



Local Community
Insurance Services

Risk Checklist

Risk guide for the holidays



1. UPDATE YOUR CONTACT INFORMATION

Before you close your doors for the summer, ensure that all contact information is current and accessible.

COMPLETE

Ensure that you also educate all the group's members of these important contacts and how to reach them if needed.

This can include:

- **Insurance:** In case of emergencies, having your insurance contact readily available can save valuable time.
- **Contractors:** Whether it's maintenance or repairs, knowing who to call can prevent minor issues from escalating.
- **Security services:** If you have a security surveillance company, ensure their contact details are on hand.
- **Utilities:** Keep the contact information for your utility providers, such as electricity, water, and gas, in case of service interruptions.
- **Locksmiths and glass services:** Accidents happen, and having these contacts can help you respond quickly.
- **Building service manager:** Your go-to person for any facility-related issues should be easily reachable.
- **Emergency services:** We also suggest that you include the contact information of the local police station/fire service.
- **After hours:** Ensure all listed after-hours contacts are updated and readily available to relevant group members within your club or organisation.

Yes No

2. EDUCATE YOUR MEMBERS

It's not enough to simply have the contact information; you must ensure that all group members are aware of it. Consider the following strategies:

COMPLETE

- **Distribute a contact list:** Create a simple, easy-to-read document that lists all important contacts and distribute it to your members.
- **Host a briefing session:** Before the break, hold a short meeting to go over the key contacts and procedures. This can be a great opportunity for members to ask questions and clarify any uncertainties.
- **Utilise digital platforms:** If your organisation has a website or social media presence, post the contact information there for easy access.

Yes No

3. HOUSEKEEPING AND RISK MANAGEMENT

Before you head off on leave, make sure that all housekeeping and risk management protocols are up to date. This includes:

COMPLETE

- **Conducting a thorough inspection:** Walk through the building to identify any areas that need attention. Check for any maintenance issues that should be addressed before closing.

Yes No

4. SECURING OUTDOOR CONTENTS		COMPLETE				
<p>It's important to protect your outdoor items from potential damage during the break. Ensure that:</p> <ul style="list-style-type: none"> • Outdoor heaters: These should be stored away or securely tied down to prevent them from being blown over or damaged. • Sales displays: If you have any outdoor sales displays, make sure they are taken down or secured properly. • Umbrellas and awnings: These should be either taken down or securely fastened to prevent them from being damaged by wind or rain. 				Yes	No	

5. MAINTAIN HYGIENE AND FOOD SAFETY		COMPLETE				
<p>Keeping your facility clean is vital, especially when it will be unoccupied for an extended period. Follow these best practices:</p> <ul style="list-style-type: none"> • Clean toilets: Ensure that all restrooms are thoroughly cleaned and sanitised. • Empty all bins: Dispose of any rubbish to deter rodents and prevent unpleasant smells or mould growth. • Empty fridges/freezers: Ensure that you have thrown out any out of date food or food that will expire whilst the premises is unoccupied. 				Yes	No	

6. KITCHEN SAFETY		COMPLETE				
<p>Ensure that your kitchen area is safe and clean before you leave:</p> <ul style="list-style-type: none"> • Clean ovens and stovetops: Make sure all cooking appliances are thoroughly cleaned and switched off to prevent any fire hazards. • Switch off unnecessary power and water: Turn off any non-essential power supplies and water sources to reduce costs and prevent any potential leaks or electrical issues. 				Yes	No	

7. PEST CONTROL MEASURES		COMPLETE				
<p>To avoid any unwelcome guests during your absence, take the following steps:</p> <ul style="list-style-type: none"> • Spray for pests: Use appropriate pest control sprays inside and outside the building to deter insects and rodents. • Baiting: Consider using bait traps or hiring a pest control company to eliminate any potential infestations. This is particularly important as pests like rats can cause damage and unpleasant odours if they decay on the premises. 				Yes	No	

SECURITY

Ensuring the security of your community centre is paramount. With the potential for extended closures, it's essential to take proactive measures to protect your premises and its contents. Here's a comprehensive guide to help you enhance security while you're away.

8. MAINTAIN A REGULAR PRESENCE

COMPLETE

If you're planning to be away, try to maintain a regular presence at your location. If that's not possible, consider delegating someone trustworthy to check on the premises periodically. This could be:

- A dedicated member of your group
- A community volunteer
- A professional security company

Yes No

9. IMPLEMENT SECURITY PATROLS

COMPLETE

Consider organising regular security patrols during the holiday break. This could involve:

- **Community volunteers:** Engaging members of your community to take turns checking the premises.
- **Professional security services:** Hiring a security company to conduct patrols can provide peace of mind.
- **Police patrols:** Collaborating with local law enforcement for increased visibility in the area.

Yes No

10. GOOD HOUSEKEEPING PRACTICES

COMPLETE

Maintaining good housekeeping is crucial for security. Here are some key practices:

- **Inventory of access:** Keep a detailed inventory of who has access to your building, including keys, security codes, and access to safes.
- **Secure keys:** Never leave any keys on the premises when it is unoccupied. Consider using a secure key management system.
- **Lock up valuables:** Ensure that any money or valuables are stored in a locked safe or removed entirely from the building.

Yes No

11. SECURE CONFIDENTIAL INFORMATION

COMPLETE

Protect sensitive information and valuable items by:

- **Locking cabinets:** Ensure that cupboards, desks, and filing cabinets containing critical or confidential information are locked.
- **Storing portable equipment:** Lock away laptops, mobile devices, and other portable equipment in a secure location.

Yes No

12. SECURE OUTDOOR EQUIPMENT

COMPLETE

Outdoor equipment can provide easy access for intruders. Make sure to:

- **Lock away ladders and scaffolding:** These items can be used to gain entry to your building, so store them securely.
- **Store vehicles:** Ensure that tractors, ride-on mowers, golf buggies, and motor vehicles are kept in a locked garage or shed.

Yes No

13. ACTIVATE SECURITY SYSTEMS

COMPLETE

Before closing up, ensure that all security measures are in place:

- **Activate security alarms:** Make sure your security alarm system is fully operational.
- **Lock security doors and windows:** Check that all doors, windows, roller shutters, and roller doors are securely locked.

Yes No

14. ENHANCE ENTRY POINT SECURITY

COMPLETE

Consider additional security measures for entry points:

- **Install shutters or window bars:** These can act as a physical barrier against break-ins.
- **Criminal deterrent screen doors:** These provide an extra layer of security.
- **Lighting solutions:** Install lights on timers or sensor lights to deter intruders. Verify that all emergency lighting is functioning properly.

Yes No

15. UTILISE SMART TECHNOLOGY

COMPLETE

Embrace the latest smart technology to enhance security:

- **Smart locks:** These allow you to control access remotely and monitor who enters your premises.
- **Doorbell cameras:** Affordable options are available that enable you to keep an eye on your property from anywhere.
- **Video surveillance:** Installing cameras around your premises can act as a deterrent to potential thieves and arsonists.

Yes No

FIRE SAFETY

Taking the time to check and update your fire safety measures can help protect your premises and surrounds. Here's a comprehensive checklist to guide you through the process:

16. FIRE ALARM AND EXTINGUISHER MAINTENANCE	COMPLETE	
<ul style="list-style-type: none"> • Change batteries: Ensure that all smoke detector batteries have been replaced. Regular checks can prevent alarms from failing when needed most. • Service extinguishers: Confirm that all fire extinguishers have been serviced and are in working order. Check the pressure gauges and ensure they are easily accessible. 	Yes	No
17. ACCESSIBILITY OF FIRE EXITS	COMPLETE	
<ul style="list-style-type: none"> • Clear exits: Ensure that all fire exits are easily accessible and not blocked by furniture, equipment, or other obstructions. This is vital for a quick evacuation in case of an emergency. 	Yes	No
18. BUSHFIRE READY	COMPLETE	
<p>If your community centre is located in a bushfire-prone region or a high fire risk area, take the following steps:</p> <ul style="list-style-type: none"> • Update your bushfire survival plan: Ensure that your plan reflects the latest local recommendations and guidelines. • Manage vegetation: Cut down any overhanging branches or tree growth that could pose a fire risk. • Clean gutters: Ensure that all gutters are free of debris to prevent fire hazards. • Maintain lawns: Keep lawns well-kept and clear of dry grass or leaves that could ignite. • Create firebreaks: Ensure that relevant boundaries are clear and consider applying fire retardant materials such as sand, around the property if you are in a bushfire zone. 	Yes	No
19. ELECTRICAL SAFETY	COMPLETE	
<ul style="list-style-type: none"> • Unplug unnecessary items: Turn off and unplug any electrical items that are not needed during the break. This reduces the risk of electrical fires. • Separate security circuit: If you decide to turn off the main power, ensure that your security system is on a separate circuit to remain operational. If not, keep the power on to maintain security. 	Yes	No

20. GAS AND WATER SAFETY

Outdoor equipment can provide easy access for intruders. Make sure to:

COMPLETE

- **Turn off gas:** If applicable, consider turning off the gas supply to prevent leaks. Ensure that all gas appliances are properly shut off.
- **Water supply:** Assess whether you need to turn off the water supply to prevent leaks or flooding while the premises are unoccupied.

Yes

No

21. STORAGE OF FLAMMABLE ITEMS

COMPLETE

- **Secure flammable materials:** Always lock up and store any portable flammable items, such as LPG tanks or gas canisters. These can pose a significant fire risk due to weather conditions, arson, or leaks.

Yes

No

FINAL CHECKS:

COMPLETE

- Before you leave, conduct a final walkthrough to ensure that all fire safety measures are in place.
- Confirm that all fire alarms are operational and that extinguishers are accessible.
- Double-check that all exits are clear and that your bushfire survival plan is up to date.
- Ensure that all electrical items are unplugged, and gas and water supplies are safely managed.
- All windows and doors are securely locked.
- Alarms are set, and security systems are activated.
- Emergency contact information is readily available for any issues that may arise during your absence.
- Double-check that all entry points are locked.
- Confirm that any scheduled patrols are arranged.

Yes

No



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