



THANTOM SECURITY

Security Continuity Checklist for London Venues & Sites



A practical self-check for guard cover, reporting, handovers, site risk and incident readiness



Identify gaps in your current security cover before they become incidents, complaints, licensing concerns or insurance problems.



Guard Cover



Incident Reporting



CCTV Visibility



Fire Exits



Handover Quality



Insurance Readiness



Calm, Accountable Security. No gaps. No uncertainty.



SECURITY CONTINUITY CHECKLIST

Why This Matters

When security is inconsistent, small gaps quickly become bigger risks. Late arrivals, weak handovers, unclear incident records and poor visibility leave venues exposed when something goes wrong. Security continuity helps protect people, operations and reputation by making sure cover is reliable, actions are documented and the right information is available when it matters.



Protect people and reputation

Reduce disruption, reassure staff and guests, and create a safer environment.



Reduce gaps and confusion

Clear arrival records, written handovers and structured communication reduce uncertainty.



Strengthen evidence and accountability

Better logs and reports support insurance, police, council and management review.



Create calm, reliable operations

Reliable cover and clear reporting give clients more peace of mind and fewer surprises.



Quick Scoring Guide

Before completing the checklist, use the guide below to score each item.

Score	Meaning
Yes	In place and consistently followed
Partial	Exists, but not consistent or clearly documented
No	Not currently in place
Not Sure	Needs review

i If you answer “No”, “Partial” or “Not Sure” several times, your site may benefit from a Security Continuity Health Check.

How to answer each question

Yes
 Partial
 No
 Not Sure

Main checklist sections

- 
 1. Guard cover and attendance

- 
 2. Handover and communication

- 
 3. Incident reporting and evidence readiness

- 
 4. CCTV visibility and blind spots

- 
 5. Fire exits, emergency routes and safety areas

- 
 6. Noise, crowd flow and high-risk zones

- 
 7. Licensing, insurance and management readiness

- 
 8. Scoring page



Check 1

Guard Cover & Attendance

Purpose: checks whether the client actually has reliable cover.



CHECKPOINT

- 1. Do guards record arrival times?
- 2. Do guards record departure times?
- 3. Is there proof that each shift was covered?
- 4. Is there a backup plan if a guard is late?
- 5. Is there a backup plan if a guard does not attend?
- 6. Is there a named person responsible for confirming cover?
- 7. Are shift instructions confirmed before arrival?
- 8. Is there a process for urgent replacement cover?

YES PARTIAL NO NOT SURE

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COVER CONTINUITY TIMELINE



Booked



Confirmed



Arrived



Handover



Report Sent

Check 2

Handover & Communication

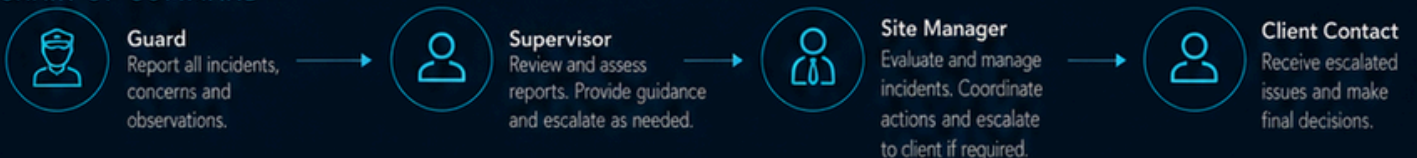
Purpose: checks whether information survives between shifts and between people.



CHECKPOINT

CHECKPOINT	YES	PARTIAL	NO	NOT SURE
1. Are handovers written down?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the next guard know what happened on the previous shift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are site instructions clear and easy to access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there one clear chain of command?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the client know who to contact during an issue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are important updates sent after the shift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are unresolved issues passed on clearly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are guards briefed on site-specific risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHAIN OF COMMAND



Check 3

Incident Reporting & Evidence Readiness



INCIDENT REPORT REPORT PREVIEW

	Time	22:14
	Location	Front entrance
	Issue	Disorderly guest refused entry
	Action	De-escalated, manager informed
	Outcome	Guest left without further incident
	Evidence	Door log / CCTV reference
	Witness(es)	Alex Morgan (Supervisor) Sam Edwards (Guard)
	Evidence Reference ID	EV-2025-05-23-2214 🔒 Secure
	Date Reported	23 May 2025
	Reported By	Sam Edwards

REPORT STATUS



Complete & Ready
All key fields completed
Evidence linked

SUITABLE FOR



Management Review
Complete & Clear ✔



Police
Evidential Standard ✔



Council
Compliance Ready ✔



Insurer
Evidence Supported ✔

CHECKPOINT

YES PARTIAL NO NOT SURE

1. Are incidents logged with time, action taken and outcome?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are witness details recorded where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are photos or evidence references recorded securely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are reports written clearly enough for management review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Would the report help if police asked what happened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Would the report help if the council asked for details?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Would the report help if an insurer asked for evidence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there a clear record of what the guard did to prevent escalation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INCIDENT REPORT FLOW



Incident Logged



Action Recorded



Evidence Referenced



Outcome Confirmed



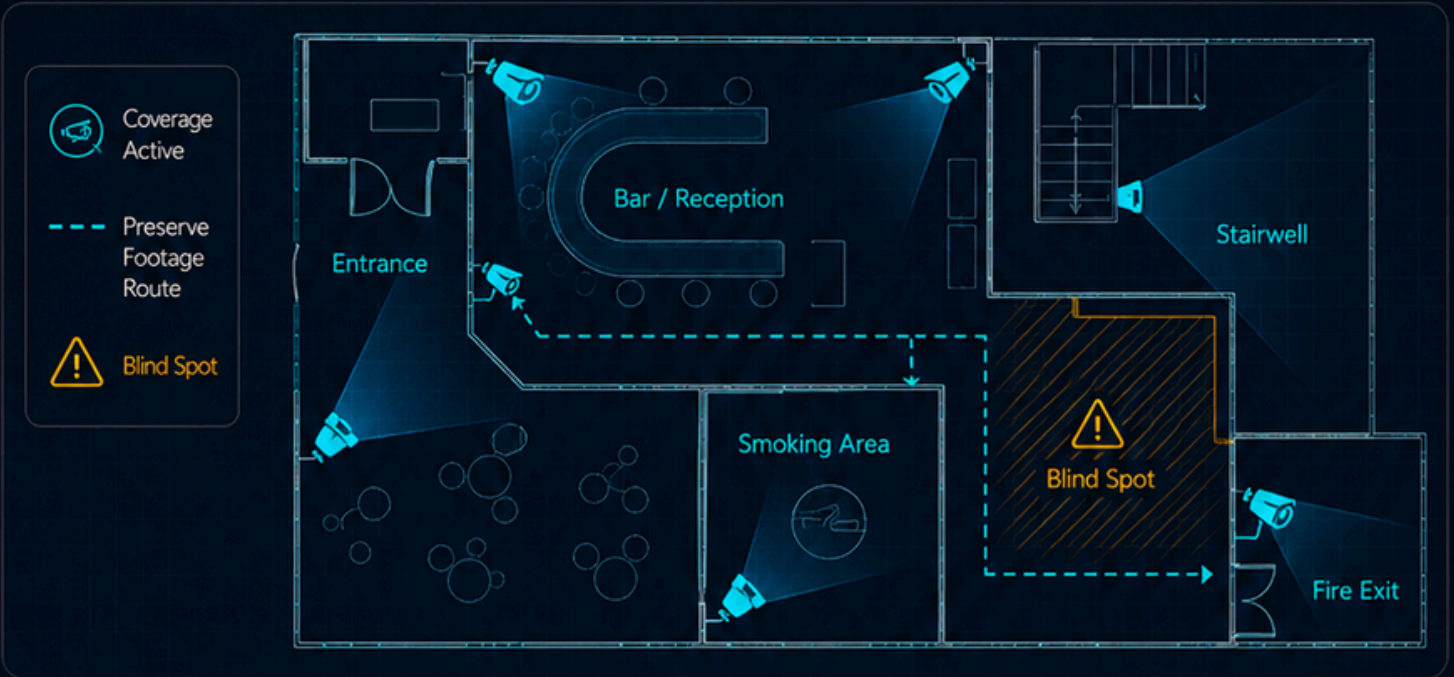
Review Ready



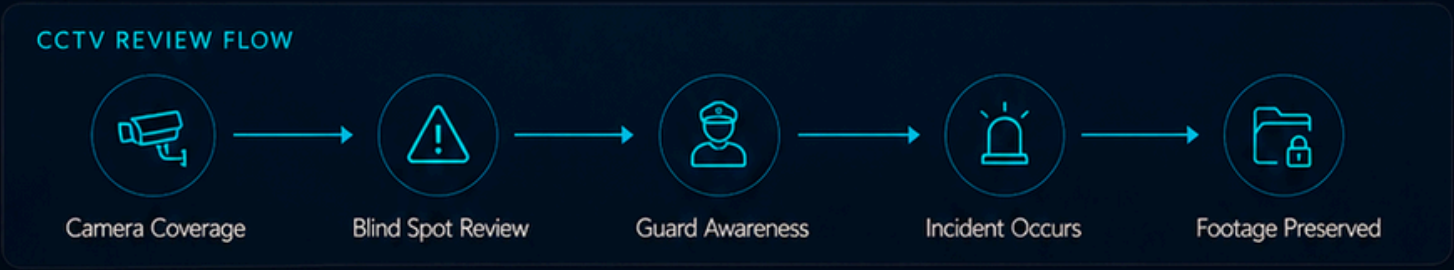
Check 4

CCTV Visibility & Blind Spots

Purpose: checks whether CCTV coverage is strong enough to support visibility, awareness and evidence continuity.



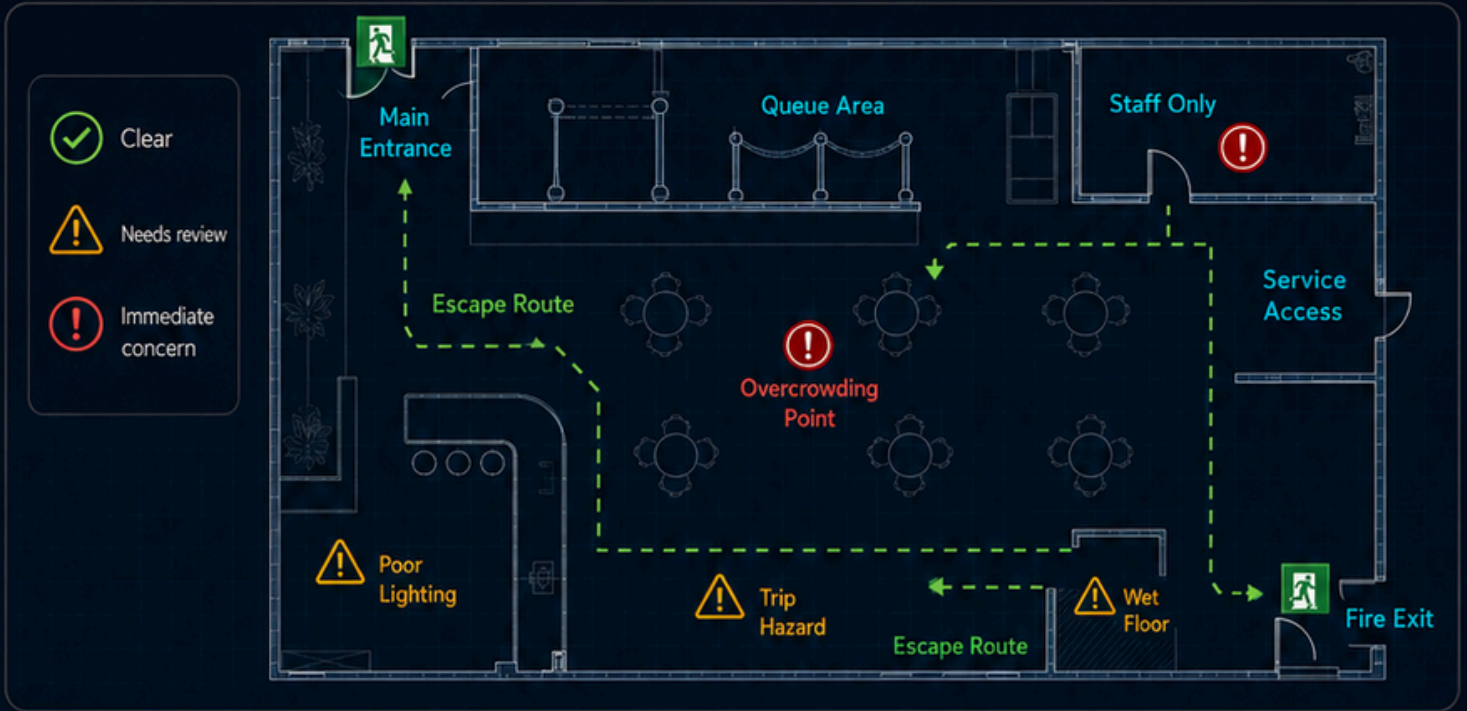
CHECKPOINT	YES	PARTIAL	NO	NOT SURE
1. Are CCTV blind spots known?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are entrances clearly covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are exits clearly covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are stairwells, corridors and secluded areas reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are smoking areas covered or monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are car parks or external areas visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are guards aware of camera blind spots?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there a process to preserve relevant footage after an incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Check 5

Fire Exits, Emergency Routes & Safety Areas

Purpose: checks whether key access, escape and risk areas are kept safe, visible and operational.



CHECKPOINT	YES	PARTIAL	NO	NOT SURE
1. Are fire exits kept clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are escape routes easy to identify?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are emergency access routes blocked by queues, vehicles or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do guards know where the fire exits are?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are staff-only areas controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are overcrowding points known?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are trip hazards or broken fixtures reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are wet floors, poor lighting or damaged doors logged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i Important

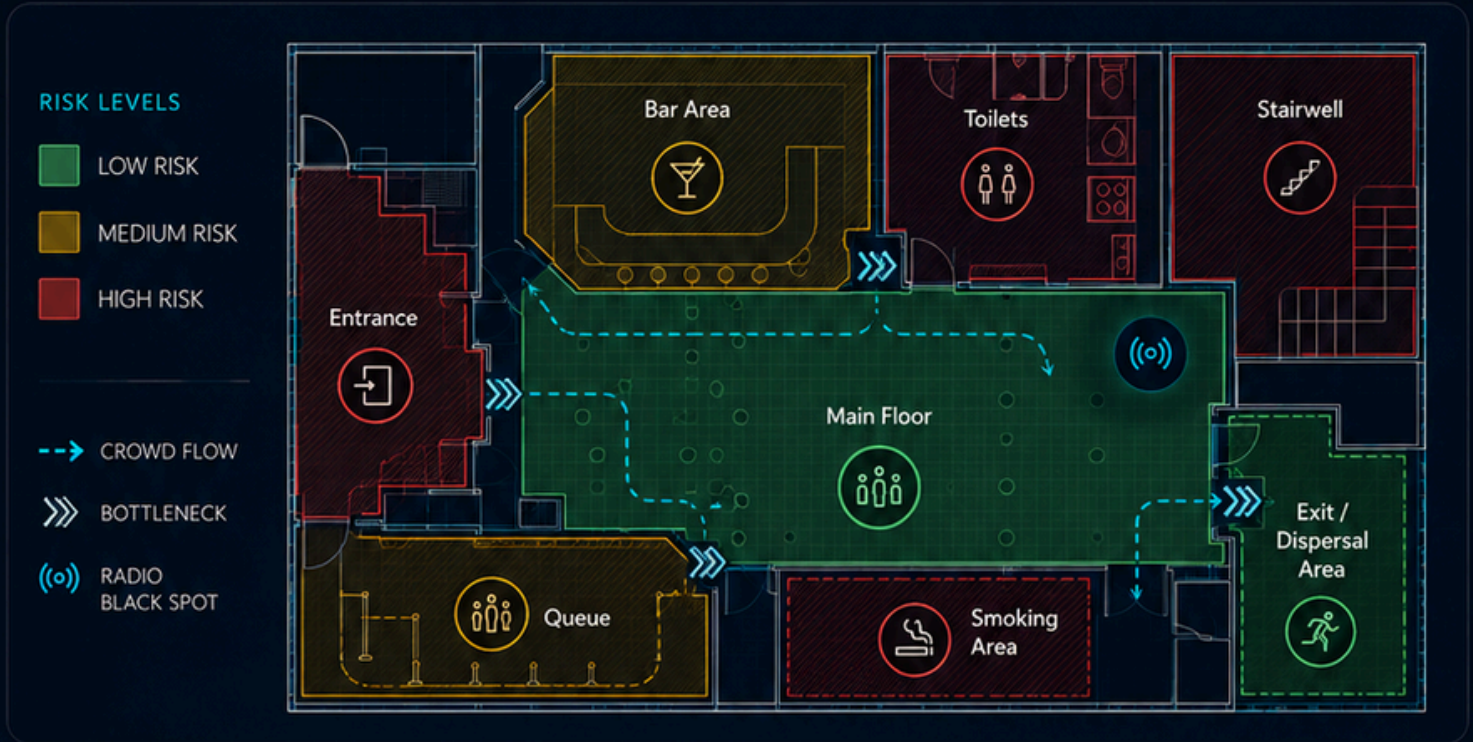
This checklist does not replace a formal fire-risk assessment or health and safety audit. It helps identify operational security observations that may affect guard deployment, incident prevention and site safety.



Check 6

Noise, Crowd Flow & High-Risk Zones

Purpose: checks whether noise, crowd movement and higher-risk zones are understood and properly covered.



CHECKPOINT

1. Are high-noise areas known?
2. Are radio black spots known?
3. Can guards communicate clearly during peak hours?
4. Are queues and entry bottlenecks managed?
5. Are toilets, stairwells and smoking areas monitored?
6. Are dispersal areas clear after closing?
7. Are intoxication or conflict hotspots identified?
8. Are security positions matched to the highest-risk areas?

YES	PARTIAL	NO	NOT SURE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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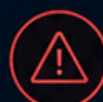
ZONE RISK GUIDE



Low Risk
Main Floor



Medium Risk
Queue / Bar Area



High Risk
Entrance / Toilets / Smoking Area / Stairwell



Radio Black Spot
Limited or no radio coverage expected



Check 7







Licensing, insurance and management readiness

Purpose: checks whether your records, reporting and site information are strong enough for management oversight, insurance review and external scrutiny.

STAKEHOLDER READINESS

Stakeholder	Would your records help them?	Status
 Management	Understand what happened	<input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No
 Insurer	See reasonable steps	<input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No
 Police	Review timeline and evidence	<input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No
 Council/licensing	Review incident pattern	<input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No

KEY RECORDS & EVIDENCE

-  Door Logs
-  Incident Reports
-  Refusals
-  Ejections
-  Monthly Review
-  Licensing Conditions

CHECKPOINT

YES PARTIAL NO NOT SURE

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Would you have enough records for insurance review? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Would you have enough records for police review? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Would you have enough records for council/licensing review? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Would management be able to see what happened and what action was taken? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are licensing conditions known by the security team? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are door logs maintained where relevant? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are refusals, ejections or serious incidents recorded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are repeat problems reviewed monthly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

RECORD READINESS





SCORING PAGE

Scoring Page



After the checklist, use this simple scoring system to understand where your site may have gaps in security continuity.



Count your answers:

✓	Yes:	—
—	Partial:	—
✗	No:	—
?	Not Sure:	—

RESULT GUIDE:



Mostly Yes

Your site appears to have stronger security continuity, but a review may still improve reporting and risk visibility.



Several Partial / Not Sure answers

Your site may have gaps in consistency, documentation or escalation.



Several No answers

Your current setup may leave you exposed if there is an incident, complaint, insurance query or licensing concern.



Take the next step in securing your operations.

[Book a Security Continuity Health Check →](#)





Want a clearer view of your **security gaps?**

Thantom Security can review your current setup and provide a Security Continuity Health Check Report covering cover reliability, handovers, incident reporting, site risk, licensing readiness and practical recommendations.



15-minute review call



site/security setup review



risk summary



continuity score



practical recommendations



optional quote for security cover or reporting support



Book your Security Continuity Health Check →



Website

www.thantomsecurity.com



Phone

07394750369



Email

admin@thantomsecurity.com



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