



RISK MANAGEMENT CHECKLIST

SCHOOL:

DATE:

RISK MANAGEMENT	YES	NO
<p><u>ARSON, VANDALISM & BURGLARY</u></p> <p>Has your school taken measures to protect against arson, vandalism and burglary?</p> <ul style="list-style-type: none"> • Smoke alarms, smoke detention systems; • Physical barriers – walls, fencing, gates; • Fire fighting equipment installed and serviced; • Door and window barriers; • Manual and automatic security lighting <p>Are all school assets easily identifiable (marker, sticker, label)?</p>		
<p><u>DAMAGE</u></p> <p>Has your school guarded against water damage?</p> <p>Is your school protected from electrical storm damage or electrical utility surges?</p> <p>Does your school have important records/files duplicated or stored off site?</p>		
<p><u>IT & ELECTRONIC EQUIPMENT</u></p> <p>Has your school ensured all electronic equipment is sturdy and lockable?</p> <p>Has your school secured all electronic equipment with ant-theft devices?</p> <p>Does your school conduct regular IT house keeping (virus checks, software back up)?</p> <p>Is your school Y2K compliant?</p>		
<p><u>DISASTER RECOVERY</u></p> <p>Does your school have an emergency fire evacuation procedure?</p> <p>Does your school have an emergency procedures plan, disaster recovery plan and post event trauma plan?</p> <p>Does your school have a hazard management plan?</p> <p>Does your school ensure chemical hazard materials are safely stored?</p>		
<p><u>BUILDING SERVICES, PLANT & EQUIPMENT</u></p> <p>Does your school have electrical safety switches installed?</p> <p>Does your school plan against plant and equipment breakdown?</p> <p>Does your school conduct regular property and buildings condition surveys and inspections?</p> <p>Has your school identified whether any building materials contain asbestos?</p> <p>Has your school ensured playground equipment complies with Australian Standards (ie. fall fill materials)?</p> <p>Does your school ensure any school vehicle or transport is regularly maintained and serviced?</p> <p>Has your school ensured all fittings are fitted with correct type of glass?</p>		