**SITE RISK ASSESSMENT FORM**

(For XXXX Premises/Offices)

|  |  |
| --- | --- |
| Critical | **CRITICAL – TO BE DONE WITHIN 2 WEEKS** |
| Priority | **PRIORITY – TO BE DONE WITHIN 1 MONTH**  |
| Important | **IMPORTANT – TO BE DONE WITHIN 3 MONTHS**  |



|  |
| --- |
| Summary Findings (Part 3 of 3) |
| Assessment Number:  |
| Date of assessment:  | Valid until:  |
| Department or work area assessed:  | Assessment done by:  |
| Work activities observed:  | Validated by:  |
| Areas assessed | Risk identified ( add X) |
| Critical  | Priority | Important |
| 1. **General area**
 |  |  |  |
| 1. **Immediate neighbourhood**
 |  |  |  |
| 1. **Office premises**
 |  |  |  |
| 1. **Illness and accident prevention**
 |  |  |  |
| 1. **COVID-19 prevention**
 |  |  |  |
| 1. **Hazard prevention**
 |  |  |  |
| 1. **Crime and theft prevention**
 |  |  |  |
| 1. **Attack prevention**
 |  |  |  |

NOTE: Recommendations made in this report should be reviewed and validated by office management. admin/security/HR and other members of the SMT. A clear ‘plan of action’ with cut off dates/ responsibilities/ budget should be developed and implemented according to the priority criteria given above.

|  |  |
| --- | --- |
| Site Assessment**Part 1 of 3** | Plan of Action**Part 2 of 3** |
| 1. **General area**
 | **Existing control measures** | **Vulnerabilities**  | **Additional controls needed** | **Action – who/ when** | **Cost** |
| Transport access and availability  |  |  |  |  |  |
| Road infrastructure and general amenities  |  |  |  |  |  |
| Crime situation and overall safety  | Police station in the area  | Police station does not have sufficient vehicles, crime rate is very high and the police capacity is stretched .  |  |  |  |
| Bio-hazard threat |  |  |  |  |  |
| Military or other sensitive installations |  |  |  |  |  |
| Overall perception of the general area?  |  |  |  |  |  |
| Fire , first aid and police services in the area  | Fire station in close vicinity. Public hospital  |  |  |  |  |
| Safe guest houses in the area for visitors  |  |  |  |  |  |
| 1. **Immediate Neighbourhood**
 | **Existing control measures** | **Vulnerabilities**  | **Additional controls needed** | **Action – who/ when** | **Cost** |
| Crowded or unsafe markets, religious places, tourist spots, political party offices nearby (use your contextual knowledge as to which ones of these will be of concern)  |  |  |  |  |  |
| Is the building located at a Cul de sac or a 2 -way street ? Check for escape options.  |  |  |  |  |  |
| Neighbours’ profile |  |  |  |  |  |
| Other buildings in the neighbourhood, esp tall buildings overlooking the office compound  |  |  |  |  |  |
| Access to public transport and road conditions |  |  |  |  |  |
| Risk of access problems i.e. roads getting flooded often. Or being blocked by protests or military deployment? If so, are there alternate routes?  |  |  |  |  |  |
| Amenities at walking distance? Is it safe to walk ? (For example, for staff to buy lunch?) |  |  |  |  |  |
| 1. **Office premises**
 | **Existing control measures** | **Vulnerabilities**  | **Additional controls needed** | **Action – who/ when** | **Cost** |
| Owner’s profile  |  |  |  |  |  |
| Profile of the office building, does it stand out or gel in? |  |  |  |  |  |
| How many entrance gates, guarded or not? |  |  |  |  |  |
| Concrete wall or hedge or no wall? If there is a wall, is it high and strong enough?  |  |  |  |  |  |
| Separate visitors’ area? |  |  |  |  |  |
| How safe is the entrance? Are there shrubs and hiding places around the entrance? |  |  |  |  |  |
| Building structure in good condition, strong, well maintained? |  |  |  |  |  |
| Direct exposure to protests or other disturbances? |  |  |  |  |  |
| Safe and well-lit parking space?  |  |  |  |  |  |
| Water supply and back up?  |  |  |  |  |  |
| Power supply and back up?  |  |  |  |  |  |
| Safe storage for fuel, water etc.  |  |  |  |  |  |
| 1. **Illness & accident prevention**
 | **Existing control measures** | **Vulnerabilities**  | **Additional controls needed** | **Action – who/ when** | **Cost** |
| Overall cleanliness and hygiene of the office and common areas |  |  |  |  |  |
| Toilets  |  |  |  |  |  |
| Waste disposal  |  |  |  |  |  |
| Drinking water  |  |  |  |  |  |
| Noise  |  |  |  |  |  |
| Natural light and ventilation  |  |  |  |  |  |
| Quality and comfort of chairs and desks  |  |  |  |  |  |
| Staircase safety, options for staff that are not able to climb stairs?  |  |  |  |  |  |
| Elevators and maintenance  |  |  |  |  |  |
| First aid kits available and dated? Check contents.  |  |  |  |  |  |
| Names of the trained first aiders displayed.  |  |  |  |  |  |
| 1. **COVID-19 prevention**
 | **Existing control measures** | **Vulnerabilities**  | **Additional controls needed** | **Action – who/ when** | **Cost** |
| Area for registration and temperature checks  |  |  |  |  |  |
| Hands sanitisers installed  |  |  |  |  |  |
| Spaced out desks and workstations?  |  |  |  |  |  |
| Airy rooms, with windows that can be opened safely  |  |  |  |  |  |
| How big is the kitchen area? Can staff use it without overcrowding?  |  |  |  |  |  |
| Eating area? Is it appropriate for safe distancing?  |  |  |  |  |  |
| COVID-19 health notices?  |  |  |  |  |  |
| 1. **Hazard prevention**
 | **Existing control measures** | **Vulnerabilities**  | **Additional controls needed** | **Action – who/ when** | **Cost** |
| Fire hazard: Check electrical wirings and other potential fire threats |  |  |  |  |  |
| Fire extinguishers and smoke alarms installed and last checked?  |  |  |  |  |  |
| Fire Doors/Exits/ Evacuation routes present and clearly marked?  |  |  |  |  |  |
| Fire service numbers displayed?  |  |  |  |  |  |
| Names of trained fire marshals displayed?  |  |  |  |  |  |
| Environmental hazards * Tornadoes, rains, floods
* Landslide
* hurricane
* any other contextual threat?
* earthquake
 |  |  |  |  |  |
| 1. **Crime & theft prevention**
 | **Existing control measures** | **Vulnerabilities**  | **Additional controls needed** | **Action – who/ when** | **Cost** |
| Cameras and burglar alarms |  |  |  |  |  |
| Interior and exterior lights  |  |  |  |  |  |
| Individual strong locks on each door with proper key management  |  |  |  |  |  |
| Burglar bars on windows?  |  |  |  |  |  |
| Safe box for cash and important documents? |  |  |  |  |  |
| Access control measures for IT server and IT assets  |  |  |  |  |  |
| Safety and security notices including emergency numbers |  |  |  |  |  |
| Emergency communication facilities (radios, Sat phones, other) |  |  |  |  |  |
| 1. **Attack prevention [[1]](#footnote-2)**
 | **Existing control measures** | **Vulnerabilities**  | **Additional controls needed** | **Action – who/ when** | **Cost** |
| Fortified shelter or safe room , attack and bullet proof.  |  |  |  |  |  |
| Safe room procedure displayed. |  |  |  |  |  |
| Fortified entry gates with air locking. |  |  |  |  |  |
| Strict visitor procedure and separate visitors area  |  |  |  |  |  |
| Escape routes |  |  |  |  |  |
| 3M sheets or blast sheets on all windows |  |  |  |  |  |
| 24/7 guarded gates  |  |  |  |  |  |
| Emergency communication system in place (Sat phones, radios, radio room) |  |  |  |  |  |
| Safe procedures for vehicle entry and exit and safe parking  |  |  |  |  |  |
| What else?  |  |  |  |  |  |

1. In contexts with a high risk of terrorism, violent attack, and/or armed invasion. [↑](#footnote-ref-2)