

**DIY**

**BUSINESS SECURITY CHECKLIST**

### **Making the City of Gosnells a Great Place**

|  |  |  |  |  |
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| **YES** | | **NO** | **N/A** | |
| Building Security | | | | |
| Are all the doors of a sufficiently solid nature and adequately secured against potential break-in? |  |  |  | |
| Do all the locks, bolts and other furniture meet the necessary standards for the level of risk? |  |  |  | |
| Are all the locks frequently inspected to ensure that they are in full working order? |  |  |  | |
| Is the locking up procedure of the premises under the control of competent officials? |  |  |  | |
| When they are closed, are all the keys to external doors removed from the premises or adequately supervised and protected - Have you considered using a specialist key handling company? |  |  |  | |
| Do you limit key holding to specific people and record the issue and return of keys? |  |  |  | |
| Have all the key holders been briefed to check that requests to attend the premises are genuine? |  |  |  | |
| Are the frame structures of all windows fully secure and fitted with quality locks or limiters? |  |  |  | |
| Does the glass in all windows meet security standards? |  |  |  | |
| Have you considered security bars or grilles particularly for the most vulnerable windows? |  |  |  | |
| Do you regularly check the bars, grilles, and surrounding masonry for weaknesses and deterioration? |  |  |  | |
| Are all areas of the main buildings included in the alarm coverage? |  |  |  | |
| Is your alarm tested and maintained regularly to minimise the incidents of false alarms? |  |  |  | |
| Are the names and details of key holders to be contacted in case of emergency registered with the Police? |  |  |  | |
| Is the alarm system set and unset solely by designated personnel, trained for this task? |  |  |  | |
| Have you considered the use of a Central Alarm Monitoring Station? |  |  |  | |
|  | **YES** | **NO** | **N/A** | |
| If you are about to purchase an alarm system, have you obtained at least three quotes from reputable dealers and asked whether the installers are members of a recognised industrial body? |  |  |  | |
| Have you considered the use of CCTV? |  |  |  | |
| Does your system suit the existing levels of risk and observation conditions? |  |  |  | |
| Are all cameras regularly checked to ensure that they are in good working order? |  |  |  | |
| Have you sought professional advice on the siting of cameras, remote monitoring, and the latest technology? |  |  |  | |
| Internal Environment | | | | |
| Do all visitors entering the premises have to pass through a fully supervised reception area? |  |  |  | |
| Do you have an identity badge system, if so, is a thorough record kept of all visitors and are badges only released against signatures? |  |  |  | |
| Are visitors, always accompanied by their host, both on entering and leaving the premises? |  |  |  | |
| Are staff and employees fully trained in security awareness especially those on reception? |  |  |  | |
| Office Equipment and IT | | | | |
| Is all your hardware fully secured to the infrastructure and sited away from open view? |  |  |  | |
| Are all smaller pieces of valuable equipment such as laptop computers securely anchored to the desk or building infrastructure to stop the walk-by thief? |  |  |  | |
| Are your smaller pieces of equipment stored in secure safes when not being used? |  |  |  | |
| External Environment | | | | |
| Are your boundary walls, fences and gates regularly inspected to ensure that they have not been damaged and that their security capacity has not been compromised? |  |  |  | |
| Have you installed security illumination of your premises and do you make regular inspections of the lighting to ensure that it is in good working order? |  |  |  | |
| Is the external lighting adequate? |  |  |  | |
| Are your premises in good repair? |  |  |  | |
| Are all outbuildings locked? |  |  |  | |
| Are all tools and ladders securely locked away? |  |  |  | |
|  | **YES** | **NO** | **N/A** | |
| Has consideration been given to protecting or eliminating recessed doorways, concealed yards, shrubs, planted areas and similar features that can give cover to intruders? |  |  |  | |
| Are the premises regularly checked for neglect and kept clear of rubbish? |  |  |  | |
| Have you checked that the siting of outbuildings, bin shelters and other potential climbing aids do not offer a means of access? |  |  |  | |
| Has the Western Power box been fitted with an approved lock? |  |  |  | |
| Property Marking | | | | |
| Are all pieces of valuable equipment on the premises marked with identification, i.e. Owners Drivers Licence or Business name? - Do you have a complete listing of all make, model and serial numbers of all equipment? |  |  |  | |
| Have you clearly publicised the security measures that have been taken at all points of access? |  |  |  | |
| Cash Processing | | | | |
| Are cash registers frequently emptied? |  |  |  | |
| No cash left on premises overnight except in a high security safe? |  |  |  | |
| Cash registers are not left unattended? |  |  |  | |

## General Questions

* Have you identified all areas that are vulnerable to vandalism or forced entry?
* Have you sought professional advice on the siting, quality, and capacity of security equipment to meet the risk level?
* Are acts of vandalism and/or burglary recorded and reported immediately on discovery, including full details of the nature, time, place and cost, to the Police?
* Are all staff warned to note and report any suspicious activities and when strangers are seen on the premises?

For any more information on crime prevention please contact Safe City on 9391 6022 or safecity@gosnells.wa.gov.au

Disclaimer: The contents of this DIY Business Security Checklist is intended for informational purposes only. The City of Gosnells does not accept any liability for any loss or damage suffered by any person or organisation due to the information provided.

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| **This brochure is available in alternative formats upon request** |