

Fire Safety Assessment Checklist



Property Protection

Organisations must take a thoughtful, systematic and proactive approach to arson and crime prevention. Arson is one of the most common causes of large fire losses and can therefore pose a significant threat to your organisation.

This checklist will help you review your risks and guide you through some simple steps to reduce the risk of becoming a victim of arson or break-in, often at little or no cost. We recommend that you review this checklist and take action appropriate to your situation, as we appreciate each organisation will have differing risk factors e.g. location or usage.

	Yes	No	NA	Action	Who	By When
Do you regularly review your organisation's security arrangements?						
Are staff trained to look for and report any security breaches, arson attempts or repairs?						
Do you have the following protections? <ul style="list-style-type: none"> • Automatic fire and/or intruder alarm • CCTV system • Motion activated security lighting • Security firm to patrol buildings and facilities not in use 						
Does the buildings and facilities have adequate locks on doors and any opening windows?						
Are building or facilities locked securely when not being used?						
Are the buildings and facilities locked during night or after hours?						
Are adequate measures in place to protect vulnerable areas against unauthorised access?						
Are property boundaries and perimeter fencing and gates functional and secure?						

	Yes	No	NA	Action	Who	By When
Are perimeter gates locked at night to restrict people or vehicle access?						
Do the buildings and facilities have a single entry point to restrict access from nearby properties?						
Do you have an incident management process to record any incidents or issues?						

If you would like to speak to someone about protecting your buildings or premises, call our Risk Management hotline on **03 8630 3136** (Monday to Friday, 09:00 to 17:00 - excluding Public Holidays) or email us at info@ansvarrisk.com.au