



Crime prevention and fire precaution advice on how to deter burglars and protect your premises whilst closed

CRIME PREVENTION - EXTERIOR

- **Rubbish** - Your premises needs to appear cared for and well-maintained, so keep the exterior free from rubbish.
- **Wheelie bins and storage units** - Ensure that these are secured so they cannot be used as a climbing aid.
- **Gates & external service doors** - Ensure these are locked and secured when not in use.
- **Lighting** - Utilise lighting in place so that activity on your premises can be easily seen, and support CCTV systems.

CRIME PREVENTION - PREMISES & CONTENTS

- **Alarms** - Ensure that alarms are set and alarm codes changed regularly. Advice and approved suppliers of alarms & CCTV is available from National Security Inspectorate and the Security Systems Alarms Inspections Board.
- **CCTV** - Ensure CCTV is fully operational. If you are considering installing CCTV in the future, ensure that vulnerable areas are covered and that it captures good quality images including facial recognition. 24-hour digital CCTV is highly recommended and useful advice can be accessed from the Information Commissioners Office at www.ico.org.uk//for-organisations/
- **Doors & Windows** are vulnerable to forced entry. Ensure these are closed and locked when not in use. Details on accredited products can be found here: www.securedbydesign.com/member-companies/accredited-product-search
- **Shutters & Grilles** - Utilise any which are in place.

CRIME PREVENTION - INTERIOR

- **Cash** - ensure that cash is removed from the premises.
- **Stockrooms** - lock and keep stock out of sight where possible.
- **Keys** - ensure keys are not kept on premises and that only designated staff have access. In an emergency, ensure that there is a list of keyholders who can be contacted.
- **Valuables/assets** - remove valuable items (such as mobile phones and laptops) from desks near to windows to minimise visibility, and keep securely stored



If you require advice regarding security and crime prevention, please email: crimeprevention@northants.police.uk

FIRE PREVENTION

- **Sleep-in security** - where the premises is closed but accommodation is used to provide a form of sleep-in security, ensure that the fire risk assessment is reviewed to include this and precautions are in place to protect people while they sleep.
- **Sleep-in escape routes** - if people sleep in accommodation in or above the premises, any security measures taken must not affect the means of exiting their accommodation in the case of an emergency.
- **Exit doors** - these are a means of escape in the event of fire and need to be available and easy to open without a key at all times when the premises is in use. When the premises are closed, and nobody is in the building, the final exit doors can be secured using locks and bolts.



If you require advice regarding fire protection for your premises, please email fireprotection@northantsfire.gov.uk