

Marae, Churches, Sports Clubs & Private Clubs

Self-assess your business risk

We've pulled together a handy checklist so you can self-assess the risks for your business. It's just for your own information purposes and won't affect your policy – **so you don't need to send it back to us.**



Allow approximately 30 mins to complete this checklist

Management controls

- Do you have a robust self-inspection routine in place? (This checklist will help with that)
- Do you have a maintenance programme for the building, plant, equipment and appliances? Is this up to date?
- Do you take steps to reduce the risk of water and weather damage?
- Do you regularly check that housekeeping standards are being maintained?
- Are cleaning practices suitable for the nature of the activities taking place in the building?
- Do you manage waste, recycling and combustibles to minimise the fire and arson risk?
- Do you control smoking on site?
- Are there procedures in place for managing risks like candles, hot ash, fireplaces etc?
- Are volunteer officials aware of how to manage fire and security risks at the club facilities?
- Do you ensure there are controls in place before, during and after events or where facilities are hired to third parties?

Fire protection

- Do you have the right type and size fire extinguishers or hose reels?
- Have fire extinguishers and hose reels been serviced in the last 12 months? (Check the inspection tag)
- Have you and your staff been trained to use fire extinguishers?
- If you have a fire sprinkler system, is testing and maintenance up to date?
- Are sprinkler heads unobstructed i.e. clear of stored goods?
- Are storage heights controlled to within the capability of the sprinkler system?
- If you have a fire alarm system, is it serviced regularly and inspected annually?

Security precautions

- Are exterior walls, doors and door frames, windows and window frames, floors and roof in good condition and well maintained?
- Are door/window locks, latches and hinges in good condition and provide adequate security?
- Have you considered installing steel bars, security mesh, bollards to vulnerable parts of the building e.g. skylights?
- Do you have an intruder alarm monitored by an external monitoring company with patrol response?
- Do detectors cover all possible entry points and are they unobstructed?
- Has the intruder alarm been serviced in the last 12 months?
- If you don't have any form of fire detection have you considered linking fire detectors to your intruder alarm system?
- Do you have CCTV surveillance (think high definition, motion sensing and low light capability)?
- Do you have good exterior lighting?
- Are your valuable items and cash stored in a cash rated safe?
- Do you take special precautions to protect high value items (e.g. cigarettes, electronics, memorabilia etc.)
- Are coin change and poker machines protected from attack?

Electrics and lighting

- Does your electrician make regular checks on the electrical system to make sure it's in good order? (At least annually)
- Do you maintain all electrical equipment according to the manufacturer's guidelines?
- Do you test and tag portable electric equipment?
- Do you limit the use of power boards and extension leads?
- Do you replace fluorescent lights when they fail to light up properly and have an electrician investigate if the problem persists?
- Have you considered the benefits of thermographic imaging as a diagnostic tool for electrical maintenance?
- Have you done Periodic Verification because the building is older, there are ongoing electrical problems, or the electrical system is showing signs of wear and tear?

Cash handling

- Do you have good procedures for managing cash and are staff trained in these procedures?
- Are till drawers emptied and left open after hours?
- Do you set maximum limits for cash held in tills and on site?
- Are takings counted in a secure and discreet location?
- Is cash and other valuables left on site kept in a cash rated safe?
- Are takings and any float secured in the safe after hours?
- Is banking conducted regularly to limit the on site cash holding?
- Do you change the combination to the safe when authorised staff leave?

Housekeeping

- Are areas around plant/equipment and appliances kept clear and free of combustibles?
- Do you keep combustible items away from ignition sources such as switchboards, heaters and battery chargers?
- Are waste and recycle skips/bins and combustibles kept well clear of the building?
- Do you remove tagging/graffiti as soon as possible after its noticed?
- Do you clear vegetation, bushes and trees from around the building to improve security, reduce the fire risk and protect against falling branches?
- Do you check for damage to walk in chillers made of sandwich panel and repair the damage as soon as possible?

Cooking and kitchen fire safety

- Do deep fat fryers have secondary over temperature cut outs and close-fitting steel lids?
- Are deep fat fryers at least 40cm from any open flame source or is there a flame barrier installed?
- Are cooking hood ducts inspected and cleaned weekly, and professionally cleaned at least annually or more frequently if required?
- Do you replace oil in deep fryers at least weekly and is it filtered every second day?
- Could you shut off the gas supply quickly in an emergency?
- Are gas appliances isolated from the main supply after hours?
- Is a suitable sized fire blanket (1.8m x 1.2) installed correctly?
- Is a suitably sized wet chemical fire extinguisher located and wall mounted near the deep fat fryer(s)?
- Is another suitably sized general-purpose fire extinguisher located, and wall mounted available nearby?
- Is the fire equipment regularly serviced according to the New Zealand Standards?

Laundry safety

- Do you install, maintain and operate laundry equipment as recommended by the manufacturer?
- Do you keep soiled items away from direct sunlight and other heat sources?
- Do you use a hot wash and appropriate detergents to launder soiled items?
- Do you ensure the drier exhaust ducts are free of blockages and unobstructed?
- Do you check the drier thermostat controls regularly?
- Do you check and clean the drier lint filters daily?
- The tumble dryer is always allowed to run through the cool down cycle?
- Are dried items separated and allowed to cool down before being folded again?

Impact damage

Do you control traffic movement on site?

Are areas of the building prone to impact damage protected by bollards, barriers, height and width signage?

Hazardous substances

Are hazardous substances managed correctly, their storage is appropriate and incompatible substances separated?

Are staff trained to handle and use hazardous substances safely and all certificates of compliance are current?

Are Safety Data Sheets available for hazardous substances stored on site?

Are gas cylinders chained so that they can't fall over?

Are gas appliances and lines checked by a gas fitter once per year?

Business interruption

Have you evaluated the strength of your cyber security?

Do you back up critical data regularly to a separate location?

Is your computer system anti-virus protection up to date?

Are important paper documents kept in a fireproof container?

Visit [Vero.co.nz/risk-profiler](https://vero.co.nz/risk-profiler) to check out our other advice sheets for more tips and in-depth information about managing risk.

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