

Security Advice for Small Retailers during the Covid -19



FIRST PRINCIPLE

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These are the steps we need you to take during the lockdown:

Do not leave the shop floor unattended

If staff need breaks, close the shop for 15 minutes and put a note on the door to explain the short closure. Remind customers to observe the social distancing advice if they have to wait outside. If you have a website, add any revised opening hours.

Remind staff to be vigilant at all times

Explain to staff that other convenience stores have recently been targeted and extra vigilance is required. Never leave keys in the till.

Check your CCTV is working, unobscured and providing good quality images

Ensure there is sufficient lighting for the CCTV

Keep valuable or high demand items close to the till and away from the exits.

In the current circumstances, this includes toilet paper and bleach as well as the normal stock of batteries, dishwasher tablets, alcohol, razors etc.

Minimise the amount of cash held on the premises

Try to take cash to the bank frequently, but go at different times of the day to avoid a routine. If you have to leave cash on the premises for a short period, make sure it is within a secure safe bolted to the floor and out of sight. Do not leave the keys on the premises. Encourage customers to pay by contactless payment where possible.

Consider employing a security guard or have a member of staff at the door to meet and greet customers

If you are a member of a watch scheme or radio link system, keep in touch and update others if you witness anything suspicious.

More Information about shop Security can be found on our website under the Advice Section – A-Z of Crime Prevention or using the following link.

<https://www.suffolk.police.uk/sites/suffolk/files/smallbusinesssecurityselfassessment1.pdf>

