

CRIME PREVENTION

Through Environmental Design

Cocooning Project

Business Safety Checklist

This checklist is designed to help you improve the safety of your business.

Comply
YES NO

Natural surveillance

Maintain clear visibility from your store to the street or parking areas.

☐ ☐

Window signs should cover no more than 15% of windows.

Keep shelves and displays 1.5 meters high or less, especially in front of windows, for visibility.

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Keep rubbish, weeds and shrubbery away from your entrances and windows.

Don't provide criminals with places to hide, or climbing aids.

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Monitor all entrances through electronic surveillance.

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Trim shrubs and hedges for clear visibility.

Ensure shrubs and trees don't create hiding spots.

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Use pathways and landscaping to direct customers to the proper entrances and away from private areas.

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Pathways, parking lots, entrances and all areas of the property should be well lit.

Light up all entrances, including pathways, with vandal-proof lighting fixtures.

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Leave some lights on inside your store at night.

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Natural access control

Locate your cash register at the front of the store, near the entrance, where it's visible from outside.

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Ensure public pathways are clearly marked.

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Use signs to direct customers to parking and business entrances.

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Only provide rear access to your business from rear parking lots.

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Install and monitor video cameras.

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Provide staff with safety training.

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Properly lock rear entrances.

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Use Standard Australian locks, doors and frames.

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What is CPTED?

Crime Prevention Through Environmental Design is a sustainable and common sense approach that focuses on improving the environment to help reduce the opportunities of crime.

Business management tips

Your business hours should be the same as those of neighbouring businesses.

Night time staff should have access to safe, visible parking located close to the entrance.

Avoid having a single staff member make after-hours bank deposits.

Put in place a cash limit, for example, \$50.

Train staff to check regularly for cash over the limit and to place it in a drop safe that they can't open. Post a sign that the maximum amount of cash in register is \$50.

Try to have two staff on hand at opening and closing times as these are attractive times for burglars.

Train staff to be alert for suspicious persons.

Call Police (13 14 44) or store security if they notice suspicious activity. For life threatening situation or emergency call 000.

Watch for customers who seem to be wandering or looking around the store while shopping or who seem nervous or rushed.

Check all doors and windows at closing time.

Keep side or back doors locked at all times and have staff use the main entrance.

Work with other local businesses in the area to promote customers and business safety and address security issues.

For more information, please contact the City of Armadale.



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CITY OF  Armadale