

Security & Safety Self-Assessment Checklist

A first-pass review to surface obvious gaps across your site before a formal assessment. Tick what is in place, note what is missing, and prioritise the gaps. This is a starting point — not a substitute for a professional risk assessment.

Perimeter & Access

- Perimeter is clearly defined (fencing, walls, barriers) and in good repair
- All entry/exit points are controlled and can be locked
- Visitors are registered, badged and escorted where required
- Access rights are reviewed when staff join, move or leave
- Vehicle access and parking are controlled and separated from pedestrians

Surveillance & Detection

- CCTV covers entrances, high-value areas and blind spots
- Footage is recorded, retained for a defined period and retrievable
- Intruder/alarm systems are installed, tested and monitored
- Cameras and sensors are maintained and time-synchronised

Fire & Life Safety

- Fire detection and alarm systems are installed and serviced
- Extinguishers/hose reels are present, in-date and accessible
- Escape routes are signed, unobstructed and adequately lit
- Evacuation plan exists and drills are conducted and recorded
- Emergency contacts and assembly points are clearly displayed

People, Policy & Procedure

- Security roles and responsibilities are documented
- Guard force has clear post orders and is supervised
- Incident reporting process exists and staff know how to use it

- Key/credential issue and return is logged
- Staff receive security and safety awareness training

Information & Continuity

- Sensitive documents and data are stored securely
- Business continuity / emergency response plan is documented
- Critical systems are backed up and recoverable
- Compliance obligations (regulatory, insurance) are identified

Prioritising the gaps

For each unticked item, rate the likelihood and the impact of it being exploited (Low / Medium / High). Anything rated High–High should be on your immediate action list.

Gap / finding	Likelihood	Impact	Action & owner