

10 point check list on security for your business.

Circle Yes or No for the checks & keep on your records.

| No | Tip | Check |
|-----------|---|--------------|
| 1 | Have ID badges for all people entering your premises | Yes / No |
| 2 | Install 24 hour door alarms on all unused fire doors | Yes / No |
| 3 | Ensure there are no external means of assisting intruders to your property, lock & remove all ladders or other apparatus that may be used to gain height. | Yes / No |
| 4 | Do you have a nominated person for security ?, staff may see suspicious activity but have no one to report it to, also a nominated person will feel more responsible & be more pro-active in the fight against crime. | Yes / No |
| 5 | Do you have a intruder alarm which is monitored to guarantee a response to the alarm being triggered | Yes / No |
| 6 | Have you invited the local Crime Prevention Officer round for FREE assistance with your security | Yes / No |
| 7 | Have you acted upon any special clauses in your insurance policy | Yes / No |
| 8 | Have you considered guards for your key-holding to your intruder alarm system | Yes / No |
| 9 | Have you installed security signage round your premises to warn off would be intruders | Yes / No |
| 10 | Does the last person out check all doors and windows to ensure they are locked. | Yes / No |

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