Store Safety Self-Assessment

A quick check of your site's security, built for petrol and convenience stores. Takes about 15 minutes.

AACS

SITE NAME _____ **COMPLETED BY** _____ **DATE** _____

How it works: tick Yes or No for each item. Every No is an action. Count your No answers and put your top three in the action plan on page 2.

A FORECOURT AND OUTSIDE	YES	NO
All pumps are clearly visible from the console	☐	☐
Forecourt and car park lighting is all working	☐	☐
CCTV covers every pump and captures number plates at entry and exit	☐	☐
Shopfront is protected by bollards or barriers against ram raids	☐	☐
Signs say CCTV is recording and this site reports all crime	☐	☐

B COUNTER AND STORE	YES	NO
Clear view from the counter to the doors and aisles	☐	☐
High-theft stock (tobacco, phone cards) is behind the counter or locked	☐	☐
Mirrors or cameras cover blind spots	☐	☐
Duress alarm is within reach of the counter and tested monthly	☐	☐
Staff can leave the counter area quickly and safely	☐	☐

C CASH AND TOBACCO	YES	NO
Till cash is kept to a set limit, with regular drops to the safe	☐	☐
A time-delay or drop safe is in use, with signage	☐	☐
Tobacco cabinet is locked when not serving	☐	☐
Cash and stock deliveries happen at varying times	☐	☐
After-hours cash is kept to a minimum	☐	☐

General guidance only. For a full assessment of your site, talk to a licensed security professional or your local police crime prevention officer.

D NIGHT TRADE AND LONE WORKERS	YES	NO
Night window or after-hours pre-pay is in place	☐	☐
Doors are locked or access controlled late at night	☐	☐
Lone workers have a check-in routine with a manager	☐	☐
Rubbish runs and outside tasks are done before dark	☐	☐
Staff park in well-lit areas close to the door	☐	☐

E CCTV AND EVIDENCE	YES	NO
Footage is kept for at least 30 days	☐	☐
Recorder clock is set to the correct time	☐	☐
At least one staff member on every shift can export footage	☐	☐
A camera at head height on the entry door captures clear faces	☐	☐
Recorder is locked away from public access	☐	☐

F PEOPLE AND PROCEDURES	YES	NO
Staff are trained in de-escalation and know not to chase or detain	☐	☐
Staff know how to report crime in your state (see the AACS reporting guides)	☐	☐
Every incident is logged, even if not reported to police	☐	☐
Staff are offered support after an incident (EAP or victims of crime services)	☐	☐
This checklist is reviewed every 6 months and after any serious incident	☐	☐

YOUR SCORE

____ / 30

Number of No answers. Aim to get this down at every review.

TOP THREE ACTIONS

#	ACTION	WHO	BY WHEN
1			
2			
3			

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