



**ALMAS**  
INDUSTRIES

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# Nursery Security Checklist



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# Exterior Areas and Access

✓ or ✗

Are exterior gates / areas secure?	
Do they have a self soft-closing mechanism?	
Have you checked exterior lights to ensure they are operable?	
Are all lights in, above, or near all entrances working?	
Are all fences/ boundary walls around the property, outdoor patios, terraces and garden areas secured and in good repair?	
Are shrubs and bushes near entrances and around the parking area trimmed to eliminate hiding places?	
Is any car park well lit?	
Is the furniture in outdoor areas secured or brought inside the building at night?	
Is there sufficient CCTV in all external areas of the property? Particularly any play areas, or boundaries to public highways.	
Do you have correct CCTV signage at the entrance to all areas covered by CCTV?	
Are any neighbouring properties private areas masked out if CCTV field of view includes them?	
Can you view the CCTV footage remotely?	
Do you have sensors attached to CCTV cameras?	
Are these sensors currently set to operate as specific times?	
Do the times need to be reviewed given revised opening hours over the holiday	
Do all entrance doors have all installed locks engaged?	
Are all door/ window locks in good repair?	
Is there an intruder alarm?	
If yes, When did you/ or your alarm company last test it? <ul style="list-style-type: none"> <li>If it has not been tested in the last three months, we suggest you check it, make sure you forewarn your alarm monitoring centre if it's monitored!</li> </ul>	(mark x if more than 3 months)
Does it include sensors and alarms for all external doors and windows and any office areas that contains CCTV NVR/ personnel or child records?	
Does the alarm notify a member of management or an alarm monitoring centre in the event of an unauthorised intrusion?	
When did you last change your alarm code? <ul style="list-style-type: none"> <li>Have members of staff left since you last changed the code? If yes, then you must change it now.</li> </ul>	

## Exterior Areas and Access cont.

✓ or ✗

Are all fire exits self-closing and hinged on the outside?	
Are employee entrances and other non-public entrances closed securely and locked to prevent entry of intruders?	
Does your access control system report exactly who has accessed the premises and when?	
Do you have a system in place to limit access for part time, agency, cleaning or student staff members if required?	
Have you revised / suspended relevant access rights over the holiday period?	
Can all windows be opened, closed and locked?	
Are window coverings drawn at night so people cannot see inside the premises?	
If not possible, have you removed all high value or easily removed items from line of view from outside? Also, ensure that no personal details can be seen on a computer through a window.	

## Interior Areas

Are child and personnel records held in a locked cabinet/ locked room where you can determine who has access and this is limited to management only?	
Is the internal CCTV in good working order and regularly serviced?	
Do you have the correct CCTV signage at all entrances to the building?	
Are images clear enough for you to be able to investigate any incidents and identify a person from the footage?	
Is your CCTV DVR/ NVR in a lockable office AND password protected with a complex password? (If not, you could be in breach of GDPR)	
Is CCTV positioned strategically in long corridors so the field of vision includes the entire length?	
Have you reviewed your access control method recently?	
<ul style="list-style-type: none"> <li>If no, do it now – change the pin code or temporarily suspend cards/ fobs etc for any employee or parent that has left since you last reviewed the access credentials.</li> </ul>	

## So, how did you score? How robust are your security systems?

If you have security concerns or vulnerabilities, please contact us for free advice/ site audit.

Risk factor:



41 ✗s

41 ✓s

## General Advice Regarding Opening and Closing Your Business

✓ or ✗

Is there a security checklist to be used for opening and closing, how is this currently managed?	
Are there policies for registering employees who open and close the facility?	
Is a manager always present for opening and closing?	
Are employees trained in opening and closing procedures?	
Do employees work in teams to open and close?	
Do opening employees inspect the exterior of the building of signs of a burglary or vandalism before entering?	
Do employees check for suspicious persons before unlocking and entering the business if on their own?	
Do employees lock the door behind them and keep it locked until it's time to open for business?	
Are employees told to allow only scheduled employees to enter the business before opening hours?	
Do employees make a complete inspection of the facility before closing to confirm no one is hiding inside? Including toilets?	
Are employees instructed not to let anyone in after closing?	
Are all doors locked promptly at closing and kept locked while employees are in the business?	