

# Information Briefings from Business Link Devon & Cornwall



## Securing your premises

Theft, vandalism and arson are the crimes most likely to affect your business. There is no single solution. You need to identify the particular threats you face. This briefing sets out the security measures you should consider to minimise the risks and to make your premises safer. It covers:

- Reviewing your security systems.
- Installing physical and electronic security.
- Reducing specific risks, such as IT theft.
- Contracting out your security.

### 1. Assessing the risk

Apart from the financial costs, crime can disrupt your business. Assess the risks your company faces and put protective measures in place now. This will save time and money in the long run.

#### 1.1 Find the weak points in your security.

- Is there a controlled access system in place for your property? If not, would it be practical to introduce one?
- What are the possible entry points? How easy would it be to break in at each of these points?
- If a thief gained access to the premises, what is most likely to be stolen? How secure are those items?
- How easy would it be for a thief to get away with stolen items? How long would it be before the alarm was raised and somebody arrived at the premises?
- How easy would it be for somebody to start a fire? (See 6.)

#### 1.2 Find out what kinds of crime are taking place in your area.

- Speak to police and to neighbouring businesses. For example, smashed windows may be a common problem in some areas.

### 2. Basic precautions

#### 2.1 Overall responsibility for security should be allocated to one individual. The person responsible should:

- Check the premises and security systems regularly and review when appropriate.
- Check that security procedures are being followed.
- Maintain contact with police, insurers and fire services.

Contracting out some security requirements may be appropriate (see 7), but the overall responsibility remains yours.

#### 2.2 Reduce the risk of thieves gaining access to your premises during business hours.

- Position your receptionist near the door, to keep track of who comes in and out. If this is not practical, install an entry phone so that the front door is secure at all times.
- Make sure visitors identify themselves and state who they are visiting. Consider issuing passes or signing visitors in and out.
- If possible, keep all other external doors locked. But check fire regulations first.

#### 2.3 Ensure all employees understand and comply with security and safety procedures.

- Encourage your employees to challenge visitors ('Can I help you?') if they do not recognise them.
- Make sure safety information, such as fire drill details, is prominently displayed in your premises.
- Keep a record of which of your employees hold keys, and stress the importance of keeping keys secure.
- Change alarm codes on a regular basis and whenever an employee leaves.

### 3. Physical security

Insurance companies may insist on minimum security standards for locks, windows, and the perimeter and roof of your premises. Strengthen the potential entry points into the building.

#### 3.1 Ensure your locks are effective. They should conform to British Standard 3621:1998.

- Consider locks with registered keys, for which extra keys are only available with written confirmation from the owner.
- Label keys with a code that you can explain to employees, but which outsiders will not understand.

#### 3.2 Make sure all windows are shut and locked when the premises are unoccupied.

- Repair or replace any cracked windows immediately.
- Check windows before leaving a room empty.

#### 3.3 Window bars or grilles are an effective deterrent, especially when fitted internally. If possible, protect all accessible windows.

- Consider solid steel bars set in concrete in the wall.
- Collapsible gates are also recommended, and can look better.

#### 3.4 Protect the perimeter of your premises.

- Put up a wall or fence.
- Illuminate all potential entry points to the premises. But bear in mind that, in isolated areas, lighting could assist a thief in gaining entry to the building.
- Secure car park gates with a strong chain and padlock when not in use.
- Consider using barbed wire (or Hercules Cacti, a plastic product) on outside walls over eight feet high. This will discourage vandals and criminals, but it should be a last resort. Someone could injure themselves and then claim damages from you (for example, children playing).

Do not make your premises seem like a fortress. It may deter customers and potential employees.

### 4. Electronic security

Electronic security provides another level of protection for your business. Intruder alarms and closed circuit TV (CCTV) can be powerful deterrents. Discuss with your insurers what measures you should consider.

#### 4.1 Look at a wide range of alarms before making a decision. Compare specifications and quotes from a number of suppliers. Consider buying an alarm system, rather than leasing one. If you lease an alarm, you are committed to using the same firm to maintain it.

- For reliability, your alarm should comply with British Standard 4737-3.0:1988.
- Make sure the company installing and maintaining your alarm is approved by the National Security Inspectorate (0845 006 3003 or [www.nsi.org.uk](http://www.nsi.org.uk)).
- Check that your insurer will accept an alarm installed by your chosen supplier.
- Appoint a key holder to check your premises if the alarm goes off. The key holder must be able to get to the premises within 20 minutes.
- Consider installing panic buttons as part of your alarm system.

**4.2** In commercial premises, audible-only alarms have limited benefit. Consider an instant response service by connecting to an ARC (alarm receiving centre).

- When the alarm is activated, the police are sent to your premises. A keyholder from your business must then let them in.

**4.3** False alarms can be a problem.

- Many police forces now have a policy of refusing to respond if you have a history of false alarms.
- The cause of false alarms can be faulty equipment, but it is usually human error. For example, employees who do not use the system regularly may forget the code, or a movement sensor could be activated in a draughty environment.
- Consider a system which includes alarm confirmation technology to minimise false alarms.
- Test your alarm at least twice a month. Make sure regular maintenance is carried out by a competent NSI-approved alarm company

**4.4** Consider installing CCTV.

- CCTV is widely used as a deterrent to criminals and can also discourage employee theft.
- It allows one person to monitor multiple areas, including remote sites. This is especially useful for security guards.
- CCTV can be cost effective for monitoring remote sites. It can be used to call a Security Guarding Company or the Police for instant response with visual and audio verification from a remote manned centre. If it is not monitored, it is only useful after the event.
- Your employees may not like the idea of being watched. Explain why you are introducing CCTV and clear up any objections before it is installed.
- Ensure suitable signage is installed to comply with the Data Protection Act. Guidance is available from the Information Commissioner (01625 545 745 or [www.ico.gov.uk](http://www.ico.gov.uk)).

## 5. Preventing IT theft

IT theft often has particularly serious consequences for businesses. The loss of computers, and the data on them, can be extremely costly and disruptive.

**5.1** There are many ways to secure your physical IT assets, including a wide range of security products.

- Site your IT equipment away from the most visible and accessible places. Consider putting key equipment, such as your network server, in a locked room or a security cage.
- Mark your equipment in a permanent and visible way.
- Use steel cables to anchor your equipment to furniture or the floor.
- Use special security screws that will prevent any intruder gaining quick access to the components inside your computers.
- Fit computer alarms which detect tampering.
- Theft of laptop computers is common, so lock them away when not in use.

Call the Loss Prevention Council for guidance on securing your IT equipment (01923 6641000).

**5.2** Secure the data on your computers.

- Back up files regularly. Check that your back-up system is working properly, by re-installing and checking files.
- Keep copies of back-ups off site.
- Use passwords to prevent unauthorised access to computer files. If necessary, encrypt sensitive information.
- Use anti-virus software. Set up procedures to screen all incoming material — and insist they are used.

BS ISO/IEC 17799:2005 is the recognised international standard for IT security. While mainly directed at larger businesses, smaller businesses may find its provisions a useful starting point.

## 6. The threat of arson

**6.1** Do not allow combustible material to accumulate inside or outside your premises.

- Arsonists could use it to attack the building.

**6.2** Lock away hazardous and inflammable materials.

- Control access to vulnerable areas, such as warehouses.

**6.3** Make sure you have the necessary precautions in place to alert people in case of fire and to limit any damage.

- Fit fire alarms and smoke detectors to detect fires early. They should conform to British Standard 5839-6:2004.
- Ensure there are enough fire extinguishers, of the right types and in the right places.

Recent fire regulations mean businesses are now responsible for fire-risk assessments (See Health and safety risk assessment.)

## 7. Additional security

If your business faces particular risks, you may need to consider adopting additional security measures.

**7.1** Contract out your security to a security company. The services a good company can offer usually include:

- Auditing current security arrangements and suggesting improvements.
- Specifying and fitting any new security systems required.
- Providing periodic (eg twice per night) or full-time inspection of your premises outside business hours.

Pick a reputable firm that services businesses of a similar size to yours. Take up references.

**7.2** A security company can provide a security guard to protect your premises.

- Make sure that the guard comes from a firm that is registered with the British Security Industry Association (BSIA) ([www.bsia.co.uk](http://www.bsia.co.uk) or 01905 21464) or the International Professional Security Association (IPSA) ([www.ipsa.org.uk](http://www.ipsa.org.uk) or 020 8832 7417). The guarding service should conform to British Standard 7499:2002. Or, look out for firms with the Security Industry Authority (SIA) Approved Contractor Scheme accreditation mark.
- Make sure the security guard holds a SIA licence. It is illegal not to hold one — without it, insurance claims could be invalid.
- The security company should screen and interview each guard as thoroughly as you would check a new employee. The screening should conform to British Standard 7858:2006.
- Discuss the security orders for the guard — including hours, duties, equipment and so on — with the supervisor responsible for your site.

Integration of security is the key to success. For example, using CCTV and guards together will provide maximum protection.

## 8. Mitigating any loss

Review your security systems regularly.

**8.1** Anticipate possible losses.

- Maintain a detailed inventory of your assets. Send a copy to your insurer to make sure you are fully insured.
- Devise a disaster recovery plan to cover the whole range of possible situations.
- Take pictures of your assets and store offsite on a CD or DVD.

## 8.2 Act quickly after the event.

- Involve the police and your insurance company immediately (see Making an insurance claim).
- Secure any broken points of entry.
- Review and upgrade your security systems.

## 8.3 You are most at risk immediately after a break-in or a theft.

- The criminals know the layout of the premises and know that you will quickly purchase new equipment to replace items that were stolen.

## Your insurance

### A. Improved security can save you money on insurance.

- Tell your insurance company what measures you propose, and discuss how this may affect your premium.
- Your insurers should be able to help with technical security specifications.

### B. Keep your insurers informed about any material changes to your security.

- Get your insurance company's approval for proposed security measures before buying or installing new protective measures, including new equipment.
- Most problems with insurers result from not keeping them up to date with changes to your business.

See Managing insurance risks, and Insurance to protect your business.

## Local crime prevention

### A. Arrange to meet your local crime prevention officer.

- Seek advice on security measures.

### B. Meet your permanent beat officer — or the liaison officers for self-help schemes, like your local office watch, pub watch or club watch.

- Ask them about other businesses or organisations in the area which could affect your security. For example, a rowdy nightclub or bar.

### C. If appropriate, establish key contacts with the police. If you are particularly at risk, officers may check your premises regularly during the night.

### D. Ask your local police station, crime prevention or community support department to add your details to their email or sms list to receive local community news and broadcasts relevant to your business.

## Experts' quotes

"Security does not have to be expensive, think of it as an investment not an overhead or afterthought – Just imagine the damage to your business in terms of products or lost man hours sorting out the aftermath, then think of your investment."

Mark Darlaston

EDS (Electrical-Data-Security) Ltd -Tel. 0870 735 5050

[www.eds-uk.co.uk](http://www.eds-uk.co.uk)

"The impact of the Security Industry Authority and recent legislation will have a major impact on the private security industry. The new licensing requirements will help prevent unsuitable or poorly trained people from operating within the industry. Make sure you employ the services of a security firm that is a member of the ACS Scheme."

Andrew Moreton,

Elite Security Guarding Ltd

“Make sure your doors are a close fit. Any gaps around the edges will make it easier for potential thieves to force an entry.”

Michael Lysandrou,  
The Lock Centre

## Expert contributors

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## Further Help

Visit the Business Link Devon & Cornwall website [www.blde.co.uk](http://www.blde.co.uk) or call 0845 600 9966 to speak to an adviser.

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