# Keep burglars out of your business.



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Access Control - CCTV - Intruder Alarms - Fire Alarms



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#### **Doors** -

Consider whether your external doors and shutters are efficient enough against burglars. Ensure all service doors outside and inside remain locked when not in use.

## Windows -

You may wish to move any high value or expensive looking items away from the windows if possible. If not, you should consider investing in laminated glass with sturdy frames. Ensure anything that can be used as leverage into the windows is moved away.

## Alarm System -

Make sure you have a monitored intruder alarm and that this is set routinely and every time while the business is unoccupied. This system should receive yearly or 6 monthly maintenance.

## **CCTV** -

Cameras should cover all entryways, both internal and external. Make sure that good lighting is present around the premises, this will also aid the CCTV.

## <u>Valuables -</u>

Try not to keep cash and keys lying around on desks or in easy to access places. Keep all petty cash and important valuables in a time lock safe and out of sight.

## Keys -

Make sure that keys are not left on the premises or in view and that only designated staff have access to these. In the event of emergency, make sure that there's a list of keyholders for the premises – the minimum being two keyholders.



