

Security Risk Assessment

1. Assessment Details

Location/Department:	Completed by:	Site:
	Position:	Date:
	Ref:	Review date:

2. Potential Security Targets

Item/Area 1 description:	Location:	Risk level: HIGH / MEDIUM / LOW
Item/Area 2 description:	Location:	Risk level: HIGH / MEDIUM / LOW
Item/Area 3 description:	Location:	Risk level: HIGH / MEDIUM / LOW
Item/Area 4 description:	Location:	Risk level: HIGH / MEDIUM / LOW
Item/Area 5 description:	Location:	Risk level: HIGH / MEDIUM / LOW

3. Physical Protections

(X as applicable)

<input type="checkbox"/> Are all doors, windows and gates locked out of business hours? <input type="checkbox"/> Are external fire exit doors fitted with hinge bolts? <input type="checkbox"/> Are external door locks fitted with steel-boxed striking plates? <input type="checkbox"/> Are controls for electrically operated doors secured? <input type="checkbox"/> Is an access control system provided to main entrance doors? <input type="checkbox"/> Is glazing in external doors suitably protected? <input type="checkbox"/> Are higher risk windows fitted with bars, shutters or grilles? <input type="checkbox"/> Is fencing at least 1.8m in height? <input type="checkbox"/> Is fencing inspected and maintained in good condition? <input type="checkbox"/> Are gates secured by heavy-duty padlocks? <input type="checkbox"/> Are bollards installed to prevent vehicle access? <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Are external doors of solid construction? <input type="checkbox"/> Do external door locks comply with BS3621 or EN1303? <input type="checkbox"/> Are heavy-duty locks used to secure larger external doors? <input type="checkbox"/> Are override chains for electrically operated doors secured? <input type="checkbox"/> Is an access control system provided to key internal doors? <input type="checkbox"/> Are all accessible opening windows fitted with locks? <input type="checkbox"/> Is security fencing installed around the perimeter of the site? <input type="checkbox"/> Does fencing allow good visibility of the site? <input type="checkbox"/> Does fencing incorporate barbed or razor wire? <input type="checkbox"/> Are bollards installed in areas vulnerable to ram raids? <input type="checkbox"/> Are lockable bollards secured by heavy-duty padlocks?
Comments:	

4. Electronic Protections

(X as applicable)

- | | |
|--|--|
| <input type="checkbox"/> Are premises protected by an intruder alarm system? | <input type="checkbox"/> Does the alarm system comply with relevant standards? |
| <input type="checkbox"/> Is the alarm system of the appropriate grade? | <input type="checkbox"/> Is the alarm system installed by an insurer-approved company? |
| <input type="checkbox"/> Does the alarm system cover all key areas? | <input type="checkbox"/> Is the alarm system designed to minimise false alarms? |
| <input type="checkbox"/> Does the alarm system signal to an alarm receiving centre? | <input type="checkbox"/> Is the alarm system remote signalling method appropriate? |
| <input type="checkbox"/> Is the alarm system in a good condition and maintained? | <input type="checkbox"/> Is the alarm system set outside business hours? |
| <input type="checkbox"/> Are the services of a professional key holding service used? | <input type="checkbox"/> Does the alarm system have full Police response? |
| <input type="checkbox"/> Is a CCTV system installed? | <input type="checkbox"/> Does the CCTV system comply with relevant standards? |
| <input type="checkbox"/> Does the CCTV system cover all key areas? | <input type="checkbox"/> Does the CCTV system comply with Data Protection guidelines? |
| <input type="checkbox"/> Is the CCTV system monitored at all times? | <input type="checkbox"/> Are CCTV images recorded at all times? |
| <input type="checkbox"/> Does the site have external security lighting covering key areas? | <input type="checkbox"/> Other (specify) |

Comments:

5. Security Staffing

(X as applicable)

- | | |
|--|--|
| <input type="checkbox"/> Are security guards provided during business hours? | <input type="checkbox"/> Are security guards provided outside business hours? |
| <input type="checkbox"/> Is the security guarding company accredited by a suitable body? | <input type="checkbox"/> Are security guards licensed with the SIA? |
| <input type="checkbox"/> Do security guards undertake minimum hourly patrols? | <input type="checkbox"/> Are security patrol clocking points used? |
| <input type="checkbox"/> Do security guards have a means of communication? | <input type="checkbox"/> Does the intruder alarm company have guards' contact details? |
| <input type="checkbox"/> Other (specify) | |

Comments:

6. Higher Risk Areas or Items

(X as applicable)

- | | |
|--|---|
| <input type="checkbox"/> Are higher risk areas or items minimised? | <input type="checkbox"/> Are higher risk items retained in inaccessible locations? |
| <input type="checkbox"/> Are higher risk areas or items kept out of general sight? | <input type="checkbox"/> Are higher risk areas or items monitored by responsible staff? |
| <input type="checkbox"/> Are physical protections enhanced for higher risk areas/items? | <input type="checkbox"/> Are electronic protections enhanced for higher risk areas/items? |
| <input type="checkbox"/> Are property marking systems established for higher risk items? | <input type="checkbox"/> Other (specify) |

Comments:

7. Risk Rating

(X as applicable)

Severity	Likelihood	Risk Rating (Severity x Likelihood)	Score
<input type="checkbox"/> 4 = Catastrophic <input type="checkbox"/> 3 = Serious <input type="checkbox"/> 2 = Moderate <input type="checkbox"/> 1 = Minor	<input type="checkbox"/> 4 = Almost certain <input type="checkbox"/> 3 = Likely <input type="checkbox"/> 2 = Possible <input type="checkbox"/> 1 = Very remote	<input type="checkbox"/> 12 to 16 VERY HIGH <input type="checkbox"/> 8 to 11 HIGH <input type="checkbox"/> 4 to 7 MEDIUM <input type="checkbox"/> 1 to 3 LOW	<input style="width: 100px; height: 30px;" type="text"/>

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