

Potential risk factors	Yes	No	N/A
<i>Visibility and lighting</i>			
Can employees see in and out of the store or do posters, signs, and brushes block their view?			
Are employees visible to potential witnesses outside?			
Do mirrors help employees see the whole store?			
Does lighting ensure that would-be thieves or robbers will be recognizable?			
<i>General store impression</i>			
Does the worksite look cared for? Is there graffiti or vandalism?			
Are fences and other security measures well maintained?			
Are employees dressed to suit the general appearance of the store?			
<i>Building layout and design</i>			
Is it easy to distinguish public areas from private areas such as offices?			
Is access to employee-only areas controlled with locks?			
Is the cash-handling area separate from the general workplace?			
Do counters have an elevated place for cash registers?			
Are anti-jump barriers fitted in front of cash-handling devices?			
Is alternative access to the building blocked (aside from fire exits)?			
Is public access to washrooms controlled?			
Are there bushes, or unlit or overgrown areas, where someone could hide?			
Are any areas not visible to employees?			
Are unoccupied rooms locked?			
<i>Signage and emergency information</i>			
Are emergency numbers posted in a prominent place or on phones?			
Are robbery prevention signs prominently displayed? (For example: "Area monitored by video camera," "Store has less than \$40 after dark," and "Time-Lock Safe – Clerk Cannot Open.")			
Is there a coloured height chart next to the entrance?			
<i>Tools and equipment</i>			
Are knives and other sharp objects kept out of sight of customers?			
Can anyone grab and use tools or other items as weapons against employees?			
Are tools and equipment locked away when not in use?			
<i>Security guards and equipment</i>			
Are there door alarms to alert employees that someone is entering the store?			
Are security guards or buddy systems available at your location?			
Is a closed-circuit television or surveillance camera installed?			
Is a silent, centrally monitored holdup alarm installed?			

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<i>Customer service</i>			
Do employees acknowledge customers with a friendly greeting, smile, and make eye contact?			
If you have multiple cash registers, are those nearest the entry closed first?			
<i>Employees working alone</i>			
Does someone contact employees regularly to ensure that they are okay?			
Is there a plan if the employee does not respond to a contact such as a phone check?			
Are back doors ever open or unlocked when an employee is alone?			
Do employees take garbage out alone at night? Is the garbage bin in a well-lit place?			
<i>Handling money and deposits</i>			
Are cash-handling areas positioned away from entries and exits?			
Is it standard practice to keep as little cash in the till as possible?			
Are large bills put into a drop box, safe, or strongroom that is out of sight?			
If you have counter safes, are they fitted with time-delay locks?			
Do employees make deposits at night or alone?			
When employees make deposits together, do they face in opposite directions to keep an eye on the surroundings?			
Does the time and routine for making deposits vary from day to day to make it less predictable?			
Do employees transport cash in a bag that has the company logo or otherwise makes it obvious that they are carrying cash?			
<i>Files and records</i>			
Are confidential files and records kept in a locked room?			
Are filing cabinets containing confidential records locked?			
<i>Opening and closing</i>			
Do employees work in pairs at opening and closing, especially when doing the rounds at the end of a shift?			
Do your written procedures for opening and closing emphasize personal safety? For example, "Don't count the cash from the till at the sales counter."			
<i>Travelling to and from work</i>			
Do employees have the option of asking for an escort to walk to their cars or the bus stop?			
Can employees park nearby and within sight, especially at night?			
Is evening or night parking available for employees in nearby spaces normally reserved for customers?			
<i>Regular checks</i>			
Do you conduct risk assessments for violence annually or whenever there are significant changes in your workplace?			
Do you conduct an assessment whenever there is a violent incident?			