

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 15 mins
to complete this checklist

Management controls

- | | |
|--|--------------------------|
| Do you have a robust self-inspection routine in place? (This checklist will help with that) | <input type="checkbox"/> |
| Do you have a maintenance programme for the building, plant, equipment and appliances?
Is this up to date? | <input type="checkbox"/> |
| Do you take steps to reduce the risk of water and weather damage? | <input type="checkbox"/> |
| Do you regularly check that housekeeping standards are being maintained? | <input type="checkbox"/> |
| Are cleaning practices suitable for the nature of the business? | <input type="checkbox"/> |
| Do you manage waste, recycling and combustibles to minimise the fire and arson risk? | <input type="checkbox"/> |
| Do you control smoking on site? | <input type="checkbox"/> |
| Are there procedures in place for managing risks like candles, hot ash, fireplaces etc? | <input type="checkbox"/> |
| Is there a procedure for when sprinkler and fire alarm systems are out of commission
for a more than a few hours (An impairment procedure)? | <input type="checkbox"/> |
| Do you have a permit to work system in place e.g. for hot work? | <input type="checkbox"/> |

Fire protection

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



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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?
- Have you considered installing a fog cannon as added security for high value items?
- 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 ATMs, cash recycling, coin change machines protected from attack?

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?

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?
- High intensity discharge (HID) lights are turned off for at least 15 minutes per week and lamp replacement frequency follows manufacturers guidelines?

Electrics and lighting (continued)

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?

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?

Is stock stored neatly, safely and adequately distanced from lights, sprinkler heads etc?

Are waste and recycle skips/bins and combustibles kept well clear of the building?

Are spills cleaned up as soon as possible?

Do you store pallets away from the building and in separate groups, each group separated from the next?

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?

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?

Are staff trained to use forkhoists and goods-handling equipment and licensed where necessary?

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?

Refrigeration

Do you operate and maintain all fridges, chillers, freezers according to the manufacturer's instructions?

All refrigeration compressors and plant are on a programmed maintenance schedule?

Are refrigerants non-flammable?

Is there gas detection in place to warn of a gas leak where ammonia or flammable refrigerants are used?

Refrigeration (continued)

Are fridges, chillers and freezers fitted with temperature monitors that warn of a temperature rise which might result in spoilage?

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?

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?

Do you have a business continuity plan?

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