



# Improving Warehouse Security

Marine Risk Bulletin

In order to assist with the successful operation of your business, this best-practice risk control bulletin provides practical guidance regarding aspects that should be considered for warehouse security. Non marine warehouse sites with similar risks, will also benefit from the guidance provided.

Additional security measures, in addition to those described in the bulletin, are likely to be desirable for risks involving high-value and/or thief-attractive goods, where there is a poor loss history or where the local crime rate is high.

Good security relies on a layered approach. An acceptable overall security scheme can be achieved in varying ways and alternative solutions to the detailed specifications in this bulletin are available.

**This guide makes reference to guidance and best practice published within the United Kingdom.**

Further information is available from [RSA's Risk Control Guide RCG017 - Security](#).

## External Building Doors

- All external timber doors should be of solid construction. External lightweight timber doors should be reinforced with a single panel of sheet steel (not less than 1.6 mm), fixed using 6mm coach bolts through the full thickness of the door, at 150mm spaced intervals. All securing nuts & washers to be on the inside of the door and welded to the bolts.
- All external doors other than designated emergency escape doors should be fitted with locks that conform to BS3621.
- Fire exit doors should be secured with sturdy and securely engaging boltwork suitable for use in emergencies. The construction of such doors should ensure that the boltwork cannot be manipulated from outside.
- Hinge bolts should be fitted to all doors that open outwards and/or have exposed hinges.
- Doorframes should be reinforced as follows:
- Inward opening doors - Door frame locking posts should be reinforced with a solid steel bar extending from top to bottom of the post with minimum dimensions of 12mm x 12mm and secured to the inner face of the post by No.12 wood screws of minimum length 25mm at intervals not exceeding 150mm.
- Outward opening doors - Door frame locking posts should be reinforced with angle- iron extending from top to bottom of the post with minimum dimensions 25mm x 25mm secured to the outer, and door-facing, faces of the post by No.12 wood screws of minimum length 25mm at intervals not exceeding 150mm.
- If any double leaf doors are fitted the first closing leaf should be independently secured at top and bottom using substantial flush bolts or key operated bolts.
- Any glazed sections of external doors should be fitted with a substantial internal grille or securely boarded internally with 12mm plywood or equivalent.
- Roller shutters should be secured from the inside with a good quality closed shackle, in conjunction with a compatible locking bar, which should be secured in the centre or at each bottom corner of the shutter, to the concrete flooring. Alternatively the roller shutters should be secured by two key operated roller shutter locks.
- Where sectional dock doors are in use [insulated or otherwise] they should be secured by track bolts internally.
- Electronically operated doors should also be capable of having the power supply isolated, preferably via switches such as a rotary switch, which can also be locked-off.

## Windows

- Key operated locking devices should be fitted to all basement, ground and accessible upper floor opening windows.
- Any particularly vulnerable windows (e.g. concealed and easily accessible) should also be fitted with substantial steel bars or grilles.

## Staff Vetting

- Implement a robust staff vetting procedure.

Please see RCBM008 Vetting New Employees for further guidance.

## Security Guarding

- Security guards employed should be Security Industry Authority (SIA) licensed personnel supplied by companies approved by the National Security Inspectorate (NSI) or Security Industry Authority Approved Contractors Scheme (SIA-ACS).
- Guards should have access to panic alarms or personal attack alarms, especially if they are lone workers, linked to a suitably accredited monitoring station.



## Site Access

- Intruder alarm systems should conform to Grade 3 in accordance with BSI Published Document PD6662.
- Alarm system should be fitted and maintained by either a National Security Inspectorate (NSI) or a Security Systems and Alarms Inspection Board (SSAIB) installer.
- System design should ensure that:
  - i) any intrusion is detected and a confirmed alarm is signalled to the alarm receiving centre at the earliest possible stage, and
  - ii) an intruder cannot reach the goods in the warehouse without generating a confirmed alarm.
  - iii) signalling by any Dual Path Remote Signalling product has been tested and certificated to LPS1277
- Security alarm should be monitored by a NSI or SSAIB Certified Alarm Receiving Centre.
- There should be a minimum of two nominated keyholders, who are able to attend the premises within 20 minutes of being notified of an alarm activation or a professional keyholding company should be employed.
- Security alarms should be allocated with a Police Unique Reference Number (URN) and should benefit from Level 1 Police response [where available – alternatively professional keyholder arrangements should be in place].
- Note: if installing a new alarm system the “System Design Proposal” document should be submitted to your normal risk management contact prior to installation, to validate the alarm will meet your insurers’ requirements.

## CCTV

- For CCTV on sites with lower-value / non-thief-attractive cargo, the system should be Digital and image quality should be sufficient to allow recognition of persons and vehicle registration numbers. Images should be recorded (analogue systems should be replaced), the recording device should be securely protected to prevent tampering and there should be a maintenance contract in place to rectify faults within 24 hours.
- For CCTV on sites with higher-value / thief-attractive cargo high value should be remotely monitored, installed and maintained by a company which is acceptable to the Police and recognised by the National Security Inspectorate (NSI) as a Gold installer of CCTV systems.
- This should be installed in accordance with BS8418 and have remote monitoring of detector activated CCTV systems, with ISDN line signalling with Redcare monitoring or secondary wire free signalling capabilities.
- Lighting for all systems should be adequate to allow viewing and capture of CCTV images (see Lighting).

## Warehouse Access

- There should be procedures in place to control access to the warehouse and/or adjoining offices, ensuring that any persons entering the building are authorised to do so and are who they say they are. Such persons should be logged in and out and a visitor log maintained.
- All warehouse and/or adjoining office access points should be locked whenever they are unsupervised, subject to means of escape not being compromised.
- Access control systems comprising mechanical or digital pin-code locks, biometrics or proximity fobs, should have appropriate control measures to mitigate the threat of unauthorised use.

## Vehicles & Trailers (if left on site overnight or at weekends)

- Vehicles and trailers should be parked in an area covered by the CCTV system and/or in view of security guards.
- Hard-sided vehicles and trailers should be parked rear to rear or with the rear against a building to prevent access to the doors.
- Vehicle immobilisers and/or alarm systems should be fully operational.
- Tractor units should be detached from trailers (unless adequate security devices are fitted to the tractor unit) and detached trailers should be fitted with king pin or airline locks. [Conversely, where the tractor unit has adequate security devices, leaving it coupled to the trailer could make it more difficult to remove the trailer.]
- All keys (vehicle cab, rear doors, king pin lock etc) should be removed from vehicles and locked in a secure key cabinet in an alarmed building. The cabinet should be securely fixed to a solid wall or within a floor-anchored safe with a nominal cash rating of at least £2,000. Where biometric key cabinets are used, these should be capable of signalling an alert if tampered with and/or be protected by monitored CCTV.

For further advice please speak with your normal insurance advisor.

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