

# Fire Safety Assessment Checklist



## House Keeping

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
Are buildings and facilities inspected regularly to ensure that they are secure and in good order or identify any repairs needed?						
Is damage repaired or graffiti removed in a timely manner?						
Is rubbish and/or combustible waste cleared inside or outside any buildings and facilities?						
Is the buildings and facilities building concealed by trees or shrubs?						
Are gardens and surrounds maintained to eliminate hiding places?						
Is grass and other vegetation cut back and managed in line with local council requirements?						
Are flammable liquids and fuels securely stored?						
Are waste bins stored away from the buildings and facilities building to avoid the risk of fire spreading?						

	Yes	No	NA	Action	Who	By When
Are staff advised to turn off computers, laptops and mobile devices before they leave?						

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](mailto:info@ansvarrisk.com.au)