

A basic guide to...

Security Audit for Scout Premises





A basic guide for a Security Audit for Scout Premises

This guide has been designed and produced by Chubb to assist persons responsible for security within a Scout premises.

The guide provides basic information on what a Security Audit is and how you might go about recognising how to reduce or remove the risk of the opportunist thieves or vandals around or within the Scout meeting place or other place where Scout meetings are held. It has been provided by Chubb as part of the sponsorship of the Scouts' Fire Safety Badge. It is intended as a basic guide on how to complete a Security Audit.

Should the Scout Group require any help or further advice on their security arrangements, Leaders should contact their local Chubb Branch on 0800 32 1666.



1

Security Audit

Planning is probably the most important part of any project. When considering your premises, to fully understand the needs and risks means you can review current arrangements and what is required.

This includes assessing the site, as well as the immediate surrounding area, location, and evidence of vandalism or crime. Are your premises sole occupancy or shared with others e.g. church hall.

Do consider the basic security issues

FIRST – keep temptation at bay by keeping valuables out of sight at night.

Do walk around your premises considering how a would-be intruder could break-in, what they may take and how they would get away without being seen.



2

Deter and Detect

Where the focus is on deterring criminal activity. In the worst case, alerting someone to the events, so a response can be sent to minimise the damage or theft.



3

Service and Maintain Systems

Think of a service and maintenance contract for your security system as equivalent to combined regular servicing and breakdown cover on your car. Regular preventative inspections ensure the systems work when required and any faults are identified early.

This gives you peace of mind, could save money and can ensure you are compliant to your insurance requirements.

Security Audit - Check List

| | |
|-------------------------------|--|
| Scout Group Name | |
| Audit taken by | |
| Premises address | |
| Postcode | |
| Telephone | |
| Date of Audit | |
| Date of previous Audit | |

| Background information | | | | | | |
|--|-------|--|-----|--|---------|--|
| Time of day premises is mostly used | Night | | Day | | Evening | |
| Number of adults / young people on site: | | | | | | |
| How many hours is it unoccupied? | | | | | | |

| Experience to-date | | | | | | |
|---|----|--|-----|--|--|--|
| Have you had any break-ins? | No | | Yes | | | |
| If yes, what was stolen? | | | | | | |
| Have you had any arson attacks? | No | | Yes | | | |
| If yes, what was damaged and what happened? | | | | | | |

| Nature of Premises | | | | | | |
|-------------------------------|---|---|---------------|--|--------------|--|
| Construction | Brick | | Wooden | | Cladded | |
| Single Occupancy | Shared with others | | Single storey | | Multi-storey | |
| How many Keyholders? | | How many sets of keys? | | | | |
| Outbuildings? | Are they secured / contain tools and equipment that could be used to force entry? | | | | | |
| Are wheelie bins or trailers? | | Are they secured away from building, to avoid potential use as moving items away? | | | | |

| Area | | | | | | | | | |
|---|--|------------------------|-------------------|-------|------------------|-----------------|------------|-------------------|--------------|
| Evidence of vandalism or crime in the locality? | | | | | | | | | |
| Locality | | Remote/Rural | | | Town Centre | | | Mixed/Residential | |
| Adjacent Buildings | | None | Vacant on 2 sides | | Vacant on 1 side | | Few vacant | | All occupied |
| Site Access | | M/way Dual Carriageway | | | 'A' Roads | | 'B' Roads | | Private Road |
| | | Railway | | Canal | | Public Footpath | | River | |
| People about at night | | None | | | Occasionally | | Regularly | | All the time |

| Boundary | | | | | | | | | |
|---|--|------------------------------|--|--|-------------------|--|------------------------------|--|-----------------------|
| Criminals have clear views of vulnerable areas? | | | | | | | | | |
| Site Access | | Open Access | | | Hedges | | Small Fence/Wall | | High Fence/Wall |
| Boundary Integrity | | None | | | Few Gaps | | No Gaps | | No Gaps + Barbed Wire |
| Gates | | No gates | | | Pedestrian Gate | | Vehicle Gate | | Controlled Barrier |
| Site Lighting | | None Installed / Not Working | | | Poor street light | | Good street light | | Dedicated Lights |
| Windows | | Some Broken | | | Wooden Frame | | Double Glazed Security Locks | | Grilles / Shutters |
| Doors + Shutters Security | | No Locks | | | Padlocks | | Cylinder locks | | High Security Locks |
| Roof | | Flat / Roof lights | | | Pitched | | Steep Pitched | | No Roof |

| Contents | | | | | | | | | |
|-------------------------------------|--|-----------------------|--|--|-------------------|--|------------------|--|----------|
| Cash handled/ retained on premises? | | | | | | | | | |
| Replacement Value | | >£100,000 / Priceless | | | £25,000- £100,000 | | £5,000 - £25,000 | | <£5,000 |
| Replacement Time | | Irreplaceable | | | Months | | Weeks | | Days |
| Sought After | | Very High | | | High | | Low | | Very low |
| Transportability | | On foot | | | Car | | Van | | Lorry |

| People | | | | | | | | | |
|-----------------------------------|--|----------------------------------|--|--|-----------------------------------|--|----------------------------------|--|------------------------------|
| Visitors | | Regular Public Access | | | Few Visitors to Public Access | | | | |
| Staff alone in premises | | All the time | | | Regularly | | Occasionally | | Never |
| Staff Access to Premises/ Systems | | All staff have access keys/codes | | | Most staff have access keys/codes | | Few staff have access keys/codes | | Restricted access keys/codes |
| Additional Notes | | | | | | | | | |

| | | | | | | | | | | |
|---------------------------------|--|--------|-----|--|--|--|------------|--|---------------|--------------|
| Security Systems on Site? | | None | | | | | | | | |
| Intruder Alarm | | CCTV | | | Access | | Fire Alarm | | Extinguishers | Fire Blanket |
| Service Contract: | | No | Yes | | Monitored by an Alarm Receiving Centre | | | | | |
| Response & Automatic activation | | Police | | | Fire Brigade | | Keyholders | | | |

System and Detection Summary

| | | | | |
|------------------------------|--|---------------------|--|-------------------------|
| Number of Key Pads | | Setting Method | | |
| To an Alarm Receiving Centre | | Police Response | | |
| Movement detectors | | Number of detectors | | Number of door contacts |

Requirements / Recommendations

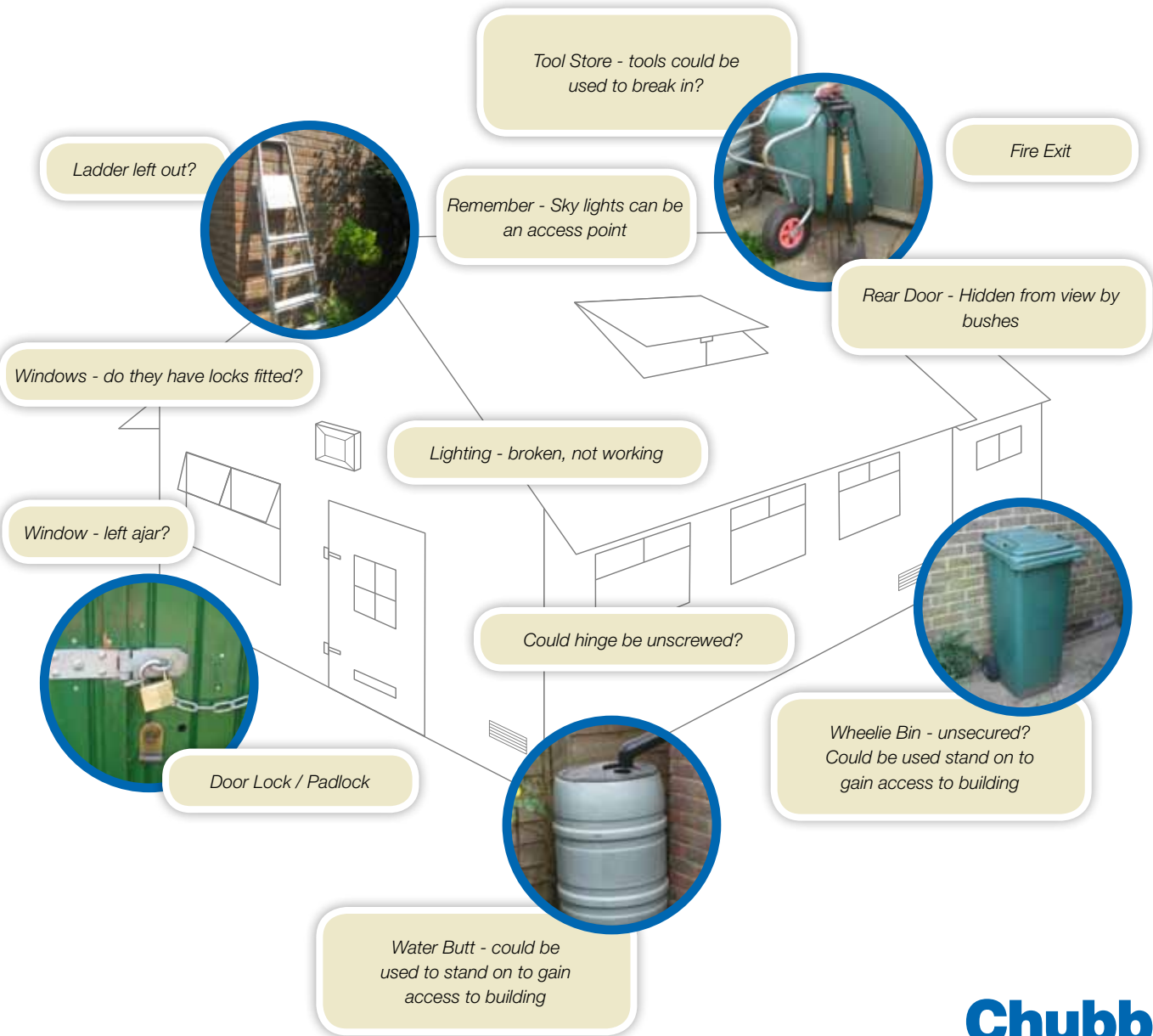
When carrying out this Security Audit, did your Scout premises tick too many boxes, whereby your location might be deemed a high risk location for opportunist's thieves or vandals?

Chubb can assist in providing competitive quotations for security systems that will meet, on monthly payment terms, your requirements.

Call 0800 32 1666 for more information.

This Security Audit has been created to assist Groups to ascertain their property and security requirements.

Example building illustration for Scout Security Audit



REPORT OF RESPONSIBLE PERSON

Signed: _____

Name: _____

Date: _____

Has a full security audit been done? _____

Report held by: _____