Business Security - Rapid Security & Safety Review

Instructions

This rapid security review is designed to allow you to run through a short series of questions about how security is implemented in your business and, from the answers, you will be able to quickly identify any areas which need further attention or improvements.

Simply go through the questions and answer yes, no or don't know. If the area doesn't apply then you can leave it blank (or answer "yes").

Rapid Security & Safety Review

	Assessment Question	Yes	No	Don't Know
1	Do you have an emergency plan to cover events like fires or flooding?	❏	❏	❏
2	Do you have sufficient first aid personnel and equipment to respond to an emergency during normal working hours?	❏	❏	❏
3	Do you have CCTV coverage of your entrances, exits and parking areas?	❏	❏	❏
4	Do you carry out proper checks on your employees (including identity & right to work verification checks)	❏	❏	❏
5	Do you maintain the vegetation and roads around the outside of your building?	❏	❏	❏
6	Does the outside appearance of your building deter burglars and vandals?	❏	❏	❏
7	Do you have lighting around the outside of your building?	❏	❏	❏
8	Do you control who can come in and out of your premises?	❏	❏	❏
9	Do you carry out a regular, frequent, inventory of all your assets?	❏	❏	❏
10	Do you have serial numbers (or other identifying marks) on your assets and recorded centrally?	❏	❏	❏
11	Are your employees trained in how to respond to security breaches?	❏	❏	❏
12	Are all doors and locks secured when your premises are empty?	❏	❏	❏
13	Do you have a trained security team?	❏	❏	❏
14	Do you test your security measures on a regular basis?	❏	❏	❏
15	Do you have a functioning (and tested) burglar alarm system?	❏	❏	❏

Follow Up Actions

Any area where you have answered "don't know" needs to be investigated further. Any areas where you have answered "no," shows a possible security weakness and you should consider how you can introduce new control measures.

Further Information

This is a very light touch, high level review of your security. If you want a more detailed review, assessing your specific situation and threats, to determine what (if any) security measures you should be implementing then Halkyn Consulting's Security team would be happy to help. You can get in touch by email info@halkynconsulting.co.uk or visit our website www.halkynconsulting.co.uk.

Note: this high level assessment is only able to give a very rough overview of your security provisions and indicate possible areas of improvement. It does not replace a detailed security assessment carried out by a certified professional and it does not address every area of security which may be a concern to your business.