

# Good housekeeping checklist

	Yes	No	Unsure
Have you reviewed the use and location of all waste receptacles in and around your venue or event, taking into consideration their size, proximity to glazing and building support structures?			
Are the bins emptied regularly?			
Are external areas, entrances, exits, stairs, reception areas and toilets kept clean, tidy and well lit? Where possible reduce areas where items can be concealed.			
Do you keep furniture to a minimum to provide little opportunity to hide devices, including under chairs and sofas?			
Are unused offices, rooms and function suites locked?			
Do you record details in advance of vehicles, drivers and passengers requiring access to your site?			
Do you use seals/locks to secure maintenance hatches, compactors and industrial waste bins when not required for immediate use?			
Do you screen all your mail and can you isolate your mail processing area?			
Have you tested and exercised for a terrorist incident in the last 12 months? Do staff understand their roles and responsibilities?			
Are relevant staff and deputies trained and competent in managing bomb threats?			
Do you regularly check the content of first aid kits, crisis management packs and firefighting equipment?			
Have you checked your CCTV to ensure it is working effectively and has sufficient coverage inside and outside?			
Have you taken into account the location of street vendors (e.g. flower sellers, news stands and refreshment stalls) so as not to impact upon evacuation routes, assembly points, exits or entrances?			
Are cycle racks and lockers positioned away from crowded areas? Is CCTV monitoring necessary?			
Consult with security professionals, such as CTSA's, regarding the design and location of equipment such as bins, cycle and storage facilities.			