

FIRE RISKS

These Checklists are intended to provide a starting point for you to use to develop your own specific risk management checklists. Every group has specific risks to them – only YOU can identify them. Look and understand the risk management process at www.ourcommunity.com.au and this will help prevent people being injured and save you from unnecessary concern and grief.

What potential risks have you identified?	Date Inspected	What Problem was Detected (if any)	Likelihood A,B,C,D,E	Impact A,B,C,D	Risk Rating H,M,L (see Risk Chart)	Who Will fix the problem?	When will it be fixed?	Completed (signed off)
Are smoke alarms fitted?								
Are smoke alarms regularly checked and batteries replaced?								
Are power points covered?								
Are all electrical items, including computers and monitors, turned off when not in use?								
Are heating units in good condition, regularly maintained and ducts cleaned?								
Do you have appropriate firefighting equipment (eg: fire blanket, fire extinguisher) in key areas?								
Do staff and volunteers know how to use them?								
Are these regularly inspected?								
Do you have an evacuation and emergency plan?								
Is the plan posted in key locations? Are staff, volunteers and clients aware of it? Is it practiced?								
Do you have sprinklers or fire alarms fitted?								

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Have you taken appropriate steps to ensure that copies and back ups of key documentation are secure and safe off site?								
If your premises burns down, do you have arrangements for continuing your services?								
INSERT YOUR OWN								
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Risk Chart

LIKELIHOOD

IMPACT	RATING		A	B	C	D	E
			Frequent	Probable	Occasional	Remote	Improbable
	A	Catastrophic	High	High	High	High	High
	B	Critical	High	High	High	Medium	Low
	C	Marginal	High	Medium	Medium	Low	Low
	D	Negligible	Medium	Low	Low	Low	Low

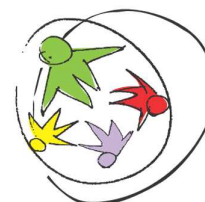
MEASURE	IMPACT	Effect/description
A	Catastrophic	Death – severe injury (e.g. loss or crushed limb, brain damage)
B	Critical	Major Injuries – require medical assistance (inc concussions)
C	Marginal	Minor Injuries, cuts, treated internally (inc minor sprains)
D	Negligible	No injury

MEASURE	LIKELIHOOD	DESCRIPTION
A	Frequent	Will occur regularly – day to day
B	Probable	Will occur on most occasions, circumstances
C	Occasional	Will occur from time to time
D	Remote	May occur but not regularly or often
E	Improbable	Unlikely to ever occur

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