

Checklist for Commercial Buildings



Shops, offices and warehouses storing valuable goods and equipment, located in high crime areas are particularly vulnerable to arson attacks. Although the checklist below is not definitive, it should be used in conjunction with the accompanying guide to steer you through the risk assessment process.

Safety Precautions

Y/N

Designate an area for rubbish bins and skips which is at least 10 metres away from buildings and boundaries	
Reduce the amount of rubbish stored on premises by arranging for its regular removal by the disposal agency	
Purchase metal bins with lockable lids to hold rubbish and chain wheeled bins to a fixed post	
Stack pallets neatly, to a safe height and away from buildings or boundaries and arrange for their prompt return	
Store highly flammable materials and substances separately from combustible material and in secure metal containers	
Keep any undergrowth on waste or derelict land bordering onto your property under control by using a non-flammable weedkiller if necessary	
Regularly inspect unoccupied buildings such as storage areas and basements and remove any non essential combustible material	
Cover or sheet combustible material with a fire retardant cover, keep escape routes clear and ensure internal fire doors remain shut throughout	

Security Precautions

Y/N

Encourage employees to be vigilant and challenge suspicious behaviour by strangers or other employees	
Secure entry points in unoccupied buildings such as windows and doors using sturdy bars and locks reinforced with bolts	
Minimise gaps under external doors and secure openings such as letter boxes by installing a metal container on the inside	
Promptly repair vandalism and remove graffiti, report suspicious behaviour to the Police and alert surrounding neighbours	
Repair damage to perimeter fencing and gates and ensure that thorny bushes along the perimeter are not overgrown	
Install security lighting and if necessary CCTV in areas which are hidden from view and cut back vegetation close to recesses which could provide cover	
Fit window locks or metal bars on ground floor windows and those near flat roofs and drain pipes	
Install clear signage at entry points onto the premises instructing employees and visitors where and where not to go	
Restrict and monitor access onto the premises and encourage employees to question strangers wondering onto the premises	
Avoid leaving valuable items on display and have clear procedures for employees to secure the premises at close down	