make sure valuables are kept out of site in secure locations as thieves will always go through draws and cupboards looking for money and keys.
- **Ask staff to be vigilant. In our experience thieves scope out a premises for a good while before they attempt a break in so they can spot routines and target areas.**
- Invest in a quality key holding service. This will prevent any staff being in a potentially dangerous situation if alarms go off during the night and they are faced with thieves.
- **Only issue keys to trusted staff members, or use a professional lock/unlock service to minimise any risks.**

We hope this brochure has helped you to think about your security a little bit more and take any actions to make sure you are as protected as can be.

Still feeling vulnerable? 4Forces offer various security service to suit all budgets including manned guarding, mobile security, key holding & alarm response. We are able to work with you to tailor make the best security service for you.

Why not give us a call on 01902 712000 or email us on [sales@4forces.co.uk](mailto:sales@4forces.co.uk) for some further advice.

