Business Risk Assessment Checklist

Identify any risk areas that you may need to address to improve the safety of your business/workplace.

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| Question | YES/NO | Recommended action |
| Does your business hold large amounts of money? |  | If ‘yes,’ consider ways to reduce the amount of cash held and/or how it can be stored safely.  If your business doesn’t need a high amount of cash, keep only a minimum of easily accessible cash on hand. |
| Does your business trade late in the night? |  | If ‘yes,’ consider additional security measures such as barriers and bullet resistant glass around the service area to protect staff. Install quality CCTV, have more than one staff member on at any one time, and/or consider hiring a security guard. |
| Does your business have only a few employees on site at any one time? |  | If ‘yes,’ consider increasing number of staff on site. Ensure there are several safety measures in place for staff, e.g. physical barriers and sufficient lighting in and around the building. |
| Does your business deal face-to-face with customers? |  | If ‘yes,’ train staff to offer immediate customer service to all people to deter crime. Put measures in place to create a safe environment for staff and customers. |
| Is your business located in an isolated area? |  | If ‘yes,’ consider ways to increase visibility into your business and keep staff and customer safe, for example – install bright lighting, locate your customer service area in an area that can be seen from the street, if possible minimise late trading hours, and install CCTV and other security measures. |
| Is your business highly visible from the street? |  | If ‘no,’ consider ways to increase visibility, for example – the positioning of the customer service area, removing shrubs and hiding places from around entrance/exit points and improved lighting etc. |
| Do trees, shrubbery or internal posters block the view from the windows? |  | If ‘yes,’ consider removing or cutting these back to increase visibility. |
| Do you display good-quality digitalised CCTV? |  | If ‘no,’ make it a priority to install the best quality CCTV you can afford. Ensure CCTV is well maintained, has storage capacity to keep footage on file, and your staff know their responsibilities around caring for CCTV equipment. |
| Do employees have a complete view of the surroundings and use convex mirrors for blind spots? |  | If ‘no,’ look at where you can best install convex mirrors or other devices that give staff a complete view of surroundings. Consider elevating the customer service area and locating it where staff can see their surrounds. |
| Is the cash register securely fixed to the counter? |  | If ‘no,’ make it a priority to securely fix all cash registers to counters. Ensure cash registers are always locked and cannot be opened without a protocol. |
| Do you maintain a list of emergency contacts? |  | If ‘no,’ create a list of helpful emergency contacts and keep this in the customer service area where staff can see it. Also keep a copy in storerooms and staff rooms where staff may need to retreat to. Include emergency services, premises management and any security available. |
| Do you have a silent alarm? |  | If ‘no,’ consider installing one in an appropriate and accessible area. Train staff how to use it, and in what situations they should use it. |
| Do you have height markers positioned at all entry/exit points? |  | If ‘no,’ consider putting these in place in all entry/exit doorways. |
| Are all your employees provided with consistent and regular security training? |  | If ‘no,’ make regular training a part of your business practices. Ensure all new staff are trained at commencement and that regular refresher training is provided to existing employees. |
| Are staff required to record and report to management any suspicious people or behaviour? |  | If ‘no,’ consider putting a process in place and creating a form to record these observations. Ensure staff are trained in this process. |
| Are all staff trained in safe cash-handling practices? |  | If ‘no,’ ensure regular training is part of your business’ practices. |
| Do you use a dual-key, drop or delay-action time-lock safe that requires two people to open it? |  | If ‘no,’ make it a priority to ensure cash is stored in the most secure way. Cash should not be easily accessible to any would-be offenders. |
| Are all staff familiar with CODE A? |  | If ‘no,’ make CODE A part of regular staff training (visit the Workplace/Business Security page on the Tasmania Police website [www.police.tas.gov.au](http://www.police.tas.gov.au) for more on CODE A). |
| Is the CODE A poster prominently displayed in the workplace? |  | If ‘no,’ download and display the CODE A poster in your workplace – in lunchrooms, store rooms, and behind the counter where all employees can see it. |

# Links and resources

Report retail theft (shoplifting) or property damage online at **police.tas.gov.au/reportonline.**

To report a safety concern or if there were threats and/or assault related to the incident you want to report, call the Police Assistance Line on **131 444** at any time and provide details of the incident.