



**POLICE
SCOTLAND**

Keeping people safe

IS YOUR BUSINESS AT RISK?

We are currently experiencing an increase in repeat housebreakings to businesses in your area.

The following tips could help prevent your business from becoming one of them:

- Ensure your locks are tested to British Standard.
- Window locks should be fitted where appropriate.
- Always remove cash from premises at close of business.
- Display a sign prominently on the door of the premises out with business hours advising potential thieves that no cash is held on the premises.
- Do not leave cash in the till on the shop floor out with business hours.
- If your till point is visible from outside the shop, leave it lying open with the empty till tray on view.
- Remove valuable items from window displays at close of business to discourage 'Smash and Grab' thefts.
- Laptop computers and mobile phones are favourite housebreaking targets. These should be locked away or removed from the premises at close of business.
- Consider investing in a safe for storage of cash and valuables. A safe should be securely fixed to the fabric of the building and should only be used for short-term storage of cash.
- Consider installing an intruder alarm system. More information can be found on alarm systems and monitoring at www.nsi.org.uk
- Consider the installation of internal/external security shutters.

If you are broken into it is imperative that you re-secure your property quickly and robustly to prevent another intrusion. Simply boarding over a broken window may not be sufficient to protect your property from further attack. If you are broken into, we recommend that you follow this guidance as soon as possible:

- Phone 101 to report to local Police.
- Arrange for replacement glass as a matter of urgency, this may take time to order, deliver and fit.
- Arrange for the window or door to be securely boarded whilst awaiting replacement glazing.
- Don't remove remaining glass from the frame until replacement glass is ready to be fitted, this can act as a deterrent.
- Remove all valuable stock and cash from the premises until the proper security is fully reinstated.

For further business security advice visit www.crimereduction.gov.uk/yourbusiness