



Security Essentials for SchoolsMaking the most of your security budget

A quick guide to finding the best solutions for your security problems



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Product Index

Four ways that you'll win when you choose Insight Security as your supplier

- 1. Our security expertise and practical no nonsense advice has saved our school customers many thousands of pounds over the last 20 years.
- Every product we stock is tried tested, and has to pass our rigorous selection criteria before being added to our range. So that you can be sure that everything we sell will deliver what it promises, and every product you purchase from us directly is covered by the Insight Security "No Quibble Money Back Guarantee".
- 3. We pride ourselves on building trust and developing long-term relationships with our customers. We do this by offering free help, advice and support before, during and after your purchase, so that you can be sure you are getting the very best from your investment.
- 4. We want to make your purchase as easy as possible, so we are pleased to accept telephone orders and card payments if that's simplest for you. Or you can call us to set up a credit account and buy on 30 day terms either way it's painless and the choice is yours.

If you'd like to get the most out of your security budget, with a money back guarantee, and all the free help and advice you need, keep this booklet handy and call us on 01273 475500 whenever you need a solution to your security problems!

In the unlikely event that we can't help you directly, we'll be happy to point you in the right direction. so whatever your security issues, call us on 01273 475500.

There are thousands of security products on the market, some of which are very good, some adequate, and many which are useless or even potentially dangerous.

All products supplied by Insight Security have been designed inhouse or have passed our rigorous selection criteria. This is why we can offer them unreservedly with our No Quibble Money Back Guarantee – because we know they do what they claim. The following pages offer a brief guide to what's currently available and things to consider when buying. You'll already be familiar with some of the products, while others may be new to you, but for full details of the range and how we can help you, or to check the suitability of a product for your specific application, call our friendly help team on: 01273 475500.

To see our full range of products, check out our website: www.insight-security.com



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THE PRODUCTS

Alarms

There are many types of alarm available from building and fire alarms, to "Lone Worker Alarms". Here are just a few examples:

Personal protection alarms include:

Personal attack alarms are carried by an individual and come in various sizes from keyring models to small belt clip units. Typically activated by a ripcord or button press if the carrier feels threatened, these alarms emit a piercing 120+db siren to summon assistance.

Panic alarms are typically installed in a room such as a classroom or interview room used for 1:1 consultations. They are available either as hard wired or wireless systems and are activated from a fixed position button or wireless keyfob button, to summon help Lone Worker Alarm if a person feels threatened.







Panic Alarm

Lone worker alarms provide a simple way to ensure the safety of staff working alone. and also to meet your legal duty of care obligations for lone workers. Typically the worker will wear or carry a small wireless transmitter featuring a mechanism to detect a fall or collapse, as well as a panic button which can be used to summon help if needed. Of necessity, these are wireless systems and there is a choice of systems designed to summon local help (i.e. from within the building or local complex), or to raise a remote alarm (i.e. possibly at a different site or central monitoring station).

Premises protection & monitoring alarms

Empty property alarms are ideal for protecting temporarily unoccupied buildings, or buildings which don't have live power or telephone lines (i.e. sports pavilions or equipment stores). Battery-powered and using the mobile phone network for communications, these alarms can instantly alert a designated recipient(s) of an intruder or other problems at the protected location.

Voice annunciators can be used to welcome visitors at an unmanned area, issue quidance directions, or a warning (eq: "you are entering a restricted area"), as appropriate. Typically such units are activated by "break beam" or "PIR" technology.





Voice Annunciator

Empty Property Alarm

Anti-Arson Products

There are over a quarter of a million arson attacks in the UK every year. When schools are the target, repairs can easily run into tens of thousands of pounds and normal operation can be disrupted for months.

The MailPro Anti-Arson Mailbox is designed to fit over the letterbox opening on the inside or a door and features the clever "ALF" system (automatic linear fire detection & extinguishing system). The ALF unit automatically detects a fire and instantly extinguishes it before it has chance to gain a foothold, so protecting you against an arson attack. Unlike alternative fire extinguishers, the ALF system is maintenance-free and does not require an annual pressure test, so it's always ready to respond to an attack when needed!



MailPro Anti-Arson Mailbox

Retro fitting ALF to your existing mailbox - the good news is that our ALF system is now available as a standalone, retro fit product, which you can fit quickly and easily to any mail collection box. So if you currently have your letters delivered to an externally mounted mailbox, or through a wall chute into an existing mail collector box you could still reap the benefits of this great product - call us for details on 01273 475500.

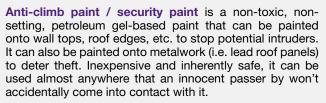


Retro-fit ALF extinguishers

Anti-Climb/Perimeter Security Products

Whether you're looking to stop intruders, or just deter children or vandals from climbing over walls, gates or fences, or onto flat roofs, we supply a range of products to choose from.

All can be effective in the right location. However, some are relatively harmless, while the more aggressive anti-climb spike systems could cause serious injury. Restrictions apply as to which products can be used where and if warning signs are required. If you're unsure which is the best option for your specific location, please call us for advice on **01273 475500**.



Static anti-climb devices typically fix directly on to the top of walls, fences or gates, or to a building fascia to stop people climbing up or over them.

At the entry level point, a range of inexpensive weatherproof plastic mouldings such as PriklaStrip, Prikka SuperStrip and StegaStrip, provide a simple deterrent to nuisance climbers such as children taking a shortcut or recovering a football.

More aggressive steel-based products such as Razor Comb, Razor Channel or the RazorPoint spiked barrier are popular for a wide range of applications. RazorPoint is installed on historic buildings, government embassies and other buildings where high security and aesthetic appeal are key considerations when making the selection.

Rotating anti-climb barriers offer an extra level of protection and are normally installed directly above walls, fences, or gates, or directly onto a building fascia to protect against intruders or to keep people within a contained area.



Anti-climb Paint



Static anti-climb spikes on a fence top



Prikka SuperStrip

For schools and other institutions where children or vulnerable people are present, we recommend **Roller Barrier**. This a totally non-aggressive (spike free) yet highly effective product, which eliminates the risk of impalement or injury to those who may not fully appreciate the danger of trying to negotiate a more aggressive system. Unobtrusive when installed, hardwearing and robust, Roller Barrier is specified as the anti-climb system of choice by many schools and local authorities.

RotaSpike and Vanguard anti-climb systems are equally effective yet more aggressive systems which can injure anyone attempting to climb over the barrier.

Spiked Pole Collars and anti-climb pipe brackets offer a simple way to stop people climbing up CCTV or lighting poles, drainpipes, etc. and so protect against theft of equipment (such as CCTV cameras), or prevent access to upper floor windows or easy access points.

Warning signs should be clearly displayed wherever anticlimb products are installed at non-domestic premises and may be a legal requirement. We supply a range of signs with a choice of sizes and wording to help you to meet your obligations under the Occupiers Liability Act 1984.



Roller Barrier - safe & effective



Vanguard rotating anti climb barrier



Razorspike - the instant Spiked Pole Collar



Bespoke manufactured Spiked Pole Collar



Example of warning signs

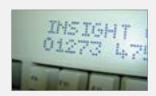
Asset Security Marking and Labelling Products

Police and security experts recommend marking your equipment and assets to identify ownership and as a way of deterring theft and assisting recovery should any item be stolen.

The low cost involved makes this an obvious security precaution, and most schools already mark high-risk items such as computer equipment. You may be surprised to know, however, that the new generation of covert marking systems such as the **CrimeStoppers** marking product are now as cost-effective as more traditional solutions such as chemical etching systems. These covert marking systems are also much more versatile as you can use them to mark almost anything from computer equipment to bicycles, or ride on mowers and grounds maintenance equipment.



Crimestoppers covert marking system



Low-cost chemical etching marking

Computer Security Products

Over recent years, personal computer equipment has dropped drastically in price, but the concentration of such equipment in schools means there's a constant need for vigilance and for the physical protection of these items against theft. In addition to physically securing such equipment, we also recommend security marking to identify ownership.

Protecting static equipment such as desktop PCs

Cable locks provide a low-cost method of securing PCs and their monitors to a desk or other fixing point to protect against theft.

Installing the computer processor in a security cradle or enclosure such as a lockable under desk hanger, not only provides a way of protecting it against theft, but also clears space on the desktop.



Cable Lock - PC security kit



Under-desk hanger



Kensington-style Cable Lock

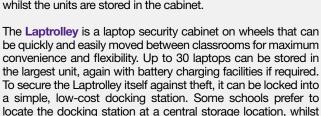


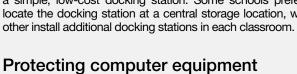
Lapbank security cabinet

Protecting mobile equipment such as laptop computers

A Kensington-style cable lock can easily be carried with the laptop and used to secure your computer to any convenient anchor point wherever you need to use it, or while it's locked away in your car boot.

When not in classroom use, multiple laptops can be securely locked away in a Lapbank security cabinet (stores up to 15 laptops), with the option to recharge their onboard batteries Laptrolley mobile laptop whilst the units are stored in the cabinet.





while travelling

When travelling with a laptop computer, a security briefcase or security lapbag provides protection against knocks and scrapes, while an integral security cable can be used to secure the case or bag to any convenient static anchor point.

Protecting your computers against power disconnection while in use

Unplugging the power supply while a computer is in use can cause all sorts of damage. The SocketPro electrical socket safety cover eliminates the risk (see Safety Products - page 18).





Security briefcase

Ground and Wall Anchors

Ground and wall anchors provide a convenient, immovable anchor point to which items can be secured to prevent theft or misuse. Typical uses include securing items such as motor cycles, sports or grounds maintenance equipment, ladders, wheelie bins, etc.

Ground Anchors are available in two types; those that are embedded or concreted into the ground, and surface mount units, which are bolted to an existing structure such as a concrete base. Our special reusable Spirolock ground anchors simply hammer into any unmade ground to provide a temporary or semi-permanent anchor point. When not in use, they can easily be removed and repositioned as needed.

Wall Anchors are similar to ground anchors, but are typically bolted to masonry or brick walls. They form an ideal anchor point for items such as ladders and sports equipment to be secured to with a padlock and chain, or security cable.

Our special low-cost Wheelie Bin Lock comes with an attached security chain and padlock and is a popular way for schools to secure their wheelie bins in their proper location. This prevents them being moved around and used as climbing aids or wheeled up against a building and set on fire.





Ground Anchors



Wall Anchor

Key Control and Management

With so many locks in use, key management in schools can be a major challenge.. However much you have spent on sophisticated locks, your security is seriously compromised unless you have total control of your keys and their use.

The starting point is to decide who needs access to which kevs (and possibly when). Having made that decision, the next issue is where to store keys securely, and how the people authorised to use them will be able to access those they need, when they need them.

The third issue to consider is how you deal with missing keys, i.e. those that have been taken by an authorised user but not Key Organiser Cabinet returned, or those that have been lost or stolen which could compromise your security.

For your most sensitive keys, you may also need to consider how you can record an audit trail of use, i.e. who had what key and when, when was it taken, when was it returned and by whom.

Fortunately there are a range of specialist products available to help you with every aspect of key management. All you need to do is pick the ones most suitable for your school:

Lockable Key Organiser Cabinets provide a simple way of storing keys in a predefined central location so everyone knows where to find them. The number of keys that can be stored in a cabinet will depend on the cabinet size, but popular Key Safe models range from 20 to 100 key storage capacity.





Each key (or bunch) will have a numbered tag attached and will hang on a correspondingly numbered key hook within the cabinet. Numbering keys rather than labelling them "key to classroom 5", etc. adds an extra level of security to your key storage. We also strongly suggest that you keep the index record of what each numbered keys relates to, separate from the cabinet.

Typically Key Organiser Cabinets feature a keyed lock. However, where multiple users need access to the cabinet, rather than compromising the cabinet security by issuing dozens of keys, many cabinets can now be supplied with a low-cost combination lock.

Deep Key Cabinets are similar to the standard Key Organiser Cabinet, but the greater depth of the cabinet allows easier storage of bunches of keys.

Wheelie Bin Lock

Key Safes perform the same function as the Key Organiser Cabinet but are manufactured from heavier gauge metals and typically feature a high security double bitted safe lock. This delivers a much higher level of security and protection for the keys stored within the unit.

Key-Trak mechanical key control and tracking systems offer a clever solution to key control. The system features a special plugboard into which keys are locked. Each key is attached to a numbered peg which locks into a correspondingly numbered slot on the board, which is also the way the key is secured to the board.

Authorised users are issued with uniquely identifiable release pegs. To remove a key from the board, they must insert a release peg into the release slot adjacent to the key peg. The release peg is automatically locked into the board until the key is returned, when it can be removed again.

The system therefore ensures that only authorised users can take a key, and instantly identifies who last removed any key missing from the board.

Our **Electronic Key Tracker systems** provide all the functionality of the mechanical plugboard system, but also provide a full electronic audit trail of key movement, who removed a key and who returned it, which can be easily interrogated at any time.

Leave a Key - Key Safes and Key Boxes provide a simple means of leaving a key in a secure way for someone else to access. Typically these units are designed to be bolted to a wall or other suitable structure and offer storage for just one or two keys. Keys are accessed by keying a user changeable preset code into the combination lock which secures the access door.

Emergency Break Glass Key Cabinets are typically installed at fire doors or emergency exits. The key to the exit door is secured behind a glass panel in the locked key cabinet. These units provide a practical way to prevent casual use of the exit door, while ensuring that the exit door can guickly be opened in an emergency by smashing the glass panel and removing the key from the key cabinet.

A simple change to the internal hanging hook structure at time of order, means that many key cabinets can also be supplied as secure Padlock Storage Cabinets.



Key-Trak mechanical key control system



Electronic Key Tracker



Leave-a-Key safe key box



Emergency Break Glass Kev Cabinet

Metal Detectors and Random Search Selectors

Security Metal Detectors - knives, drugs and mobile phones are just some of the challenges that schools have to contend with. Security metal detectors such as walk through-type knife arches, or low cost hand-held metal detector wands, provide a simple way to detect metal objects being carried by a person, without the need for an intrusive hands-on search.

Random Search Selector - whenever any individual is selected from a group for any form of special treatment (searching for weapons, selection for a special outing, etc), there is always a risk of someone citing discrimination. The Random Search Selector is the answer to this problem.

The Random Search Selector is an electronic device which features a simple push button and a pass / fail indicator light. In use, everyone in a group simply presses the button as they pass the unit. The group automatically subdivides into two smaller groups (Pass and Fail groups) to be dealt with accordingly, without any risk of anyone being accused of favouritism or discrimination.

The unit is designed so that whilst each individual press of the button results in a totally random and unpredictable pass or fail indication (using simple internal dip switches), the overall fail rate, which is controlled by a clever algorithm in the on-board processor, can be set to any percentage Random Search Selector from 1 to 100 percent.



Security metal detectors



Mirrors for Safety and Security

The materials used in the manufacture of mirrors varies according to their function, but in principle, mirrors are either designed for "safety" or "security" applications.

Safety Mirrors provide a simple way to increase vision at blind spots to help avoid accidents such as people colliding in corridors, or as an aid to drivers exiting the school driveway onto a busy road.

Security Mirrors fall into two sub categories: static mirrors and search & inspection mirrors.

A carefully positioned static mirror can provide a simple way of seeing around corners or over obstacles to monitor areas out of direct line of site. This is typically the way retail shops use security mirrors as a cheap alternative to CCTV monitoring. However this same principle can be used to monitor children and their safety.

Search and inspection mirrors are available in various formats from mirrors attached to extending poles, to wheeled trolley types, either of which can be fitted with a torch or other form of light source. Whichever type you choose, the basic function is to aid inspection of those difficult to reach or see places such as behind the boiler unit, under the cabinet, in the service shaft or ceiling void.

Mirror materials - In terms of materials, the mirror lens may Telescopic Search Mirror be made of glass, plastic or polished steel, each of which has its own merits.



Driveway Safety Mirror



Glass, for instance, typically provides the most vibrant reflection. However is easily broken and must therefore be considered a possible injury hazard.

High tech unbreakable plastic mirrors which reflect almost on par with a top-quality glass mirror are now readily available and sensibly priced. But beware of plastic mirrors (some being advertised as unbreakable), which are made of an acrylic type material which can shatter and explode into sharp shards on impact.

Polished steel is probably the most durable material and these mirrors can be repolished when required. The high cost of the material and manufacturing process however make these mirrors much more expensive than the alternative options, and obviously a dented metal mirror will provide a very distorted reflection.

Padlocks, Security Hasps and **Security Chains & Cables**

There are many different brands and types of padlock, offering a choice of size, style, materials used, operating mechanism and security level. The logical starting point when choosing a padlock is to decide on the level of security required. A low security £5.00 padlock will not be sufficient to secure your school gates, while a £300 price tag for a top of the range high security padlock is unlikely to be justifiable to protect your stationery cupboard.

High security padlocks are tested to the industry standard "Sold Secure" or the European "CEN" test standards, either of which result in a grading which provides a reliable indication of the security level of the unit (Sold Secure Gold and CEN 6 ratings being the highest).

Without a reliable industry test standard for lower security High-security Padlocks padlocks, there is no easy way to compare one manufacturer's locks against anothers, as each manufacturer uses their own grading system. As the manufacturers do not generally define what tests (if any) each lock has been subjected to, such gradings should be treated with some caution.

Without some specialist knowledge, choosing a padlock is not quite as easy as it first seems, as size is no guarantee of performance, and quality is difficult to judge from appearance alone. One 30mm padlock for instance may be available with 2,000 different key patterns (2,000:1 chance of its key fitting another padlock or visa versa). An identical looking padlock may, however, only be manufactured with 10 different key patterns (10:1 chance of its key fitting Security Hasps & Padbars another padlock), and so on.

There are similar (albeit fewer) problems to face when choosing the right Padbar, Security Hasp, or Security Chain / Cable. If you'd like advice on which padlock, hasp or security chain would be best for your application, our specialists will be pleased to help. Simply call us on 01273 475500.







Security Chains

Safety Products

With pupils, staff and visitors to consider, schools face particular problems when it comes to safety. Although Insight is primarily a security company, we have also developed or added to our product portfolio a small range of tried and tested safety products which every school needs and which have proven very popular with our educational customers. These are as follows:

SocketPro Safety covers for 13amp electrical sockets and light switches.

When used in labs or food preparation areas, the covers protect electrical sockets against dust and splashes.

In corridors or classrooms the covers protect your single or double gang sockets against knocks and other damage which can result in costly repair or replacement bills.

As a child safety product, they prevent toddlers or pupils from poking things into your 13a sockets.

As a computer protector, they can prevent someone accidentally unplugging your computer or server from its power supply while it's being used.

Finger Protectors fit quickly and easily to your doors to prevent small fingers being trapped in the hinge cavity of a Finger Protector - door hinge closing door, which can lead to finger-crushing injury and cavity safety guard mental trauma. Such accidents can so easily be prevented with these simple protectors, and will avoid the risk of a costly legal claim for compensation.

Bird Deterrent Fire Gel - provides a simple, instant and cost-effective way of evicting problem birds such as pigeons or seagulls, and their associated mess and health hazard from your site.

The product works without causing harm to the birds and as the main active ingredients are food grade materials, it can be installed by any competent handyman, remioving the need to call in expensive pest control specialists. Introduced into the Bird Free Fire Gel UK in early 2011, this product has proven so successful that it is already used by many local authorities and commercial organisations nationwide, and is rapidly becoming the bird deterrent product of choice.



SocketPro switch & socket safety covers





Safes & Security Cabinets

Safes

Whilst schools do not tend to store large quantities of cash, a safe or security cabinet provides safe storage for small items of value such as exam papers. There are three types of safe available, each being designed for a specific purpose:

Cash Safes are designed to protect the contents against theft, however will generally offer very little protection against fire or water ingress.

Fire Safes are designed to protect the contents against fire risk and maintain an internal temperature below 20°C, the point at which paper ignites. They typically carry only a Cash Safe minimal cash rating (i.e are relatively low security) and are totally inadequate for use as a Data Safe.

Data Safes are similar to fire safes, but are designed to maintain a much lower internal humidity and temperature (less than 52°C) in order to protect sensitive data media.

As well as being classified as one of the above types, safes are also rated according to the length of time that they will stand up to the particular threat they are designed to combat. Typically this will be expressed as a number of minutes i.e. 30, 60 and 120 being common.





Medicab

Security Cabinets

As well as the computer security cabinets (mobile and static) we covered under the Computer Security section, there are however other types of secure storage cabinets which many schools need:

Medicabs provide a low cost storage facility for general medicines etc. to protect against pilfering or casual misuse. The range supplied by Insight are designed to meet the requirements of the "1973 misuse of drugs act for the safe storage of medicines and drugs".

Drug Safes as supplied by Insight, are designed to meet the higher security level Sold Secure Silver Standard as specified by the Home Office Drugs Inspectorate for the safe storage of controlled drugs and other medical supplies. Drug Safe



Security Screws and Fastenings

There are any number of items around a school which can be easily removed by undoing a couple of nuts, screws or bolts. This may be done simply as a malicious act or possibly as a prelude to theft, but either way, it could be potentially costly for the school.

Fortunately there is an inexpensive, quick and easy way to prevent such problems, using off the shelf security fixings and fastenings. There are two main types of fixing to consider:



Anti-Tamper Fixings

Anti-Tamper Fixings

These are fixings that require a special tool to install or remove, which provide protection against the vandal or casual thief armed with a conventional screwdriver, spanner or mole grip. The range includes nuts, bolts and screws.

One-Way / Permanent Fixings

These are fixings that are designed so that once installed, they can't be removed. Again the range includes nuts, bolts and screws.

Popular types of permanent fixings include shear nuts and shear bolts, one way Kinmar Nuts and one way screws such as the Sentinel posidrive type which can be installed with power tools. In addition, products such as Armour Rings or NoGo enclosures can be used with standard nuts, bolts and screws to convert them into permanent fixings.



One-way Fixings

Security Seals and Ties

Security seals and cable ties are designed to provide evidence that someone has opened whatever the seal was protecting, be that a door, bag, box or cabinet.

In schools, security cable ties are often used to deter the casual use of fire doors which can only be opened by breaking the seal, while tape seals are often used on computer equipment to deter the unauthorised opening of the casing to gain access to internal components.

In addition to the security seals and ties, we also supply secure single-trip and reusable cash bags, evidence bags and document wallets (eg: to provide tamper proof storage for exam papers).



Security Seals & Cable Ties



Tape Type Security Seals

Traffic Control and Management Products

Our product range includes items such as:

- Road mounted speed bumps which are designed to slow traffic down.
- Traffic flow plates which restrict the direction in which vehicles can travel,
- Parking posts which are used to stop unauthorised users from illegally parking in designated users parking spaces.

We also offer the clever **Gojak** vehicle skate system which can be used to quickly move dangerously parked vehicles to a safer location or to make way for emergency vehicles where the way is blocked.



Speed Bumps & Traffic Flow Plates



Parking Posts

Window Security Bars

The versatile **Adaptabar** range of window security bars can be used as individual bars or used with optional lateral spacer bars to convert the installation into a high security window grille. These are ideal for protecting vulnerable windows in outhouses, store rooms, or anywhere where there is a security weakness.

These practical security bars are available for face fixing (where the bar fits over the whole window area), or reveal fixing, where the bars are fixed into the window reveal (i.e. screwed up into the lintel above the window and down into the windowsill).

Because the bars are telescopic, you can easily adjust their operational length as you install them. So you're guaranteed that the bars will "fit first time", everytime (unless you're absolutely miles out with your measurements!) and you'll never be faced with the problem of trying to force a bespoke manufactured security grille into a space which is 3mm too small!



Adaptabar window security bar & grille system

Useful Links & information sources

Useful Websites

For general advice on a wide range of security issues, and details of a comprehensive range of tried and tested security products and solutions, visit www.insight-security.com.

To buy proven security products online, with a "No Quibble Money Back Guarantee", visit www.insight-security.com

For advice supplied by the UK government, visit www.direct.gov.uk/en/CrimeJusticeAndTheLaw

Useful Contacts for Help or advice

The Police

Within each UK police force there are personnel dedicated to providing crime prevention advice who will be pleased to help you. These may be called the Crime Prevention Officer, or Community Liaison.

When calling the police for advice, please use the general contact number listed in your local telephone directory rather than 999.

Insight Security

The Insight Security Helpline: 01273 475500

Your Insurance Company:

Most buildings and contents insurers produce brochures and literature offering advice on various aspects of security which are available on request.

When you need help to find the right solution to your security problems, Insight Security is your natural choice of partner. You can rely on us to use our expertise and specialist knowledge to:

- Provide practical, no nonsense advice to help you cut through the marketing hype and find the right solution for your problem
- Deliver products that do what they promise which is why we offer all of our customers our No Quibble Money Back Guarantee
- Deliver your solution on time and to budget
- Continue to provide support and advice after your purchase because we want to ensure that you get the maximum value from your investment.

So take the first step toward solving your security problems right now by calling the Insight Team on 01273 475500!



Security Essentials for SchoolsMaking the most of your security budget

Unit 2, Cliffe Industrial Estate Lewes, East Sussex, BN8 6JL T. 01273 475500 F. 01273 478800 http://www.insight-security.com

