

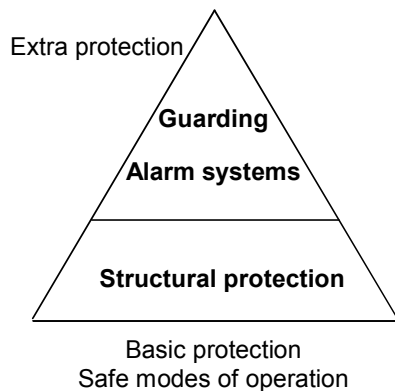
# Crime risks

► Is your company an easy target for criminals? Most crime risks can be managed by careful operation. However, it is sometimes worth consulting the police or professional security services.

## Crime prevention

Most crimes against companies are planned beforehand. Typically, a company becomes an object of a crime because **criminals observe it as a suitable target**.

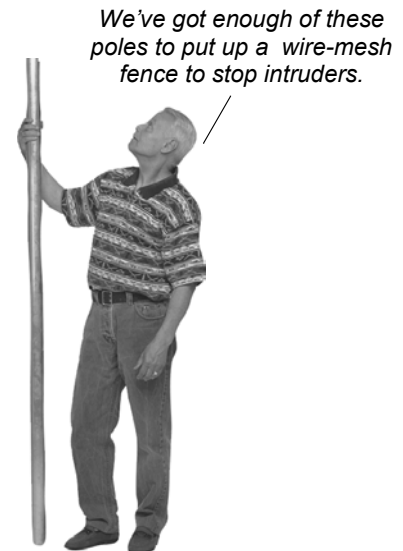
In addition to preventing costs caused by crime, the management of crime risks also helps in the management of a company's other risks. Structural protection and alarm systems can prevent fire and information risks as well as property risks. At the same time, indirect costs caused by interruptions in production, cleaning up the consequences of vandalism and delayed deliveries are prevented.



There are many ways to manage crime risks, and they can be implemented according to a company's needs:

- **Structural protection** includes the structure of premises (walls, floors, roofs, doors, fences etc.) and various protection equipment such as locks and bars.
- **Control by employees** involves vigilance as part of the workforce's normal work tasks.
- **Property monitoring** includes fire alarms as well as alarms related to heating, plumbing, air conditioning, electrical systems, leakages, doors and lifts.
- **Access control** aims to prevent unauthorised access to company premises. It can include employee and visitor access control systems; work time monitoring; motion sensors; and video surveillance (CCTV) etc.
- **Intruder alarm system** is used to detect the presence of or entry of an intruder.

- **Guarding** is full-time control of the security and safety of a company's workforce and property (e.g. security guards, guard dogs, etc).



## What is worth protecting?

At the very least, the most tempting targets are worth protecting with alarm systems:

- Cash
- Equipment, tools, vehicles, etc.
- Items that can be resold
- Special machines and one-off items
- Items of considerable value
- Narcotics and stimulants
- Computers, entertainment electronics and phones

### If your company becomes a target of crime

- Report the incident to the police and your insurance company. Act according to the instructions they give.
- Examine the damage that has been caused: what is missing, what has been broken?
- Clean up and secure the premises. Broken windows or graffiti attract new crime.
- Find out how the crime could have been prevented. Would a alarm system have helped?
- Find out all the costs caused by the crime and its aftermath. Include direct and indirect costs and lost work time. Use this information to evaluate the magnitude of crime risk.
- Document your company's crime history! Keep a record of incidents that occur, keep others informed and learn lessons for prevention.

## What you can do

You can reduce your company's vulnerability to crime with two main approaches - **make committing a crime more difficult and increase the criminal's chances of getting caught!** You should ensure the following:

### Yard area and buildings

- The yard is surrounded by a fence that has a lockable gate.
- The yard area is clean and lighting is sufficient.
- Valuable property; flammable materials; items that make it easy to break a window; and ladders are not stored or left in the yard.
- The area has good visibility from the road and neighbouring sites.
- Doors are sturdy and intact. Doors have hinge pins and a slit plate where the lock is.
- Windows are intact. Access to the inside is prevented with steel bars, if necessary.
- Other structures such as the walls, roofs and floors are intact and sufficiently strong.

### Inside the buildings

- Locks are intact and sufficiently sturdy.
- Doors are kept double-locked when there are no people inside the building. Internal doors, too, are kept locked when needed.
- Key security is taken care of. Key-holders are known and when their employment ends, keys are returned. Keys are kept in a locked place.
- The premises are clean and tidy so that in the event of a crime, you know immediately what is missing or damaged.
- The corridors in shop and business premises are spacious and it is easy to supervise the movement of customers.
- The premises are also lit at night.

### Valuable property

- Valuable property and confidential information are stored in locked areas, and they are not left in visible or accessible places (e.g. near windows).
- Securities are stored in a locked place, a safe or a safety deposit box in a bank.
- Valuable property, tools, machines and equipment have been marked, listed and photographed.
- Money transport is secure. Transport routes are well lit and other people also use them. Both the timing of the transport and the persons who carry it out vary.

### People

- Employees are aware of crime risks and act in a way that prevents crime.
- Actions to be taken in the event of a crime have been agreed.

- Activities in the company's premises after work time are controlled. Rules have been agreed for the use of company premises, keys, tools and equipment.
- Visitors are registered on arrival and are accompanied by company employees as they move around the premises.
- The background of new employees has been checked.

### Alarm systems and guarding

- Access control and intruder alarm systems are intact and fully functional and employees know how to use them.
- Guarding services are used where appropriate.
- Stickers that warn about alarm systems and guarding are placed outside in visible locations.

**All companies possess some items that tempt crime!**

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**What would a thief steal from your company?**

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**What would be the consequence? How would you manage?**

## Make use of specialists

The design of alarm systems is best left to a specialist. Only use reliable alarm companies. Accurately describe your security needs to the specialist and discuss possible options. Consider:

- The location of the company's most critical items and information.
- What happens on the premises outside of work hours? Do employees have access to the premises at these times for any reason?
- Who has a right of access, where are they allowed to go and when?
- Who is responsible for security in the company?

An alarm system requires continuous monitoring and adequate maintenance. Report any failures immediately.

The guarding and money transportation services complement structural protection and alarm systems and increase security against crime risks.

**Further information** can be found in the SME Risk Management Toolkit: Acts of Damage (work card) and Violence at Work (work and info cards)