

# Martyn's Law

## The Protect Duty

### Risk Essential

#### Review checklist

**Any prudent and responsible organisation will regularly review protect arrangements to make sure that they are doing everything they can to reduce the chances of an incident from occurring and are prepared to respond should one occur. The following will help to ensure that the right protective security measures are in place.**

Item	Review	Identify	Enhance	Visibility	Check
Review Security and Business Continuity Plans	✓				
Identify risks, based on the current threat		✓			
Increase staff vigilance: Ensure all staff are fully briefed to positively engage with customers and report any suspicious activity to security or police					✓
Enhance security presence where appropriate and consider staff patrolling in high visibility clothing			✓		
Review due diligence for engaging outsourced security provisions, assessing they have processes to ensure recruitment of suitably qualified, experienced persons	✓				
Security officers should have a visible presence, clearly display their ID badges and be fully briefed				✓	
Review emergency assembly points	✓				
Review and communicate any emergency / evacuation procedures to staff and ensure all necessary equipment, including first aid supplies, are readily available	✓				
Review <b>evacuation, invacuation and lockdown procedures</b> , ensuring that plans are in place for vulnerable staff and visitors and designated marshals are available to support these activities	✓				
Check the ability to control access points to premises					✓
Check CCTV is fully operational and that staff members are available who are trained to operate it					✓
Suspicious items: ensure staff understand how to respond to suspicious items. Do staff know the HOT principles, i.e., has the item been <b>H</b> idden, <b>O</b> bviously suspicious and is it <b>T</b> ypical for the location?					✓

**It is never too late to check that arrangements are effective in preventing a terrorist act, protecting those exposed to the threat and ensuring an effective response if the unthinkable does happen.**

#### QBE European Operations

30 Fenchurch Street  
 London EC3M 3BD  
 +44 (0)20 7105 4000  
[QBEurope.com](http://QBEurope.com)

QBE European Operations is a trading name of QBE UK Limited, QBE Underwriting Limited and QBE Europe SA/NV. QBE UK Limited and QBE Underwriting Limited are both authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. QBE Europe SA/NV is authorised by the National Bank of Belgium under licence number 3093.

