

How  
*secure*  
is your home?



METROPOLITAN  
POLICE

Working together for a safer London



[www.met.police.uk](http://www.met.police.uk)

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# Introduction

Operation Safer Homes & Bumble bee are the anti-burglary campaigns of the Metropolitan Police. Using intelligence-led policing and the latest technology to target burglars and those who receive or handle stolen goods.

Don't become a victim of burglary. Make your home secure. This booklet gives you practical advice on the security measures that you should take for different parts of your home.

Reference is made to contacting your Crime Prevention Office or CPO, in most areas you should first contact your local Safer Neighbourhood Team (SNT).

**Tick the boxes in the coloured panels at the end of each page to show that you have completed the work listed for different parts of your home**

**Or if the work has already been done, to increase your level of security step by step.**

*Crime prevention advice is given freely without the intention of creating a contract. Neither does the Metropolitan Police Service take any legal responsibility for the advice given..*

## Leaving your home

When leaving your home, even for a short period, always lock all external doors and windows and set your burglar alarm (if you have one).

If you are going away for a longer time, use a timer or sensor to control your lighting (see page 9, Lighting) so your home looks occupied. Make sure you cancel your milk and newspaper deliveries while you're away.

## Fire safety

Fit smoke alarms that conform to the British Standard (BS 5446) on every floor.

## Bogus callers

Not all burglars break in. Some will try to get you to open the door and let them in. They may pretend to be from the water, gas, electricity, phone or TV company.

Protect yourself against bogus callers by remembering:

**Stop** – are you expecting anyone?

Do not open the door, and

**Check** – ask to see an identification card (through letter box)

**Confirm** – phone the company they say they are from.

If they really are who they claim, they won't mind waiting while you check or coming back when you're not alone.

### **If in doubt, keep them out.**

Note no mention is made of door chains. This is because a closed locked door is the most secure option.

Do not unlock your door until the visitor is identified.

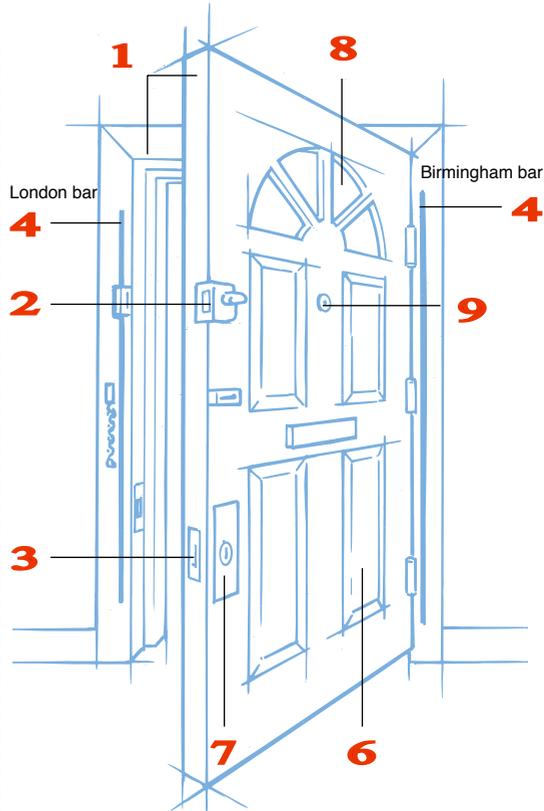
# Front door security

Your front door is most likely to be made of wood, PVCu or metal (usually aluminium).

The construction of PVCu doors makes it difficult to install additional locks and other security fittings at a later date. It is important to seek advice from the installer or manufacturer if you require additional security. If you try to fit locks, or viewers yourself, you could cause irreparable damage and invalidate your guarantee. Your door should be secure if it is installed to the manufacturer's specifications including being fitted with a good quality multipoint locking system. If you have any doubts about the strength or solidity of your door or frame, you should ask an expert for advice. Metal doors are generally solidly built and can be fitted with suitable locks and security fittings, but again you should consult the installer or a qualified locksmith before making any modifications.

Most doors are wood, and anyone with DIY experience should be able to make improvements.

If your home has a porch with an inner and outer door, both doors must be made secure. If intruders get through the outer door of your porch they could attack the inner door without being seen or heard.



## Security measures for wooden front doors

- 1** Doors should be solid timber (not hollow) a minimum of 44 mm ( $1\frac{3}{4}$ " thick, supported by three 100 mm (4") hinges. The frame to be of sound timber, securely bolted or screwed to the walls every 600 mm (23") around the whole frame. If fitting a new door and frame, look for British Standard PAS24. or the Secured by Design SBD mark (page 4, 14).
- 2** Fit a good automatic dead-latch cylinder lock (rim lock) about a third of the way down, avoiding joints in the timber.
- 3** Fit a good 5-lever mortice deadlock with boxed staple (conforming to British Standard BS 3621) about a third of the way up.

- 4** Strengthen the door frame by fitting a 'London bar' to support the locking points and a 'Birmingham bar' to reinforce the hinges.
- 5** If your front door opens outwards, fit hinge bolts at the hinge edge approximately 150 mm (6") below the top hinge and 150 mm (6") above the bottom hinge.
- 6** Recessed or decorative panels should be a minimum of 9 mm ( $\frac{1}{3}$ ") thick to resist attack.

If fitting a new europrofile lock ensure it is anti snap/ anti bump. (BS EN1303 & PAS 24: 2007 Appendix C)

9



Door viewer

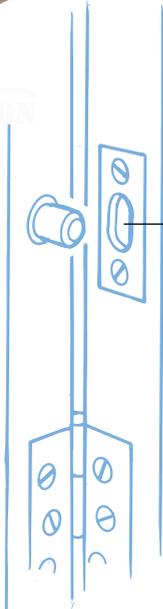


with audio

Tower bolt



TOOLSTATUS



5

10



Sash jammer (frame mounted)

Think about fitting a strong barrel (tower) bolt inside your front door (at the bottom). When you are at home at night you can use it instead of the mortice lock so that you can get out quickly in an emergency.

### Flats/apartments

If the front door is less than 4.5 metres (15') above ground level, security advice is the same as for ground floor front doors. If the front door is higher than this (e.g, most flats on the second floor or above), in the interests of fire safety the front or final exit door should not be fitted with a lock that needs a key to open from the inside.

For example, you should not use standard mortice deadlocks if they can't be operated from inside. You should fit locks that comply with British Standard BS 5588/BS 8621: these allow you to release the lock with a single action (turning the handle or thumb turn) to leave the flat.

But if a letter box is fitted, add a letter box cowl or protect the thumb turn from outside manipulation

Families with young children may wish to fit a sash jammer high on the frame, to stop younger children opening the door on their own at night..(10)

7 Fit metal (lockguard) plates on both sides of the door to reinforce the area around the mortice lock. This will increase the door's resistance to forced entry.

8 Fit any glass panels within or to the side of the door with laminated glass. You can strengthen existing glass by adding security film to the inside face. Fit glass from the inside to guard against putty or beading being removed. If this is not possible, use glazing mastic/, which is stronger than putty. You could also fit a decorative metal grille on the inside face of glazed panels  Again when fitting new doors consider a Secured by Design product (page 14).

9 Fit a door viewer at the user height, it may be appropriate to fit more than one at different heights.

Keep your car and house keys away from the front door area, to prevent them being 'hooked' out by thieves. But do keep them in a regular safe place for emergencies.

Use a letter box cowl as appropriate.

**Note:** Check your home contents insurance policy. These recommendations are a minimum requirement for insurance and your company may require more security.

# Back door security

The back door is just as vulnerable as the front, so it is important to make sure that it is just as secure.

If your home has a Conservatory with an outer and inner door, both doors must be made secure. If intruders get through the outer door they could attack the inner door unobserved.



The British Standard Kite Mark

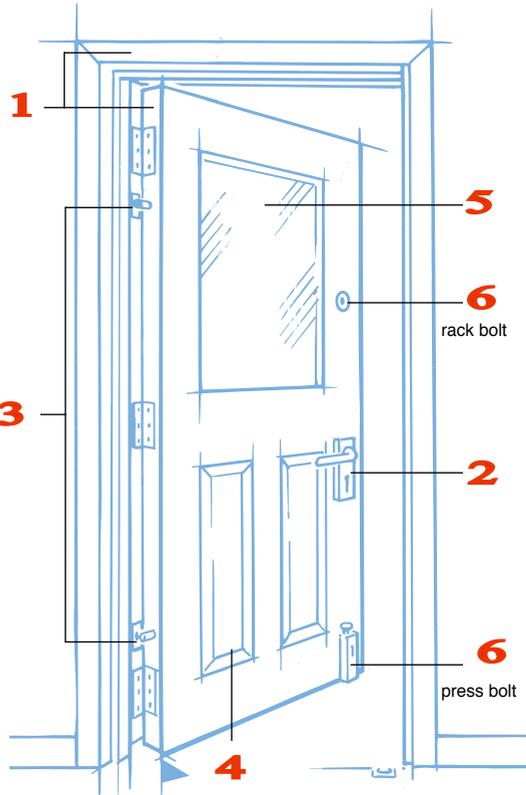


This is an older SBD logo but it can be seen stamped into products

Secured by Design



The Secured by Design mark



## Security measures for wooden back doors

- 1** Doors should be solid timber (not hollow), a minimum of 44 mm (1<sup>3</sup>/<sub>4</sub>" thick, supported by three 100 mm (4") hinges. The frame to be of sound timber, securely bolted or screwed to the walls.
- 2** Fit a good 5-lever mortice sash lock with boxed staple (conforming to British Standard BS 3621) about halfway up the door (avoiding joints in the timber).
- 3** Fit hinge bolts at the hinge edge, approximately 150 mm (6") below the top hinge and 150 mm (6") above the bottom hinge.

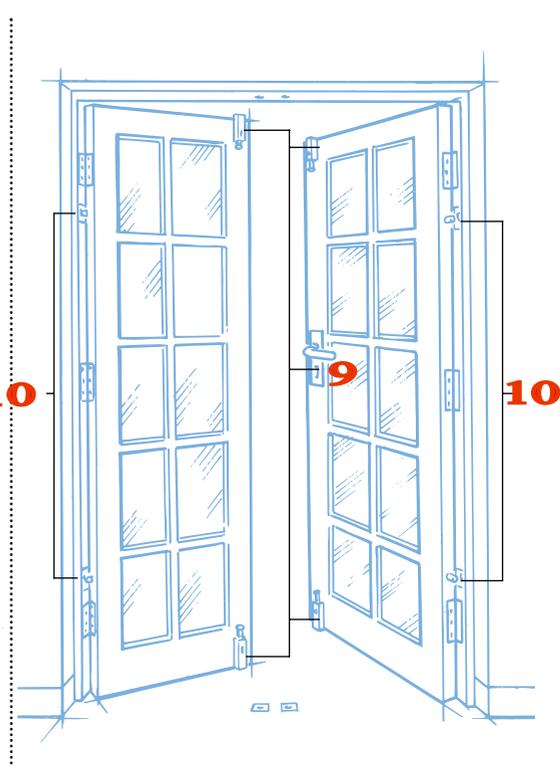
Again when fitting new doors consider a Secured by Design product (page 14). They come pre-fitted with the ironmongery.

- 4** Recessed or decorative panels should be a minimum of 9 mm (1/3") thick to resist attack. They can be reinforced with wooden or metal sheeting.
- 5** Fit any glass panels within or to the side of the door with laminated glass. You can strengthen existing glass by adding security film to the inside face. Fit glass from the inside to guard against putty or beading being removed. If this is not possible, use glazing mastic, which is stronger than putty. You could also fit a decorative metal grille on the inside face of glazed panels.
- 6** Fit mortice rack bolts a third of the way down from the top and a third of the way up from the bottom of the door on the opening side, or fit surface-mounted, key-operated press bolts.

Patio door lock



Press Bolt



### Patio doors

- 7** Fit patio door locks\* at the top and bottom of the opening section of the patio door. There should be a minimum of three locking points.
- 8** Fit an anti-lifting device to prevent the opening door being lifted and removed.   
Many new units will have these features in built.  
*(\*Fit either patio door locks or press bolts if appropriate.)*

With patio doors if not already laminated glass, then consider adding an appropriate window film to improve security and safety.

### Double French doors

- 9** Fit security press bolts or mortice rack bolts to the top and bottom of both doors and a 5-lever mortice sash lock (conforming to British standard BS 3621) on the first opening leaf.
- 10** Fit hinge bolts to both doors.

Again when fitting new doors consider a Secured by Design product (page 14)

# Window security

All ground floor windows and any that an intruder could reach by climbing must be made secure by fitting key operated window locks. These should always be locked when there is no-one at home or when the room is unoccupied. Whenever you go out, you should close all the windows, even those you think a burglar could not reach.

Locks to suit all window types are available from locksmiths and DIY stores. Anyone who has DIY skills can fit them to most wooden frame windows. You may have to get a qualified locksmith or the installer to fit locks to PVCu or metal frame windows.

Use glazing mastic, not putty, to bond replacement glass to the wooden frame for strength.

All windows that an intruder could reach should be fitted with laminated glass.

*Note 1: Georgian wired glass may look strong but it will easily break. It is a fire safety glass not a security glass.*

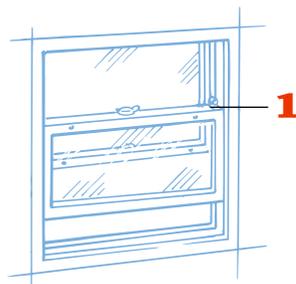
*Note 2: The ideal standard for window construction can be found in those windows with the BS 7950 kitemark.*

## PVCu windows

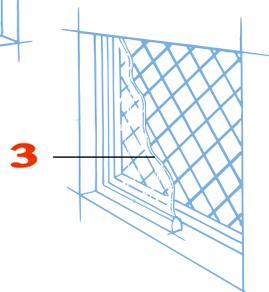
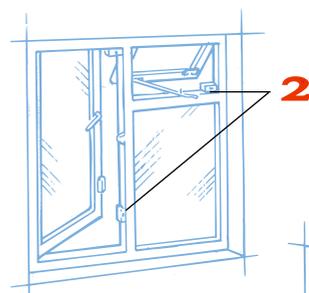
Special security locks for PVCu windows are available but may be difficult to fit. You should ask the installer to confirm whether your glazing is secure and if you would invalidate any guarantee on the windows by fitting additional locks.

If you buy replacement PVCu windows, choose ones with security features such as internal beading, hinge protection and key locking, handle-operated shoot bolts to BS 7950.

Purchase a Secured by Design unit/s if possible (see page 14)



Sash Stops



## Sash windows

- 1 Do not rely on existing sash fasteners. Fit key-operated sash stops to both sides of the upper window. The maximum window opening should be 130 mm (5").

## Casement (hinged) windows

- 2 With the windows closed, gently press at each opening corner from the inside. If there is any movement, fit two locks per window, approximately a third of the way from each corner on the opening side. If not, fit a lock near the centre of the opening edge. Buy locks that secure the **frames** together, rather than those that lock the handles or stay bars.

## Leaded windows

- 3 These are not secure unless you fit secondary laminated glazing, polycarbonate sheeting, or internal grilles.

# Notes page

## Useful information

**Do not** leave valuables or keys near open windows or within sight/reach of letterboxes. Especially car keys.

**Do consider** the use of a safe or fire proof document safe/box. It is preferable that they are fitted to a brick or block wall (often the external walls), making them hard to remove. They should be used for smaller valuables (jewellery, spare keys) and obviously documents (pass ports, driving licence, birth certificates).

Safes are often rated by cash amount or value of goods stored eg. £3,000 cash and £30,000 jewelery. If you have items of a particularly high value, your insurance company may have a specific safe standard you should meet. Fire rated safes or storage boxes are usually rated by time items are protected, e.g. 30 minutes. Check that they are water proof as well.

**Do use** a cross cut shredder to shred bank statements, utility, credit card, mobile phone bills or any document which could be misused by a criminal. Protect your identity.

**Always double** lock your front door when leaving the house even if you are only 'popping out'.

# Notes page



**www.soldsecure.com** This is an independent testing house that specialises in testing various products by manual attack.



**www.locksmiths.co.uk** The MLA licenses its approved locksmith companies through strict vetting and regular inspections

# Lighting

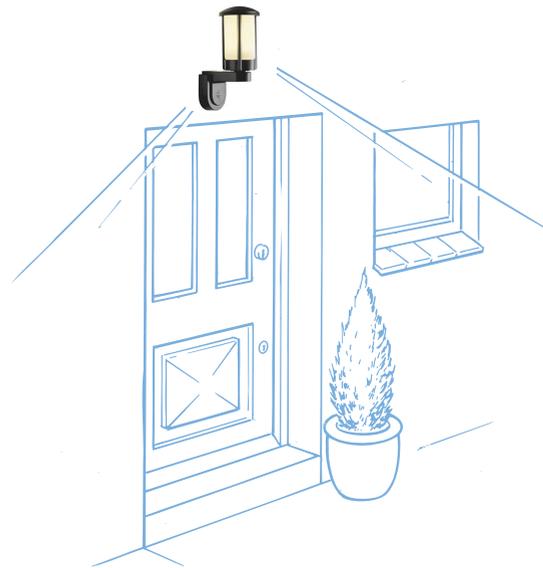
1



Lights can be a very successful crime prevention measure at night. You can help to make your home less attractive to burglars by fitting exterior lights and by putting lights on to make it look as if you are at home. It is useful to have an outside light by your front door so you can identify callers through your door viewer even at night.

- Consult a qualified electrician for advice on lighting and installation.
- A light activated by photo-electric cell (dusk till dawn) will come on automatically when darkness falls, and switch off when it gets light. The use of a low energy compact fluorescent lamp will be even more cost effective. These act together as a good anti-burglar device because they give light all night and, in most circumstances, they are the **preferred** form of external security lighting.
- A passive infra-red (PIR) light will automatically come on if it detects heat movement. These systems are very sensitive and can be set off accidentally by pets or wild animals. It is important you aim the beam away from buildings if fitted with a high wattage bulb as it may annoy your neighbours.

- All external lighting units should be placed where they are difficult for intruders to reach or designed so that they are suitably protected. Both systems are available in a wide variety of designs in most DIY stores.



## Lighting

- 1** Fit dusk to dawn lighting with compact fluorescent lamps around your house.

Fit timer switches to lamps in different rooms and set them to come on at different times during the evening while you are away. This creates the impression that you are at home. If you're away for a long time, you can also install motorised curtains to make the illusion even more realistic or ask friends/neighbours to open and close curtains for you.

## How to use PIR flood lights properly

PIR floods do not always deter criminals and emit a harsh bright light causing light pollution in a residential area.

The Institute of Lighting Engineers (ILE) have produced an easy-to-understand guide to security lighting, balancing the pros and cons of both PIR halogen and dusk-to-dawn low wattage lighting. They also outline how to fit a PIR light to avoid or mitigate some of the negative factors.

ILE document 'Domestic security lights 2009 revised' is available on internet.

# Intruder alarms

Intruder alarms are widely accepted as being effective in deterring burglars. They give an audible warning and can help limit theft and damage. Fitting an alarm system does not mean that you can afford to ignore the other security measures in this booklet. An alarm system and other physical security measures work together to make your home secure.

## Buying an alarm system

The cost of an alarm system varies according to the level of sophistication, the installation, and the maintenance costs. Some buildings are difficult to wire or present security problems that will make the system cost more. It is important to fit the correct system for you and your home. There are two main types of alarm on the market:

- **An audible system** – these can vary from very simple to highly sophisticated, but all types sound an alarm when they detect an intruder. This is the most widespread alarm system. You should always check that a reputable alarm company installs it to British Standard BS EN 50131, PD6662, DD24304. DIY systems are available from DIY stores and security specialists. If you buy one make sure it conforms to British Standard BS 6707 (bells only) and that it is installed correctly to the manufacturer's specifications.
- **A remote signalling system\*** – this alerts the police via the alarm receiving centre when the alarm is activated. A police response will be provided in accordance with the ACPO (Association of Chief Police Officers) intruder alarms policy. A police response will be provided when, in addition to the alarm's activation, there is an indication that an offence is in progress (i.e. A confirmed alarm system). This type of alarm is becoming more common in the residential sphere. Only approved professionally installed alarms can be used in this way, so you should consider this prior to purchase. Contact your local Crime Prevention Office for more details.

## Choosing an installer

To ensure that your alarm system is installed properly you must use an installer who works to British Standard BS EN 50131 (or BS EN 50131, Grade 4 for high security systems and BS EN 50131 also for wire free systems). Your local Crime Prevention Officer can give you advice on how to choose an installer. Check that your system has a 12-month guarantee and read the installation contract carefully before signing to find out whether you will own or rent the system and what the maintenance agreement is. Make sure that you thoroughly understand how to operate your new system. The installer should give you a training session.

*Note: Alarm companies installing remote signalling systems have to be certified by the Security Systems and Alarms Inspection Board (SSAIB) or National Security Inspectorate (NSI).*

You should make sure that your system is properly maintained, and all alarm systems should have two keyholders trained to operate the alarm, able to attend an activation within 20 minutes, contactable by telephone and with their own transport. (See page 14.)

Fit two alarms boxes, one to the front of the house and one to the rear. Usually the rear box is a dummy announcing that the home has an alarm. However in some areas 'active' boxes are used front and rear. Consult your crime prevention office for advice

*\*N.B: Digi-communicators, some call friends (keyholders), to inform them that the alarm has activated. They must undertake to respond.*

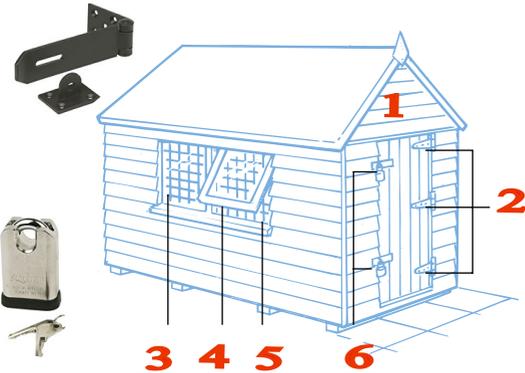


## Garden Shed

Garden sheds can be easy targets for burglars. Even if you don't keep anything of value in your shed, burglars can use garden tools to break into your home.

Sheds were never designed for the storage of valuable goods. If you lock up items such as gardening tools in your shed you should mark them with your postcode (see page 13, Property marking).

A strong chain that can be wrapped around handles and secured with a padlock or an anchor device will make it more difficult to take property from the shed.



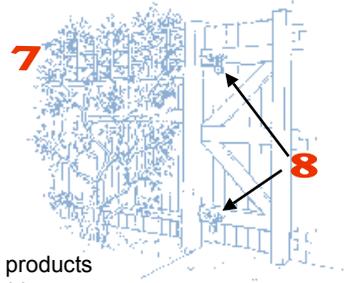
## Perimeter fencing

Keep all garden fencing in good repair and check panels cannot be moved or lifted. The ideal height for a fence or wall around the back garden is 2 metres (6'7") including trellis. Anything higher may require planning permission. Garden gates should be of a similar height. At the front, the fence or wall shouldn't be any higher than 1 metre (3'), so as not to obscure the front of your home from view. Do not build in any features that might make the fence easier to climb.

You can make fences more effective by planting prickly or thorny plants next to them. Train a thorny climbing plant, like a rose, through the trellis on top of your fence. Plant prickly shrubs along the bottom of your fence.

Remember these plants can be harmful to young children.

Bespoke anti climb/fence topping security products are widely available.



### Garden security

- 1** Make sure that the door, door frame and walls are solid and replace any damaged or rotten areas with new sections.
- 2** Secure padlock hasps and door hinges with threaded coach bolts, with backing plates or large backing washers to prevent the bolt being pulled through the wood.
- 3** Replace any broken panes with laminated glass.
- 4** Fit key-operated window locks on opening windows (see page 6, Window security). If the windows are never opened, screw them permanently shut from the inside.
- 5** Fit wire mesh or bars to the inside of window frames.

- 6** Fit two closed shackle padlocks on strong padlock hasps, one a third of the way up from the bottom of the door and one a third of the way down from the top of the door, using coach bolts with a backing plate.

### Perimeter fencing security

- 7** Fit a trellis on top of the back garden fence, secured with screws on the garden side. It should be strong enough to support a climbing plant but not a climbing intruder.
- 8** Fit two padbolts/padlocks/mortice locks a third of the way from the top and bottom on the inside of the garden gate. The outside opening latch should be one that does not provide a 'scaling foothold'.

# Garage security



Garages can present an easy way for burglars to gain access, not only to your car but also to tools and other equipment and possible entry to your home. If there is a door leading directly into your home from the garage, a burglar who can get in to your garage can then attack the door to your home without fear of discovery.

Make sure that all opening windows are secure (see page 6, Window security).

If your garage has a door that leads into your home, make sure that this access door is secure (see page 4, Back door security) and conforms to fire regulations.

If your garage has a side access door, make sure that it is secure (see page 4, Back door security).

## Trailer security:

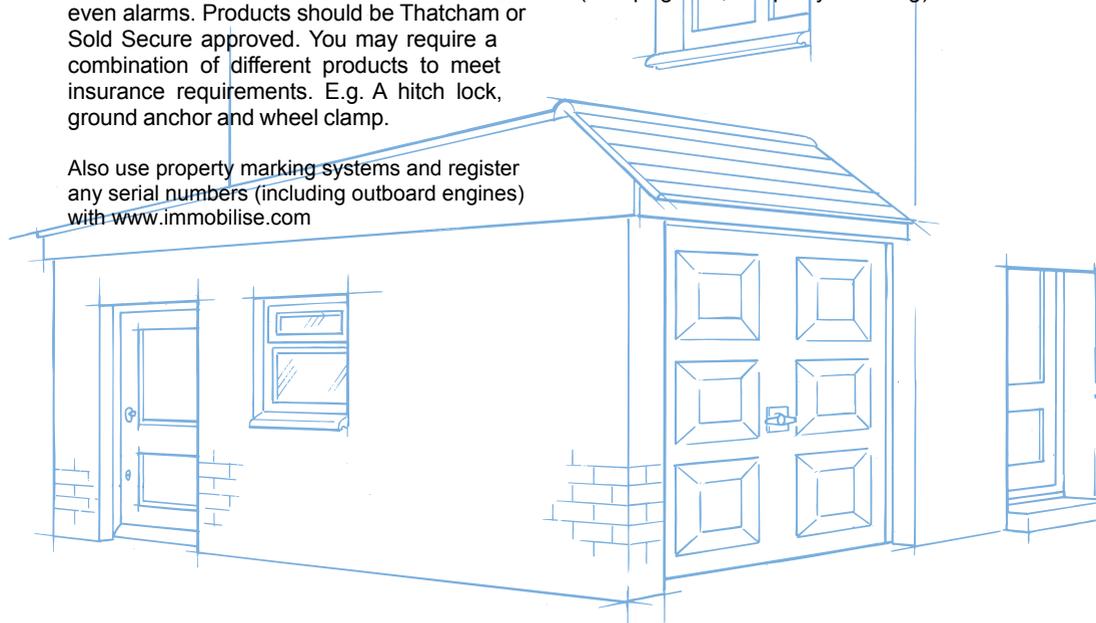
Consider hitch locks, wheel clamps, ground anchors, tracking systems, property marking & even alarms. Products should be Thatcham or Sold Secure approved. You may require a combination of different products to meet insurance requirements. E.g. A hitch lock, ground anchor and wheel clamp.

Also use property marking systems and register any serial numbers (including outboard engines) with [www.immobilise.com](http://www.immobilise.com)

Fit strong locks to the bottom corners of the vehicle access door. There are locks on the market to suit most styles of door. If you are not sure which one to choose, consult a qualified locksmith. For additional security, doorstops can be fitted in front of the vehicle access door to prevent it being opened. If you have a side access door, then the vehicle access door can be secured from the inside by fitting a padlock. Secure property kept in your garage by wrapping a strong chain around handles and padlocking it together or to an anchor device.

You may also wish to think about installing a low-cost garage/shed alarm, or if the garage is integrated extending the house alarm.

Remember to mark all items in your garage permanently and visibly with your postcode followed by your house number (see page 13, Property marking).



# Property marking



PROPERTY OF  
BEST SECURITY

By visibly marking your possessions with your postcode followed by the number of your house (flat letter) or the first three letters of the house name, and illustrating this fact to potential thieves (by stickers on windows, etc), you can reduce the risk of burglary by helping to remove the benefit.

Additionally, if marked items are stolen and then recovered, it is easier for the police to identify the stolen items and owners and return the property.

Valuables that cannot be engraved or visibly marked can be traced by using some of the none invasive chemically coded property marking systems (contact your crime prevention office). Items such as jewellery, paintings or antiques, should also be photographed. This helps the police to trace your property.

When photographing your possessions, remember:

- Use a nonreflective background and put a ruler next to the item to show its size.
- Make sure there is enough light and the object is in focus. Store the final pictures in a safe place. You could even give a second copy to a close friend or relative.

**All items with a unique reference number** should be registered for free at [www.immobilise.com](http://www.immobilise.com) This includes mobile phone **IMEI ID** numbers, which can be obtained by pressing **\*#06#** on your phone keypad. (see page 15)

Consider using a hobby drill to engrave appropriate items.

*There are numerous other forms of property marking on the market. For advice, contact your local Crime Prevention Office.*



# Neighbourhood Watch

A Neighbourhood Watch scheme gives you and your neighbours the chance to act together to fight local crime and help keep each other's property safe. If you live in an area where there isn't a scheme running, why not start one? Your local police station will be happy to supply you with all the details. Many insurance companies offer reduced rates on household policies to Neighbourhood Watch members.



## The Keyholder Database

The Metropolitan Police no longer keep keyholder details. However you should contact your local council environment office and provide their keyholder database with your keyholder details (if they hold one). This is to ensure that you can be contacted in the event of the alarm causing unnecessary noise (due to a fault etc).

## Secured by Design



Official Police Security Initiative

## ACPO Secured by Design

Established in 1989, Secured by Design (SBD) is owned by the Association of Chief Police Officers (ACPO) and is the corporate title for a group of national police projects focusing on the design and security for new & refurbished homes, commercial premises and car parks as well as the acknowledgement of quality security products and crime prevention projects.

The SBD logo and title 'Police Preferred Specification' indicates that an organisation meets the quality standards set by Secured by Design. Usage of the logo is restricted exclusively to those products that have successfully tested to SBD requirements and **passed**.

You can search for products and manufacturers at

[www.securedbydesign.com](http://www.securedbydesign.com)

# IMMOBILISE

## The UK National Property Register

### MOBILE PHONES



### IN-CAR SYSTEMS - Inc. sat-nav, DVD and CD.



### BICYCLES



### CAMERAS PCs &



### GAMING & MUSIC PLAYERS



### ALL OTHER ITEMS

Inc. Jewellery, tools, sat-nav, handheld devices, TVs, plasma screens, musical instruments, outboard engines in fact **anything** with a serial number.

Immobilise is UK's largest register of property ownership and associated crime reports. Immobilise is supported by The Mobile Industry Crime Action Forum, The Metropolitan Police and Transport For London and all major UK police forces.

**Registration is FREE** and you can register as many items as you wish. Registration increases the chances of having your property returned with over 900 people a month contacted about recovered items.

The recorded offsite information can help after loss, theft and fire to complete insurance claims, report stolen or lost property to the police and mobile phone networks.

- To register, choose the first item you wish to register and complete the registration form. If you need help email us at [info@immobilise.com](mailto:info@immobilise.com)

You can register any item with a unique serial number:

- 1 Mobile phones: press \*#06# and the phone's IMEI number is displayed, record the make model.
- 2 Bicycles require the make model and frame number (red dots indicate where you may find them).
- 3 Games consoles, MP3 players, MP4 players, iPods, cameras, Lap tops, PDAs, audio visual equipment, high value watches, etc.



Remember **ANYTHING** with a unique serial number can be registered **FREE** at [www.immobilise.com](http://www.immobilise.com)

1. Register

2. Report

3. Reunite

# Communal Doors



When evaluating communal entry security, Fire Regulations must take precedence over all other considerations. If in doubt, consult your Fire Officer as well as your local police Crime Prevention Officer.

**Construction:** Wooden doors and frames as with a normal front door. Or purchase an **SBD** approved communal doorset (wood, composite, uPVC, metal), which will include a suitable lock

Because all communal doors **MUST** have a single keyless release action for escape. Then Glazing on or near the door must be protected.

Double glazed or glass panels should preferably be of a minimum of 6.4mm laminated glass, with consideration given to utilising internal grilles as additional protection, especially where lock releases could be accessed through the broken pane. Glazing is rated against compromise by the size hole that can be made in it within a given time frame, eg for a wire, a hand or someone getting in (then releasing the lock)

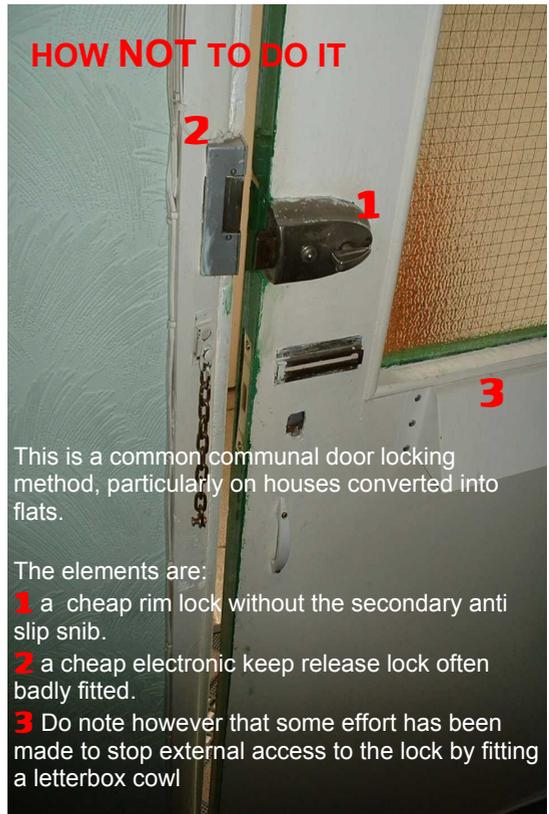
**Communal locking systems:** There are three types, mechanical, electro-mechanical and magnetic.

The type of doorset and the design, will determine the locking options available. Mechanical would usually comprise an auto deadlatch with an anti slip snib.

Electro-mechanical systems as illustrated at the top of the page by the **CISA** lock (note secondary anti slip snib), can also include suitable good quality keep release locks and even electronic shoot bolts.

Magnetic locks come in two forms, surface mount where the lock closes onto a locking plate or sheer mount where the lock is embedded in the frame/door edge and aligns with the door frame plate. They vary in power depending on the requirements of the door they secure.

## HOW NOT TO DO IT



This is a common communal door locking method, particularly on houses converted into flats.

The elements are:

- 1** a cheap rim lock without the secondary anti slip snib.
- 2** a cheap electronic keep release lock often badly fitted.
- 3** Do note however that some effort has been made to stop external access to the lock by fitting a letterbox cowl

All communal doors should be fitted with a good quality door closer. This will ensure that the door automatically closes behind the user and that the locking mechanism engages. A good quality closer will allow for adjustment of the closing, the lock/latch and the opening speeds. They come in many forms.

Often the simple solution for the converted flat communal doors is the use of the above CISA lock.

It has several benefits; first it can work either electronically or mechanically allowing access control release systems to be added if not already present. When fitted with an appropriate London Bar to a good quality door/frame it is robust against external physical attack. It is simple and cost effective to fit.

# Communal Doors

Having stated that communal doors should have one single keyless action, required for fire escape (movement of a handle or the depression of a button), there is an exception to this. Many Fire Officers allow the following on masonette flat communal doors.

A door which usually serves 2 flats only, the fitting of the following (on a wooden door). An auto deadlatch with antislip snib and a **THUMB** turn mortice lock (**BS8621**). Although this requires two movements it is still keyless action.

On new build flats built to the SBD requirement an appropriate access control and door locking mechanism would already be fitted.

Care also has to be taken to ensure any Disability Discrimination Act requirements are addressed. Seek appropriate advice

**No** modifications should be made to any communal doorset **without** the landlords permission.



Magnetic lock  
Surface mount

## Access Control Options:

- The communal door should be secure at all times (i.e. **no** trades buttons) and visitors are permitted entry via a remote release facility that is linked to an audio - visual entry phone system.
- The door is secured at all times and visitors are met personally at the door. No release system.
- The communal entrance is monitored by a receptionist or concierge .
- There is an airlock system where there are in effect two doors, one allowing access into a lobby area which may allow temporary access during certain hours. The second door prevents access into the building and is controlled using one of the methods shown above.
- Police recommend that on larger multi-occupancy homes the use of keyless access control systems. This may be fob/card or even biometric reader controlled.

Your current communal door is fitted with:

- Access control and electronic door release? **Yes No**
- If yes, is it Video or Audio?
- If video do you have an external dusk-til-down light? **Yes No**
- Is the door wood/ metal/ uPVC/ composite?
- Is the door and frame in good condition?  
(Door) **Yes No** (Frame) **Yes No**
- If you have an electric/ mechanical/ electro-mechanical door lock, is it suitable?  
**Yes No**

- Do you have a letterbox that requires a cowl? **Yes No**
- Do you have a door closer? **Yes No**
- If yes check that it is correctly adjusted and engages the lock mechanism. **Yes No**

Seek advice from the local crime prevention officer  
If you are concerned about your communal door security

# What to do if your home is burgled

- 1** If you think that your home has been broken into and the burglar could still be indoors, don't go in. **Dial 999**, ask for the police and wait for them to arrive.
- 2** If you discover a burglary and you are sure that the burglar has gone, call your local police.
- 3** **Do not touch or move anything unless told to do so by the police**, especially if it has been moved or is at the point where the break-in (or getaway) happened.
- 4** When police investigate your burglary, you will be informed of your local Victim Support Scheme and given basic home security advice.
- 5** Contact your local police station to get more detailed advice on security for your home.

If you have any information regarding a burglary or a burglar, please phone Crimestoppers anonymously on 0800 555 111. You could get a cash reward.

