Your Festive Crime Security Checklist

UK Christmas Holiday Crime, Did You Know...



Keep Your Business Safe this Christmas

Call: 0333 444 5 999 | Visit: www.ipsfs.co.uk

Your Festive Crime Security Checklist

How to Use This Checklist

1. Use our printable checklist to prepare your business premises for the festive period. Grouped by risk area, it helps reduce crime, prevent fire, and support business continuity.

2. Each task includes a space to record who is responsible, when it was completed, and any follow-up action.

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Access and Perimeter Security

Task	Completed	Who	When	Notes
Check all external doors and windows are secure				
Test roller shutters, locks, and coded entry points				
Inspect perimeter fencing and gates				
Ensure external signage and lighting is clear and unobstructed				
Clear away any debris or items that could aid climbing				

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Internal Security and Alarm Systems

Task	Completed	Who	When	Notes
Test intruder alarm and confirm monitoring is live				
Test fire alarm and emergency lighting systems				
Check CCTV coverage is functional and clear				
Confirm alarm contact list is current				
Restrict access to safes, tills, and secure areas				

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Fire Safety Measures

Task	Completed	Who	When	Notes
Inspect all decorations for fire safety compliance				
Ensure decorations are not near heat sources or blocking exits				
Check that extinguishers are in place and serviced				
Ensure fire doors close properly and are unobstructed				
Review fire risk assessment if operations have changed				

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Staff Communication and Operations

Task	Completed	Who	When	Notes
Circulate holiday emergency contact numbers				
Brief staff on the last-day shutdown and lock-up procedures				
Remind staff of safe use of electricals and heaters				
Confirm PEEPs are updated (care homes/residential)				
Assign responsibility for daily remote checks or patrols				

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Before You Close

Task	Completed	Who	When	Notes
Move stock and cash out of view				
Lock away confidential papers				
Update keyholder contacts				
Set heating to frost protection				
Unplug non-essential equipment				
Check external lighting timers				
Book patrols for long closures				

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Post-Holiday Reopening

Task	Completed	Who	When	Notes
Check for signs of break-in or damage				
Re-test fire and intruder alarms				
Review incident logs and update future plans				
Check fire doors, exits and extinguishers are clear				
Report any incidents to the police and your insurer				

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