

Risk Management & Insurance Churches



C. Annual Hazard Review

Date / / Name of Church

Address State Postcode

This document is intended to compliment the Housekeeping Checklist. It is adapted from a *Risk Management Checklist* provided for churches by AON Insurance Brokers.

1. Fire protection

1.1	Are there sufficient fire extinguishers 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	Have all BCF extinguishers been replaced?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.3	Are extinguishers mounted in conspicuous locations no more than 1.2 metres high with a location sign above at no less than 2 metres?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.4	Has training been provided in relation to extinguishers and fire blankets?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.5	Are there dry chemical extinguishers in or adjacent to kitchens and located away from any cooking facility?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.6	Is there an exhaust system in the kitchen?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.7	Is the exhaust system thoroughly cleaned at least annually?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.8	Is there a fire blanket in the kitchen?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.9	Are smoke detectors installed on the premises and are batteries checked regularly?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.10	If there is a sprinkler system installed, is there a maintenance contract in place and are regular tests made and recorded?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.11	Are fire exits clearly signed, lit and serviced?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.12	Are fire exits kept clear at all times? (These areas must not be used for storage of any kind)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.13	Are fire exits clearly signed, lit and serviced?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.14	Is there a combustible outdoor storage area that could be easily set on fire by an arsonist? (If so, look for an alternative method of storage or remove combustible material)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
1.15	Are fire exits clearly signed, lit and serviced?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>

Victoria AD GPO Box 1655 Melbourne 3001 FX +61 3 9614 1545	New South Wales AD PO Box 1410 Parramatta 2124 FX +61 2 9687 9564	Queensland AD GPO Box 747 Brisbane 4001 FX +61 7 3011 8999	South Australia AD PO Box 630 Fullarton 5063 FX +61 8 8338 1920	Western Australia AD PO Box 840 West Perth 6872 FX +61 8 9324 2013	Tasmania AD PO Box 330 Launceston 7250 FX +61 3 9614 1545
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2. Emergency procedures

2.1	Are emergency evacuation procedures in place?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
2.2	Are emergency drills carried out at least every 12 months and the results reviewed by the leadership?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
2.3	Are the emergency procedures displayed on notice boards?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
2.4	Is there a person responsible for evacuations etc?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>

3. Security

3.1	Are premises in good repair to resist entry? (No broken windows etc.)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.2	Are there motion sensors, security lights installed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.3	Are premises protected by an automatic alarm system?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.4	Are all external doors fitted with deadlocks, slide bolts or similar appropriate locking hardware?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.5	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"/>
3.6	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"/>
3.7	Is there a strictly adhered to cash policy for counting storage and banking procedures not involving less than 2 adults?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.8	Are key locks fitted to opening windows and are the keys removed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.9	Is there a person nominated with security responsibilities including locking all doors and windows after each activity?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.10	Are ladders, tools that may assist a burglar securely locked away?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.11	Is key distribution restricted according to need and is a key security list maintained?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
3.12	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"/>
3.13	Does the property have adequate and effective perimeter fencing?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>

4. Electrical

4.1	Are safety switches fitted to the switchboards?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
4.2	Are there surge protectors protecting electrical equipment?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
4.3	Has the electrical wiring been checked by an electrician in the past 10 years?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>

5. Computers

5.1	Are all computers surge protected?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
5.2	Are back ups carried out regularly for computer records?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	<input type="text"/>
5.3	Are back up disks stored at a remote location?	<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? Are all floor coverings in good repair?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.2	Are all car parks and roadways well lit and free of potholes?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.3	Are all floor coverings even and in good repair?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.4	Are all car parks and roadways well lit and free of potholes?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.5	Are fully glazed doors and low set windows of laminated safety glass? If not has protective signwriting or crash barriers been fitted?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.6	Are step edges clearly marked or signed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.7	Are floors and walkways clear of electrical cables, powerboards, toys and other hazards?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.8	Have facilities been modified to meet the special safety needs of the physically or mentally disabled, the very young and the very old?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.9	Do you ensure that chemicals/substances are kept in clearly marked containers showing the contents of the containers?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.10	Are flammable and toxic substances including detergent, weed killer, petrol etc stored out of reach of children and teenagers?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.11	Are there mature and responsible people in charge of youth and sporting activities?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.12	Are all playgrounds and equipment maintained in good working order and hard surfaces covered in some manner? Are local council guidelines complied with?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.13	Is there an active property committee with expertise in building maintenance to effect immediate repairs when required?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.14	Is a supervisor appointed for each working bee to establish the skill levels of the workers before allocating tasks?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.15	Are all new activities involving children reviewed by Church Authorities?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.16	Are you aware of the regulations relating to the care of children and does your church comply?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.17	Are all incidents involving injury to staff and the public reported in writing as soon as they are brought to your attention?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.18	Are all contractors requested to supply Certificates of Currency for Public Liability and Workers Compensation Insurance?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.19	Are all staff/leaders instructed not to admit liability in the event of damage or injury to a third party?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	
6.20	Do you advise any prospective outside users of your property that they are responsible for their own insurance (property and liability)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Any action required	