

# COVID-19 SAFETY MEASURES CHECK LIST



Safer Business Network

Safer Business Network has put together this useful checklist to help you make sure you, your business, your employees, and your customers are safe, following the government advice to fight the spread of the virus.

The subjects in the check list are guidance and best practice and have been created in partnership with the Metropolitan Police Business Crime Hub.

## Your Local BCRP Team

If you have any questions or want to contact your local BCRP team, you can do so via the details below.

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## Links

<b>Safer Business Network COVID-19 Portal</b>	<a href="http://www.saferbusiness.org.uk/covid-19-portal">www.saferbusiness.org.uk/covid-19-portal</a>
<b>Secure Intelligence System</b>	Log into your local site at <a href="http://www.saferbusiness.org.uk/members">www.saferbusiness.org.uk/members</a>
<b>Metropolitan Police Service</b>	<a href="http://www.met.police.uk/advice/advice-and-information/c19/coronavirus-covid-19/">www.met.police.uk/advice/advice-and-information/c19/coronavirus-covid-19/</a>
<b>Mayor of London's Website</b>	<a href="http://www.london.gov.uk/coronavirus">www.london.gov.uk/coronavirus</a>

## NHS COVID-19 App

The NHS COVID-19 app, now available to download in England and Wales, it's the fastest way to see if you are at risk from coronavirus. The faster you know, the quicker you can alert and protect your loved ones and community.

The app has several tools to protect you, including contact tracing, local area alerts and venue check-in. It uses technology from Apple and Google, designed to protect every user's privacy.

**Disclaimer** This best practice is for information purposes and aims to increase your general knowledge in a particular subject area. Safer Business Network accepts no responsibility for how you use this information or actions taken by yourself based on your interpretation of this information.

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## Advice to Businesses That Are Closing

This section acts as a checklist to help improve the safety of your premises as it provides a list of key considerations relating to the venue closure.

	<p><b>Test Your Alarm</b> Ensure it is monitored, fully operational and emergency contacts are up to date.</p>
	<p><b>Vulnerable Areas</b> Identify and try to rectify areas of the venue which may be vulnerable to vandalism or as a point of entry during a burglary. Ensure gates, bollards and fire exit doors are secured prior to closure.</p>
	<p><b>Door Security</b> Ensure doors are closed and locked when not in use.</p>
	<p><b>Key Holders</b> Make sure you have an up-to-date list of key holders and that your alarm company have the correct details.</p>
	<p><b>Staff Contact Details</b> Ensure staff details are up to date you that you can update them throughout the period of closure.</p>
	<p><b>High Value Items</b> Consider moving high value stock items into secured stockrooms and/or ensure they are out of view. You may wish to also consider external secure storage.</p>
	<p><b>Keys</b> Ensure you do not leave any keys inside the premises when closing the venue. You may also wish to ensure that all keys are fully labelled and checked before you close.</p>
	<p><b>Lighting</b> Consider the use of timer switches and/or ensure sufficient lighting is left on at the premises/surrounding area to deter any potential criminals.</p>
	<p><b>Preventing Arson</b> Ensure there are no combustible materials left in the proximity of the building such as packaging which could be used by arsonists.</p>
	<p><b>CCTV</b> Ensure that your CCTV is fully operational and covers key areas. You may also want to consider if your CCTV can be viewed remotely (via the cloud or a control room).</p>
	<p><b>Removal of Cash from Site</b> Ensure that no cash is retained on-site whilst the venue is closed. When cash is removed ensure it is in-line with your insurance procedures.</p> <p>You may wish to place a poster in your window advising that all cash has been removed from site.</p> <p>If you must leave cash on-site, then store it in a security accredited safe securely bolted to the floor (check with insurance company).</p>

## Physical Proactive Measures

This section outlines key physical proactive security measures which can be installed or retrofitted to your premises to increase safety and security.

	<p><b>Secured by Design Products</b> Secured by Design is a product-based accreditation scheme (the Police Preferred Specification) provides a recognised standard for all security products that deter and reduce crime. <a href="http://www.securedbydesign.com">www.securedbydesign.com</a></p>
	<p><b>External Shutters</b> External shutters provide an additional layer of security to the doors and windows of your premises. Remember that you may need planning permission to install shutters.</p>
	<p><b>Door Security</b> Ensure any doors in use leading from public to staff areas (e.g. loading areas) are kept secure and monitored.</p>
	<p><b>Window Security</b> You may wish to install laminated glass or use security film to ensure any glass in your venue is more resistant to physical assault.</p>
	<p><b>Safe Security</b> An insurance rated safe should be bolted to the floor and should be appropriate for the amount of money you will store in it. You may wish to consider having anti-tamper sensors fitted which will set off an alarm if attacked.</p>
	<p><b>Property Security</b> You may wish to install anti-ram raider security tested retractable bollards which can be mounted externally to protect frontages. These may require planning permission.</p>
	<p><b>Anti-theft Devices</b> Consider the use of anti-theft alarms on desirable items within your business – they could be used on your products or your equipment.</p>
	<p><b>Fogging Devices</b> Fogging devices activate when intruder activity is detected. The fog confuses the intruder and makes it difficult to see the products they want to steal.</p>

## Business Crime Reduction Partnership Support

We are here to support your business during lockdown, re-opening, and recovery to stay safe and our support is targeted to your business needs. For more information contact your local BCRP team.

	<p><b>Online Training &amp; Webinars</b> Consider attending online training available to your staff, managers, and security. <a href="http://www.saferbusiness.org.uk/wedswebinar">www.saferbusiness.org.uk/wedswebinar</a></p>
	<p><b>Fact Sheets &amp; Resources</b> Take note of our official Fact Sheets and resources available on our COVID-19 Portal <a href="http://www.saferbusiness.org.uk/covid-19-portal">www.saferbusiness.org.uk/covid-19-portal</a></p>
	<p><b>Incident Reporting</b> Report any incidents that occur in your business via our secure intelligence system or contact your local BCRP team.</p>