

# RISK MANAGEMENT CHECKLIST

**WELFARE ORGANISATION:** ..... **DATE:** .....

<b>RISK MANAGEMENT</b>	<b>YES</b>	<b>NO</b>
<p style="text-align: center;"><b>ARSON, VANDALISM &amp; BURGLARY</b></p> <p>Has your welfare organisation taken measures to protect against arson, vandalism and burglary?</p> <ul style="list-style-type: none"> <li>• Smoke alarms, smoke detention systems;</li> <li>• Physical barriers – walls, fencing, gates;</li> <li>• Fire fighting equipment installed and serviced;</li> <li>• Door &amp; window locks, grills and screens</li> <li>• Manual and automatic security lighting</li> <li>• Are all welfare organisation assets easily identifiable (marker, sticker, label)?</li> </ul>		
<p style="text-align: center;"><b>DAMAGE</b></p> <p>Has your welfare organisation guarded against water damage? Is your welfare organisation protected from electrical storm damage or electrical utility surges? Does your welfare organisation have important records/files duplicated or stored off site?</p>		
<p style="text-align: center;"><b>IT &amp; ELECTRONIC EQUIPMENT</b></p> <p>Has your welfare organisation ensured that all electronic equipment is packed away and hidden from public view? Has your welfare organisation secured all electronic equipment with ant-theft devices? Does your welfare organisation conduct regular IT house keeping (virus checks, software back up)?</p>		
<p style="text-align: center;"><b>SAFETY ENVIRONMENT</b></p> <p>Does your welfare organisation have an emergency fire evacuation procedure? Does your welfare organisation have an emergency procedures plan, disaster recovery plan and post event trauma plan? Does your welfare organisation have a hazard identification and risk management plan?</p>		
<p style="text-align: center;"><b>BUILDING SERVICES, PLANT &amp; EQUIPMENT</b></p> <p>Does your welfare organisation have electrical safety switches installed? Does your welfare organisation plan against plant and equipment breakdown? Does your welfare organisation conduct regular property and buildings legislative compliance surveys and inspections? Does your welfare organisation ensure any organisation vehicle or transport is regularly maintained and serviced? Do your welfare organisations have a duty of care risk management plan? Do you have a property and buildings preventative maintenance program?</p>		