

COMMERCIAL ROBBERY SURVEY

Be SAFE - Be SECURE

MANAGERS – do you...		
Train staff in security procedures and the operation of CCTV and security equipment?	Y	N
Train staff to be alert and engage with customers? Thieves are less likely to bother if they think they are being watched or challenged.	Y	N
Encourage staff to keep an eye out for the unusual?	Y	N
Speak to neighbouring shops about suspicious persons or activity and ask them to do the same for you?	Y	N
Belong to a Shop or Business Watch scheme?	Y	N
Try to make sure at least two members of staff are in the premises at any time - in particular when opening and closing?	Y	N
Vary your banking times and methods?	Y	N
Keep only a minimum amount of cash in your tills?	Y	N
Have a secure, out of view area to count and hold cash?	Y	N
Consider uniformed guards during vulnerable times?	Y	N
Use vetting procedures for permanent and contract/temporary staff?	Y	N
Carry out periodic security checks of premises during business hours?	Y	N
Make a security check on all doors, windows and alarms before leaving the premises at the end of the day?	Y	N

How many times did you answer NO?

- 0-4** You are obviously security conscious. Concentrate on the options where you answered NO. Take care not to be complacent; encourage daily routines.
- 5-8** You are taking some good security measures but improvements can be made. Start by focusing on the options where you answered NO. Most of these are low cost and quick solutions. Following that, take a look at your business premises.
- 9+** You need to make security more of a priority. Start to carry out the suggestions in this guidance and you can quickly and cheaply make significant improvements. The next big step is to look at your premises. Some security methods are more expensive than others, but could help in the long term.

EMPLOYEES – do you...		
Greet customers when they come in and leave so that any potential criminals will know they are being watched?	Y	N
Keep an eye out for the unusual?	Y	N
Watch out for anything suspicious occurring at neighbouring shops and ask them to do the same for you?	Y	N
Always count cash out of view?	Y	N
Vary your banking procedures?	Y	N
Demand proof of identity from anyone entering the business to fulfil a service? (e.g., gas, water, electricity etc)	Y	N
Ask motorcyclists to remove their crash helmets before entering your premises?	Y	N

How did you score?

- Mostly YES** You are obviously a security conscious person. Any crime caused to the business can have a negative effect on your work conditions so it is worth continuing to take these small precautions.
- Mostly NO** Any crime caused to the business can have a negative effect on your work conditions, so it is well worth taking these small precautions to reduce the risks. Ask your manager to train you to use any security equipment that you do have, or to provide extra help for you when the business is particularly busy.



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