

Small business risk management checklist



	Yes	No
Fire safety		
Do you have fire extinguishers or hose reels?	<input type="checkbox"/>	<input type="checkbox"/>
Is the annual servicing up to date? (Check the inspection tag on the extinguisher/hose reel)	<input type="checkbox"/>	<input type="checkbox"/>
Have you and your staff been trained to use fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>
If you have a fire sprinkler system has it been serviced in the past 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
If you have a fire alarm system has it been serviced in the past 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
Security		
Do you have an intruder alarm?	<input type="checkbox"/>	<input type="checkbox"/>
Has the intruder alarm been serviced recently?	<input type="checkbox"/>	<input type="checkbox"/>
Is the intruder alarm monitored by an external monitoring company?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have security patrols?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have security locks on doors?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have security locks on windows?	<input type="checkbox"/>	<input type="checkbox"/>
Are your valuable items and cash stored in a safe?	<input type="checkbox"/>	<input type="checkbox"/>
Environmental hazardous substances		
Do you have any hazardous substances on site?	<input type="checkbox"/>	<input type="checkbox"/>
Are the hazardous substances stored in a hazardous goods store?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have HSNO Approved Handlers for hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>
Do you require a HSNO hazardous substances Location Test Certificate?	<input type="checkbox"/>	<input type="checkbox"/>
Electrical safety		
Have you had an electrical safety check by a registered electrician in the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an electrical installation Certificate of Verification?	<input type="checkbox"/>	<input type="checkbox"/>
Is the electrical installation certificate up to date?	<input type="checkbox"/>	<input type="checkbox"/>
Computers and IT systems		
Are your computers protected from power surges?	<input type="checkbox"/>	<input type="checkbox"/>
Are your computers secured against theft?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have daily back-up systems for your IT systems and processes?	<input type="checkbox"/>	<input type="checkbox"/>
Risk management programmes		
Do you have a housekeeping programme?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a maintenance programme?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a smoking control programme?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a waste management programme?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a health and safety programme?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a business continuity plan?	<input type="checkbox"/>	<input type="checkbox"/>

*These guidelines and self-assessment risk management checklist are of a general nature only. They are not intended to be a comprehensive list of all the risk management steps you should consider taking to reduce the risk of damage and financial loss, nor is it intended to be legal advice.