

Site security survey

Walk from the boundary inward, by day and after dark. Rate what you see, and note where each weak point is.

Site _____ Date and time _____ Surveyed by _____

For each statement, tick one box from 1 (very poor) to 5 (excellent).

STATEMENT	VERY POOR				EXCELLENT
1 How would you rate the fences, walls and gates?	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
2 How well lit are the entrances and car park at night?	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
3 How would you rate the outside doors and their locks?	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
4 How would you rate windows, skylights and hatches?	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
5 How well can staff see who is coming to the entrance?	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
6 How would you rate control of keys, codes and cards?	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
7 How well are visitors signed in and escorted?	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
8 How well do the alarm and cameras cover each entrance?	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
9 Could you reach a staff-only area without being stopped or asked who you were?					
☐ No, stopped at once ☐ Yes, one area ☐ Yes, several areas ☐ Not tested					
10 How many outside doors or windows did you find left open, propped or broken?					
☐ None ☐ One ☐ Two or three ☐ Four or more					
11 Which areas need action first? (tick all that apply)					
☐ Boundary ☐ Lighting ☐ Doors ☐ Windows ☐ Keys ☐ Visitors ☐ Alarm ☐ Routines					
12 What is the most serious weakness you found, and exactly where is it?					

Attach your photos and keep this sheet with the report.

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Optional questions (1 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

Before you walk

13 What kind of site is this?

- ☐ Office ☐ Shop or branch ☐ Warehouse or yard ☐ School or campus ☐ Hall or place of worship

14 When is the site empty?

- ☐ Never, it runs day and night ☐ Overnight ☐ Nights and weekends ☐ For weeks at a time

15 What has happened here in the last 12 months? (tick all that apply)

- ☐ Break-in or attempt ☐ Theft by an outsider ☐ Theft from inside ☐ Vandalism or graffiti
☐ Trespass ☐ Threats to staff ☐ Nothing recorded

16 Which part of the site feels least secure to the people who work here?

- ☐ Car park ☐ Main entrance ☐ Side or back doors ☐ Loading area ☐ Stairs and corridors

17 What most needs protecting on this site? (tick all that apply)

- ☐ Staff and visitors ☐ Cash ☐ Stock ☐ Equipment and IT ☐ Records

Grounds and lighting

18 Could someone climb in using bins, pallets, trees or low roofs next to the boundary or building?

- ☐ No ☐ Yes, in one place ☐ Yes, in several places

19 Do shrubs, walls or parked vehicles hide any door or window from the street?

- ☐ No ☐ Yes, one spot ☐ Yes, several spots

20 On the night walk, how many outside lights were out, blocked or pointing the wrong way?

- ☐ None ☐ One or two ☐ Three or more ☐ No night walk yet

STATEMENT	VERY POOR				EXCELLENT
21 How clearly do signs mark the site boundary and the way to reception?	1	2	3	4	5

Optional questions (2 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

Grounds and lighting (continued)

22 Are outside meter boxes, utility shutoffs and electrical panels locked?

☐ Yes, all ☐ Some ☐ None ☐ None outside

Doors, keys and visitors

23 Could you follow someone through a controlled door without being challenged?

☐ No ☐ Yes ☐ Not tested

24 When did anyone last check who holds keys, codes and cards?

☐ Within 3 months ☐ Within a year ☐ Over a year ago ☐ Never

25 Are keys and cards collected, and codes changed, when someone leaves?

☐ Always ☐ Usually ☐ Rarely ☐ Not sure

26 Are fire exits alarmed or watched so they cannot be used as a quiet way in or out?

☐ Yes, all ☐ Some ☐ None

STATEMENT	VERY POOR				EXCELLENT
27 How well is the delivery or loading door controlled?	1	2	3	4	5

Alarms, cameras and valuables

28 When was the intruder alarm last serviced?

☐ Within 12 months ☐ Over 12 months ago ☐ Not known ☐ No alarm

29 Do the cameras record a face you could recognise at each entrance?

☐ Yes, every entrance ☐ Some entrances ☐ No ☐ No cameras

30 Who responds when the alarm goes off out of hours?

☐ Monitoring company ☐ Key holder on call ☐ No one set up ☐ Not known

STATEMENT	VERY POOR				EXCELLENT
31 How well are cash, stock and portable equipment locked away when not in use?	1	2	3	4	5

Optional questions (3 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

Alarms, cameras and valuables (continued)

32 Is the server room or network cabinet locked, with a list of who may enter?

- ☐ Locked, with a list ☐ Locked, no list ☐ Not locked ☐ None on site

Routines and people

33 Who locks up and sets the alarm at the end of the day?

- ☐ A named person ☐ Whoever leaves last ☐ No set routine

34 Do staff know who to call about someone they do not recognise?

- ☐ Most do ☐ Some do ☐ Few do ☐ Did not ask

35 Do people who work alone or late have a way to call for help?

- ☐ Yes ☐ Some of them ☐ No ☐ Nobody works alone

STATEMENT	VERY POOR				EXCELLENT
36 How well are incidents and near misses written down and followed up?	1	2	3	4	5

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