

# Tools & Resources

## Annual Hazard Review



Date  /  /  Name of Organisation

Address  State  Postcode

This document is intended to compliment the Housekeeping Checklist.

### 1. Fire protection

1.1	Has sufficient hand-held firefighting apparatus been installed in accordance with the fire regulations?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.2	Has all hand-held firefighting apparatus been serviced within the last 6 months?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.3	Is all hand-held firefighting apparatus wall mounted and clearly visible or adequately signposted?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.4	Have any members of your organisation been trained on the use of the hand-held firefighting	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.5	Have fire extinguishers and fire blankets been installed in or near any	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.6	Have adequate smoke detectors been installed to provide comprehensive detection within all areas of the buildings?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.7	Are the smoke detectors tested and serviced annually?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.8	If there are sprinkler systems installed, is there a maintenance contract in place and are all service inspections recorded?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.9	Are there any combustibles being stored against the exterior of the building?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.10	If a commercial cooker hood extraction system is installed, has it been professionally deep cleaned within the last 6 months?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>

### 2. Emergency procedures

2.1	Are emergency evacuation procedures implemented and regularly reviewed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
2.2	Are evacuation plans and procedures displayed in prominent areas throughout the buildings?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
2.3	Have emergency evacuation drills been completed within the last 12 months?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
2.4	Have any members of your organisation been trained as fire wardens or first aiders?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
2.5	Are fire exits clearly signposted and illuminated?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
2.6	Are fire exits kept clear at all times?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>

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### 3. Security

3.1	Does the property have adequate and effective perimeter protection? (fencing or walls)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.2	Is drive-in and pedestrian access restricted by gates or other access controls?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.3	Has sufficient perimeter lighting been installed to illuminate all identified high risk areas?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.4	Is the perimeter lighting automatically activated by timers or motion detectors?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.5	Are all access doors fitted with appropriate locking mechanisms?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.6	Are all opening windows fitted with appropriate locking mechanisms?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.7	Is the premises protected by a monitored security alarm system?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.8	Have ladders and any other tools that may assist a burglar been securely locked away?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.9	If there is a safe, is the key kept off the premises after hours?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.10	Are night safe facilities used for cash after hours to avoid holding cash on the premises?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.11	Is valuable equipment locked away when not in use?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>

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### 4. Electrical

4.1	Are all electrical distributions located within lockable cabinets?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
4.2	Have RCD's (Residual Current Device) been installed within the electrical distribution boards?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
4.3	Are annual electrical inspections conducted by a certified electrician?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
4.4	Is all electrical wiring reticulated within conduits or along cable trays? (No exposed wiring noted)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>

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### 5. Business Community

5.1	Have robust Business continuity plans been prepared, implemented and reviewed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
5.2	Are all servers and relevant computer data adequately backed up offsite or to cloud based systems?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
5.3	Are all data lines adequately surge protected?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
5.4	Have anti-virus programmes been updated?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>

## 6. Liability

- 6.1 Are all handrails, walkways, stairs and paths clear of obstructions, in good repair and well lit?  Yes  No  N/A Any action required
- 6.2 Are all floor coverings even and in good repair?  Yes  No  N/A Any action required
- 6.3 Are all changes of level and step edges clearly demarcated or signed posted?  Yes  No  N/A Any action required
- 6.4 Are floors and walkways clear of electrical cables, power boards, toys and other hazards?  Yes  No  N/A Any action required
- 6.5 Are cleaning chemicals and other hazardous substances kept in clearly marked containers which verify the contents?  Yes  No  N/A Any action required
- 6.6 Are all chemicals, flammable and toxic substances including detergents, weed killer, petrol etc. stored in lockable cabinets?  Yes  No  N/A Any action required
- 6.7 Are all playgrounds and equipment maintained in good working order?  Yes  No  N/A Any action required
- 6.8 Are all volunteer activities effectively managed?  Yes  No  N/A Any action required
- 6.9 Where required, are police checks or working with children checks conducted?  Yes  No  N/A Any action required
- 6.10 Have reporting mechanisms been developed and implemented to record any incidents or near misses?  Yes  No  N/A Any action required
- 6.11 Are all contractors requested to supply Certificates of Currency for Public Liability and Workers Compensation Insurance before any work commences?  Yes  No  N/A Any action required
- 6.12 Is there an active property committee to effect immediate repairs to property when required?  Yes  No  N/A Any action required
- 6.13 Do you have formal hiring agreements informing outside users of your property that they are responsible for their own insurance (property and liability)?  Yes  No  N/A Any action required
