

Business Security Assessment

Use this form to assess your current security arrangements and adapt suggestions to suit your business needs.

Business Features

Consider making changes to the items ticked NO

Business identification and signs

Street number clearly visible	<input type="checkbox"/> Y	<input type="checkbox"/> N	Assists emergency services in locating business
Business name clear front and rear	<input type="checkbox"/> Y	<input type="checkbox"/> N	Assists in situations where time is critical
Signs around perimeter of property	<input type="checkbox"/> Y	<input type="checkbox"/> N	Warns potential intruders of security measures
Internal signs	<input type="checkbox"/> Y	<input type="checkbox"/> N	Guides visitors/customers away from restricted areas

Landscaping

Landscaping regularly maintained	<input type="checkbox"/> Y	<input type="checkbox"/> N	Promotes feeling of ownership (detering offenders)
Trees and shrubs are trimmed	<input type="checkbox"/> Y	<input type="checkbox"/> N	Reduces concealment and increase visibility
Rubbish and obstacles removed/secured	<input type="checkbox"/> Y	<input type="checkbox"/> N	Restricts concealment and scaling of building

Lighting

Security lighting installed around business	<input type="checkbox"/> Y	<input type="checkbox"/> N	Acts as deterrent and increases offender detection
All security lights operating	<input type="checkbox"/> Y	<input type="checkbox"/> N	Security is only effective if in good working order
Entries/exits well lit	<input type="checkbox"/> Y	<input type="checkbox"/> N	Reduces concealment and increases visibility
Car park well lit	<input type="checkbox"/> Y	<input type="checkbox"/> N	Particularly staff car park (enhance visibility/safety)
High risk areas well lit or sensor lights fitted	<input type="checkbox"/> Y	<input type="checkbox"/> N	Pay particular attention to rear of business

Building design

Floors, walls, ceilings of solid construction	<input type="checkbox"/> Y	<input type="checkbox"/> N	Solid construction restricts access and deters offenders
Roof reinforced	<input type="checkbox"/> Y	<input type="checkbox"/> N	Reinforce below roofing to restrict entry
Skylights and manholes secured	<input type="checkbox"/> Y	<input type="checkbox"/> N	Affix locks and/or grills to restrict access though roof
Shelving well arranged	<input type="checkbox"/> Y	<input type="checkbox"/> N	Provides good sight lines and reduces concealment
Shelving limited in height or transparent	<input type="checkbox"/> Y	<input type="checkbox"/> N	Increases visibility and promotes offender detection
Good counter design	<input type="checkbox"/> Y	<input type="checkbox"/> N	Limit unauthorised access over and around counter
Bollards installed	<input type="checkbox"/> Y	<input type="checkbox"/> N	Deterrent and physical protection from ram-raiders
Bollards core drilled or bolted to ground	<input type="checkbox"/> Y	<input type="checkbox"/> N	Provides stronger protection (spot weld bolt heads)
Mirrors installed in store blind spots	<input type="checkbox"/> Y	<input type="checkbox"/> N	A deterrent as offenders believe they can be seen
Lockable room for staff (safe haven)	<input type="checkbox"/> Y	<input type="checkbox"/> N	A room to which staff can escape if threatened

Doors

External doors solid core construction	<input type="checkbox"/> Y	<input type="checkbox"/> N	Deter offenders/prevent entry (check Building Codes)
External door frames solid construction	<input type="checkbox"/> Y	<input type="checkbox"/> N	Deter offenders/prevent entry (consider blocker plates)
Doors fitted with quality lock sets	<input type="checkbox"/> Y	<input type="checkbox"/> N	Deter offenders/restrict access (fit deadbolts/locks)
Entry/exit points clearly identified	<input type="checkbox"/> Y	<input type="checkbox"/> N	Guides visitors and customers (assists in emergencies)
Limited number of entry/exit points	<input type="checkbox"/> Y	<input type="checkbox"/> N	Restricts unauthorised entry and assists monitoring
Fire exit doors self-closing	<input type="checkbox"/> Y	<input type="checkbox"/> N	Prevent unauthorised entry (check Fire Regulations)
External door hinge pins protected	<input type="checkbox"/> Y	<input type="checkbox"/> N	Mount to prevent removal for unauthorised entry
Front door fitted with alert device	<input type="checkbox"/> Y	<input type="checkbox"/> N	Buzzers/sensors/door chimes alert staff
Electronically controlled entrance door lock	<input type="checkbox"/> Y	<input type="checkbox"/> N	Staff can lock doors remotely if threatened
Height markers next to front door	<input type="checkbox"/> Y	<input type="checkbox"/> N	Assists staff with offender description

Windows

External windows/frames solid construction	<input type="checkbox"/> Y	<input type="checkbox"/> N	Solid construction deters offenders and prevents entry
External windows fitted with quality locks	<input type="checkbox"/> Y	<input type="checkbox"/> N	Key operated locks increase window security
External security screens of good quality	<input type="checkbox"/> Y	<input type="checkbox"/> N	Consider welded aluminium or steel screens
High-risk windows difficult to break	<input type="checkbox"/> Y	<input type="checkbox"/> N	Install laminated glass or shatter resistant film
Windows not blocked with advertising	<input type="checkbox"/> Y	<input type="checkbox"/> N	See and be seen (utilise natural surveillance)

Fences and gates

Boundary fences around business	<input type="checkbox"/> Y	<input type="checkbox"/> N	Open-style enhances visibility and restricts access
Gates fitted with quality chains/padlocks	<input type="checkbox"/> Y	<input type="checkbox"/> N	Restricts access and deters offenders
Gates kept shut when not in use	<input type="checkbox"/> Y	<input type="checkbox"/> N	Restricts access and deters unauthorised entry
Fences and gates in good condition	<input type="checkbox"/> Y	<input type="checkbox"/> N	Security is only effective if in good working order

Power board/letterbox/telephone

Power board secured	<input type="checkbox"/> Y	<input type="checkbox"/> N	House in cupboard or metal cabinet
Power board cupboard/cabinet locked	<input type="checkbox"/> Y	<input type="checkbox"/> N	Restrict tampering (electricity authority approved lock)
Letterbox fitted with lock	<input type="checkbox"/> Y	<input type="checkbox"/> N	Restrict unlawful access to businesses mail
Emergency services programmed in phones	<input type="checkbox"/> Y	<input type="checkbox"/> N	For fast emergency contact (i.e. 000)
Telephone lines and boxes secured	<input type="checkbox"/> Y	<input type="checkbox"/> N	Secure to avoid unlawful tampering

Safes

Safe installed	<input type="checkbox"/> Y	<input type="checkbox"/> N	Designed/installed to Australian Standard
Safe securely anchored	<input type="checkbox"/> Y	<input type="checkbox"/> N	Anchor to floor or solid surface to prevent removal
Safe well located	<input type="checkbox"/> Y	<input type="checkbox"/> N	Limit access and keep away from public view
Safe kept locked	<input type="checkbox"/> Y	<input type="checkbox"/> N	Always keep locked even during business hours
Safe has drop-chute facility	<input type="checkbox"/> Y	<input type="checkbox"/> N	Allows staff to deposit cash without opening safe

Alarm systems

Intruder alarm installed and used	<input type="checkbox"/> Y	<input type="checkbox"/> N	Designed/installed to Australian Standards
Intruder alarm monitored	<input type="checkbox"/> Y	<input type="checkbox"/> N	Monitoring enhances effectiveness of alarm
Alarm system has a duress facility	<input type="checkbox"/> Y	<input type="checkbox"/> N	For emergencies (only use when safe to do so)
Alarm system controls concealed	<input type="checkbox"/> Y	<input type="checkbox"/> N	To restrict tampering
Alarm system regularly checked and tested	<input type="checkbox"/> Y	<input type="checkbox"/> N	Security is only effective if in good working order
Staff trained in correct use of alarm	<input type="checkbox"/> Y	<input type="checkbox"/> N	Ensuring alarm is always correctly activated
Staff have individual access codes	<input type="checkbox"/> Y	<input type="checkbox"/> N	Codes changed/replaced when employee leaves

Surveillance equipment

Surveillance equipment installed	<input type="checkbox"/> Y	<input type="checkbox"/> N	Enhances physical security and offender identification
Good quality surveillance equipment	<input type="checkbox"/> Y	<input type="checkbox"/> N	Consider image quality and storage capacity
Footage recorded	<input type="checkbox"/> Y	<input type="checkbox"/> N	For offender identification and evidence
Cameras monitored	<input type="checkbox"/> Y	<input type="checkbox"/> N	Alerts staff to suspicious behaviour
Cameras well positioned	<input type="checkbox"/> Y	<input type="checkbox"/> N	Over cashier or areas of poor visibility
Staff trained in correct use of equipment	<input type="checkbox"/> Y	<input type="checkbox"/> N	Equipment is only effective if used properly
Equipment regularly checked and tested	<input type="checkbox"/> Y	<input type="checkbox"/> N	Security is only effective if in good working order

Key and valuables control

Key register established	<input type="checkbox"/> Y	<input type="checkbox"/> N	Know who has access to your business
Safe and spare keys secured	<input type="checkbox"/> Y	<input type="checkbox"/> N	Restrict access to keys
Police supplied with keyholders details	<input type="checkbox"/> Y	<input type="checkbox"/> N	Police will have access in case of an emergency
Secure location for staff personal items	<input type="checkbox"/> Y	<input type="checkbox"/> N	This location should have restricted access
Valuable property marked for identification	<input type="checkbox"/> Y	<input type="checkbox"/> N	Acts as deterrent and assists in locating stolen goods
Valuables photographed & details recorded	<input type="checkbox"/> Y	<input type="checkbox"/> N	Assists with recovery of stolen goods and insurance

Cash and mail handling

Cash handling procedures established	<input type="checkbox"/> Y	<input type="checkbox"/> N	Protect your staff and your cash
Irregular banking times and routes	<input type="checkbox"/> Y	<input type="checkbox"/> N	Do not let offenders know when you do your banking
Money bags disguised	<input type="checkbox"/> Y	<input type="checkbox"/> N	Avoid conspicuous bank bags when transferring cash
Business uniform/ID covered when banking	<input type="checkbox"/> Y	<input type="checkbox"/> N	Avoid advertising where you work when banking
Money counted out of public view	<input type="checkbox"/> Y	<input type="checkbox"/> N	Protect your staff and your cash
Cash draw always kept closed and locked	<input type="checkbox"/> Y	<input type="checkbox"/> N	Do not advertise your cash/prevent sneak thieves
Cash levels kept low in registers	<input type="checkbox"/> Y	<input type="checkbox"/> N	Reduce the risk of loss
Staff trained in cash and mail handling	<input type="checkbox"/> Y	<input type="checkbox"/> N	Protect your staff from theft and dangerous goods
Mail register established	<input type="checkbox"/> Y	<input type="checkbox"/> N	Track incoming and outgoing items



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