COUNTER TERRORISM CRIME PREVENTION TOOLKIT

A guide to dual purpose, low cost solutions for small and micro businesses

COUNTER TERRORISM POLICING

NaCTSO | **NATIONAL COUNTER TERRORISM SECURITY OFFICE**

Contents

Disclaimer

By publishing this toolkit, NaCTSO is not advocating for the removal of existing security fittings. Instead, readers are encouraged to review the security measures within their premises, improve them if not fit for purpose, or consider replacing damaged or broken fittings with modern, rated equipment.

All links and resources mentioned throughout this toolkit are available at the end of the booklet under the 'Useful Links' section.

Introduction

Everyone should be aware of security and the need to protect themselves from both crime and terrorism.

Though the likelihood of your premises being caught up in a terrorist attack is unlikely, attacks are possible anywhere across the United Kingdom, with many businesses directly or indirectly affected. As a business and potential employer, you also have a legal duty of care to your staff and any visitors.

Effective mitigation against crime and terrorism does not need to be costly.

This easy-to-understand toolkit outlines a number of effective and sustainable measures across a variety of areas that your business can take to deter both criminals and terrorists, whether you are in an owned or leased property. Many of the measures are low cost and require little effort to implement.

You may already have some of them in place to deter criminals, in which case this booklet will help you identify their additional purpose in defeating terrorism. For example, installing locks on doors will have the dual impact of frustrating both criminals and terrorists.

By considering how to strengthen the security of your premises and taking action, you can better prepare for, manage and recover from a criminal or terrorist incident.

About the Author

The National Counter Terrorism Security Office (NaCTSO) is a police-hosted unit within the National Counter Terrorism Policing Headquarters (CTPHQ) that also works as a National Government agency. Supporting both the Protect and Prepare strands of the UK Government's counter terrorism strategy (CONTEST), it's unique position means it is responsible for both counter terrorism and national level security and protection.

Launched in 2022, ProtectUK is the central hub for counter terrorism and security advice. As a business owner or operator, register with ProtectUK to become part of the community and receive the latest news and online courses which will enable you to be better protected. Visit **www.protectuk.police.uk**

Four things you can do now to secure your premises against terrorism

DOWNLOAD the ProtectUK App for actionable guidance.

COMPLETE the ACT Awareness e-Learning course.

SHARE resources on ProtectUK with employees and colleagues.

UNDERTAKE the terrorism risk management process (page 12).

Crime Prevention and Counter Terrorism

Taking steps to counter terrorism can also help manage other concerns, such as theft, and improve general safety at your site.

Strengthening the security measures at your site can protect against all forms of crime, including terrorism. This may include increasing your protective security by investing in physical deterrents, such as locks, and establishing a strong, zero-tolerance security culture by knowing what to look out for and how to report it.

Terrorism has similarities to everyday crime as both often involve a degree of planning and willingness to exploit poor security practices. Though terrorism and crime often differ in their motivations and aims, pre-attack behaviours are often similar. Both groups may conduct reconnaissance, where they gather information about a location to assess its security vulnerabilities and the likelihood of a successful attack. Information may be gained through online research, on-site visits and, occasionally, through insider knowledge.

Those intending to commit acts of terrorism can be discouraged from targeting your business or neighbouring sites through generic crime prevention measures. These measures often aim to:

- **Increase the difficulty of committing crime** (e.g. gaining access to premises)
- **Increase the risks associated with committing crime** (e.g. the risk of detection)
- **Reduce rewards associated with committing crime** (e.g. access to contents or victims)

Physical security measures can counter terrorism and other crimes by enabling you to:

DETER

Visible security measures reduce the likelihood of your site being chosen as a target

DETECT

Vigilance measures enable quick identification and response, allowing potential perpetrators less time to successfully commit crime

DELAY

Physical security measures (e.g. locks) make it more difficult for criminals to access your property, delaying their actions

Managing Terrorism Risks

Conducting a terrorism risk management process will help you understand how terrorists may pose a threat to your organisation and how to reduce or manage the risks.

A clearly recorded assessment could not only aid you in strengthening protection against an attack but could also be an important tool for investigations or legal proceedings should an incident occur at or around your site.

Managing the risks arising from terrorism can be done using a five-step process.

You may wish to follow this process yourself or identify a competent person to do it for you. However, the overall responsibility for owning and controlling the risks will always be yours.

ProtectUK outlines the risk management process in more detail, with templates and examples for different sizes of venues and events.

Templates include a comprehensive list of security measures, in addition to those detailed in this booklet, which can be implemented to address identified gaps in your counter terrorism security.

GOVERNANCE

IDENTIFY RISKS

ASSESS THE RISKS

CONTROL THE RISKS

RECORD YOUR ACTIONS

REVIEW

Visit ProtectUK to conduct a formal terrorism risk management process

Threat Overview

Terrorists may use different methodologies to conduct attacks within the United Kingdom.

These can include:

Marauding Attacker (e.g. bladed weapon, firearm)

Vehicle as a weapon (e.g. road, rail, aircraft)

Improvised Explosive Device (e.g. person or vehicle borne, placed)

Fire as a Weapon

Chemical, Biological or Radiological attack

Other attack types (e.g. cyber, drones)

Some methodologies are more likely than others. A marauding attacker armed with a bladed or blunt force weapon is generally the most likely attack methodology. For further information about terrorist methodologies, please see the Threat Analysis section of ProtectUK.

Threat & Response Levels

Threat Levels

Terrorism threat levels are designed to provide a broad indication of the likelihood of a terrorist attack. There are five UK national threat levels. Please see the table opposite for more information.

Response Levels

Response levels, which tend to apply to sites, should provide a general indication of the protective security measures that need to be applied at a given time, depending on the current UK national threat level and any specific assessments of vulnerability and risk.

There are a variety of site-specific security measures that can be applied within each response level. These measures should not be made public, to avoid informing terrorists about what actions are being taken and to disrupt any potential reconnaissance they may wish to conduct.

The CT Menu of Tactical Options is a list of protective security measures that you may wish to consider implementing in the event of an increase to Critical and is available on ProtectUK. Implementing as many protective security measures in this booklet as possible will also help you to ensure you are prepared and protected in the event of an incident.

Threat Level		Response Level	
LOW	An attack is highly unlikely	NORMAL	Routine protective security measures appropriate to the event
MODERATE	An attack is possible but not likely		
SUBSTANTIAL	An attack is likely	HEIGHTENED	Additional and sustainable protective security measures reflecting the broad nature of the threat with specific vulnerabilities
SEVERE	An attack is highly likely		
CRITICAL	An attack is highly likely in the near future	EXCEPTIONAL	Maximum protective security measures to meet specific threats to minimise vulnerability

Consult the Threat Levels pages on ProtectUK for further information

Standards

Any equipment or practice implemented should be proportionate to the risk, fit for purpose and sustainable over time. Completing a risk assessment will assist you in determining what is appropriate for your premises, area and operations.

Should you wish to invest in or replace a piece of security equipment, opting for a product which has been independently tested and meets a recognised security standard, known as Police Preferred Specification, is highly recommended. To view a list of accredited companies and products, visit the Secured By Design website.

If the premises are leased, consider liaising with the landlord or requesting documentation to determine whether pre-existing equipment is of an acceptable standard.

Maintenance

Ensure that all security equipment (e.g. lighting) and the building perimeter are kept in good working order and clean. Elements of your premises which appear badly maintained may convey that you do not value security, which is valuable information to a potential perpetrator.

Defunct equipment and building features should be dealt with swiftly or reported to the building management company or landlord.

Consider regularly checking external areas of your premises that could be accessed by the public, such a bin stores.

Physical Security Measures

No single security measure or product will prevent crime or terrorism, but a thorough, sustainable approach to site security can help deter both.

It is acknowledged that many business owners will be occupying a premises within a managed site, such as a shopping centre, or leased premises where tenants are unable to

make structural changes without prior authorisation. The measures detailed in this booklet include a mix of permanent and temporary solutions.

If you decide to make significant changes to the premises, consider consulting your insurance company for guidance and to notify them of changes to the building.

Alarms

A working alarm can increase the likelihood of a perpetrator being caught or deterred and may notify individuals nearby of a live incident, allowing them to move to a position of safety.

CCTV can be used alongside alarm systems to determine whether an activation is genuine or a false. If you intend to fit an alarm, ensure that the contractor is registered with an appropriate body, such as the National Security Inspectorate (NSI) or Security Systems and Alarms Inspection Board (SSAIB).

If an alarm was previously installed by a compliant contractor, consider contacting the company to confirm whether they are registered with the police (via a Unique Reference Number) to enable an immediate response in the event of an activation. DIY alarms, though affordable, will not necessarily receive a police response.

Consider establishing an agreed response process to ensure that a key holder is contactable and able to attend in the event of an activation. This process should include arrangements for when an alarm is activated outside of business hours.

More detail about alarm types and systems can be found on ProtectUK or the Secured By Design website.

Lighting

Good lighting aids identification of suspicious activity and may deter a potential criminal by exposing their identity and actions.

Consider keeping lighting on overnight using timer switches or cost-effective photo-electric cell lighting (sometimes known as dusk to dawn lighting). You may wish to explore fitting a motion detector to a new or existing light which can reduce running costs. However, evidence has shown that lower levels of continual light are a more effective deterrent than sudden, bright lights.

If fitting a new light, ensure that it does not cause undue light pollution or nuisance to neighbours.

External lighting may be provided dependent upon the location of your premises, for example within a shopping centre or larger venue. Where lighting is managed by the council or a property management firm, ensure that any defunct or malfunctioning fixtures are reported quickly. If your premises are fitted with existing CCTV, sufficient light is needed, especially at night, to enable you to capture usable footage. Consider reviewing whether existing light levels are sufficient enough for your CCTV to function effectively.

CCTV

If fitting CCTV cameras, place them in positions across the site that will offer the clearest images to the viewer. If CCTV is already fitted, consider assessing the suitability of its positioning, including any blind spots, and adjust accordingly. Also consider whether day and night lighting levels are sufficient to enable identification of suspects.

You may also wish to increase existing levels of CCTV signage, which is a legal requirement, to act as a deterrent by signalling to potential criminals and terrorists that they are more likely to be caught.

Consider monitoring or reviewing overnight footage for signs of suspicious activity, such as reconnaissance, particularly in times of heightened threat or incidents within the local area. CCTV should be complemented with an awareness of reconnaissance and a willingness to report suspicious activity to the police. Ensure that all employees are aware of what to look out for and empowered to take action.

For advice on purchasing or fitting a CCTV system, consult a professional CCTV installer accredited to one of the recognised CCTV inspectorate bodies, the National Security Inspectorate (NSI) or the Security Systems and Alarms Inspection Board (SSIAB). You can regularly review commercial CCTV requirements via the Information Commissioner's Office (ICO) website to ensure compliance with data protection law, including signage and registration of the system. The website can also be used to check your requirements if CCTV overlooks someone else's private area and for guidance on retention of footage.

CCTV and video surveillance systems play an important role in:

• The early identification of criminal or suspicious activity

• The investigation of crime and incidents, including post-incident evidence gathering and forensic analysis

• Investigating health and safety concerns

• The event of public liability claims

doors from the outside if the panelling is damaged or broken.

Ensure locks fitted to all external doors, windows and internal doors are in good working order and utilised. Consider establishing a routine for checking all doors and windows are secure before leaving the premises.

Key holders should be kept to a minimum and recorded, with keys returned if staff are no longer working at the premises. This can prevent keys falling into the hands of criminals via loss or insider threat. Consult your insurance policy to determine whether lock replacement is included if all keys are not accounted for.

To assist with emergency evacuation from the premises in the event of a terrorist attack, fire or other emergency, make sure all keys required to exit the building are readily accessible but not easily reachable by the public or from the outside.

Doors and Locks

Good quality external doors and windows are essential to building security.

In the event of a terrorist attack or other crime, locked doors can delay movement of a perpetrator into or through your premises, allowing time for the police respond.

Many newer properties have been fitted with certified doors and windows. For leased premises, consider contacting the building management or landlord to discuss the documented standard of existing fittings. Advice on standards is available through the Secured By Design website.

For doors which do not meet the accepted standard, consider how CCTV, alarm systems and other protective security measures can be utilised to mitigate any vulnerability. Older, unglazed doors can be improved via installation of a door bolt with thumb lock, which removes the requirement of a key for internal locking. This can reduce the time required to lock doors in response to a threat outside the premises. In the event of an attack, sturdy furniture can also be used as a barricade by filling the space between an inward opening door and an opposite wall. However, you should be mindful that this may generate noise, alerting an attacker that the premises is occupied.

For doors with glass panelling, consult the 'Windows' section of this booklet for guidance on strengthening glazing via the application of film. This may prevent or delay unlocking of

Windows

Laminated glass, which contains multiple layers of glass either side of a plastic interlay, is preferred. This type of window is more damage resistant and designed specifically to hold shards together within the frame if broken. Laminated or toughened glass should be distinguishable as such via a Kitemark etched into the corner.

For standard glass windows with any glazing, laminated glass film (sometimes known as 'anti-shatter film') can also be purchased at a low cost and applied to existing windows to hold glass in place if shattered. This film is effective but should be replaced every 10–12 years.

A laminated glass window or film can increase the difficulty of forced entry, delaying or preventing access by individuals intending to conduct an attack or commit a crime. In the context of a terrorist attack, this provides more opportunity to respond and contact the emergency services. As shattered glass is held in pace, reduced visibility into your premises and its occupants also supports the Hide phase of Run Hide Tell (see page 34). Additionally, the film could significantly mitigate the risk of injury from shattered or flying glass if broken and allow for easier clean up post incident.

All openable windows should have key operated locks, unless they are designated fire escape routes. Ideally windows will have multi-point locking, but, if not, additional surface mounted key operated locks can be fitted at a reasonably low cost.

To prevent reconnaissance when the premises are not occupied and assist occupants in hiding from a potential attacker, consider fitting blinds or film to external facing windows to obscure the view from the outside.

> Windows and locks should be in good working order. Consider regularly checking your windows for early identification of faulty locks or small cracks, and repair any you find as soon as possible.

Shutters and grilles

Roller shutters or grilles fitted to your premises can be used to prevent access or anyone wishing to hide within sheltered or recessed doorways.

In the event of a marauding terrorist attack within your immediate area, shutters can provide a quick, secure barrier between occupants and the attacker, preventing or delaying their progress. It is particularly advantageous if your shutters can be open and closed from inside the premises.

As with other locks, ensure that any shutter keys are positioned in an easily accessible but secure location. All staff should be familiar with the locking procedures and able to open and close shutters in the event of a quickly unfolding incident.

Contents

Securing the contents of your premises will reduce the chance of items being stolen or utilised as a weapon.

Previous terrorist attacks within the UK have utilised purchased or stolen household items, such as knives.

Consider storing potentially harmful items in locked cabinets, secure displays or completely out of reach of customers or visitors. Avoid leaving such items on display through windows overnight by moving them or fitting barriers such as blinds. You may also wish to utilise security tags which can act as a deterrent and notify you if an item is stolen. These actions can reduce the opportunity of items you sell being utilised as a weapon, in addition to deterring thefts.

If you sell or store potentially harmful chemicals onsite, consider your legal obligations under the Poisons Act 1972. Visit ProtectUK for further information about complying with the Law, including reporting suspicious activity and missing materials.

Security Culture

Suspicious Activity

Suspicious activity is any observed activity which appears to indicate signs of criminality or terrorism-related activity.

Take the time to understand your working environment, your regular commute, your daily routine and the activities you see most often, which should help you learn to spot the difference between normal and unusual or suspicious activity.

If you see someone acting suspiciously, you should calmly approach and interact with the person whilst maintaining a safe distance, and politely ask them to account for their actions. Remember, engaging with someone acting suspiciously may ultimately help save lives.

If you are not satisfied with their answers, or the individual leaves or does not respond, report it. In an emergency, or if the person is still present and you need an immediate police response, dial 999. You can also report any concerns in confidence online or by calling the Anti-Terrorist Hotline on 0800 789 321. If necessary, use the Suspicious Activity Reporting Form template on ProtectUK to help you record key information about the encounter that may be useful to your business and the police.

ACT Awareness e-Learning is a free online course that you can undertake to help improve your site's safety and security. It contains an introduction to See, Check and Notify (SCaN) principles to help you to correctly identify suspicious activity and know what to do when you encounter it.

More details about suspicious activity and how to disrupt it are available on ProtectUK.

The website also has details of the ACT Early campaign, with support available if you are worried that someone close to you is becoming radicalised. Reaching out early will help the police protect that individual from being groomed and exploited by extremists.

Unattended Items

Unattended items can be encountered in any venue or public space.

You should apply the HOT protocol to an unattended item to confirm whether or not it is suspicious. You should consider whether an item is:

H HIDDEN
Has the item been deliberately hidden or concealed from view?

O OBVIOUSLY SUSPICIOUS
Are there wires, circuit boards, batteries, tape, liquids or putty-like substances visible? Do you think the item poses an immediate threat to life?

T TYPICAL
Is the item what you might expect to find in this location? Most lost property is found in locations where people congregate or wait.

Areas should be kept clean and tidy to aid identification of unattended items. No unattended item should be ignored, and it is therefore vital to have a documented plan in place to deal with the risk. Those dealing with unattended items should know what is normal, what is unusual, what is potentially suspicious and what to do about it.

Suspicious Items

If you have identified an unattended item as suspicious then you should follow a series of specific actions.

Those dealing with suspicious items should apply the 4Cs protocol:

CONFIRM
Whether or not the item has suspicious characteristics. The HOT protocol may assist with this

## CLEAR
The immediate area

COMMUNICATE
Call 999

CONTROL
Access to the cordoned area

You should consult ProtectUK for further guidance on unattended items or items found to be suspicious. Additionally, ensure all staff download the ProtectUK app and view the Unattended and Suspicious Items Action Card as a reminder of how to respond.

COUNTER TERRORISM POLICING

ACT | ACTION COUNTERS TERRORISM

IN THE RARE EVENT OF
a firearms or weapons attack

RUN HIDE TELL
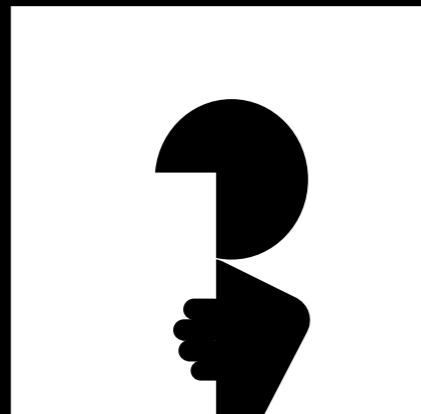
RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.

Run Hide Tell

In the unlikely event of a terrorist attack, remember to follow RUN HIDE TELL guidance which can be applied to many situations and places.

While the possibility of you being caught up in a terrorist incident is rare, it is important to be prepared and know how to protect yourself if needed.

Counter Terrorism Policing recommend following three key steps for keeping yourself safe in the event of a firearms or weapons attack.

For further details, including a video explaining the steps in more detail, visit ProtectUK or scan the QR code.

REMEMBER: if you see or hear something that could be terrorist related, trust your instincts and report it. You could save lives.

If you think someone has been exposed to a HAZARDOUS SUBSTANCE

Use caution and keep a safe distance to avoid exposure yourself.

TELL THOSE AFFECTED TO:

REMOVE
THEMSELVES...

...from the immediate area to avoid further exposure to the substance. Fresh air is important.

If the skin is itchy or painful, find a water source.

REPORT... to the emergency services.

REMOVE
OUTER CLOTHING...

...if affected by the substance.

Try to avoid pulling clothing over the head if possible.

Do not smoke, eat or drink.

Do not pull off clothing stuck to skin.

REMOVE
THE SUBSTANCE...

...from skin using a dry absorbent material to either soak it up or brush it off.

RINSE continually with water if the skin is itchy or painful.

ACT QUICKLY. These actions can **SAVE LIVES.**

Hazardous Substances

If you need to respond safely to an incident involving a hazardous substance, remember to follow the REMOVE REMOVE REMOVE advice.

Depending on your type of business or operations, you may already encounter some hazardous substances during your day-to-day activities.

Perpetrators of crime or terrorism may utilise hazardous substances including corrosive or flammable chemicals, toxic materials or radioactive sources to conduct attacks, such as acid attacks.

Whilst such incidents are rare, first indicators may include:

- Individuals showing unexplained signs of skin, eye or airway irritation, nausea, vomiting, twitching, sweating, disorientation, breathing difficulties
- The presence of hazardous or unusual material/equipment
- Unexplained vapour, mist clouds, powder, liquids or oily drops, withered plant life or vegetation
- Distressed birds or animals
- Odd smells or taste

If you think someone has been exposed to a hazardous substance, use caution and keep a safe distance to avoid exposure yourself. The instructions within each stage of REMOVE REMOVE REMOVE may be followed.

National Ambulance Resilience Unit NARU

NFCC National Fire Chiefs Council

NPCC National Police Chiefs' Council

UK Health Security Agency

Postal Security

Letters, parcels, packages and other items delivered by post or courier have been used on occasion to disguise harmful devices and substances.

Most businesses will regularly receive mail and other deliveries, which offers a potentially attractive route into the premises for those wishing to cause harm. Delivered items, which include malicious letters, parcels, packages and anything delivered by post or courier, have been a commonly used tactic by criminals and terrorists.

Due to their operations or affiliations, some businesses may be more at risk of receiving postal threats. A properly conducted risk assessment should give you a good idea of the likely threat to your organisation and indicate the precautions needed, such as having a mail screening process in place.

ProtectUK provides a detailed list of indicators to look out for when dealing with suspicious deliveries, including the item being unexpected, unevenly packed or emitting an unexpected odour. Information about how to deal with postal threats is also available, including the actions you should take upon discovery of any suspicious delivered item.

Employee Management

Ensuring that staff are properly on-boarded and off-boarded is an important component of keeping your premises secure.

New staff joining your organisation should go through an on-boarding process to provide them with appropriate information.

Effective on-boarding should address why security is important within the workplace and what they need to know and do to be secure when within the premises.

Should an employee leave your organisation, a thorough off-boarding process should be completed. This should include returning any security passes or keys to areas of the premises, along with any issued electronic equipment, such as a mobile phone or laptop. Any

commercially sensitive documentation should also be returned.

Once the individual has departed, you should change any door codes or combination lock codes in your premises. If they had access to any IT systems then their profile should be blocked or deactivated.

To assist with both on-boarding and off-boarding, you should create a checklist covering all the key items and actions to be taken.

For further information, visit the Insider Risk section of the National Protective Security Authority (NPSA) website.
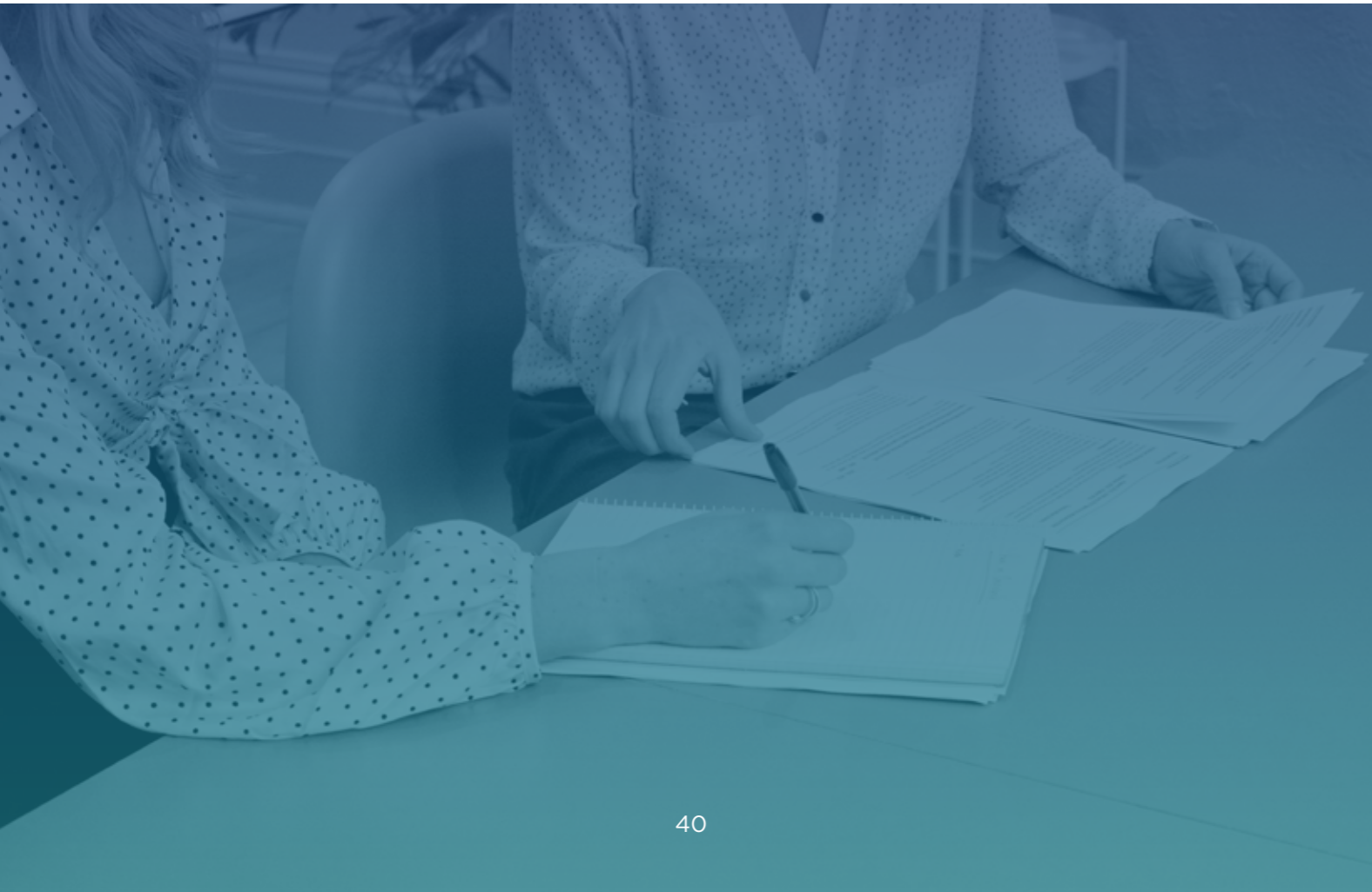
First Aid

Delivering first aid quickly and effectively in the aftermath of any incident is vital to keeping people safe, including those in the vicinity of your premises as well as your staff and visitors.

Ensuring that you have staff who are first aid trained will help you respond to any type of incident that occurs in the vicinity of your premises.

The Health and Safety Executive (HSE) state that low-risk workplaces, such as a small office, should have a first aid box and a person appointed to take charge of first aid arrangements if necessary. Workplaces with more significant health and safety risks are more likely to need a trained first-aider.

Public Access Trauma (PAcT) first aid kits are a good way of ensuring your premises has the correct first aid equipment. PAcT kits can be used by any person regardless of their level of training and support the treatment of life threatening injuries.

More information about first aid is available on ProtectUK and the St John's Ambulance website, where you can purchase a variety of first aid kits including PAcT kits.

Resources and Local Schemes

Many local initiatives encourage information sharing and good practice amongst neighbours, increasing the likelihood of an efficient, coordinated response to an incident.

ACT Awareness e-Learning: A free introduction to the role we can all play to prevent terrorism. Designed for all organisations, employees and the public. The course takes just over an hour to complete—an hour that could save lives. Visit **www.protectuk.police.uk t**o complete the course.

Shopwatch: A community-based crime prevention scheme that promotes communication between retailers and local police to reduce crime.

Pubwatch: A voluntary scheme allowing licensees to work together to reduce anti-social behaviour related to alcohol and substance misuse, improving the safety of their premises for customers, staff and the local community.
See **www.nationalpubwatch.org.uk**

Shared Radio Scheme: Joining a shared radio scheme will give you direct access to a radio network, which is monitored by local police officers, CCTV suites and other businesses, meaning that warnings of criminal activity can be efficiently communicated between members.

Business Crime Reduction Partnership: A subscription-based, business-led, non-profit making action group working with police and the local authority to tackle and reduce crime and disorder affecting businesses. See **www.saferbusiness.org.uk**

Business Improvement District: A business-led and funded body formed to represent and improve a defined commercial area. They can directly involve local businesses in local activities, and allow them to work with local authorities to improve the local trading environment. See **www.gov.uk/guidance/business-improvement-districts**

Legislation

There are legal reasons why venues should plan to deter terrorist and criminal acts, or at least plan to minimise their impact.

All employers have a legal duty of care towards their employees and visitors, which involves taking steps to ensure their welfare and safety whilst at work or on the premises.

The Occupiers Liability Act 1957 establishes a duty of care of the occupier for lawful visitors on their premises. This includes ensuring that visitors are reasonably safe when using the premises for the purposes for which they are invited or permitted, as well as enacting clear signage to warn visitors of dangers. The degree of care varies in relation to children or skilled visitors.

Under the supplementary legislation of the Occupiers Liability Act 1984, occupiers also owe a duty of care to trespassers in respect of risks which, in all circumstances of the case, an occupier may reasonably be expected to offer some protection. Businesses intending to implement crime prevention measures should be aware of their obligations and implement suitable warnings.

The Health and Safety at Work etc. Act 1974 (and associated Regulations) requires employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees. This includes providing adequate training, equipment, welfare provisions (including adjustments), relevant information and supervision for staff, as well as maintaining a safe working environment for them to operate in. The duty not to expose individuals to health and safety risks extends to others on the premises, such as visitors, temporary workers, clients and the general public.

The Management of Health and Safety at Work Regulations 1999, which were introduced to reinforce the Health and Safety Act, require employers to assess and control risks to protect their employees and others. Where two or more employers share a workplace, they should cooperate and have an agreed coordination system in place so far as is necessary to manage shared risks, activity and safety arrangements.

Further information on health and safety legislations is available on the Health and Safety Executive website.

The Terrorism (Protection of Premises) Draft Bill, also known as Martyn's Law is a pending legislation that will place a requirement on those responsible for "qualifying activities" taking place at certain premises and events to consider the threat from terrorism and implement appropriate and proportionate mitigation measures. Find out more about which premises will be in scope on the ProtectUK website.

The Data Protection Act 2018 and the General Data Protection Regulations (GDPR) must also be complied with when processing employees' personal information and using CCTV. Small business owners or traders can find further information on the Information Commissioner's Office website, including a short quiz to assess your current understanding and compliance with data protection law.

Please visit www.legislation.gov.uk for full details of the legislations and consult a legal representative for further advice.

Useful Links

Further your knowledge of counter terrorism, protective security and crime prevention by using the following resources:

ProtectUK	www.protectuk.police.uk
ACT Awareness e-Learning	https://www.protectuk.police.uk/catalogue
Risk Management Campaign	www.protectuk.police.uk/risk-management-process
Threat Analysis Articles	www.protectuk.police.uk/resources/190
Suspicious Activity	www.protectuk.police.uk/advice-and-guidance/awareness/action-counters-terrorism-act-report-suspicious-activity
RUN HIDE TELL	www.protectuk.police.uk/advice-and-guidance/response/run-hide-tell
Unattended and Suspicious Items	www.protectuk.police.uk/unattended-and-suspicious-items
Hazardous Substances Exposure	www.protectuk.police.uk/advice-and-guidance/response/remove-remove-remove-guidance-hazardous-substance-exposure
Blue Book: A Guide to Personal Security	www.protectuk.police.uk/advice-and-guidance/awareness/blue-book-guide-personal-security
Counter Terrorism First Aid Awareness	www.protectuk.police.uk/advice-and-guidance/response/counter-terrorism-first-aid-awareness
Neighbourhood Watch	www.ourwatch.org.uk (England & Wales) www.neighbourhoodwatchscotland.co.uk
Crime Stoppers	www.crimestoppers-uk.org
National Cyber Security Centre	www.ncsc.gov.uk

Suzy Lamplugh	www.suzylamplugh.org
Action Fraud	www.actionfraud.police.uk
Victim Support	www.victimsupport.org.uk (England & Wales) www.victimsupport.scot (Scotland)
St John's Ambulance First Aid Guidance	www.sja.org.uk/get-advice/first-aid-advice
Secured by Design	https://www.securedbydesign.com/
Master Locksmith Association	www.locksmiths.co.uk
National Security Inspectorate	www.nsi.org.uk
Security Systems and Alarms Inspection Board (SSAIB)	www.ssaib.org
Information Commissioner's Office	https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/cctv-and-video-surveillance/
BRE Red Book Live	www.redbooklive.com
National Protective Security Authority	www.npsa.gov.uk
Passport to Good Security	https://www.npsa.gov.uk/managing-my-asset/leadership-in-security/board-security-passport
Insider Risk	https://www.npsa.gov.uk/insider-risk

Notes

Notes