



# Physical Environment Risk

## Perimeter / Yards

### Fences

Are there boundary fences in place - min 2400mm high?	+			2	0				
Do fences have outrigger barbed wire in place?	+			1	0				
Are there alarms linked with fences?	+			1	0	<b>0</b>			

### Gates

Are there yard gates in place?	+			2	0				
Are they locked out of working hours?	+			1	0				
Are they checked weekly for damage?	+			1	0	<b>0</b>			

### Visibility from public spaces

Is your business within view of "public spaces"?	-			3	0				
Is there vegetation masking vision from neighbours?	-			2	0				
Is there adequate lighting to allow easy vision inside?	+			1	0				
Do you leave blinds/curtains open at night to allow vision?	+			1	0	<b>0</b>			

### Lighting

Are there external lights installed for security?	+			2	0				
Are they PIR beam activated?	+			2	0				
Do they cover the main entry points?	+			1	0				

Do they provide operational use for staff out of hours?	+			1	0	<b>0</b>			
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**Staff parking**

Can staff go to their cars unobserved during their shift?	-			2	0				
Is the staff parking area large enough?	+			1	0				
Is the staff parking area secure against potential offenders?	+			2	0				
Is the signage in place to make it clear it is staff only?	+			1	0	<b>0</b>			

**Visitor / public / customer parking**

Is the signage clear for first time visitors?	+			3	0				
Are there enough parks to cope with numbers?	+			2	0				
Do you record visitor reg.nos at reception?	+			1	0				
Is signage clear that you accept no responsibility?	+			1	0				
Is vegetation clear of cars?	+			1	0	<b>0</b>			

**Access control**

Is this strictly controlled?	+			3	0				
Does authorised access match responsibilities?	+			2	0				
Are all 'old' access rights deleted?	+			1	0				
Is access rights protocol audited by senior mgt annually?	+			1	0				
Does access rights match alarm code authorities?	+			2	0	<b>0</b>			

**Building Construction**

**Physical security standard**

Is your building timber framed?	-			1	0			
Does your building have timber floors?	-			1	0			
Is your building basically concrete walls and floors?	+			3	0			
Is your building less than 10 years old?	+			3	0			
Are doors capable of withstanding a physical attack?	+			3	0			
Are major windows able to withstand a physical attack?	+			2	0			
Are there accessible windows that bypass alarm system?	-			2	0			
Are any grills and bars fitted?	+			2	0	<b>0</b>		

**Access control**

Do key authorities match alarm and responsibilities?	+			3	0			
Are all key issues recorded in a key register?	+			1	0			
Is a master key locking system in place?	+			3	0			
Are all keys recovered from leaving staff?	+			1	0	<b>0</b>		

**Visibility from public spaces**

Is the main entry door in view of the public?	+			2	0			
Is this door lit at night?	+			2	0			
Are the main areas of your business overseen at night?	+			1	0			
Are staff entries in view of the public?	+			1	0	<b>0</b>		

**Staff entry/exit door**

Is this door physically robust?	+			2	0				
Are the door porch and the approaches well lit at night?	+			2	0				
Is this door covered by CCTV?	+			2	0				
Is this door covered by access control measures?	+			1	0	<b>0</b>			

### External lighting

Does the building appear secure at night?	+			1	0				
Do the lights deter potential offenders?	+			1	0				
Are all external lights vandal proof?	+			1	0	<b>0</b>			

### Electronic alarms

Do they cover all main entries?	+			3	0				
Does it protect key stock and information areas?	+			2	0				
Does it have loud internal alarms?	+			2	0				
Is there adequate supplier warning signage?	+			1	0				
Is the alarm serviced at least six monthly?	+			1	0				
Is the alarm monitored for all out of hours entries?	+			2	0				
Do you receive activity reports from your provider?	+			1	0				
Do you have more than one 'no cause found' alarm per year?	-			1	0	<b>0</b>			

### CCTV systems

Is it a digital recorded (DVR) system?	+			3	0				
Does CCTV provide operational and security benefit?	+			1	0				

Is it monitored on site?	+			1	0				
Is it monitored off site?	+			1	0				
Can CCTV cope with low light conditions?	+			2	0				
Is CCTV integrated with alarm and lighting?	+			2	0	<b>0</b>			

### Bollards / security grills / bolts

Are high security areas protected with security grills	+			3	0				
Are all potential ram raid windows bollarded?	+			3	0				
Are all roller door entries bollarded?	+			2	0				
Are all roller doors internally secured?	+			2	0	<b>0</b>			

## Internal Security Assessment

### Public access areas

#### Reception

Can receptionist summon help for threatening events?	+			2	0				
Are public able to bypass reception?	-			1	0	<b>0</b>			

#### Counters / Cash registers

Can public get behind staff in these areas?	-			2	0				
Can public reach staff across the counters?	-			2	0	<b>0</b>			

#### Retail sales and display areas

Are staff only areas clearly signed?	+			1	0				
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Are staff only areas locked at all times?	+			1	0				
Are changing rooms under staff control at all times?	+			1	0				
Are displays safe for customers to self serve from?	+			1	0				
Are there any blind spots for public to strip stock in?	-			1	0	<b>0</b>			

### Toilets

Are your public toilets clearly signed and secure?	+			1	0				
Are they maintained at a high hygiene standard?	+			1	0	<b>0</b>			

### Cash and valuables

Is cash in registers maintained as low as possible?	+			3	0				
Are displays of valuable stock controlled by staff?	+			2	0				
Are all payments made at one location?	+			2	0				
Is that area secured with CCTV coverage?	+			1	0	<b>0</b>			

### Staff Only areas

Is the staff room area secured from the public?	+			1	0				
Are individual staff lockers provided?	+			1	0				
Do you have a staff locker check procedure in place?	+			2	0				
Do you have a staff bag check procedure in place?	+			2	0				
Do you have a gifts and entertainment policy in place?	+			2	0				
Are the public escorted when in staff working areas?	+			2	0				
Is the staff smoking area safe and secure?	+			1	0	<b>0</b>			

## Safes

Are staff with access to safe security cleared?	+			2	0			
Do staff access rights match responsibilities?	+			2	0			
Has safe been serviced by a safesmith in past 3 years?	+			1	0			
Is safe secured to the floor?	+			3	0			
Is safe secured with alarm and ideally CCTV?	+			3	0			
Is safe fitted with an electronic lock that records entries?	+			1	0	<b>0</b>		

## Threatening Incident Management

Are supervisors trained in incident management?	+			2	0			
Are staff in threat locations trained within last 12 months?	+			2	0			
Are there counselling services set up ready to respond?	+			2	0			
Have you reviewed all pro-active measures to reduce risk?	+			1	0	<b>0</b>		

## Alarm and mobile patrol response

Have you a written procedure for alarm activation?	+			1	0			
Are all key holders aware of their responsibilities?	+			2	0			
Does your patrol company know what they are to do?	+			2	0			
Does your patrol company have keys for the site?	+			1	0	<b>0</b>		

## Investigations

### Conduct

Do you have the skills to conduct a criminal investigation?	+			3	0				
Do you have an investigator to call upon?	+			1	0				
Does your HR team have the skills for dismissal?	+			1	0	<b>0</b>			

**Interviews**

All interviews are voluntary - can you conduct them?	+			1	0				
Are you capable of recording a sworn statement?	+			2	0				
Are you aware of the legal limitations in an interview?	+			2	0	<b>0</b>			

**NZ Police**

In any admitted criminal offence, do you call the Police?	+			2	0				
Do you preserve the scene and any evidence for Police?	+			3	0				
Do you have access to CCTV footage?	+			3	0	<b>0</b>			

**Employment Contract and Suspension procedures**

Does your employment contract identify misconduct?	+			2	0				
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**Does your employment application form:**

a. Ask for any prior criminal history?	+			1	0				
b. Have you been the subject of any criminal investigation?	+			1	0				
c. Where appropriate, consent to a credit check?	+			1	0				
d. Where appropriate, consent to a psychological profile?	+			1	0				

**Does your investigation process clearly identify:**

a. The procedures around suspension of staff on full pay?	+			1	0			
b. The right to a fair hearing by the staff member/s involved?	+			1	0			
c. The process for taking voluntary statements?	+			1	0			
d. The process for recovery of property?	+			1	0			
e. The process for laying a complaint with the NZ Police?	+			1	0			
f. The process for summary dismissal?	+			1	0	<b>0</b>		