

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 mobile phone.*
- *One person holding the keys to the safe/strongroom should wait outside whilst his/her partner enters the premises.*
- *Portable panic alarm and mobile phone 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, act out the previously agreed visual signal.*
- *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 mobile phone.*
- *Only when a suitable distance away, should the visual signal for the 'all clear' be given. The waiting colleague then exits and secures the premises.*

ALWAYS BE ON ALERT & ON THE LOOKOUT FOR ANYTHING SUSPICIOUS!

