

OPENING & CLOSING PREMISES IN SAFETY

When securing premises, strict procedures should always be adopted:

- Do not carry out this task alone. Work as a team with a responsible colleague.
- Whenever possible, carry portable panic alarms and/or a portable telephone.
- One person holding the keys to the safe/strongroom should wait outside whilst his/her partner enters the premises.
- Portable panic alarm and/or phone if used should be held by the partner waiting outside. The person inside should undertake a complete and thorough search of the premises.
- Criminals often hide awaiting the arrival of staff with keys to safe etc.
- Only when search is complete, a visual signal (agreed in advance) is given for the all-clear.
- If something is amiss, a pre-arranged alarm signal should obviously be given instead!
- When about to open, do not admit anybody until ready to commence trading. Beware bogus delivery men, tradesmen, sales representatives etc, and never admit strangers outside normal trading hours.

The routine is reversed when closing the premises:

- The person with keys to safe/strongroom leaves first, carrying portable panic alarm and/or phone if used.
- Only when a suitable distance away, he/she gives a visual signal for the all-clear.
- The waiting colleague then exits and secures premises.

ALWAYS BE ALERT & ON THE LOOKOUT FOR ANYTHING SUSPICIOUS!