

## This Risk Assessment Guide is designed to:

- Help you identify and prioritise the security threats to your business
- Show you some simple, cost effective ways to tackle them
- Help you get the best value from your security budget

Every business or organisation faces a wide range of security threats – failure to take appropriate measures to combat them could result in serious financial loss or in extreme cases, even total failure of the business.

....and the risks are very real! – latest government figures show that...

- over 50% of businesses suffer theft every year
- over 70% of theft victims are hit again within just a few weeks
- there are over a quarter of a million arson attacks in the UK every year

### General considerations when assessing the risk

#### Theft

What is the value of the item being assessed and does it have a resale value?

How easy would it be to remove? (thieves have been known to steal a 3 ton statue but a laptop computer is obviously a much easier and more portable target!)

#### Malicious damage

Evidence of vandalism and graffiti attracts more of the same. It can quickly spiral out of control unless cleaned up immediately and measure taken to prevent recurrence.

Arson attacks in the UK are more common than most people believe and around 70% of businesses that suffer a fire fail within 2 years. Posting burning material through the letterbox on a street door is a popular method of attack, as is filling a wheelie bin with Combustible material and placing it against a building wall or doorway before lighting it.

#### Protecting Staff

Staff working alone, working anti social hours, or working in high-risk environments may be more at risk from attack or injury. In addition, as any incident may take longer to discover, it could have even more serious consequences for the victim.

### Hot Tips for implementing a practical, cost effective security strategy

- Keep it simple – the more complex the security measure the more there is to go wrong.
- Improve your security at its weakest points.
- A layered approach to security which introduces a number of obstacles to be overcome sequentially by the criminal rather than relying on a single security measure will normally prove more effective in operation and cheaper to implement.

	Perimeter & Grounds	Solutions / Products	OK	at risk
1	Are fences, walls and gates maintained and secure	<ul style="list-style-type: none"> <li>• Upgrade as required</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
2	Can any fences, walls and gates be easily climbed?	<ul style="list-style-type: none"> <li>• Fit Anti Climb fixed or rotating spiked barriers or the new non aggressive "Roller Barrier" on top of fences, walls and gates. (New "Ultrafence" with inbuilt anti climb spikes is much more secure than standard palisade fencing).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are all outbuildings and gates secured with insurance approved padlocks and chains?	<ul style="list-style-type: none"> <li>• Check that locks, padlocks and chains used to secure gates offer an adequate level of physical security.</li> </ul> <p><b>Note:</b> If using access control systems such as RFID or PIN No's, ensure that the issue and use of RFID tokens, swipe cards, etc. is controlled, and that tokens are recovered from staff leaving employment. PIN No's should be changed periodically to maintain integrity.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are any items stored close to the perimeter that could be used to assist entry / exit from your property (i.e. ladders, wheelie bins, etc.)?	<ul style="list-style-type: none"> <li>• Remove or chain / lock up such items.</li> <li>• A Wheelie bin lock will prevent your bin being used as a climbing aid, or to transport goods off your site, or being used in an arson attack on your buildings.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are there any externally stored plant or vehicles such as: motorcycles, cars, vans, ride on mowers, compressors, etc. that are not chained down or otherwise protected?	<ul style="list-style-type: none"> <li>• Consider storing in a locked outbuilding or secure compound.</li> <li>• Installing fixed bollards and / or lockable lift out posts</li> <li>• Using padlocks &amp; chains with ground anchors, or wheel clamps as appropriate.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	Building Shell	Solutions / Products	OK	at risk
1	Are there any areas where a vehicle could be driven directly at a building to gain entry via a Ram Raid attack?	<ul style="list-style-type: none"> <li>• Consider using strategically positioned Kerbs, ditches, flower beds or robust planters, or fixed bollards</li> <li>• For protecting areas where authorised vehicles may require occasional access, consider lockable telescopic or lift out anti ram posts.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are there any grilles, air ventilation openings, cellar flaps or gratings, etc. that could be used to gain access to the building?	Use robust padlocks, chains & hasps as appropriate to secure opening grilles or flaps. Security grilles and security screws & fastenings could be used to protect ventilation ducts, etc.	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Roofs</b>	<b>Solutions / Products</b>	<b>OK</b>	<b>at risk</b>
1	Is there any way a burglar could climb onto your roof?	Restrict access with strategically placed anti climb paint, fixed or rotating anti climb spikes, or non aggressive roller barriers.  Drainpipes, can be protected with spiked anti climb collars and / or anti climb paint.	<input type="checkbox"/>	<input type="checkbox"/>
2	Are there any roof apertures such as skylights that are not protected with bars or grilles?	Consider fitting grilles secured with security screws or fastenings.  <b>Note:</b> obviously fixed grilles should not be used at any aperture, which represents a fire escape point.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Windows</b>	<b>Solutions / Products</b>	<b>OK</b>	<b>at risk</b>
1	Are all ground floor windows fitted with laminated glass?	If not, glass should be replaced with laminated glass, alternatively special plastic film professionally fitted to the glass surface could achieve a suitable solution	<input type="checkbox"/>	<input type="checkbox"/>
2	Are all ground floor and other vulnerable windows fitted with appropriate window locks?	A variety of low cost window locks are available, many of which offer a simple DIY solution.  <b>Note:</b> you will need to identify the type(s) of window to be locked as there are specialist locks / fittings for different types of material: i.e. wooden, steel, aluminium, plastic windows, etc., as well as the different forms of window: i.e. sash, side opening, top hung, etc.	<input type="checkbox"/>	<input type="checkbox"/>
3	Are all vulnerable windows fitted with security grilles?	There are a wide range of fixed and retractable security grilles available for internal or external use.  The Adapta-Bar modular security bar & grille system from Insight Security offers a low cost DIY solution, ... whilst products such as security roller shutters and retractable grilles will require professional installation.	<input type="checkbox"/>	<input type="checkbox"/>
4	Are all upper storey windows fitted with opening restrictors for safety and / or security purposes?	To prevent children or objects falling out of upper storey windows, opening restrictors should be fitted. These products allow the window to be open (typically to about 100mm) for ventilation.  Where the window may be used as a fire escape point, an un-lockable restrictor such as the "Jackloc" available from Insight Security should be considered	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Doors</b>	<b>Solutions / Products</b>	<b>OK</b>	<b>at risk</b>
1	Are all rear doors constructed of solid material of at least 44mm thickness?	Upgrade any substandard external doors ... and remember the "door frame" should be of an appropriate standard to suit the security level of the door	<input type="checkbox"/>	<input type="checkbox"/>
2	Are all doors fitted with quality locks (with at least 5 levers) to BS3621 standard?  Note: BS3621 is the generally accepted Insurance Standard, however insurers may require additional measures for some types of property or location. ...if in doubt, check with your insurers	Upgrade locks as required	<input type="checkbox"/>	<input type="checkbox"/>
3	Are other door security products required?	Consider fitting key operated "Mortise Bolts" to the top and bottom at the opening side of the door, for any vulnerable doors which can be secured from the inside and which are not fire escape points.  Also consider Hinge Bolts fitted to the hinge side of the door to offer greater protection against the door being forced at the hinge side.  A security chain or other type of door opening restrictor should be fitted to external doors of domestic properties	<input type="checkbox"/>	<input type="checkbox"/>
4	Are doors fitted with door viewers where appropriate?	Fitting a low cost 180 degree door viewer through the door, allows anyone inside of the door to check who or what is outside of the door before opening the door. Most door viewers come with an internal eye flap to prevent anyone outside looking in.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Letterboxes</b>	<b>Solutions / Products</b>	<b>OK</b>	<b>at risk</b>
1	Could someone start a fire inside of your building by pushing burning material or a firework through your letterbox?	Fit a "MailPro" Anti Arson Mailbox from Insight Security. These units are designed to fit over the inside of your letterbox and collect mail and anything else posted through the letterbox.  Available in a choice of sizes, all units are fitted with an internal fire extinguisher(s) which are instantly activated on detecting burning material within the box and extinguish the fire before it can gain a foothold. (Special ALF sealed for life extinguishers are used which do not require annual pressure testing)	<input type="checkbox"/>	<input type="checkbox"/>

2	Would a burglar be able to gain access to your internal door locks via the letterbox?	Fitting a "MailPro" anti-arson mailbox will eliminate the risk ...alternatively consider alternative arrangements.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Alarm Systems</b>	<b>Solutions / Products</b>	<b>OK</b>	<b>at risk</b>
1	Is your building fitted with an appropriate and monitored alarm?	A professionally fitted and monitored alarm system will be a requirement specified by your insurers.  Installers should be registered with an approved organisation. NSI (National Security Inspectorate) is the UK security and fire industries leading approvals body covering business and home security systems. www.nsi.org.uk	<input type="checkbox"/>	<input type="checkbox"/>
2	Are your empty properties alarmed?	Many companies, local authorities and housing associations own properties which may be empty for periods of time. Squatters, burglars and vandals can pose a threat.  The new stand alone "SMS Empty Property Monitoring System" from Insight Security is a self contained alarm / monitoring system which operates for up to <b>12 months</b> from its internal battery and uses standard SMS text messaging from its internal transmitter to alert appropriate recipients of intruders at the property.	<input type="checkbox"/>	<input type="checkbox"/>
3	Are your outbuildings alarmed?	For high-level risks, consider linking such buildings to the main alarm system.  For lower level risk, consider fitting a low cost stand alone, bells only type shed alarm.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>CCTV Monitoring</b>	<b>Solutions / Products</b>	<b>OK</b>	<b>at risk</b>
1	Is an effective CCTV system installed?	CCTV monitoring is in widespread use and is a proven deterrent against many types of crime and provides a visual record for subsequent review in the even of an incident occurring.  The low cost, packaged, stand-alone systems from Insight Security, are suitable for easy DIY installation, yet deliver quality images and performance.  They offer practical, reliable and easily affordable CCTV solutions for the classroom, small businesses, etc.  For more extensive and sophisticated systems, professional installation will be required and an out of hours monitoring system should be considered.	<input type="checkbox"/>	<input type="checkbox"/>

2	Do you need a covert CCTV system?	The Vidilanz stand alone, wire-free surveillance camera system from Insight Security is a simple solution to a variety of monitoring applications.  The standard unit looks like a standard alarm system PIR detector yet houses a camera capable of recording up to 65,000 images on a compact camera type SD card. The unit can be set to operate on motion detection or in time lapse mode and will operate from its internal battery for up to 9 weeks between recharging.  Current applications range from monitoring popular fly tipping sites, to covert monitoring of equipment stores, school corridors and classrooms, etc	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Internal Security</b>	<b>Solutions / Products</b>	<b>OK</b>	<b>at risk</b>
1	Are there any access points to the building where a member of the public could walk in unchallenged?	Fitting a low cost, stand alone visitor annunciator / alarm will signal the presence of a visitor or intruder. Units are also available with pre-recorded direction or warning messages.	<input type="checkbox"/>	<input type="checkbox"/>
2	Are items such as PCs, laptop computers and other assets marked with identification marks / asset labels?	Asset labelling, or marking equipment and valuables with a covert or visible identification mark will make it much less attractive to the thief and will help police return any stolen and subsequently recovered items.  Police and insurers strongly recommend marking items such as PCs & laptops	<input type="checkbox"/>	<input type="checkbox"/>
3	Are computers and laptop PCs physically protected against theft with lock down cables, security cabinets, etc?	A simple low cost security cable type lock down system from Insight Security offers practical and convenient protection against the opportunist thief.  For more robust protection, specialist security products from the Insight range include:  LapStack: – modular security cabinets LapBank: – multi-store security cabinets LapTrolley: – mobile security cabinets (for up to 32 laptops) LaptopSafe: – for storage of laptops, cash, and other valuables.	<input type="checkbox"/>	<input type="checkbox"/>

	Key Control / Management	Solutions / Products	OK	at risk
1	Are all your keys safely stored where authorised users know where to find them?	<p>The best security lock in the world is next to useless if the key is left hanging next to it ...but it's amazing how often it happens!</p> <p>Insight Security offer a wide range of key storage and management products:</p> <p>A <b>Key Cabinet</b> provides a central storage point for organising and storing keys. The key operated (or optional digital lock) restricts access to authorised users.</p> <p>The <b>Key Safe</b> is a high security version of the standard key cabinet. These units are manufactured from heavy-duty sheet metal and are fitted with a high security lock.</p> <p>The <b>High Capacity Key Safe</b> is a floor standing secure cabinet with pull out key hanging panels. A choice of models offer storage capacity for up to 3,560 keys per cabinet.</p>	<input type="checkbox"/>	<input type="checkbox"/>
2	Do you always know who has a missing key?	<p>The mechanical key manager key control system from Insight Security, is based around a plug-board (which can be wall mounted or supplied in a security cabinet).</p> <p>Keys are attached to a security peg, which locks into the board. Authorised users are issued with numbered and colour coded release pegs which must be inserted into the corresponding key release slot in order to remove any key from the board.</p> <p>The last person to take any missing key can thus be instantly identified by referring to the release peg, which remains locked into the board until the key with its retaining peg is replaced in the board.</p>	<input type="checkbox"/>	<input type="checkbox"/>
3	Do you know who has had any key, when, and for how long?	<p>The electronic key tracker system from Insight Security, offers all the benefits of the mechanical plug-board system, but also offers a <b>full audit trail of key movement and users</b>. It also allows multi level authorisations, so any user can be allowed access to all retained keys, or may be restricted to use of only selected keys.</p> <p>The entry level system operates from a PIN number, however the system can also be tailored to any existing access control system already in use at the user site: i.e. swipe card or RFID token type entry system</p>	<input type="checkbox"/>	<input type="checkbox"/>

	Personal / Staff Security	Solutions / Products	OK	at risk
1	Do any of your staff work alone?	A lone worker alarm system offers peace of mind protection and an easy way to alert colleagues elsewhere on site (or remotely) in the event of an accident.	<input type="checkbox"/>	<input type="checkbox"/>
2	Are any of your staff at risk of attack?  i.e walking any distance to their cars from the office, working anti social hours, involved in one to one consultations or interviews, meeting strangers off site, etc	<p>Consider providing female staff with a personal security alarm</p> <p>note: based on personal experience of unreliable performance of Gas Operated personal security alarms in cold weather conditions, we would recommend the use of battery operated personal alarms.</p>	<input type="checkbox"/>	<input type="checkbox"/>

### A few general points to consider

Education is key to effective security in any organisation. Staff need at least basic training in company policy and procedures, and periodic refreshers!

Some security measures need not cost you anything – consider for instance:

The company sign of a print and design company displayed proudly on their building is more likely to attract thieves, (who will undoubtedly identify the business as heavy users of 'State of the Art Computing' equipment) than it is to attract passing trade.

A helpful secretary telling a would be computer maintenance company that there are only 10 PCs on site could be providing invaluable information to a bogus company who are in reality an organised theft ring.

Packaging from new equipment left in a skip outside of the premises could alert thieves to the fact that new PCs have been delivered!

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### We hope that you have found this brief guide helpful...

For more information on security products and measures for businesses, you can visit the Insight Security website which is regularly updated:

[www.insight-security.com](http://www.insight-security.com)

Many of the products from the Insight Security product range are available for on-line purchase from:

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

Remember, when selecting a security solution, the "type of solution" is the first decision to be made and a good supplier will be pleased to offer free impartial advice to help in this area. Product reviews or recommendations from peer groups or a reliable supplier will help you to avoid wasting money on sub standard or inferior product.

**If you would like advice or help with a security issue, an Insight Security advisor will be pleased to help,**  
Tel: 01273 475500 (office hours: 9am-5.30pm Mon-Friday)

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**Insight Security**, Unit 2, Cliffe Industrial Estate, Lewes, East Sussex, BN8 6JL  
Tel: 01273 475500 fax: 01273 478800 e-mail: [sales@insight-security.com](mailto:sales@insight-security.com)

