

# Retail SECURITY Checklist



An Garda Síochána

For more information visit [www.garda.ie](http://www.garda.ie) or contact your local Crime Prevention Officer.

RS1

A retail premises security assessment is essential to identifying weaknesses in physical security that might provide an easy opportunity for a crime to occur. While nothing can make your business absolutely crime-proof, these checks and recommendations are intended to create security layers that, if implemented, can serve to reduce criminal opportunity or make it more difficult to force entry into your premises. A small investment of time and money can make your business premises more secure and less likely to be targeted by criminals.

Criminals like easy opportunities. If they have to make a lot of noise, spend a lot of time or risk being seen, the chances are they won't bother. If they are aware staff are security conscious they will be less likely to attempt a criminal act.

As retail premises open up again after Covid-19 restrictions it is even more important to ensure your premises is secure. Complete this checklist to determine how well your premises is secured.

## Perimeter Security



	YES	NO
Have you checked all entry points including gates, fences, doors, and windows to ensure they have not been tampered with or damaged?	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked all locks are in good condition and can you account for all the keys? They may need to be replaced with good quality standard products.	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked all lighting works and replaced bulbs where necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Have you removed the means to commit crime such as climbing aids (wheelie bins, ladders etc,) tools and other loose objects that could be used to force an entry?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a member of a business watch scheme?	<input type="checkbox"/>	<input type="checkbox"/>

## Alarm



	YES	NO
Have you tested and serviced your security system (including panic attack buttons)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked that the grade of alarm monitoring meets your specific needs?	<input type="checkbox"/>	<input type="checkbox"/>
Have you reviewed your keyholders list and operating procedures in case of an alarm activation?	<input type="checkbox"/>	<input type="checkbox"/>
Have any ex-staff still got access to keys?	<input type="checkbox"/>	<input type="checkbox"/>
Have you made sure alarm sensors are not obstructed by covid screens, signage, or stock?	<input type="checkbox"/>	<input type="checkbox"/>

Crime Prevention Video



[www.garda.ie](http://www.garda.ie)

Garda Emergency – 999/112  
Garda Confidential Line (Free Phone) – 1800 666111

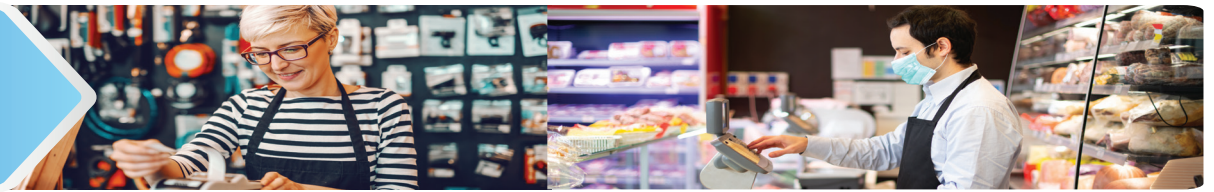


## CCTV



- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| Does your CCTV system need upgrading? (Recommended to I.S. EN 50132 standard)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you checked that all CCTV cameras are still working and are not obstructed by covid screens, signage, or stock (consider overgrown foliage externally)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is your DVR Hard Drive secure?, including staff access.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the system time is correct(summertime) and does it have recording capacity for at least 28 days?  | <input type="checkbox"/> | <input type="checkbox"/> |

## Staff



- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| Have you made staff aware of fraud related crimes such as invoice re-direction, change scams, forged notes, credit card scams etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ensured all staff receive crime prevention awareness training, especially any newly employed staff?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you reviewed your opening and closing procedures?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you reviewed cash handling and banking procedures?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you put in place appropriate measures to deal with any covid related problems around mask wearing etc.?                       | <input type="checkbox"/> | <input type="checkbox"/> |

## Stock



- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| Have you ensured clear lines of sight and don't overfill shop floor with stock.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ensured high value goods are kept close to a point of sale, behind counters or security tagged? They should not be sited near the entrance/exit doors. | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ensured access to the stock room is tightly controlled?  | <input type="checkbox"/> | <input type="checkbox"/> |

