Risk Solutions

Vacant and Unoccupied Buildings

Risk Assessment Form

A practical guide for assessing and managing the risks associated with vacant or unoccupied buildings, including property context, security, fire, utilities, building condition, inspections, escalation, residual-risk rating, treatment actions and ongoing review.

From assessment to action

Use the findings to set priorities, assign responsibility and review residual risk.

01 Assess → 02 Act → 03 Review

Purpose of this form

Use this form when a property becomes vacant or unoccupied, and whenever its condition, use or risk profile materially changes. It helps property owners, managers and responsible persons to:

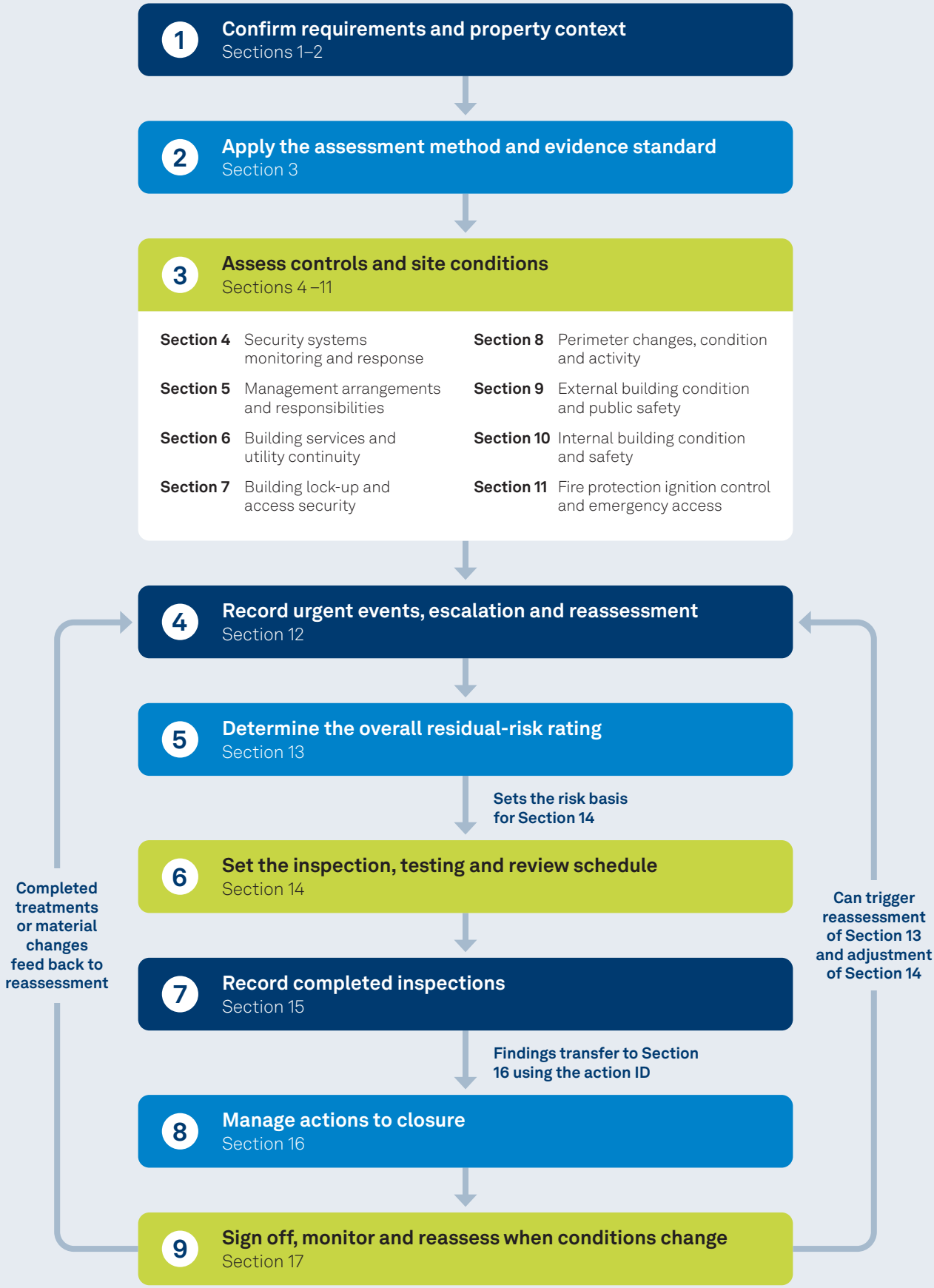
- identify the main risks;
- assess whether controls are effective;
- determine the remaining risk;
- record required inspections, actions and escalation; and
- show how the risk rating was determined, who is responsible for each action and when the assessment will be reviewed.

Before you begin

What to do first: Notify your broker, confirm the policy, underwriting, inspection and control requirements that apply and establish a documented inspection and maintenance program suited to the property's risks.

Important: This form is a guide to carrying out and documenting a risk assessment. It does not guarantee that loss, damage, injury or disruption will be prevented and completing it does not by itself demonstrate that all risks have been identified or adequately controlled. Use it with your organisation's risk management framework, policies and procedures, and with applicable legal, regulatory, insurer, maintenance and specialist requirements. Adapt the assessment to the property and obtain competent advice where the circumstances or findings require it.

How this risk assessment works



1. Assessment details

Field	Details
Organisation	
Property / building name	
Site address	
Assessment date	
Inspector / assessor	
Role	
Building status	☐ Vacant / ☐ Unoccupied / ☐ Partially used / ☐ Temporarily closed
Planned review date	

2. Property profile and occupancy status

A **vacant** property is substantially empty of contents and normal activity. An **unoccupied** property remains furnished or equipped but is not being used for its usual purpose. Record the correct status because the risks, policy requirements, inspection arrangements and controls may differ.

Item	Details
Property type	☐ Office / ☐ School / ☐ Faith building / ☐ Residential / ☐ Community facility / ☐ other
No. of buildings on site	
No. of storeys	
Vacancy / unoccupancy start date	
Expected vacancy / unoccupancy duration	
Any occupied areas remaining?	☐ Yes / ☐ No - details
Critical assets or contents remaining on site	☐ Yes / ☐ No - details
Neighbouring properties / shared boundaries	☐ Yes / ☐ No - details
Heritage or special constraints	☐ Yes / ☐ No - details

3. Assessment method and evidence standard

How to use this section

Use the status options in Sections 4–11 to assess each control, arrangement or finding. Use Section 12 to record urgent events, escalation and reassessment. Select the option that best describes what was verified, such as Effective, Partly effective, Not effective, Not verified or the equivalent wording used in that section. Record the supporting evidence, gaps, interim controls and required actions. In this form, an interim control is a temporary measure used to reduce property risk until the required action is completed.

Evidence standard: Apply the same evidence standard throughout this form. Treat a control or arrangement as effective only when its location, operating condition, coverage, last inspection or test, responsible person and response arrangements have been verified where relevant. Record unavailable or unchecked information as Not verified. Do not assign a Low rating where key information is missing or a critical control has not been verified.

The detailed assessment begins here

Complete Sections 4–11 using the method and evidence standard in Section 3.
Record what was verified, any gaps, interim controls and required actions.

4. Security systems, monitoring and response

Use this section to assess the security systems, monitoring and response arrangements that protect the property while it is vacant or unoccupied. Confirm whether each control is required, whether it is operating effectively and whether alerts will result in a reliable and timely response. Record the evidence checked, any impairment or coverage gap, the interim control and the action required. Assess physical locks, gates and access points in Section 7 and fire-protection systems in Section 11.

Security control	Control status	Evidence, impairment, interim controls and actions
Intruder alarm system	☐ Effective ☐ Partly effective ☐ Not effective ☐ Not installed but required ☐ Not verified ☐ Not applicable	Coverage, last test date, monitoring and response arrangements, evidence reviewed, impairment, interim control and required action:
CCTV system	☐ Effective ☐ Partly effective ☐ Not effective ☐ Not installed but required ☐ Not verified ☐ Not applicable	Coverage, last test date, monitoring and response arrangements, evidence reviewed, impairment, interim control and required action:
Security lighting	☐ Effective ☐ Partly effective ☐ Not effective ☐ Not installed but required ☐ Not verified ☐ Not applicable	Coverage, last test date, operating arrangements, evidence reviewed, impairment, interim control and required action:

Security control	Control status	Evidence, impairment, interim controls and actions
Remote monitoring and alarm transmission	☐ Effective ☐ Partly effective ☐ Not effective ☐ Not installed but required ☐ Not verified ☐ Not applicable	Systems covered, last test date, transmission path, monitoring and response arrangements, evidence reviewed, impairment, interim control and required action:
Monitoring-provider arrangements	☐ Effective ☐ Partly effective ☐ Not effective ☐ Not installed but required ☐ Not verified ☐ Not applicable	Provider, systems monitored, contact and escalation arrangements, last verification date, evidence reviewed, gap, interim control and required action:
Nominated alarm responders	☐ Effective ☐ Partly effective ☐ Not effective ☐ Not installed but required ☐ Not verified ☐ Not applicable	Responder names or roles, availability, access arrangements, last verification date, evidence reviewed, gap, interim control and required action:
Security patrols or guarding service, where applicable	☐ Effective ☐ Partly effective ☐ Not effective ☐ Not installed but required ☐ Not verified ☐ Not applicable	Coverage, patrol or attendance frequency, reporting and escalation arrangements, evidence reviewed, gap, interim control and required action:

5. Management arrangements and responsibilities

Use this section to confirm that responsibilities for security, incidents, access, emergency contacts, inspections and maintenance are clear and working in practice. Select a status for each arrangement and record the responsible person, evidence reviewed and any gaps or actions. Record anything that is partly in place, missing or not verified in the action plan.

Management arrangement to assess	Status	Evidence, responsibility and gaps
Vacancy or unoccupancy has been notified to the broker or insurer where required, and applicable policy, inspection, security, maintenance and reporting requirements have been recorded, assigned and communicated to the responsible people.	☐ Current and working ☐ Partly in place ☐ Not in place ☐ Not verified ☐ N/A	Notification date, requirements recorded, responsible people, communication evidence and gaps:
Security arrangements have a named owner and are reviewed when risks or site conditions change.	☐ Current and working ☐ Partly in place ☐ Not in place ☐ Not verified ☐ N/A	Owner, last review date, evidence and required action:

Management arrangement to assess	Status	Evidence, responsibility and gaps
People who inspect, attend or manage the property understand how to identify, report and respond to security breaches, attempted arson, damage and maintenance issues.	☐ Current and working ☐ Partly in place ☐ Not in place ☐ Not verified ☐ N/A	Responsible people, briefing or training evidence, gaps and action:
Incidents, control failures and inspection findings are recorded, escalated and tracked to completion.	☐ Current and working ☐ Partly in place ☐ Not in place ☐ Not verified ☐ N/A	Process or system used, escalation contact, evidence and gaps:
Keys, access cards, codes and authorised access are recorded, regularly checked and promptly updated when access changes.	☐ Current and working ☐ Partly in place ☐ Not in place ☐ Not verified ☐ N/A	Register owner, last check date, evidence and gaps:
Emergency, after-hours and escalation contacts are current, available and understood by the people who may need to use them.	☐ Current and working ☐ Partly in place ☐ Not in place ☐ Not verified ☐ N/A	Contact list location, last verified date, evidence and gaps:
Inspection, maintenance, contractor and response responsibilities are clearly assigned and coordinated.	☐ Current and working ☐ Partly in place ☐ Not in place ☐ Not verified ☐ N/A	Named roles, service providers, handover arrangements and gaps:

6. Building services and utility continuity

Use this section to decide which building services must remain operational and which can be safely isolated while the property is vacant or unoccupied. Record the required status, reason, dependencies and evidence or specialist advice for each decision. Section 11 separately assesses whether fire-protection systems are effective, tested and properly maintained. Confirm that isolation or continued operation is safe and consistent with policy, insurer, regulatory and maintenance requirements.

Service	Required status	Reason and dependencies	Verification and action
Electricity	☐ Remain operational ☐ Partly isolated ☐ Fully isolated ☐ Not verified	Identify dependencies such as alarms, lighting, pumps, plant, communications or remote monitoring.	Who confirmed the status, date checked, evidence or specialist advice, and required action:
Gas	☐ Remain operational ☐ Partly isolated ☐ Fully isolated ☐ Not verified	Identify heating, hot-water, kitchen, plant or maintenance dependencies and any leak or ignition risk.	Who confirmed the status, date checked, evidence or specialist advice, and required action:

Service	Required status	Reason and dependencies	Verification and action
Water	☐ Remain operational ☐ Partly isolated ☐ Fully isolated ☐ Not verified	Consider fire services, sanitation, irrigation, cleaning and maintenance needs, together with leak, freezing, stagnant-water and water-hygiene risks.	Isolation points, who confirmed the status, date checked, evidence and required action:
Fire services	☐ Remain operational ☐ Partly isolated ☐ Fully isolated ☐ Not verified	Identify alarms, detection, sprinklers, pumps, valves, communications and water or electricity dependencies.	Last test or service, impairment notification, competent person, interim controls and required action:
Security systems	☐ Remain operational ☐ Partly isolated ☐ Fully isolated ☐ Not verified	Identify power, communications, monitoring, lighting, coverage and response dependencies.	Last test, monitoring and response arrangements, evidence, defects and required action:
Communications and data services	☐ Remain operational ☐ Partly isolated ☐ Fully isolated ☐ Not verified	Identify dependencies for alarms, monitoring, building-management systems, emergency contact, internet, mobile or fixed-line communications.	Services and connections checked, provider, last test date, evidence, outage contingency measures and required action:
Heating, ventilation, pumps and environmental controls	☐ Remain operational ☐ Partly isolated ☐ Fully isolated ☐ Not verified	Identify controls needed to prevent damp, mould, freezing, overheating, corrosion or deterioration of the building, contents or equipment.	Required settings or operating range, systems checked, last verification date, specialist advice, evidence and required action:

7. Building lock-up and access security

Use this section to confirm that buildings, entry points, windows, gates, outbuildings and vehicle access are secured when the property is unattended. Check each area directly and record the location, condition, evidence and any gap requiring action. Use Not verified where an item cannot be inspected and Not applicable only where the reason is recorded. Consider any weakness identified here in the Section 13 risk rating and Section 16 action plan.

Assessment point	Security status	Location, evidence, gaps and actions
All buildings and facilities are secured whenever unattended	☐ Secure and effective ☐ Partly secure ☐ Not secure ☐ Not verified ☐ Not applicable	Buildings and facilities inspected, evidence, defect or vulnerability, interim control and required action:
Vulnerable or concealed access areas identified in the risk assessment are secured and subject to suitable detection, lighting, inspection or other security controls	☐ Secure and effective ☐ Partly secure ☐ Not secure ☐ Not verified ☐ Not applicable	Identify each vulnerable or concealed area, the security control relied on, evidence checked, any gap, interim control and required action:

Assessment point	Security status	Location, evidence, gaps and actions
Perimeter and vehicle-access gates are secured whenever the property is unattended or as required by the site security plan	☐ Secure and effective ☐ Partly secure ☐ Not secure ☐ Not verified ☐ Not applicable	Gates and access points inspected, site security-plan requirement, evidence, defect or vulnerability, interim control and required action:
Openable windows secure	☐ Secure and effective ☐ Partly secure ☐ Not secure ☐ Not verified ☐ Not applicable	Location inspected, evidence, defect or vulnerability, interim control and required action:
Outbuildings, sheds and garages secure	☐ Secure and effective ☐ Partly secure ☐ Not secure ☐ Not verified ☐ Not applicable	Location inspected, evidence, defect or vulnerability, interim control and required action:
Access from nearby properties restricted where possible	☐ Secure and effective ☐ Partly secure ☐ Not secure ☐ Not verified ☐ Not applicable	Location inspected, evidence, defect or vulnerability, interim control and required action:
Roof, skylight, basement, loading-bay and service-entry access secured	☐ Secure and effective ☐ Partly secure ☐ Not secure ☐ Not verified ☐ Not applicable	Areas inspected, access route, evidence, vulnerability and required action:
Temporary boarding, fencing or barriers secure and suitable	☐ Secure and effective ☐ Partly secure ☐ Not secure ☐ Not verified ☐ Not applicable	Location, condition, fixing method, evidence, interim control and required action:
Property secured and alarmed after contractor or service-provider attendance	☐ Secure and effective ☐ Partly secure ☐ Not secure ☐ Not verified ☐ Not applicable	Attendance details, lock-up confirmation, alarm status, evidence and required action:
Locks, keys, cards and codes changed after a breach or change in authorised personnel where required	☐ Secure and effective ☐ Partly secure ☐ Not secure ☐ Not verified ☐ Not applicable	Reason for change, date completed, authorised person, records and outstanding action:
Emergency access arrangements maintain security and are limited to authorised responders	☐ Secure and effective ☐ Partly secure ☐ Not secure ☐ Not verified ☐ Not applicable	Access method, authorised responders, key or code controls, evidence and required action:

8. Perimeter changes, condition and activity inspection

Use this section during each scheduled inspection to record new damage, deterioration, suspicious activity or changes around the property perimeter. Sections 4 and 7 assess whether security controls and access arrangements are suitable and effective; this section checks whether their condition has changed since the previous inspection. Record what was observed, its location, the evidence available and any immediate or follow-up action required. Consider material findings in the Section 13 risk rating and Section 16 action plan.

Inspection item	Finding status	Location, evidence, interim controls and actions
Holes in fences	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Observation or evidence, interim control, required action, responsible person and target date:
Damaged or broken fencing	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Observation or evidence, interim control, required action, responsible person and target date:
Damaged locks or gates	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Observation or evidence, interim control, required action, responsible person and target date:
Fallen tree branches affecting security	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Observation or evidence, interim control, required action, responsible person and target date:
Unattended or suspicious vehicles	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Observation or evidence, interim control, required action, responsible person and target date:
Other signs of unusual activity	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Observation or evidence, interim control, required action, responsible person and target date:

Inspection item	Finding status	Location, evidence, interim controls and actions
Boundary security lighting operational	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Observation or evidence, interim control, required action, responsible person and target date:
Perimeter generally secure and functional	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Observation or evidence, interim control, required action, responsible person and target date:

9. External building condition and public-safety inspection

Use this section during each scheduled inspection to identify new or worsening damage, deterioration, drainage problems, housekeeping concerns and public-safety hazards outside the building. Record the location, severity, evidence and any interim control or required action. Consider material findings in the Section 13 risk rating, escalate urgent hazards under Section 12 and transfer required actions to Section 16.

Inspection item	Finding status	Location, evidence, interim controls and actions
Dumped waste around the site	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:
Waste bins stored away from the building	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:
Water leakage from gutters or drains	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:
Stormwater drain blockages	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:

Inspection item	Finding status	Location, evidence, interim controls and actions
Gutters require cleaning	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:
Damage to roofs, cladding, windows or doors	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:
Damaged paving, paths or stairs	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:
Unprotected drop-offs or excavations	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:
Loose building elements	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:
Tree limb hazards	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:

10. Internal building condition and safety inspection

Use this section during each scheduled internal inspection to identify new or worsening damage, water ingress, deterioration, unsafe conditions, hazardous materials, vermin activity or missing assets. Do not enter an area where there is a suspected structural, electrical, asbestos or other immediate safety risk; isolate the area and obtain competent advice. Consider material findings in the Section 13 risk rating, escalate urgent hazards under Section 12 and transfer required actions to Section 16.

Inspection item	Finding status	Location, evidence, interim controls and actions
Evidence of vermin or pest activity	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:
Signs of water damage or ingress through ceilings, walls, drains or sewers	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:
Damp, mould, condensation, corrosion or deterioration associated with temperature or ventilation conditions	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, environmental condition or reading, evidence, interim control, competent advice, action, owner and target date:
Stagnant water, unusual odour, discolouration, leakage or other water-hygiene concern in inactive or infrequently used systems	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	System and location, observation or evidence, access restriction or interim control, competent advice, action, owner and target date:
Missing items identified	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:
Combustible storage load not minimised	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:

Inspection item	Finding status	Location, evidence, interim controls and actions
Unused services or vulnerable rooms not secured	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:
Ceiling deterioration or collapse risk	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:
Structural deterioration	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:
Unsafe flooring	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:
Trip hazards	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:
Suspected asbestos or hazardous materials exposure	☐ No issue observed ☐ Minor issue ☐ Material issue ☐ Immediate danger / urgent escalation ☐ Not verified ☐ Not applicable	Location, evidence, interim control, action, owner and target date:

11. Fire protection, ignition control and emergency access

Use this section to assess whether fire detection, firefighting equipment, ignition controls, combustible management and emergency access are suitable and effective while the property is vacant or unoccupied. Confirm the systems and controls required for the property, check current inspection or service evidence and record any impairment, gap or interim control. Consider weaknesses in the Section 13 overall residual risk rating, escalate impaired critical fire protection under Section 12 and transfer required actions to Section 16.

Confirm that smoke alarms and other fire detection devices are within the applicable service life and have been inspected, tested and replaced in accordance with manufacturer instructions and relevant regulatory, maintenance and insurer requirements.

Fire control group	Effectiveness	Evidence, impairment, interim control and action
Detection and alarm systems Fire detection, alarms and smoke alarms required for the property are operating and supported by reliable notification arrangements.	☐ Effective ☐ Partly effective ☐ Not effective ☐ Not verified ☐ Not applicable	Systems checked, coverage, last test or service date, service-life requirements, notification arrangements, impairment, interim control and action:
Portable firefighting equipment Extinguishers and hose reels required for the property are accessible, suitable and serviceable.	☐ Effective ☐ Partly effective ☐ Not effective ☐ Not verified ☐ Not applicable	Equipment checked, location, last service date, defects, interim control and action:
Sprinkler and fixed fire systems Sprinklers, pumps, valves and other fixed systems required for the property remain operational.	☐ Effective ☐ Partly effective ☐ Not effective ☐ Not verified ☐ Not applicable	Systems checked, last test or service date, water and power dependencies, impairment notification, interim control and action:
Ignition controls Smoking, hot work, temporary heating, electrical work and other ignition sources are prohibited or controlled.	☐ Effective ☐ Partly effective ☐ Not effective ☐ Not verified ☐ Not applicable	Controls and permits checked, evidence, breaches or gaps, interim control and action:
Combustible and flammable materials Waste, stored combustibles and flammable liquids are removed, minimised or safely managed away from buildings and ignition sources.	☐ Effective ☐ Partly effective ☐ Not effective ☐ Not verified ☐ Not applicable	Materials and locations checked, separation or storage arrangements, evidence, gap, interim control and action:
Vegetation and external exposure Vegetation and nearby external fire loads are managed to reduce fire spread and maintain safe access.	☐ Effective ☐ Partly effective ☐ Not effective ☐ Not verified ☐ Not applicable	Areas checked, condition, seasonal or weather factors, evidence, gap, interim control and action:
Fire brigade and emergency access Emergency vehicle access, gates, hydrants, fire indicator panels, site information and authorised entry arrangements are maintained.	☐ Effective ☐ Partly effective ☐ Not effective ☐ Not verified ☐ Not applicable	Access route and facilities checked, responder information, evidence, obstruction or vulnerability, interim control and action:

Move from assessment to risk management

Use Sections 12–17 to record urgent events, determine residual risk, set the inspection schedule, record completed inspections, manage actions to closure and sign off the assessment.

12. Urgent events, escalation and reassessment

Use this section when an event or material change requires immediate action, escalation or reassessment. Protect people first, contact emergency services where necessary, apply immediate controls, notify the property manager and relevant broker or insurer, and record who was contacted, when and what was agreed. Reassess the Section 13 risk rating, review the inspection frequency in Section 14 and transfer required actions to Section 16.

Trigger event	Event status	Escalation, response and reassessment record
Unauthorised entry, trespass, break-in or attempted arson	☐ Not occurred ☐ Occurred and controlled ☐ Active or unresolved ☐ Not verified	Date and time, location, immediate controls, people or organisations notified, response required, responsible person, target date and date the Section 13 risk rating was reassessed:
Multiple or significant security defects identified	☐ Not occurred ☐ Occurred and controlled ☐ Active or unresolved ☐ Not verified	Date and time identified, locations, immediate controls, people or organisations notified, response required, responsible person, target date and date the Section 13 risk rating was reassessed:
Fire-protection or security-system impairment or failure	☐ Not occurred ☐ Occurred and controlled ☐ Active or unresolved ☐ Not verified	Date and time, affected systems and areas, immediate controls, people or organisations notified, response required, responsible person, target date and date the Section 13 risk rating was reassessed:
Significant water escape or flooding	☐ Not occurred ☐ Occurred and controlled ☐ Active or unresolved ☐ Not verified	Date and time, source and affected areas, immediate controls, people or organisations notified, response required, responsible person, target date and date the Section 13 risk rating was reassessed:
Structural instability or significant building damage	☐ Not occurred ☐ Occurred and controlled ☐ Active or unresolved ☐ Not verified	Date and time, location and damage observed, access restrictions or other immediate controls, people or organisations notified, competent advice required, responsible person, target date and date the Section 13 risk rating was reassessed:
Severe weather or other event causing material damage or exposure	☐ Not occurred ☐ Occurred and controlled ☐ Active or unresolved ☐ Not verified	Date and time, affected areas, immediate controls, people or organisations notified, response required, responsible person, target date and date the Section 13 risk rating was reassessed:

Trigger event	Event status	Escalation, response and reassessment record
Critical utility failure or loss of required services	☐ Not occurred ☐ Occurred and controlled ☐ Active or unresolved ☐ Not verified	Date and time, affected services and dependencies, immediate controls, people or organisations notified, response required, responsible person, target date and date the Section 13 risk rating was reassessed:
Vacancy or unoccupancy extends beyond the period previously assessed or agreed	☐ Not occurred ☐ Occurred and controlled ☐ Active or unresolved ☐ Not verified	Date identified, revised period, broker or insurer notification, agreed response, responsible person, target date and date the Section 13 risk rating was reassessed:
Material change in property use, condition, controls or exposure	☐ Not occurred ☐ Occurred and controlled ☐ Active or unresolved ☐ Not verified	Date identified, change and affected areas, immediate controls, people or organisations notified, response required, responsible person, target date and date the Section 13 risk rating was reassessed:
Neighbour complaint or credible report of suspicious activity	☐ Not occurred ☐ Occurred and controlled ☐ Active or unresolved ☐ Not verified	Date and time, details and location, immediate controls, people or organisations notified, response required, responsible person, target date and date the Section 13 risk rating was reassessed:

Reassess the property risk whenever a trigger in the table occurs or when there is another material change to the property's condition, use, vacancy period, controls or exposure.

13. Overall residual risk assessment

Complete this section after assessing the controls and findings in Sections 4–11 and considering any urgent events or material changes recorded in Section 12. The detailed statuses are inputs to the overall residual risk rating, not direct equivalents. Consider the possible consequences, likelihood, property exposure, verified control effectiveness, incidents or changing conditions, and whether weaknesses combine to create a greater risk.

Rating	Guide to applying the rating
Low	Current controls are working effectively and the remaining risk is acceptable with routine monitoring.
Medium	There are control weaknesses, changing conditions or uncertainties that could result in material loss, harm or disruption. Planned action and closer monitoring are required.
High	Controls are missing, not working or seriously weakened, or the possible consequences require urgent action and escalation.
Important	Do not assign a Low rating where key information is missing or a critical control has not been verified.

Overall residual risk rating for the vacant or unoccupied property: ☐ Low / ☐ Medium / ☐ High.
Select the highest rating supported by the material findings, taking account of how risks may combine and any key information or critical controls that remain unverified.

Assessment rationale and evidence: Briefly summarise the material findings that support the overall rating, including the main risk scenarios, effective controls, significant gaps and any information that could not be verified. Cross-reference required treatments in Section 16 rather than repeating the action details.

14. Risk-based inspection, testing and review schedule

Use this section to document the inspection, testing, servicing and risk-review program for the property. Set each frequency according to the Section 13 residual risk rating, any trigger events or material changes recorded in Section 12, and applicable broker, insurer, regulatory, manufacturer or maintenance requirements. Record the reason for each frequency and increase it after an incident, control failure, severe weather event, extended vacancy or other material change.

Include security-system checks, contractor patrol reviews and specialist servicing only where those controls or services apply to the property. Record non-applicable activities as such rather than assigning a routine frequency.

Activity	Agreed frequency or trigger	Reason for schedule	Responsible person or provider	Last completed	Next due	Evidence or record location
Lock-up and alarm status check	Record the agreed frequency or event trigger:	Link to the assessed risk and applicable policy or insurer requirement:				
Perimeter inspection	Record the agreed frequency or event trigger:	Link to the assessed risk and applicable policy or insurer requirement:				
External building walk-around	Record the agreed frequency or event trigger:	Link to the assessed risk and applicable policy or insurer requirement:				
Internal building inspection	Record the agreed frequency or event trigger:	Link to the assessed risk and applicable policy or insurer requirement:				
CCTV or security system functionality check	Record the agreed frequency or event trigger:	Link to system criticality, reliability and applicable requirements:				

Activity	Agreed frequency or trigger	Reason for schedule	Responsible person or provider	Last completed	Next due	Evidence or record location
Fire alarm, smoke alarm and fire protection system inspection or testing	Record the required frequency or event trigger:	Reference the applicable regulatory, manufacturer, maintenance or insurer requirement:				
Extinguisher or hose reel service	Record the required service frequency:	Reference the applicable standard, maintenance or service-provider requirement:				
Gutter and drainage inspection	Record the agreed frequency, seasonal timing or weather trigger:	Link to site exposure, vegetation, weather and maintenance needs:				
Environmental -condition and water-hygiene inspection, monitoring or specialist review, where relevant	Record the agreed frequency, seasonal timing or event trigger:	Link to damp, mould, temperature, ventilation, freezing, corrosion, stagnant-water and water-hygiene risks, together with competent advice and applicable requirements:				
Vacancy or unoccupancy risk review	Record the agreed frequency or reassessment trigger:	Link to the Section 13 rating, vacancy period and material changes:				

Activity	Agreed frequency or trigger	Reason for schedule	Responsible person or provider	Last completed	Next due	Evidence or record location
Security contractor patrol review	Record the agreed frequency or event trigger:	Link to the guarding arrangement, incident history and assessed risk:				

15. Inspection log register

Use one row for each completed inspection. Record the inspection date, inspector, material findings and overall risk level. Transfer every follow-up action to Section 16, and record the relevant action ID in the follow-up field so that responsibilities, progress and completion evidence can be tracked in one place.

Date	Time	Inspector	Key findings	Risk level	Follow-up required

16. Action plan and risk treatment

Use one row for each action identified in Sections 4–15. Record the source, issue, interim control, required action, priority, responsible person, target date and current status.

Close an action only after completion evidence has been checked, the completion date recorded and the residual risk reassessed. Keep supporting evidence with the relevant inspection or action record.

Action ID / source	Issue / deficiency and interim control	Required action	Priority / status	Responsible person	Target date	Completion evidence / date and residual risk
ID: Section / finding:	Issue: Interim control:		Priority: ☐ High ☐ Medium ☐ Low Status: ☐ Open ☐ In progress ☐ Closed			Evidence / date: Residual risk: ☐ High ☐ Medium ☐ Low
ID: Section / finding:	Issue: Interim control:		Priority: ☐ High ☐ Medium ☐ Low Status: ☐ Open ☐ In progress ☐ Closed			Evidence / date: Residual risk: ☐ High ☐ Medium ☐ Low

17. Sign-off and declaration

Role	Name	Signature	Date
Inspector / assessor			
Property owner / manager / responsible person			
Reviewer / approver			

Declaration

I confirm that this assessment records the material risks associated with the vacant or unoccupied property, the evidence reviewed, the effectiveness of current controls and the actions required. I confirm that incomplete or unverified information has been identified, actions have responsible persons and target dates, urgent issues have been escalated, and the residual risk rating has been used to set the inspection plan. The rating and inspection plan will be reviewed after treatment and whenever conditions materially change.

Guidance notes

This form supports the risk assessment and inspection of vacant or unoccupied buildings. Use it to identify credible risk scenarios, check whether controls remain effective, record evidence and site vulnerabilities, determine the remaining risk, assign actions and set an appropriate inspection frequency.

Treat blank, unknown or incomplete responses as information gaps requiring follow-up and consider whether the uncertainty increases the risk rating. Vacancy can increase exposure to unauthorised access, arson, malicious damage, water escape, weather damage, vermin, public liability incidents and unnoticed deterioration. Review the controls and inspection frequency whenever conditions, exposure or intended use change.

Before use, tailor this form to the property type, intended use, vacancy or unoccupancy period, owner and insurer requirements, and relevant legal, work health and safety, building, fire-safety and local-authority obligations. Apply the organisation's own risk management policy, risk criteria and framework. Obtain competent or specialist advice where structural, electrical, fire-protection, hazardous-material, environmental or other technical concerns are identified.

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