**# TO HELP KEEP THE STORE SECURE :**

**# Use Approved Procedures and Techniques for Protecting Personal Safety when Security Risks arise .**

\****Personal Safety in Retail Stores –***

The personal safety of employees or Retail Sales Associate should be of vital concern to Retailers, including those who operate retail stores. Teaching employees awareness and implementing a few workplace rules can protect staff. When it comes to personal safety, employers must be aware of both crime statistics and safe work environment policies recommended by the Occupational Safety and Health Administration. Both elements can impact how safe a retail employee feels at work.

\****Employee Awareness -***

Employees don't always worry about personal safety, so it is up to business owners to train employees about personal safety both inside and outside the workplace. Training sessions and written policies should include information such as never giving out the personal information of other employees. Employees should be trained to remain alert to anyone in the store, but to cooperate with robbers to avoid injury. Teach them to never walk to their car alone, especially at night or when other people aren't around.

\****Preventing Injury –***

Create guidelines to keep employees safe from potential hazards while inside the workplace. The Occupational Safety and Health Administration has a list of guidelines for businesses to follow that will help prevent injury to workers. For example, workers should not have to stretch over their heads and bring down boxes. Always provide a safe way for the worker to reach shelves taller than he is. In addition, train employees to lift with their knees and not their backs, and to ask for help if something is too heavy to lift alone.

\****Post Signs*** –

Signs can have an impact on how safe the store environment is. Businesses can post signs that not much cash is to kept on hand and that surveillance cameras and silent alarms are used. As far as preventing injury, signs on how to lift heavy items and advising employees to be aware of their surroundings can be posted around the break room to remind workers of their safety training.

\****Store Security–***

Simple additions to a store can deter crime. Stationing a security guard at the door, or leasing space in a setting where security is provided, can warn would-be robbers that crime won't be tolerated by management. Security cameras also lend additional safety to workers, who have the assurance of knowing any crimes will be captured on camera.

Deposit money frequently to prevent large amounts of cash from piling up. Keep a cash lock box and secure employee's valuables in a locked office to create a more secure environment.

**\*Conduct Loss Prevention Training -**

Loss prevention in Retail Store is an overall approach that minimises the risk of inventory shrinkage, which consists of losses due to theft, fraud, and administrative errors. The purpose of this strategic training is to defend the assets, profits and reputation of a retail business.

\***The importance of Store and Employee Security in the Retail Industry -**

\*Enhanced Customer Safety – Secure Retail environments boost Customer confidence and encourage exploration. Employee well-being – Security measures create positive workplaces, increasing Employee morale.

\*Installing Video Surveillance Systems and alerting Alarms is one of the best and most effective ways to improve Security in a Retail Store. Having a reliable Security System helps detect the danger before it hits at Retail Stores as well as to the Employees and Customers .

\***How to maintain Security of a Retail Store ?**

1. Implement shoplifting policies. By implementing a shoplifting policy and training of Employees, a Retail team team can confidently handle many situations should they arise. ...
2. Use Customer Service to Store's advantage. ...
3. Optimise the Store Layout. ...
4. Identify at-risk Items. ...
5. Conduct regular Stock takes. ...
6. Put up Signage. ...
7. Deploy Retail Officers.