

# Site agenda

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## Scope

The purpose of the physical site visit is to evaluate the exposures for loss of Property and Business Interruption through fire, theft, and other perils. The visit will assist in identifying any possible new loss prevention measures in order to reduce future losses and loss related cost.

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## Personnel

Owner/Partner

Senior Group Risk Manager (if applicable)

Site manager (i.e. Restaurant/Pub, Hotel, Motel/Establishment Manager)

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## Agenda

1. Introductory meeting in order that all parties fully understand the intention of the inspection (20-30 minutes)
2. Review site operations and risk management programmes:
  - a. permit to work – hot works, contractor management, housekeeping practices, kitchen cleaning regime & equipment fuel safety shut-off valves etc
  - b. self-inspection audits, smoking policy
3. Review of claims experience and if appropriate, mitigating influences to reduce repeated losses
4. Security meeting to review site security procedures
  - a. Cash handling procedures (banking routine [self-banking vs professional], clearing of gaming machines [morning or evening whilst site is fully locked-down], strong-room for counting/storing cash, type of safe, etc
5. Fire Equipment Testing: The following tests should be coordinated with your fire systems contractor:
  - a. Fire pump performance tests
  - b. Automatic sprinkler system flow tests
  - c. If there are no fire pumps, then the public water supply will need to be tested
  - d. Fire hydrant annual flow testing and 5-yrly hydrostatic test results
6. Specifically address whether 'Live' Entertainment such as bands, DJ are offered as part of the establishment's services. Also addressing functions such as 18<sup>th</sup>, 21<sup>st</sup>

birthday parties, wedding receptions and sponsorship arrangements with local sporting clubs

7. Final exit meeting with management to review issues that have arisen from the inspection

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## Documents

1. Site plan (scale 1:500 if possible)
2. **Hot work permit**
3. **Fire impairment notification form**
4. Self-inspection audit
5. List of tenants (*if applicable*)
6. Flammable/Hazardous material data sheets
7. Fire Detection – fire block plan and maintenance logbook
8. Sprinkler design drawings (block plan) and last test results (if applicable)
9. Intruder alarm specification (if applicable)

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## Site & Building Details

1. Site history (overview of site operations and original conception)
2. Floor areas
3. Details of construction including % combustible construction, e.g. walls and roofs such as weather protection, insulation (cool rooms/EPS and/or linings)
  - a. **PLEASE PROVIDE AGE OF EXISTING ROOF AND WHEN THE LAST MAJOR REFURBISHMENT OF THE ROOF WAS PERFORMED**
4. Exposure to neighbours
5. Future plans – **PROVIDE FULL DETAILS SHOULD ANY MAJOR REFURBISHMENT/REDEVELOPMENT WORKS ARE PLANNED FOR THE SITE/BUILDING**
6. Number of staff and operating hours
7. Loss history

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## Management Controls & Procedures

1. Smoking controls
2. Contractor controls
3. Self-inspection audits

4. Safe work permits
5. Contractor management procedures

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## Fired Process Equipment

1. Kitchens
  - a. Cleaning regime of filters (fortnightly) & specialist degreasing of extract ducting (six-monthly)
  - b. Gas/electric shut off valves
2. Protection measures
  - a. Manual firefighting appliances (hose reels, extinguishers, fire blankets)
  - b. Kitchen rangehoods – An Ansul suppression system installed over deep fat fryers and kitchen equipment in general

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## Site Protection Details

1. Sprinkler's installations – *(if applicable)*
  - a. Design density Pump capacities
  - b. Tank capacity/town's water supply details
  - c. Impairment – control and notification procedures
2. Full pressure/flow tests of automatic sprinkler equipment
3. Private hydrants – size and testing arrangements
4. Special extinguishing systems
5. Fire alarms/detection systems
  - a. Establish coverage and adequacy for installed system/s to ensure detection meets at a minimum, full compliance in accordance with AS1670
6. Plant Emergency Organisation
7. Manual firefighting provision
8. Public fire brigade response time and water supplies – *(Fully retained vs Volunteer staffing)*

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## Utilities Information

- Electricity supply – maximum demand (kVa), planned maintenance, portable appliances
- Infra-red thermographic testing – minimum annual cycle / if mixed construction or wiring over 15 years of age, six monthly scans

- Gas/fuels/heating
- HVAC
- Battery charging – larger establishments may utilise forklifts to move pallets of alcohol/kegs etc
- all employees and contractors involved with hot work activities should receive annual training and certification

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## Security

1. General security arrangement to both site and buildings
2. Guarding arrangements
3. Intruder alarm protection
4. Access control (swipe card/fog systems vs key & lock)
5. CCTV camera coverage (internal & external reach)

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## Natural Catastrophe & Site Perils (localised data to be sourced initially, default to Swiss & Munich Re if not available)

1. Earthquake
2. Flood / Flash Flooding
3. Storm surge
4. Windstorm/Cyclone
5. Bushfire
6. Hailstorm
7. Subsidence – nature of sub-soil
8. Malicious damage/arson

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## Business Interruption

1. Business Contingency Plan
2. Details of critical computers including recovery plans