Steven Abbott Associates LLP
Chartered Town Planners

CRIME REDUCTION SURVEY REPORT

Beast Rampz

Proposed Indoor Skatepark

Montague House, Unit 2, Matthews Street, Ardwick

June 2012

PLANNING AND
BUILDING CONTROL
28 JUN 2012

Crime Reduction Survey Report

Premises	Skate Park, Matthews Street, Gorton		
Surveyed by	Nicola Oldham	Stationed at	Longsight Police Station
Telephone	0161 856 4148/07917 883795	Date & time of visit	3/4/12 at 11.30am

The proposal is to open a skate park in an empty warehouse at the above address. Mark and Tim are looking to rent the warehouse from the owner and to open as a skate park they need to apply for planning permission for change of use on the site. Due to this they are concerned that the security recommendations from the Police will push up their costs considerably. I was approached to give some idea to what recommendations the Police would specify before proceeding with the renting of the site.

In order to get a clearer idea of the recommendations I have consulted with Mike Craig a consultant at Design for Security. Please see below for details of the observations and considerations with regards to the site.

Location

The warehouse is located on Matthews Street, Gorton. It has a couple of businesses on either side and two more are located nearby along with open land. The climbing centre is at the bottom of the road and there are a number of housing estates nearby. The venue is quite isolated as the area is quiet despite the businesses.

The Risks

Due to the location and design of the site, the risks of crime are medium. I perceive this development to be at risk from: -

- Vehicle Crime
- Robbery of the business and customers

Crime Impact Statement

You will need to check with planning to determine whether a Crime Impact Statement written by Design for Security is required. If the premise needs one then a light version would be suitable and there is no charge for this.

Design for Security would be looking for the following security measures to be in place should you proceed with opening the venue.

Consider:

- A 24hr monitored alarm on the building along with silent panic alarms at key points that go through to the monitoring station.
- Monitored CCTV cameras inside and outside the building. The CCTV must be capable of head & shoulders facial recognition at all entrance/exit routes. The

cameras need to be compatible with the lighting and must not create dark & shadowed areas.

- Perimeter lighting should be sufficient to illuminate all sides of the building. A series of vandal resistant, high pressure sodium lamps, operated by photo electric sensors are recommended which should be mounted at the highest inaccessible points.
- The car park is located at the rear of the building. Access to the car park is gained at the front away from the entrance. There is little surveillance of the route or the rear of the building as there are no windows to the side. There is a gate at the front leading to the car park that is locked in the evenings.

  The car park area is a concern due to the lack of surveillance, easy access and distance from the main entrance. All of these would provide an opportunity for an offender to carry out a robbery.

  To reduce the opportunity for a robbery the car park needs to have good lighting and monitored CCTV. Due to the level of risk around the car park there needs to be a lockable gate that has access control at all times. You need to consider how you will manage the use of the car park to ensure that no access can be gained by anyone other than customers of the venue.

- Consideration to be given to having an entrance/exit in to the building for customers at the rear. This would reduce the distance that customers have to walk from their car with expensive equipment.

- There is an outbuilding to the rear of the car park that has steps leading to a door. This outbuilding provides a place for intruders to hide. To reduce the potential for it to be used as a place to hide the outbuilding needs either knocking down or fencing off.

<u>Cash Minimisation Protocols</u>

- Keep as little cash as possible on the premises with a minimum in each till.
- Transfer excess cash to somewhere safe. Regular banking procedures.
- Implementation of Security equipment such as;
- **Plastic till-guards.** A cheap but effective way to prevent till snatches.
- **Smoke and Dye money pack systems.** Designed to emit coloured smoke and spoil cash which has been stolen.
- **Time-delay safes.** Secure and only possible to open after a pre-set time, these safes will keep any cash not in the till, or not yet banked, safe from all but the most determined robbers.

Implementation of Banking procedures such as;

- If large amounts of cash need to be banked or collected on a regular basis, then the safest method is to employ a recognised cash carrying company.
- If you do undertake your own banking, be especially careful. Remember you are most vulnerable at the start or finish of your journey.
- Choose the right staff for the job.
- Be alert. Look out for suspicious people or vehicles.
- Always use a secure container for carrying cash, but don't draw attention to it.
    - Don't be predictable. Vary the times and routes taken. Try and use the busiest roads and walk in the centre of the pavement, towards oncoming traffic. Never use public transport.
    - If you use a car, try not to use the same one each time. If possible, use a decoy vehicle as well.

- Make sure all vehicles are well maintained.
- Keep all doors locked and don't make unnecessary stops or leave the vehicle before you reach your destination.
- If you are attacked – surrender the cash.

- Customers & staff members may have expensive equipment such as mobile phones and clothing that they need to secure when using the facility. Adequate and secure property storage should be made available to them so they can store any property they wish to keep safe.

- As customers may be using expensive bikes a facility needs to be provided where they can secure their bike when using the toilets/refreshments.

- The skate park will have a shop on site where equipment will be sold. Consideration needs to be given as to how this merchandise will be secured when the shop is open/closed to reduce the risk of thefts.

- Due to the location of the warehouse it is important that signage is erected on the lamp posts directing customers to the site via the safest and most direct route. Additionally the website for the venue and literature should advise customers of the best way to access the premise.

The above are most of the measures that would be asked for by Design for Security. Whilst I cannot give you a cost for the above measures to be put in place it will hopefully give you the information to be able to find out.

Should you wish to discuss the content of this report or require further advice or assistance please contact me on the above telephone number.

Yours faithfully,

Nicola Oldham

Nicola Oldham
Crime Reduction Specialist,
Manchester Metropolitan Division.

This report outlines measures that could be taken to reasonably reduce the opportunity of crime. The recommendations are based on current best practice.

There can never be any guarantee that crime will be effectively reduced.

It is strongly recommended that other statutory organisations are consulted, e.g. Health & Safety, Local Authority Planning requirements, Fire prevention, etc.

The guidance on law contained is not meant to be an accurate statement of the law, but to offer guidance only. You would not be able to rely on it to provide a defence to any criminal charge or civil claim.

CCTV SYSTEM OPTIONS

Absolute Surveillance Systems Ltd.

CCTV system Operational Requirements and System Design Proposal

Prepared For: The Beast Indoor Skate Park

Installation Address: Mathews Street
Ardwick
Manchester
M12 5BB

Date: 03 April 2012

Absolute Service Cover

Our commitment to customer care extends right the way through the sales cycle and beyond. We want you to be completely satisfied with your system and the service you receive from Absolute Surveillance Systems Ltd. Our Absolute Service Cover programme is designed to keep you, our customer, at the very core of our activities at every stage of the sales, installation and aftercare process.

Stage 1 – Site Survey

An experienced surveyor will visit your site to discuss in detail your business requirements, budget and insurance issues and survey your premises.

Stage 2 – Proposal

Based on your needs the surveyor will provide a detailed proposal outlining the Absolute Surveillance System solution. This takes into account the key issues discussed as part of the initial survey and exploits the experience of our technical team to design the optimum solution for you.

Stage 3 – Order and Contract

Once you are happy with the full details of the proposal, simply complete and return the Order Confirmation form at the back of this proposal. Your Business Development Manager will then meet with you to talk through the installation and confirm all the details of your project.

Stage 4 – Pre-Installation Planning

Once your order has been confirmed, Our Operations team swings into action to plan and prepare for a trouble free installation.

Stage 5 – Installation & Testing

Our fully trained and experienced installation team will carry out the installation according to the requirements of the Specification, Codes of Practice and Working Instructions. The Installations Director will make supervisory visits to larger or more complex installations.

Stage 6 – Commissioning & Handover

The Commissioning Engineer will inspect, check and test the installation in relation to the specification and rectify any unsatisfactory aspects. When he is fully satisfied, the Commissioning Engineer will issue a completion certificate. You will be asked to sign the Completion Certificate to confirm your satisfaction with the system.
This Operational Requirements Document has been produced following discussions between **Rammon Group** and Absolute Surveillance Systems Limited. The aims of

this document is to identify key areas within the Client's requirements/expectations of the CCTV System functionality and, where applicable, its limitations.

1. Level of security required

i) **Type of business/premises**. Warehouse style building

ii) **Description of premises.**

(a) Type of premises: Internal Skate park
(b) Ease of access: Sliding gate from Mathews Street
(c) Occupancy: To be Confirmed
(d) Site boundary: Palisade fencing open area to rear

iii) **Risk of business/premises.**

(a) Level of Risk: Medium
(b) Type of stock/valuables and ease of disposal: N/A
(c) Any other risks: none

iv) **Current level of crime in and around the site**.

(a) Local crime risk: Medium
(b) Previous theft history: new in premises

v) **Existing security.**

(a) Existing physical security: Palisade fencing with shutter doors
(b) Existing electronic security: None

vi) **Expected area[s] of coverage**. Refer to site drawing.

vii) **System Configuration**.

Method of Signalling and Response: The main signalling will be via an ASDL line. The site management will normally act as keyholder but may use a security company for this function.

Method of Confirmation: BS8418 & DD243 System, visual confirmation.

Method of Setting/Unsettling: To set/unset the Remote Monitoring facility for the premises, the last person out/first person in will operate the key fob reader.

A LED light will be mounted externally on the reader to clearly indicate the status of the remote-monitoring facility i.e. red led light on/armed, red led light off/unarmed.

viii) **System Grade.** Grade 2.

2. System Design and Purpose of coverage of each area

Absolute Surveillance Systems Limited (herein after known as the Company) is an Approved Installer on the Roll of the Security Systems and Alarms Inspection Board (SSAIB). A condition for Recognition is that all installations comply with the relevant British/European Standards. When the work is completed a certificate of compliance is issued to you. In your interest installations are liable to inspection by the SSAIB.

3. Method(s) for obtaining information from pictures

This will normally be carried out by the Client by using the on-site recorder.

4. Tasks to be performed by the RVRC following receipt of pictures (Response Plan)

Item	Task	Expected Response Time
(a)	View area of Incident	Within 90 secs
(b)	Audio Challenge with site if appropriate	Within 120 secs
(c)	Contact police and/or keyholder if appropriate	Within 180 secs
(d)	View adjacent area(s) to incident	Within 180 secs
(e)	Audio Challenge with site if appropriate	Within 180 secs
(f)	Contact police and/or keyholder if appropriate	Within 240 secs
(g)	Close-down incident	Within 300 secs (except during incidents where on-going surveillance/ recording is required).

5. Expected response times

The response time of all dome cameras from their normal parked position to its furthest pre-set position (including focusing) will be a maximum of 1.5 secs.

The System Response Time is assumed as a minimum time that will elapse between an intruder triggering a movement detector within the alarm system and being able to move out of sight of the cameras. The concept of System Response Time is important but with so many variables in play, the specification of a worst

case response time for any part of the system is expected to be in the range of 2 to 20 seconds.

6. Range of conditions under which the CCTV System will function

6.1 General Location

The Client's premises are located on inland site. Although exposed, weather conditions are not expected to be too extreme in relation to wind, heat or cold that would lead to the equipment installed being outside of manufacturer's tolerance limits.

6.2 Video Transmission Cabling

It is not anticipated from the site survey that any cable run will be excessive in length. Therefore, standard RG59 cable or equivalent composite cable will be used.

7. Responsibilities and periods for performing tasks

Tasks associated with the system, person responsible for carrying out and period are as follows:

Task	Period	Person Responsible
Lighting Tests	Weekly	Client
System Functionality	Weekly	RVRC
System Back-up	Daily	Client
Hard Disc Archive	As required	Client
Setting / Unsettling of System	As required by Client.	Client

8. Training requirements

The following training is required:

System Operation to the Client's nominated personnel (T.B.A.).

9. System test specification

All testing of the System will be undertaken by competent personnel with calibrated test equipment (where applicable) in conjunction with the RVRC.

All test results will be undertaken in compliance with applicable British/European Standards and recorded on the following Checklists:

(i) RVRC's BS8418 System Installation Acceptance Certificate
(ii) CCTV Completion Certificate & Checklist
(iii) Record of Operational Checks

(iv) Variation Order (where applicable)

10. Other special factors

10.1 System Maintenance.

Access to cameras and Public Address Speakers. Where items to be maintained are less than 6 meters height then suitable industrial grade ladders or step ladders will be used. In cases where items are **NOT** accessible via ladders or steps, access will be via scaffold towers, hydraulic lifts, cherry pickers or similar.

Tools and Test Instruments There are no special requirements.

Lighting

Existing lighting is the responsibility of the client.
New lighting will be the responsibility of the installer.

11. Preventative Maintenance

Continuation of the system to meet its "Operational Requirement", it is essential that periodic maintenance is carried out in accordance with manufacturer's and the Company's recommendations.

Standard Maintenance – 2 visits per annum.

SYSTEM SPECIFICATION / OVERVIEW

Refer to attached site-plan

Our aim is to offer a comprehensive Absolute Remote Monitored Surveillance System. This will be achieved by installing 4 x Fixed Static Cameras with a specific number of detectors strategically positioned. This equipment will enable your site to be Remote Monitored by our Central Station; this will alleviate the need for Patrolling Guards on site. The main control equipment will be installed as per customer's instructions.

Camera No's 1 to 4

Static I.R. Cameras

A new external static fixed high-resolution colour / mono camera incorporating auto focus auto iris and I.R. lighting. The cameras integral configuration includes backlight compensation. The camera will be enclosed in an IP65 weatherproof housing complete with thermostatically controlled heater.

Camera No.1:

Location: As per drawing pole mounted to front of office to view across front yard and sliding gate area.

Detection: Zone 1. All detectors to be fitted in security cages

Lighting: The camera will have I.R lights on board.

Power: Local 24v D.C. Power Supply Unit, located adjacent to the camera.

Camera No.2:

Location: As per drawing pole mounted to front of office to view a general overview of Mathews Street towards the climbing centre.

Detection: Zone 2. All detectors to be fitted in security cages

Lighting: The camera will have I.R lights on board.

Power: Local 24v D.C. Power Supply Unit, located adjacent to the camera.

Camera No.3:

Location: As per drawing pole mounted to front of office to view a general overview of Mathews Street towards Montague House end.

Detection: Zone 3. All detectors to be fitted in security cages

Lighting: The camera will have I.R lights on board.

Power: Local 24v D.C. Power Supply Unit, located adjacent to the camera.

Camera No.4:

Location: As per drawing wall mounted to rear of main building, to view across rear yard area.

Detection: Zones 4. All detectors to be fitted in security cages

Lighting: The camera will have I.R lights on board.

Power: Local 24v D.C. Power Supply Unit, located adjacent to the camera.

On Site Monitoring and Control Equipment

Located within the Comms Room will be: -

1 x Wall Cabinet

1 x Adpro V3100

1 x Audio amplifier

1 x ATS Control Panel

1 x ATS Keypad

1 x 12 volt 4amp boxed PSU

1 x ADSL Router

Equipment List

4 x Static Cameras

4 x Redwall Detectors

4 x External Speakers

5 x ATS Fobs

All associated cabling, connectors and consumables

Signs and warning boards

ALARM PANEL

At the heart of the alarm system is a multi media fob reader, with the fob reader installed it enables access to a pre-programmed arm / disarm facility for any on-site monitored systems.

Each reader can be programmed to accept various staff "fob readers" which enable management to allocate staff members with there own entry / exit number, which in turn enables management to control not only who can turn the system on and off, but when it was turned on/off and by whom.

EXTERNAL ALARM SENSING

- Each of your site cameras will have an external CCTV infra red sensor installed adjacent to it.

- The infrared will be set to protect the exact same area that its associated camera is viewing i.e.: sensor 1 = camera 1, sensor 2 = camera 2 etc.

- When the system is set and an infra red sensor is activated by an intruder the CCTV control equipment will respond as follows:

- The picture from the camera that is observing the violated area will be automatically transmitted (via the Adpro V3100) to our monitoring station. Qualified monitoring staff then scrutinizes the live pictures from the site.

- If no activity is detected on the transmitted picture then the control centre operator can view any of the other camera pictures in either full screen or_multi screen format (i.e. all site pictures at once). Any telemetry-controlled camera (i.e. pan/tilt/zoom) can also be operated from the remote monitoring station as can door access devices, gates and barriers etc. This provides the staff with full site coverage and perimeter control in the event of activation.

- The central monitoring station receiver equipment will also record any system activation's and this information will be available on request to both yourselves and the police.

REMOTE MONITORING
ADPRO V3100 VIDEO TRANSMISSION

An Adpro model video transmission unit will be installed.

ADPRO V3100 is the definitive multi-site video security system – designed, developed and manufactured by the leaders in video security technologies.

When used in conjunction with Video Central – the unique combination of video alarm verification, remote site monitoring and control and long duration evidential quality recording – provides the most flexible multi-site video security system available.

Site Pulse

Can be configured to contact the CMS on regular basis to ensure a successful connection has been made

ADSL ROUTER

An Adpro ADSL router will be installed. Key features include: -

- High speed ADSL router
- Fully compatible with transmitter / receiver
- Video loss and camera fail alarm
- Integral with main unit

ALARM INTERFACE UNIT

Via our V3100 Unit, when the system has been set and once an intruder has been detected, within 2 seconds a video picture will be displayed at our Central Station. Once our Central Station Operator has identified that there is an intruder, he/she can now talk directly to the intruder via your P.A. System and take the appropriate action.

AUDIO SYSTEM

An audio system will be provided which will include an amplifier complete with desktop microphone and 4 speaker horns. The above unit enables the Central Station to alert the intruder on site

CLIENT INFORMATION

Provision of Mains Supply Units

Absolute Surveillance to provide 240V supplies via existing power source on site in line with current IEE Regulations.

Amendments to System Design Specification

The Company's policy is one of constant improvement. We reserve the right to alter the System Design Specification of any component part or parts of the system at our discretion at any time without notice. We also reserve the right because of difficulties in obtaining supplies, to use at our discretion equipment and materials other than those specified **providing this does not materially affect the performance of the system.**

Service, Monitoring & Maintenance

All new equipment is covered by a Warranty for the first 12 months, after this period maintenance contracts will be offered.

1st Years monitoring and maintenance is included in the purchase price.

Clients Responsibilities

The client is responsible for:-

(i) Supplying a Broadband telephone line with fixed static IP address

(ii) Maintaining a free and clear terrain in the areas to be covered by the infrared movement detectors, to ensure their optimum performance.

Notes

(i) The service and maintenance charge and the Remote Monitoring charge is payable annually. There is no additional or separate charge for the handling of alarm activations by the Remote Video Response Centre other than the remote monitoring charge specified.

(ii) The quoted prices are shown exclusive of VAT and they are valid for a period of 60 days.

(iii) The Client is responsible for providing any suitable access equipment (e.g. cherry-picker, scaffolding etc.), for equipment above 6 metres which may be necessary for safe working at height for the purpose of future servicing of the equipment.

(iv) The customer is to advise Absolute Systems Ltd in writing of the location of any asbestos or asbestos type material that can be found on the premises. If the asbestos or a material suspected of being asbestos is found in areas other than where previously documented, Absolute Systems Ltd. will have the right to request that samples of the material are tested in accordance with Regulation 4 of the Control of Asbestos at Work Regulation 1987 (2nd edition) at no cost to Absolute Systems Ltd.

(v) The customer is to advise Absolute Systems Ltd in writing of any Hazardous Substance being used or stored on the premises where there is a reasonable risk of Absolute Systems Ltd employees coming into contact with or being affected by such a substance. Absolute Systems Ltd must also be advised in writing of any precautionary measures they are required to take where such a substance will be encountered whilst carrying out the initial installation of any work thereafter. If specialist PPE is required for protection against the Hazardous Substances, this must be provided by the customer at no cost to Absolute Systems Ltd.

(vi) The Client is responsible for satisfying themselves as to whether any CCTV equipment used by them falls under the terms of the Data Protection Act and/or is compliant with the act and/or requires registration under the act.

DATA PROTECTION

As of the 1st March 2000 all end users of CCTV systems will be regulated by the **Data Protection Act 1998.** This means that all CCTV installations that record and store data must be registered under the act.

If you have a system, which was installed after ***24th October 1998***, you should have registered with the **Data Protection Register** by ***1st March 2000***. If your system was installed prior to the ***24th October 1998*** you must register before the ***24th October 2001.***

Principles of Data Protection

Registered data users must comply with the Data Protection Principles in relation to the personal data they hold. Broadly they state that personal data shall:

- Be obtained and processed fairly and lawfully
- Be held only for lawful purposes which are described in the register entry
- Be used or disclosed only for those or compatible purposes
- Be adequate, relevant and not excessive in relation to the purpose for which they are held
- Be accurate and, where necessary, kept up to date
- Be held no longer than is necessary for the purpose for which they are held
- Be able to allow individuals to access information held about them and where applicable correct or erase them
- Be surrounded by proper security

The principles also provide for individuals to have access to data held about themselves and, where appropriate, to have the data corrected or deleted.

We have detailed below the relevant points of contact to obtain more information.

By post: **Office of the Data Protection Commissioner**
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Information Line: 01625 545745 or e-mail: mail@dataprotection.gov.uk
To notify: 01625 545740 or e-mail: mail@notification.demon.co.uk

Switchboard: 01625 545700 fax: 01625 524510
DX: 20819 Wilmslow

Weblinks	www.dataprotection.gov.uk	Data Protection Act
Information	www.dataprotection.gov.uk/principl.htm	Principles of the Act
	www.dpr.gov.uk	Data Protection Register

We acknowledge copyright of the above information, where appropriate, as produced by the Data Protection Commission.

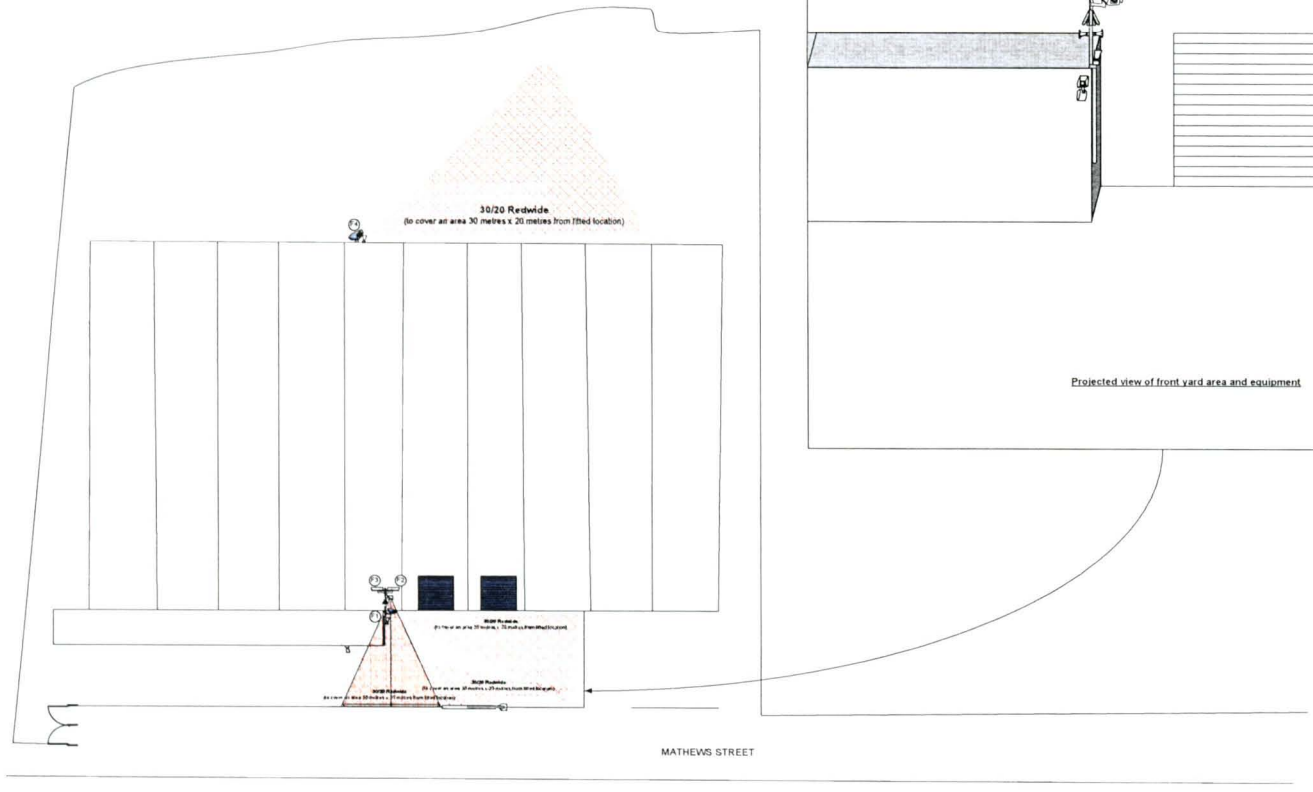
- Under the provisions of the Data Protection Act (1998), we are required to inform you that information supplied to Absolute Systems Ltd may be held on computer files, and that any relevant information may be passed on to the local police force to be held on their files.

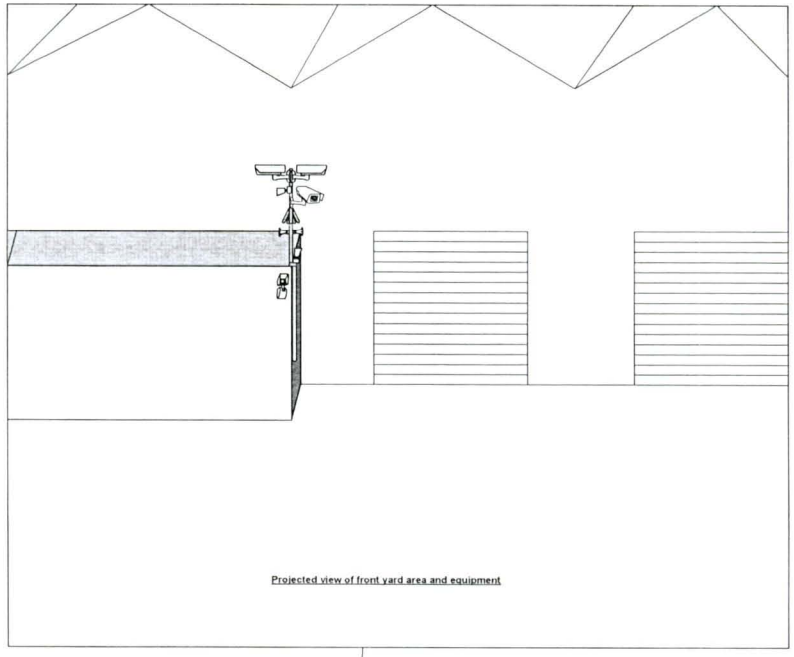
- **Should** this specification include taking over existing equipment and wiring and incorporating it into the system, we reserve the right to raise additional charges should any of the aforementioned be found to be defective. Either at the time of installation or at any time after the installation work has been completed, it will be replaced and charged for on a time and material basis.

(vii) All CCTV systems and equipment installed by the company will be:

Installed according to the requirements of approval of SSAIB (Security Systems and Alarm Inspection Board) of which the company is an approved installer.

Following commissioning of the system the client will be sent a certificate of conformity as confirmation that the installation fully meets the required standards.





Projected view of front yard area and equipment

Scale (A1)

10 Metres

Absolute Surveillance Systems Ltd

Security Drawing Specification for: -

Security System Design for :-
THE BEAST
Mathews Street, Manchester.

LEGEND

Fully function I.R. Dome (DIR)

Fully function dome (D)

Fixed colour external (F)

Fixed colour I.R. (FIR)

Fixed Internal colour (FIC)

Fixed Internal colour Dome (FID)

Fixed External colour Dome (FED)

Fixed ANPR camera plus Overview (ANPR)

detection area

Perimeter P.E. Beams

6 Metre wind-down mast with anti climb frame

Drawn by: -
DAVID NORTH
Absolute Surveillance Systems Ltd
23-25 Graver lane
Newton Heath
Manchester.
M40 1GN

Drawing No _____

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