



# Early Childhood Education Centre

Property Risk Management Manual

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# About Ansvar Insurance

Ansvar Insurance is regarded as one of Australia's leading insurers of care organisations, educational institutions, charitable organisations, heritage buildings and faith organisations. We also offer a range of personal insurance products for individuals and families, protecting homes, their contents, cars and boats across Australia.

From small beginnings in 1961, we have grown into the leading insurer in our core customer segments. Our reputation is built on specialist products, risk management strategies and superior claims management. We are here to make insurance easy to understand and accessible.

We are proud to offer an ethical and outstanding range of services, wrapped up with a social conscience garnered from over 50 years experience in Australia.

## Risk Management at Ansvar Insurance

We have a long association with education and care organisations. This has given us a thorough understanding of the specific risks you may face. We understand what can go wrong, and we know what steps can be taken to protect you against loss. There's more to insurance than just paying claims. We believe a little prevention is worth a lot of cure.

By helping you identify and manage risks, the chance of loss is reduced. We have a highly experienced risk services team; they can help you identify potential risks and devise programs to help you remove or reduce the potential for loss.

## Insurance and risk management – two sides of the same coin

Insurance is there to help people recover when things go wrong. It should help people get on with life as swiftly and as smoothly as possible.

At Ansvar Insurance, we do all we can to put things right as quickly as possible. However, insurance can only do so much to ease the financial, physical and emotional disruption that follows any incident, which is why we like to take an even more active role in preventing loss and disruption. It's about helping you make sure things don't go wrong in the first place.

This publication includes risk management information designed specifically for child care organisations. It helps you understand how to protect your most valuable assets; your people and your property.

## What is Property Risk Management?

Put simply, this is the effective management of risk that can affect any property (building/site), from a number of loss causes.

The principle of risk management recognises in the lifespan of a property, there may be incidents that could threaten the very existence of that property. Risk management practises help ensure that these risks are managed and the potential for loss is eliminated or mitigated.

## Objective of this manual and self audit program

The purpose of this program is to assist centres in identifying risks and suggest actions that will help eliminate or mitigate the likelihood or severity of loss.

This manual is in two sections:

- The **first** section identifies a number of key risks (arson, fire protection etc.) that have to be managed to protect your property, along with helpful advice of what needs to be done.
- The **second** section of the manual provides a self audit checklist and an area for you to complete your action plans on deficiencies found.

The completion timelines you set should be regularly reviewed. In the appendix there is also a daily/holiday checklist for your use.

**You can download the program from the Ansvar Insurance website: [www.ansvar.com.au](http://www.ansvar.com.au)**

If you would like further assistance we can be contacted at: [insure@ansvar.com.au](mailto:insure@ansvar.com.au) or 1300 650 540.

## What about Insurance

An effective tool in managing risk is to ensure there is adequate insurance in place to cover the building, contents and loss of revenue. Insurance provides funds to restore assets and revenue but does not protect your brand and reputation.

The total loss of a building (through a fire for instance) does not necessarily mean a centre will be 'open for business within a week' – unless of course contingency plans for alternative accommodation, plant and equipment and the like are in place.

Generally it may be many months before a child care centre will be rebuilt, by which time new staff and children may have to rejoin the centre.

A property risk management audit program can reduce the inconvenience that a loss can bring by identifying loss potential at an early stage and put in place plans/actions that minimise or eliminate that threat.

# Section 1.

## Property Risk Assessment Manual

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# Arson

## Arsonists are notoriously difficult to apprehend

The threat of arson should be regularly discussed by the local child care centre committee to help ensure there is a constant awareness. Quarterly discussion would be considered appropriate.

### Basic arson prevention steps include:

- Install an integrated monitored intruder/smoke alarm system.
- Ensure **no** unauthorised vehicles have on site access to the child care centre property after-hours.
- The boundaries of the property should be fenced up to the neighbouring fencing with particular attention paid to a robust front fencing. Front fences should **not** be constructed of timber palings. Lockable gates should be in place.
- Vegetation – trees, shrubs, and hedges should be trimmed back from buildings – a clear view of the building and property is necessary. Security lighting will help deter intrusion/arsonists from attack.
- “Neighbourhood Watch” concept should be strongly encouraged with all neighbouring properties and even those within 100m of the property.
- Child care centre contact phone numbers should be made available to selected residents up to 100m of the child care centre property.
- Secure onsite play equipment so it cannot be used (as a ladder) to gain access to upper or roof level of a building or damage buildings, windows, doors. All combustibles should be removed well clear of building exterior (min 6m if possible).
- Grounds and property given a “cared for” appearance will be less likely to be targeted for arson attack.
- Security lights externally located are essential to property protection and should be located out of normal reach. They can either operate by ‘light variation’ e.g. at approx 6.30pm each night or activated by a sensor (not always suitable if tree branches move or animals enter the property).
- Flammable liquids (such as mower fuel) must be stored in approved and closed containers which are themselves stored in locked outbuildings or storeroom. Only minimal quantities should be held on site.
- The grounds should be walked at the end of each working day to ensure there is nothing obvious on site to put the property at risk eg. open windows, unlocked doors, moveable equipment not put away, waste/rubbish bins that could be used to gain access or be used as a source of fuel for a fire.
- If a security company is known to have mobile patrols in the

area, ask if they (as a favour) could do a nightly ‘drive past’ of the centre property.

## Arson facts

### Arson in Australia

Millions of dollars worth of property is lost to arson in Australia every year.

Police investigate many arson offenses (it is estimated that arson in all its forms costs the Australian community approximately \$1.6 billion each year\*), three quarters of which are carried out by people under the age of 21. Around six per cent of all structure fires are started by arsonists.

\* 2010 National Bushfire Arson FORUM Aust.

# Fire Protection

## Fire extinguishers/fire hose reels

- It is important to ensure there is adequate coverage of hand held fire-fighting equipment throughout the entire child care centre. The local Fire Service or their Fire Safety department can assist in advising the number, type of extinguishers (eg. Dry Powder, CO<sup>2</sup>, Foam etc.) that is best to install and **importantly** the location of each extinguisher and/or fire hose reel.
- Getting quick and free access to hand-held fire fighting equipment is essential. Instruct staff **not** to place furniture and other heavy items in front of fire fighting equipment – check regularly for compliance.
- Clear and distinctive signage indicating extinguisher/hose reel locations **above** all equipment is a legal requirement. Fire protection companies provide such signage.
- Most extinguishers have a dial which clearly indicates whether they are:
  - Fully charged or **recharge** (empty).
  - Fire hose reels can be rolled out occasionally and tested. There is no barrier to use them for general cleaning down. Ensure they are re-rolled correctly.
- Yellow plastic service tags indicating the year and month the equipment has been serviced is a requirement by AS 1841.
- It is also important to note the equipment (both extinguishers and hose reels) have actually been checked (serviced/maintained) by a certified technician from a fire protection company – **every six months**. (This will meet the requirement of AS 1841).
- It could be dangerous to staff to have hand-held fire fighting equipment installed if staff have not been trained in its correct use. This includes the fire type on which to use an extinguisher. Training should be bi-annual.

## Fire alarm (manual/break glass)

It is important that as a means of warning people of an emergency and to evacuate the building, manual fire alarm/break glass panels are serviced, maintained and tested (under contract x3 monthly) by a competent technician. The Fire Alarm call point should not be obstructed and should be sign-posted.

## Smoke detectors

To be positioned in sleeping areas, play areas and exit routes.

**Hardwired** To be tested, serviced and maintained (under contract) by a competent technician. This is also a requirement under the Australian Building Codes Board 'Deemed to Safety Provisions'.

**Battery** Domestic quality smoke alarm units should be tested six monthly and batteries replaced annually.

**Monitoring** Hardwired detectors should be professionally monitored 24/7 via the Intruder Alarm System (or dedicated fire alarm connection). The monitoring company should be accredited and given instructions to immediately call the Fire Service for all 'after hours' activations.

*Note: If the Centre's manual/automatic fire detection system is installed to meet AS4428.1 in all respects (including direct Fire Service monitoring), the servicing and testing criteria must also meet that standard – which is to a higher standard than described above.*



# Heating (Comfort)

- Check thoroughly that all heating appliances (electric/gas – mains or bottled) pose **no** chance of creating personal injury or fire. Pre-winter checks are essential.
- A clearance of 1m around a heater allows it to *breathe*. This clearance space should be monitored regularly to ensure compliance. Portable heaters of any type placed too close to combustibles are a common cause of fire and should be closely supervised.
- Floor level or lower wall level units should have protective guards around them **at all times** to help prevent skin burns and/or combustibles igniting.
- Heating units involving using a naked flame to ignite them are not ideal for centres. If installed, consideration should be given to replacing them.
- Portable heaters are discouraged. Inadvertent misuse has commonly led to fire outbreaks. If in use, they should be operated through a timer that is set for hours of occupation only.

# Electrical Safety

*Note:*

- *Electrical sources are one of the top three main identifiable causes of fires in Australia and Internationally.*
- *Electricity is a heat source and great care and attention is needed to ensure it does **not** become a major cause of fire and loss of the child care centre's property.*
- Allow switchboards to *breathe*. Any storage or clutter must be kept at least 1metre clear. Combustibles too close to switchboards or electrical equipment/appliances can act as a fuel to an overheating board/equipment resulting in fire.
- **All** electrical wiring should be, at all times, firmly clipped and held in place, in a trade-like manner. Loose wiring may become snagged and damaged.
- Regular checking of portable electrical appliances, including their cords and plugs, helps ensure that any defect is dealt with speedily to maintain a safe work place and will form an important part of your electrical safety program. All plug-in appliances should be annually *Tested and Tagged* by an approved electrical contractor.
- Old type ceramic fuses should be replaced with modern circuit breakers. Like many items of equipment they do need updating to help avoid failure and potential fire outbreak.
- Extension cords are generally only to be used as a temporary measure. If they are being used in a permanent capacity then extra power points should be installed as a safer alternative. Extension cords and their connection to the wall socket should be checked regularly to ensure there is **no** damage or exposed wires.
- A common habit is to overload multiboxes with double (or even tripling) up of plugs. They are **not** designed for such use. If they become overloaded there is a danger of overheating and possible fire.

## Smoking Controls

- If smoking is permitted on the child care centre site, adequate disposal sand containers should be provided at the designated smoking location.
- If *out of regular work hours smoking* is permitted eg. fund raisers, BBQ's etc, those attending should be discouraged from smoking on site. (Cigarette butts can be both a fire and a health hazard).
- Smoking **internally** should **never** be permitted under any circumstances.

*Note: Smoking materials (butts/matches) are the cause of many fires and are in the top five identifiable fire causes nationally.*

## Site and Grounds

- It is important that the centre property is not seen as a common *playground* by the community. Vehicles, except authorised, should not be permitted on the property and a pedestrian gate should be in place for main foot traffic. This gate should be padlocked out of hours to actively dissuade unauthorised persons coming on site.
- Well cared for grounds and overall good appearances do not attract a negative approach from those outside the child centre fraternity. Additionally, notices that indicate the child care centre property is part of the *Neighbourhood Watch* surveillance program may deter unauthorised persons from entering the property.
- Waste bins should be at least 4m clear of buildings and secured – both from a fire prevention (arson) aspect as well as security protection. Rubbish bins other than large steel bins (skips) should be kept within a building or secured (chained) to a solid outside structure away from the main building/s.
- Trees and shrubs should be cut back from buildings to prevent access to the roof and possible damage to the building resulting from blocked gutters and falling tree branches.



# Security

- Fence lines, hedges and other boundary indicators should be checked to ensure they are **not** being “breached” eg. *short cuts* being taken through the child care centre property.
- Locking gates/barriers, especially vehicular entry gates/barriers, is essential. There should be a standard operating procedure to ensure this is carried out at the end of each working day.
- External locks on doors must be operational, be robust and fit for purpose. Any locking difficulty must be investigated and rectified. Long bolted mortise locks are best.
- Intruder alarm systems are only effective if full coverage is provided and the system is fully functional. A contract to service the systems should be in place with a recognised security company who are Australian Security Industry Association Limited (ASIAL) registered (refer AS 2201). The alarm should be monitored by a professional monitoring centre. Windows should be checked prior to leaving daily to ensure they are closed.
- Trees, shrubs and hedges can obstruct the vision of a building from the roadway or neighbouring properties. Likewise, such vegetation can be a hiding place for intruders to gain entry to a building unobserved.
- If unrestricted access to a building’s roof can be readily gained, this could give access internally, sometimes through a skylight.
- An informal *Neighbourhood Watch* with properties surrounding or in the proximity to a child care centre property is extremely valuable. Child care centres should foster and maintain good neighbourly relationships. Neighbours should have contact phone numbers of appropriate child care centre personnel in the case of emergencies. Child care centres could invite neighbours to an annual BBQ to express appreciation for their support and to build closer relationships.
- External security lighting should be placed so as to achieve maximum coverage, yet not to annoy neighbours. Checks should be made to ensure **all** lights are fully operational.
- Windows are a favoured means of entering buildings, however most intruders do not like to try and clamber through broken window glass – better to be able to open a window. Windows should be locked using key locking bolts either single (for hinged) or multiple (for sliding doors). Rear or *out of the way* windows could be fitted with security mesh.
- Money should not be left on site at any time. A notice to this effect should be located clearly on entry doors.
- Keys should **not** be left on the premises. However if *low level* keys are on the premises they should be well hidden. Few people as possible should know their whereabouts. A key register should be maintained.
- Outbuildings – sheds and storage buildings should be well secure. If an intruder alarm is installed in the main building, a sensor should be placed in the outbuildings. No items of moderate–high value should be kept in the outbuildings except a motor mower which could be chained and padlocked internally to prevent removal.
- Louvre windows are a favourite forced entry point by burglars. These windows ideally should be replaced with full pane glass or alternatively security mesh or bars.
- To reduce viewing of the inside of a child care centre building, the windows should be fitted with drapes or curtains/blinds. They should be pulled across at the close of a day’s activities. What can be seen can be tempting to burglars.

# Building Maintenance

- a. There should be in place a program of regular building maintenance so as to preserve the integrity and cared for appearance of the building. An uncared for look can become a security risk and attraction to burglars.
- b. It is important that regular detailed maintenance checks be made of the child care centre (and other on-site buildings). Ensure that any major issue is attended to as a matter of urgency eg. 48 hours.
- c. Regular painting (with a quality brand of paint) should be undertaken on a 5/7-year cycle. Each year the child care centre building should be scrubbed and hosed down.
- d. Roof gutters collect leaves and other debris and may block gutters or pipes. Anti-leaf measures (such as mesh) should be investigated and put in place.
- e. Ensure any graffiti is removed as soon as practicable to minimise attention and potential further attacks.

# Legal Requirements

## **Building Code of Australia 'Deemed to Satisfy' Provisions**

Check whether or not the child care centre buildings meet the building code. (This can be confirmed by the appropriate Local Authority's Compliance Officer).

## **Evacuation**

The building Evacuation Scheme must be approved by the Fire Service. The scheme (plan) will help ensure safe evacuation in an emergency to a designated outside location. Evacuation drills should be completed half yearly to ensure the plan continuously works well.

## **Service's Licence Certificate**

To be publically displayed.

## **Hazard Risk Assessment**

Assessments to be completed at regular intervals and to include:

- accident/incident recording,
- management of cleaning fluids, medicines, poisons, flammable liquids etc.,
- electrical sockets and portable appliance safety checks,
- equipment faults, dangerous objects,
- building structure and services.

# Playground Equipment

- Equipment should be anchored, concreted or secured firmly into the ground to guard against unauthorised removal.
- Ensure play equipment that is mobile and is used outside is secured internally at the end of each working day. A check of the grounds should be made before leaving each day and again at the commencement of each new day.
- It is important that all play equipment, especially that outside, is regularly checked (eg. monthly) to ensure it is in good working order and does not pose a danger to children using it.
- Any damaged equipment should be made *out of bounds* **immediately** and immobilised against use.

*Note: Vandalism by **trespassers** can occur on play equipment that may not be immediately visible. eg. cracks, splits and the like. Also, used syringes left in playgrounds can pose a real threat.*

# Housekeeping

- It is assumed that the child care centre will be swept, vacuumed and cleaned at least weekly. Cleaning helps ensure that internal plant, equipment and building fabric and systems are regularly monitored eg. electrical equipment in good order, chemicals all stored away, etc.
  - Disposal of rubbish should be a daily routine. Small internal bins should be transferred to large bins or wheelie bins located outside (see Waste Management). No waste should be allowed to accumulate within the building, such as spare cardboard, boxes, packing materials, paper and the like. Usable combustible materials within the care centre should be kept to a minimum and stored and stacked away neatly.
- Note: If a large (metal) skip bin is used it should be padlocked when **not** in use and be located at least 4m from any building.*
- Wheelie bins (outside) should be securely chained to prevent removal or tampering outside of regular operational hours.
  - Exit doors are required by law to be kept clear of any obstructions to ensure a speedy and unimpeded exit during an emergency.

# Waste Management

- Accumulated waste paper and cardboard in small rubbish bins within the child care centre should be emptied daily into skips or wheelie bins.
- Larger external bins (wheelie type or metal skips) should be **securely padlocked and chained-up** out of regular hours to avoid arson attack. They should be positioned at least 4m from any building.
- Larger skips/wheelie bins are to be emptied prior to all holiday periods.
- Unsecured wheelie bins and the like should **not** be left outside on the child care centre property **out of hours** (night time, weekends and holidays). They can be used as *missiles* or battering rams to gain access or damage property and moved against the building wall and set alight.
- Under **no** circumstances should waste be burnt on centre property, unless in an approved incinerator with a spark arrestor.

*Note: It is not usual practice to burn waste **in the open** unless a Fire Service permit is obtained.*

# Hazardous Substances

- a. **All** flammable liquids on site should be identified and a register maintained. It is important they are locked away securely **at all times** and stored in approved containers only.
- b. **All** chemicals, powders, liquids and polishes should at all times be kept securely locked away.
- c. If rags are used to clean up spills or general cleaning, they should be dedicated and set aside for that purpose **only**. Rags, once used, should be washed and dried. Some oils and chemicals can self combust if rolled up and stored away without being washed.
- d. Empty flammable/chemical containers should be disposed of after use. They should **not** be stored with the thought of an alternative use.
- e. Most containers have childproof caps or lids. However, these should be double checked to ensure they are fully operational.
- f. Irrespective of whether the containers have secure caps/lids, all containers should be kept locked away securely.
- g. Aerosol containers are capable of exploding if exposed to heat or fire. Ideally, **all** aerosol cans should be kept in a locked/secure cupboard. (Unrestrained aerosols can become airborne *missiles* with a flaming trail if exposed to heat/fire).
- h. As a double check, at the end of each day, kitchen and amenity areas should be checked to ensure compliance with all items (a) – (g) above.

## Electronic (Equipment and Data)

- It is important that the areas where computers are used are capable of being locked up.
- Computer hard-drives should be physically secured against unauthorised removal. An alternative is for the unit to be locked away, particularly over the holiday periods.
- Laptops are easily lifted and removed. They should be locked away when not in use or taken off site daily.
- If considered necessary, computer data should be backed-up, particularly if details of children and home contacts are entered. Backed-up data should be copied onto a disk or tape and **removed off site** by staff weekly. This information should remain confidential.
- Intruders like to peer through windows to see what is inside to steal. Draw the drapes/curtains or blinds at the end of each working day to prevent this occurring.
- If an intruder alarm system is installed, a sensor should be installed within the area of computer use or storage.
- Small electrical equipment should be locked away when not in use eg. cameras.

## Emergency Procedures

- There should be an emergency evacuation plan that is understood and agreed upon in the event of an emergency affecting the child care centre's property.
- Emergencies can be varied, so therefore a general plan of action is required. Better to be prepared before an event occurs. (Refer to Legal Requirements).
- An emergency plan is only going to be effective if all staff understand their role. Local emergency services in your area may possibly assist with this preparation.
- The plan should be reviewed annually and trial drills carried out each term. Physical trial evacuation drills may not always be possible (although this is recommended). *Desktop* trials are an alternative with all staff/helpers participating.
- Ensure neighbours have up to date phone numbers of centre staff and vice versa.

## Contractor Control

- Contractors coming on site may inadvertently cause damage to child care centre property that could put the centre's activities at risk.
- **All** contractors should have adequate Public Liability Insurance cover (minimum \$5m) so that any claim made against them can be covered by their Public Liability (PL) Insurance Policy. Contractors should be requested to present written confirmation of their policy.
- An annual check should be made to ensure a regular contractor's PL. policy is up to date. This is good risk management practise.
- Trades people should be requested to provide evidence of their professional qualifications.
- Contractors should complete a written risk assessment of the work to be completed. This will help meet their OH&S responsibilities and provide the child care centre with assurances (or otherwise) of the safety precautions they intend to use.

## Exposure to Perils (Natural/Human)

All child care centres are encouraged to carry out an annual assessment to identify the possible loss exposure there may be to the buildings and the business overall.

The annual review is necessary as the property/building and loss of revenue exposure may have lessened or increased over the previous twelve month period.

An example could be that a creek or stream may previously have a flooding potential that could affect the child care centre property/building. However, during the past 12 months, the local authority may have put in place measures that reduce this threat.

Another example could be that the property is in close proximity to a dangerous bend in the road. Speeding vehicles may lose control and crash into the centre's fence or building. During the intervening twelve months, the transport authority may have arranged for a steel road safety barrier to be installed therefore reducing the potential for loss or damage.

The main point is that the local child care centre makes this annual assessment, and this, in conjunction with the community and local authority infrastructure improvements, may help reduce or eliminate any natural/human exposures.



# Section 02.

## Property Risk Assessment Self Audit Program

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You can download these forms from the Ansva Insurance website [www.ansvar.com.au](http://www.ansvar.com.au)

# Introduction

## Self Audit Program

Included with the Risk Management Manual is an *annual self audit program* which will help child care centres identify and manage risks throughout the year.

## The Value of the Audit Program

The advantage of, and having a checklist (self audit) program in place, is that a child care centre can become aware of loss potential to their property and the means by which this potential can be eliminated or mitigated.

Two major property risks that present themselves to child care centres are arson and burglary.

Having a means whereby the loss potential can be self audited at pre-determined times helps ensure that losses can be controlled.

## Objective of this Audit Program

Losses by fire, security or natural perils can occur due to circumstances outside the control of people but more readily, they occur because there are inadequate checks in place to mitigate their occurrence. This audit program endeavours to mitigate or eliminate the cause of loss – due to any event that can reasonably be expected.

## Completing the (Self Audit) Sheet

A tick is to be placed in the appropriate response box

Yes    No    NA

Any negative answer should be explained in the accompanying *deficiency section*.

Once each section is completed, action should be taken to complete any deficiencies noted. In some cases this may mean referral to the appropriate child care centre association.

A regular review on each action point should be undertaken to ensure progress is made towards satisfactory completion.

# Fire Protection

## Section Objective

Determining whether or not there is adequate fire protection and detection for the child care centre premises. That all equipment is ready for immediate use; free from obstructions; appropriate signage, serviced, maintained and monitored; staff trained in its proper and safe use.

### Fire Extinguishers/Fire Hose Reels

Sufficient extinguisher/hose reels to give full protection/coverage to the premises	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Any obstructions preventing immediate use	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Signage <b>above all</b> fire fighting appliances	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Equipment fully charged and ready for operation	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Annual service tags (yellow metal) on each unit and up to date last service date	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Staff trained in the use of fire fighting equipment	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA

*If yes, last training date/by whom*

Date Name

/ /

### Fire Alarm (Manual/Break Glass)

Serviced, maintained and tested (monthly)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Unobstructed	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Signposted	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA

### Smoke Detectors

Installed, serviced and maintained (12 monthly)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
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### Hardwire Type

Serviced and maintained (12 monthly) by approved contracted technician	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
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### Battery Type

Tested 3 monthly	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Batteries replaced annually	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Date of replacement	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA

### Monitoring

Hardwire type monitored 24/7 by FPAA registered company via Intruder Alarm System	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
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Deficiency	Action	Date Completed/Due
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# Arson

## Section Objective

Arson is a major threat, especially to public, community or organisational facilities.

The following information will help prevent the child care centre becoming an arson target.

Has the threat of arson been at least a quarterly agenda item by the child care centre committee?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Has consideration been given (if not already in place) for the installation of a <b>monitored</b> intruder alarm and <b>monitored</b> smoke alarm?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Have all external potential sources of fuel been removed or permanently secured at least 4m away from the building ie. waste bins, seating, plant and equipment?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Is there unhindered vehicle access onto the site during after hours periods?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Does the child care centre have an adequate fence around the site (including neighbours property fences) with secure lockable gates?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Is there vegetation – trees, shrubs etc. – growing around the building that partially or completely obscures a clear view of <b>all</b> sides of the child care centre building(s)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Do neighbours act as a <i>Neighbourhood Watch</i> and report any untoward improper activity?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Do neighbours have contact phone numbers of local child care centre staff in the event of illegal activity or other emergency?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Is there onsite plant, play or other equipment (ladders, furniture, waste bins etc.) that can be used to gain access to roof or upper levels of the building or damage the building, windows, doors?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Are the grounds kept tidy including lawns regularly mown, excessive weed growth removed, and rubbish removed daily from the grounds and put into locked bins?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Are security (external) lights all operating at each building elevation?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Are the light units out of reach (from vandalism)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Are all flammable liquids safely and securely stored inside a locked storeroom or outbuilding?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Is a full check made at the end of the day of the grounds, fence lines and external area of the building to ensure there are no possible <i>incentives</i> for building intrusion or arson attack?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Are all doors and windows checked and locked?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Does a Security Mobile Patrol make random visits to the site?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA

### Deficiency

### Action

### Date Completed/Due

Deficiency	Action	Date Completed/Due

# Security

## Section Objective

To help ensure the premises and site are adequately secure against unauthorised entry that may incur property damage and theft.

If fenced, are all fence lines checked for damage that will allow easy unauthorised access?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Site entry gates locked out of hours (to prevent unauthorised entry of vehicles).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
External door locks fully operational and robust (long bolted mortise locks are ideal).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Intruder alarm (if installed).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Fully functional and remotely monitored.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Intruder alarm detection coverage throughout all buildings.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Intruder alarm annually serviced.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Trees, shrubs, hedges trimmed and positioned for good sight lines and lack of concealment of buildings (or intruders).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Prevention of access to building roofs.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Neighbours aware to report unauthorised entry on site and intruder alarm activation.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Neighbours have appropriate child care centre staff phone numbers.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
External security lighting in place and checked to ensure fully operational.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Any perimeter <i>dark spots</i> (not illuminated)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Windows locked using key locking bolt(s)? Window frames, glass and locks in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
All money removed off site daily. If not, what amount and what precautions taken?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Any building keys left on site – properly secured Key Safe/Register maintained and up to date.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
All out-buildings (implement sheds/storage) secured against unauthorised entry.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Any louvre windows secured against unauthorised entry (eg bars, security mesh)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Are curtains/drapes/blinds pulled across at the end of each day to reduce viewing of the interior? (refer Section 16)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA

Deficiency	Action	Date Completed/Due

# Site and Grounds

## Section Objective

The child care centre's grounds can be subject to damage, vandalism and unauthorised activity eg. liquor consumption, unauthorised gatherings, etc.

Is the site perimeter protected against **unreasonable** entry, ie. by neighbouring property fences, or high level street fences and gates?  Yes  No  NA

Are the grounds maintained to a **reasonable** and *cared-for* standard?  Yes  No  NA

### Waste bins

Are there external waste bins or portable equipment?  Yes  No  NA

Can they be used to give access to windows, upper levels or roof?  Yes  No  NA

Are waste bins (of any type) at least 4m from any building and chained in place?  Yes  No  NA

Do trees/shrubs overhang buildings, drop leaves/branches or give access to upper levels or roofs?  Yes  No  NA

Deficiency	Action	Date Completed/Due

# Building Maintenance

## Section Objective

Well cared for buildings are less attractive to vandalism. They represent an attitude of care and concern for the property and “fitting in” with the neighbourhood.

Is there a program of regular maintenance on all site buildings?  Yes  No  NA

Is there an annual detailed check completed of the building structure (inside and outside)?  Yes  No  NA

Is painting of buildings programmed eg. 5 or 7 yearly?  Yes  No  NA

Is the building scrubbed and hosed down annually?  Yes  No  NA

If louvre windows are in place, is there a program to replace them?  Yes  No  NA

*Note: louvre windows can easily be forced to allow access to building interiors.*

Is any serious damage to the building's exterior, including graffiti, repaired within 48 hours of the damage occurring?  Yes  No  NA

Are all roof gutters/downpipes checked for blockages and good condition at least every six months (generally before winter and summer)?  Yes  No  NA

Deficiency	Action	Date Completed/Due



# Legal Requirements

## Section Objective

- Building Code of Australia requirements are annually reviewed.
- Building evacuation scheme approved by Fire Service and evacuation drills completed each term.
- Emergency plan meets emergency egress guidelines.
- Child Care Centre Service's licence.
- Hazard risk assessments completed regularly and recorded.

### Building Code of Australia

Do the buildings meet the Building Code of Australia guidelines?

Yes  No  NA

*Are annual reviews completed to ensure compliance with the Building Code?*

Yes  No  NA

What is the anniversary date for review?

Yes  No  NA

Have all deficiencies from the previous year's compliance review been rectified?

Yes  No  NA

Is a compliance certificate required and/or publically displayed?

Yes  No  NA

### Evacuation Scheme

Scheme approved by Fire Service?

Yes  No  NA

Drills completed each term?

Yes  No  NA

### Service's Licence

Certificate is current and publically displayed.

Yes  No  NA

### Hazard Risk Assessments

Assessments completed regularly and recorded.

Yes  No  NA

**Deficiency**

**Action**

**Date Completed/Due**

Deficiency	Action	Date Completed/Due

# Playground Equipment

## Section Objective

To ensure playground equipment is in a good state of repair and does not pose a safety, vandalism, theft or security threat.

Is playground equipment firmly secured against unauthorised removal?  Yes  No  NA

Is unsecured equipment stored indoors at the end of each day?  Yes  No  NA

Is playground equipment regularly checked to ensure it is in good working order and safe to use (monthly)?  Yes  No  NA

Is any damaged equipment **immediately** made *out of bounds* and immobilised against use?  Yes  No  NA

Deficiency	Action	Date Completed/Due

# Housekeeping

## Section Objective

Tidiness, cleanliness, careful storage and a lack of congestion is an indication of good management and helps ensure a safe and secure environment.

Are the premises swept and cleaned at least weekly?  Yes  No  NA

Are all rubbish bins (internally and externally) emptied into a larger skip type or wheelie bin **daily**?  Yes  No  NA

Are skips/wheelie bins padlocked shut at end of working day?  Yes  No  NA

Are large skips or wheelie bins at least 4m clear of buildings?  Yes  No  NA

If wheelie bins are used externally, are they chained up to prevent moving?  Yes  No  NA

Are all **exit** doors and areas leading into exits **always** kept clear to ensure speedy exit from the premises?  Yes  No  NA

Deficiency	Action	Date Completed/Due

# Electrical Safety

## Section Objective

Electrical sources are one of the main identifiable cause of fires in Australia and internationally. Extra care is required when using heating, cooking or the use of various portable or fixed appliances.

Do all switchboards and sub switchboards have a clear space of at least 1 metre around them?

Yes  No  NA

*Note. To have otherwise does not allow the switchboard to **breathe**. (Combustible material stored too close can provide **fuel** for a potential switchboard fire due to overheating or electrical malfunction).*

Any loose wiring/cablings not clipped or secured to a firm part of the building structure within the Child Care centre building?

Yes  No  NA

Is all electrical equipment (eg. stoves, heaters, electric jugs, toasters, food warmers, equipment, etc.) in a good state of repair and bi-annually *Tested and Tagged* by an approved registered electrician?

Yes  No  NA

Are any of the fuses on the main switchboard older than 20 years? i.e. ceramic type

Yes  No  NA

### Extension Cord

Are any extension cords in use on a temporary basis?

Yes  No  NA

If used, are extension cords in good condition (no pressure points, wear or tear, or kinks/folds)?

Yes  No  NA

*Note: If extension cord use becomes permanent, additional power outlets should be installed to replace the extension cords.*

Does each socket in a multi box have only **one** plug per socket?

Yes  No  NA

### Deficiency

### Action

### Date Completed/Due

Deficiency	Action	Date Completed/Due

# Smoking Controls

## Section Objective

Poor smoking controls and butt disposal is in the top three identifiable causes of building fires. It is important that the legislative requirements be observed and smoking controls strictly managed. Refer: Smoke Free Legislation in your State or Territory.

Is smoking permitted on the child care centre's property at any time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
If so, is there a dedicated smoking area set aside?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Are cigarette butt disposal containers provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Are the legislative requirements and in-house rules <b>always</b> observed with smoking and butt disposal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

Deficiency	Action	Date Completed/Due

# Heating (Comfort)

## Section Objective

Heating for child care centre buildings can be varied from electrical, gas, hydronic or oil coil radiators. Some units may be portable, others fixed. The type of heating will reflect the level of risk that may arise from heating sources.

Do heating units installed pose even the remotest chance of creating personal injury or physical damage? (If so, list how this could occur under <i>Deficiency</i> ).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Do heater units have a clear space around them of at <i>least</i> 1m?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
If heating units are at floor level, are protective guards provided around them?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Do any heating units involve lighting with a naked flame? <i>If so, what and where are they used?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Are there any portable heating appliances? <i>If so, what and where are they used?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Are they operating through a timer switch?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

Deficiency	Action	Date Completed/Due

# Waste Management

## Section Objective

It is important that waste (rubbish-daily and weekly) be properly and effectively controlled, to avoid being a health hazard and a fire risk.

- Are small waste bins emptied **daily** into a larger skip or wheelie bin?  Yes  No  NA
- Is the skip/wheelie bin secure, i.e. padlocked within a locked building or if external, padlocked and chained to a structure and positioned at least 4m from any building?  Yes  No  NA
- Are small waste bins left unemptied around the grounds overnight/weekends?  Yes  No  NA
- Are small waste bins or wheelie bins securely chained up at the end of each working day (this helps prevent them being used as missiles or to gain entry to a building)?  Yes  No  NA
- Is any waste burnt on the child care centre's property?  Yes  No  NA

Deficiency	Action	Date Completed/Due

# Contractor Control

## Section Objective

Outside contractors coming on site have the potential to (accidentally) cause loss or damage that could put the centre or its operations at risk.

- Do you have preferred contractors (eg. electricians, builders, roofers, plumbers, painters, tilers, etc.) coming on site?  Yes  No  NA
- When contractors come to work on site, has a check been made to ensure they have adequate Public Liability Insurance cover (min \$5m)?  Yes  No  NA
- Is the Contractor's Public Liability insurance rechecked annually to ensure it has been renewed?  Yes  No  NA
- Have the trade, commercial or professional qualifications of a contractor been checked?  Yes  No  NA
- Does each contractor provide a written Risk Assessment of the work they are about to complete?  Yes  No  NA

Deficiency	Action	Date Completed/Due

# Hazardous Substances

## Section Objective

To raise awareness of the dangers of Hazardous Substances eg., flammable liquids, cleaning chemicals, paint, ground chemicals such as weed killers, pesticides and the like, and the threat these can pose to human health and safety as well as property protection and safety.

Are there any flammables (petrol, kerosene, turpentine, methylated spirits, lube oils etc.) on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
<i>If so, are these locked away and very <b>securely</b> stored <b>at all times</b>?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Are there any cleaning chemicals, powders and liquids, polishes and the like <b>in any building</b> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
<i>If so, are these locked away and secured <b>at all times</b>?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Are rags used to clean up spills and/or for general cleaning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Are these rags used only for one specific purpose?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Are rags washed and dried immediately after use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Are empty flammable/chemical containers disposed of <b>immediately</b> when empty?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Are all bottles, containers, cans and tins kept securely closed to prevent the contents escaping?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Are all aerosol containers eg. deodorant sprays, fly/insect sprays etc.			
– kept clear of any heat source?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
– stored in a locked cupboard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Is a check made at the end of each working day to ensure there is full compliance with items above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

Deficiency	Action	Date Completed/Due



# Electronic Equipment

## Section Objective

To ensure computers/equipment and electronic data is safeguarded and secure against loss or damage.

Are the rooms in which computers are located secured at the end of each working day against unauthorised entry?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Are computer terminals/keyboards physically secured against unauthorised removal or within a locked room?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Are laptops						
– secured and locked away at the end of a day?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
– taken off-site out of regular centre hours?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
If computer data is generated at the centre						
– is this backed up?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
– regularity of back-up?	<input type="checkbox"/>					
Is the backed-up data taken off site weekly?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Can the computer equipment be viewed externally eg. through a window from the outside?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
If so, are there plans to obstruct such viewing?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Is there an intruder alarm sensor providing coverage where the computers are used and stored?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Is small electronic equipment securely locked away when not in use ie. cameras?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA

Deficiency	Action	Date Completed/Due

# Emergency Procedures

## Section Objective

It is important that each child care centre has in place a plan that can deal with emergencies eg. storm and severe winds, flood potential, fire, impact (vehicle impact into building) etc.

Does your child care centre have a plan in place to deal with emergencies?

Yes  No  NA

*If so, what emergency types are covered*

Fire

Yes  No  NA

Storm and severe wind damage

Yes  No  NA

Flood potential

Yes  No  NA

Impact (vehicle)

Yes  No  NA

Severe malicious damage (eg. many windows being broken, malicious water flooding)

Yes  No  NA

Riot or civil commotion

Yes  No  NA

Others (if so give details)

Yes  No  NA

If a plan is in place, is it trialled regularly?

Yes  No  NA

If a plan is in place, has it been reviewed at least annually?

Yes  No  NA

Do neighbours (if applicable) have contact phone numbers of the child care centre's personnel in the event of an emergency or potential emergency?

Yes  No  NA

**Deficiency**

**Action**

**Date Completed/Due**

Deficiency	Action	Date Completed/Due

# Exposure to Perils (Natural/Human)

## Section Objective

This section highlights the potential for natural and human hazards to impact upon the child care centre building(s) and their operations.

<i>Has an annual Risk Assessment been completed of the listed hazards (below) that could affect the child care centre property and business?</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Flooding – creek, stream, river or moderate-major surface flooding.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Water Damage (by overflowing roof guttering/downpipes/storm drains).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Arson/Malicious Damage (including graffiti).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Storm/Wind Damage (including unsecured play equipment, bins, falling branches/trees).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Fire/Smoke Damage.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Theft (of equipment, internal or exterior).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Electrical/Fusion.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Impact by Vehicles (building, fence damage).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Damage from adjoining/neighbouring buildings/premises, trees or structures that can impact on the child care centre's premises.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA

Deficiency	Action	Date Completed/Due

# Appendix

# Daily and Holiday Security/Arson Checklist

## Daily

- |   |                          |     |                          |    |                          |    |
|---|--------------------------|-----|--------------------------|----|--------------------------|----|
| As much external portable equipment as possible (including ladders, swings, toys, rubbish bins, soft furnishings etc.) moved inside the shed, building etc. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| Items of value (eg. audio equipment, laptops, cameras, television, etc.) removed from the premises or placed in secure cupboard and out of sight.           | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| Rubbish bins left outside to be locked (if possible) and chained securely at a position at least 4m from any building.                                      | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| All cash removed from premises and banked. All keys removed from premises.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| All combustibles stored well clear of building exterior.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| Verandah blinds rolled up (except if see through type). All building blinds rolled down (where practical).  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| All portable electrical appliances unplugged at the wall.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| All flammable liquids safely and securely stored.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| Burglar alarm and smoke alarm systems checked and set.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| Security lighting is fully operational. Internal lighting off except for security purposes.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| Arrangements made to ensure premises are checked secure after use by other parties, i.e. contractors.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| All internal doors closed.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| All door locks, bolts, windows, catches etc, are checked and in good working order and are locked.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| The gate(s) are locked shut.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| Any other action you feel is relevant for your centre.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |

## Holidays

- |   |                          |     |                          |    |                          |    |
|---|--------------------------|-----|--------------------------|----|--------------------------|----|
| Arrangements made for periodical (daily/weekly) visits by staff/management/committee members over the holidays. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| Burglar alarm and smoke detection system checked operational, including back up battery.                        | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |
| Call minder message changed.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | NA |

Completed by

Signature

Date

AD Level 5, 1 Southbank Boulevard,  
Southbank VIC 3006

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