

# Top tips for secure premises



- Check your premises regularly – do a walk-around at least once a week, checking your doors and windows are secure, and all security systems, such as alarms or fogging systems, are working as they should be. This is also a good opportunity to check certain factors to limit the risk of your business being targeted, such as:
  - Removing litter and graffiti to make it clear you're still operating
  - Ensuring no flammable materials have been left out, and that bins are stored securely away from your building
  - All lights are working, leaving no 'dark spots' on your premises
- If you have a CCTV system, ensure it is working and all cameras are operating as they should be, without any obstructions to their field of view, such as trees or bushes that have overgrown.
- Check your doors and windows to ensure that the locks are in good working order, and that window or doorframes are not suffering from rust or rot that could provide entry. Do the same with any security grilles or roller shutters, and make sure they shut properly.
- If you have physical stock, either remove it from the site or store it securely in a separate storeroom or storage cage. Ensure keys for these areas are not left on the premises overnight.
- If your business has vending or gaming machines onsite, ensure these are emptied of cash and labelled to reflect this to deter potential break-ins.



NYP20-0053