



RISK MANAGEMENT CHECKLIST

PARISH:

DATE:

RISK MANAGEMENT	YES	NO
<p align="center">ARSON, VANDALISM & BURGLARY</p> <p>Has your parish taken measures to protect against arson, vandalism and burglary? 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 Are all parish assets easily identifiable (marker, sticker, label)?</p>		
<p align="center">DAMAGE</p> <p>Has your parish guarded against water damage? Is your parish protected from electrical storm damage or electrical utility surges? Does your parish have important records/files duplicated or stored off site?</p>		
<p align="center">IT & ELECTRONIC EQUIPMENT</p> <p>Has your parish ensured all electronic equipment is sturdy and lockable? Has your parish secured all electronic equipment with ant-theft devices? Does your parish conduct regular IT house keeping (virus checks, software back up)?</p>		
<p align="center">DISASTER RECOVERY</p> <p>Does your parish have an emergency fire evacuation procedure? Does your parish have an emergency procedures plan, disaster recovery plan and post event trauma plan? Does your parish have a hazard management plan? Does your parish ensure chemical hazard materials are safely stored?</p>		
<p align="center">BUILDING SERVICES, PLANT & EQUIPMENT</p> <p>Does your parish have electrical safety switches installed? Does your parish plan against plant and equipment breakdown? Does your parish conduct regular property and buildings condition surveys and inspections? Has your parish identified whether any building materials contain asbestos? Has your parish ensured playground equipment complies with Australian Standards (ie. fall fill materials)? Does your parish ensure any parish vehicle or transport is regularly maintained and serviced? Has your parish ensured all fittings are fitted with correct type of glass?</p>		