

Food, Hospitality & Entertainment



Self-assess your business risk

We've pulled together a handy checklist so you can self-assess the risks for your business. It's just for your own information purposes and won't affect your policy – **so you don't need to send it back to us.**



Allow approximately 30 mins to complete this checklist

Management controls

- Do you have a robust self-inspection routine in place? (This checklist will help with that)
- Do you have a maintenance programme for the building, plant, equipment and appliances? Is this up to date?
- Do you take steps to reduce the risk of water and weather damage?
- Do you regularly check that housekeeping standards are being maintained?
- Are cleaning practices suitable for the nature of the business?
- Do you manage waste, recycling and combustibles to minimise the fire and arson risk?
- Do you control smoking on site?
- Are there procedures in place for managing risks like candles, hot ash, fireplaces etc?
- Is there a procedure for when sprinkler and fire alarm systems are out of commission for a more than a few hours (An impairment procedure)?
- Do you have a permit to work system in place e.g. for hot work?

Fire protection

- Do you have the right type and size fire extinguishers or hose reels?
- Have fire extinguishers and hose reels been serviced in the last 12 months? (Check the inspection tag)
- Have you and your staff been trained to use fire extinguishers?
- If you have a fire sprinkler system, is testing and maintenance up to date?
- Are sprinkler heads unobstructed i.e. clear of stored goods?
- Are storage heights controlled to within the capability of the sprinkler system?
- If you have a fire alarm system, is it serviced regularly and inspected annually?

Security precautions

- Are exterior walls, doors and door frames, windows and window frames, floors and roof in good condition and well maintained?
- Are door/window locks, latches and hinges in good condition and provide adequate security?
- Have you considered installing steel bars, security mesh, bollards to vulnerable parts of the building e.g. skylights?
- Do you have an intruder alarm monitored by an external monitoring company with patrol response?
- Do detectors cover all possible entry points and are they unobstructed?
- Has the intruder alarm been serviced in the last 12 months?
- If you don't have any form of fire detection have you considered linking fire detectors to your intruder alarm system?
- Do you have CCTV surveillance (think high definition, motion sensing and low light capability)?
- Do you have good exterior lighting?
- Are your valuable items and cash stored in a cash rated safe?
- Do you take special precautions to protect high value items (e.g. alcohol, memorabilia etc.)?
- Are ATMs, cash recycling, coin change and poker machines protected from attack?

Cash handling

- Do you have good procedures for managing cash and are staff trained in these procedures?
- Are till drawers emptied and left open after hours?
- Do you set maximum limits for cash held in tills and on site?
- Are takings counted in a secure and discreet location?
- Is cash and other valuables left on site kept in a cash rated safe?
- Are takings and any float secured in the safe after hours?
- Is banking conducted regularly to limit the on site cash holding?
- Do you change the combination to the safe when authorised staff leave?

Electrics and lighting

- Does your electrician make regular checks on the electrical system to make sure it's in good order? (At least annually)
- Do you maintain all electrical equipment according to the manufacturer's guidelines?
- Do you test and tag portable electric equipment?
- Do you limit the use of power boards and extension leads?
- Do you replace fluorescent lights when they fail to light up properly and have an electrician investigate if the problem persists?
- Have you considered the benefits of thermographic imaging as a diagnostic tool for electrical maintenance?
- Have you done Periodic Verification because the building is older, there are ongoing electrical problems, or the electrical system is showing signs of wear and tear?

Housekeeping

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| Are areas around plant/equipment and appliances kept clear and free of combustibles? | <input type="checkbox"/> |
| Do you keep combustible items away from ignition sources such as switchboards, heaters and battery chargers? | <input type="checkbox"/> |
| Are waste and recycle skips/bins and combustibles kept well clear of the building? | <input type="checkbox"/> |
| Are spills cleaned up as soon as possible? | <input type="checkbox"/> |
| Do you check for damage to walk in chillers made of sandwich panel and repair the damage as soon as possible? | <input type="checkbox"/> |

Cooking and kitchen fire safety

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| Do deep fat fryers have secondary over temperature cut outs and close-fitting steel lids? | <input type="checkbox"/> |
| Are deep fat fryers at least 40cm from any open flame source or is there a flame barrier installed? | <input type="checkbox"/> |
| Are cooking hood ducts inspected and cleaned weekly, and professionally cleaned at least annually or more frequently if required? | <input type="checkbox"/> |
| Do you replace oil in deep fryers at least weekly and is it filtered every second day? | <input type="checkbox"/> |
| Do you service air conditioning, refrigeration, cooking and dishwasher equipment annually? | <input type="checkbox"/> |
| Could you shut off the gas supply quickly in an emergency? | <input type="checkbox"/> |
| Are gas appliances isolated from the main supply after hours? | <input type="checkbox"/> |
| Is a suitable sized fire blanket (1.8m x 1.2) installed correctly? | <input type="checkbox"/> |
| Is a suitably sized wet chemical fire extinguisher located and wall mounted near the deep fat fryer(s)? | <input type="checkbox"/> |
| Is another suitably sized general-purpose fire extinguisher located, and wall mounted available nearby? | <input type="checkbox"/> |
| Is the fire equipment regularly serviced according to the New Zealand Standards? | <input type="checkbox"/> |

Laundry safety

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| Do you install, maintain and operate laundry equipment as recommended by the manufacturer? | <input type="checkbox"/> |
| Do you keep soiled items away from direct sunlight and other heat sources? | <input type="checkbox"/> |
| Do you use a hot wash and appropriate detergents to launder soiled items? | <input type="checkbox"/> |
| Do you ensure the drier exhaust ducts are free of blockages and unobstructed? | <input type="checkbox"/> |
| Do you check the drier thermostat controls regularly? | <input type="checkbox"/> |
| Do you check and clean the drier lint filters daily? | <input type="checkbox"/> |
| The tumble dryer is always allowed to run through the cool down cycle? | <input type="checkbox"/> |
| Are dried items separated and allowed to cool down before being folded again? | <input type="checkbox"/> |

Business interruption

Have you evaluated the strength of your cyber security?

Do you back up critical data regularly to a separate location?

Is your computer system anti-virus protection up to date?

Are important paper documents kept in a fireproof container?

Do you have a business continuity plan?

Visit [Vero.co.nz/risk-profiler](https://www.vero.co.nz/risk-profiler) to check out our other advice sheets for more tips and in-depth information about managing risk.

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