ProtectUK

Good housekeeping

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Good housekeeping is an important part of your security regime, helping to reduce the opportunity for placing suspicious items or bags and helping to deal with false alarms and hoaxes.

Good housekeeping practices

Litter bins/receptacles

- Review use and location.
- Keep litter bins to a minimum and consider use of clear bags for waste disposal as it provides an easier opportunity for staff to conduct examinations for suspicious items.

Public and communal areas

- Keep public and communal areas like exits, entrances, toilets, service corridors and yards clean, tidy and well lit.
- Keep the fixtures, fittings and furniture in such areas to a minimum, ensuring that there is little opportunity to hide devices.
- Lock unoccupied offices, rooms, function areas and store cupboards.

External areas

- Keep external areas, entrances, exits, reception areas and toilets clean, tidy and well lit.
- As far as possible reduce places where items can be concealed.
- Remove items that could be used as weapons such as such tools or service equipment etc.

Mail handling/screening

- Ensure relevant staff are trained in mail/post-handling procedures, such as identifying and responding to a suspect letter or package.

For further information visit: https://www.protectuk.police.uk/mail-handling

Security awareness

- Do staff understand their role and responsibilities?
- Do staff know how to report suspicious activity and are they aware of incident procedures?

Equipment

- Know the location and check the condition of first aid kits, defibrillators, crisis management packs and fire extinguishers held at the location.

Incident response

- Ensure staff are aware of any contingency plans in the event the premises becomes unusable.

Miscellaneous

- Ensure external activity does not impact upon evacuation routes; so that people can leave the area quickly without congregating, that RVPs don't leave people grouped and more vulnerable to Vehicle as a Weapon attacks.

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