

Commercial Premises Security Checklist



BROADSWORD
security services

- ☒ Assess your risk level - do you have lots of valuable equipment or stock? Do you handle cash? Are your premises in a high risk area?
- ☒ Do you know your insurer's requirements? Do you know if they have requirements about the type of alarm system or locks you have to use?
- ☒ Are there areas of your premises that are hidden or dark? Are all your doors and windows always visible? Do you have external lighting?
- ☒ Do you need CCTV? Do you want CCTV? If you have CCTV, is your supplier aware of data protection laws? Does it cover dark areas?
- ☒ Do you have appropriate locks on your doors and windows? Should you consider grilles or shutters? Do you need any planning permission?
- ☒ Who has a set of keys and what are your security procedures? Who is responsible for opening and locking up?
- ☒ Do you need to control access to your premises? Do you have staff who work alone and how are they protected? Do you have panic buttons? Can you see everywhere in your premises at all times?
- ☒ Do you have valuable items like laptops or tablets? Do you make sure that they're out of sight? Have you security marked them? Do you lock them away every day when you close?
- ☒ Are your emergency escape routes accessible? Do you carry out regular inspections to check the security of your access points?
- ☒ Are your staff trained in your security procedures? Do you have security procedures? Do your staff know how to deal with emergencies? Plus, most importantly, **INSTALL A BROADSWORD SECURITY SYSTEM!** 😊

Call for a FREE site survey on 01608 641670
or email us at sales@broadswordsecurity.com



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