

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 20 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 business?
- Do you manage waste, recycling and combustibles to minimise the fire and arson risk?
- Do you control smoking on site?
- 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)?
- Do you have a permit to work system in place e.g. for hot work?
- Are lithium ion batteries managed to minimise the risk of fire?
- Are commercial kitchen fire risks managed e.g. cooking appliances located properly, gas shut off easily accessible, deep fat fryers have secondary thermostats, fryer oil is regularly changed, extract ducts are professionally cleaned etc.

Fire protection

- Do you have the right type and size fire extinguishers or hose reels?
- Is there a suitably sized Wet Chemical fire extinguisher and fire blanket located in any commercial kitchen where deep fat frying takes place?
- 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?
- Are till drawers left emptied and left open after hours?
- Do dispensary areas have additional security e.g. roller grilles etc. to prevent unauthorised access?
- Are controlled drugs kept in a suitable safe in a secure area?

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?

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?
- Are spills cleaned up as soon as possible?
- 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?

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?

Do you have protocols in place to manage medical waste correctly?

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?

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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