

PREPARE to Protect



Broxtowe
Borough
COUNCIL

Businesses in Broxtowe should be prepared in order to protect against criminal activity such as robbery, burglary, vandalism and arson. By making yourself aware of the advice provided here, you could help to make sure that you, your premises and your staff remain safe and secure:

Cash Handling

- Do not keep excessive amounts of cash lying around in the premises.
- Leave till drawers open at night to show they are empty of contents.
- Any money not needed for daily operations should be stored either in a bank or a floor safe.
- Keep a security bundle - £50 in bank notes with consecutive serial numbers; if a robbery does occur this helps with tracing where cash is spent.

Robbery/Suspicious Persons

In the event of a robbery it is essential that you can summon help, so consider the following:

- Silent remotely monitored panic alarm with Police Response, your existing Alarm Company can arrange this installation.
- A working mobile telephone available in a secure area. Dial 999, the call goes direct to the Police Control Room, keep the line open so that information can be passed directly to the Police who can then deploy appropriate resources. Staff should be vigilant and well informed
- Be aware of people loitering in the vicinity of your premises and also of vehicles where occupants are displaying suspicious behaviour. Record the make, model, colour, and Registration number of the vehicle. Inform the Police of suspicious activity.
- If a robbery has occurred, protect the crime scene. There may be valuable forensic evidence, so do not clean up or tidy your premises. Contact the Police as soon as it is safe to do so.
- Try to encourage any customers who were present at the time of the robbery to remain on site, as they could be valuable witnesses.



Shop Display/Layout

- Display stock should be kept to a minimum; all surplus stock should be removed to a secure stock area.
- Counter areas/ display stands should have a good line of sight from window to allow good natural surveillance from passers by and to avoid possible concealment areas for the criminal.
- Light up till areas during hours of darkness to allow natural surveillance outside the premises.
- Display expensive items of stock in full view of the till area not near entrance or exit.
- CCTV systems, convex mirrors and alarmed stock are all deterrents. If you do have CCTV do regular checks to ascertain that it is working properly.

External Features

- Consideration should be given to telephone lines entering the building. These should be underground to protect the integrity of any monitored alarm system installed.
- Rear windows where possible should be avoided, if required however, the fitting of laminated glass is essential with internal shutters.
- Roofs – Ensure access is restricted by strategically placed anti climb paint or other anti- scale barriers. Clear signage advising that anti-climb paint has been applied must be displayed.
- Doors- these should be of solid core construction and no less than 4mm thick in wood, Locks should meet at least BS3621 Standard.
- Consideration must be given to possible arson attacks. Protect refuse containers in perimeter areas; these can be set alight in close proximity to your premises causing considerable damage.
- Effective external lighting helps deter criminals and is essential for other crime prevention methods to succeed.

Nottinghamshire Police have a community messaging system to help keep businesses informed about crime. All you need to do is sign-up online at

www.nottsbusinesswatch.co.uk

South Nottinghamshire Community Safety Partnership

Working together to make Broxtowe, Gedling and Rushcliffe safer

www.broxtowe.gov.uk