ProtectUK

Security Checklist for Businesses

ProtectUK publication date
28/12/2022

This checklist has been created to assist businesses during periods of increased visitor footfall in premises within the retail and night time economy.

Checklist

During busy periods such as the lead up to the New Year and national holidays we can see a significant increase in the number of people visiting retail and night time economy premises.

This checklist will help to ensure that the right protective security measures are in place.

- ☐ Review your Security and Business Continuity Plans
- ☐ Identify your risks, based on the current terrorism threat level
- ☐ Increase staff vigilance: Ensure all staff are fully briefed to positively engage with customers and report any suspicious activity to security or police
- ☐ Enhance your security presence where appropriate and consider staff patrolling in high visibility clothing

Security officers should have a visible presence, clearly display their ID badges and be briefed

☐	
☐	Review your Emergency Assembly Point
☐	Review and communicate any emergency/evacuation procedures to staff and ensure all necessary equipment, including first aid supplies, are readily available
☐	Review Evacuation, Invacuation and Lockdown procedures. Ensure that you have plans for vulnerable staff and visitors and designated marshals to support this activity
☐	Check the ability to control access points to your premises
☐	Check CCTV is fully operational and that you have available staff members who are trained to operate it
☐	Unattended Items: Ensure staff understand how to respond to unattended items. Do staff know the HOT principles?

For further information visit:

- NPSA
- Venues and Public Spaces Guidance
- Emergencies: preparation, response and recovery on GOV.UK

KEYWORDS

PROTECTIVE SECURITY
BUSINESS CONTINUITY
INCIDENT MANAGEMENT
RISK
STAFF
NIGHT TIME ECONOMY

PAGE CATEGORY
NEWS