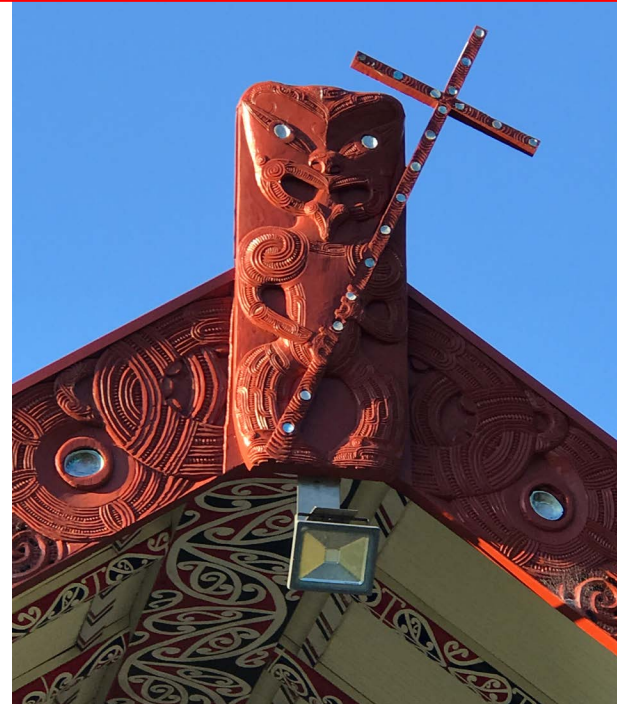


## Keeping you and your whanau safe

While we're here to pay to claims if the worst happens, we're all about trying to keep you and your property safe and secure in the first place.

Whether it's the way the building is constructed or communal areas for cooking, dining, sleeping, open fires or remote locations, Marae are exposed to some unique fire and physical damage risks.

Read on to find out more about how to minimise these and keep you, your property and your whanau safe and sound.



## Essential maintenance



It's important to do maintenance both inside and outside the property, checking on the weatherproofing, structural integrity of the building and internal heating. We recommend a schedule that includes:

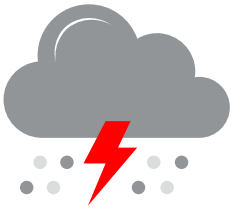
### Must haves

- ✓ Weatherproofing any exposed weatherboards and openings, making sure external cladding is nailed down and secure and any broken or cracked windows are repaired ASAP.

- ✓ Keeping grass regularly mowed.
- ✓ Tagging and testing of appliances and leads, checking switchboards and a routine check of lighting systems.

## Weather watch outs

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While you can't control wild weather, you can reduce the risks that come with it.

### Best practice

- Be aware of what weather or flood events are likely to affect your building or business. This can help you plan what needs to be done.
- Keep trees and shrubbery well-trimmed, and remove diseased or damaged limbs. Ask a professional arborist to assess and strategically remove branches to allow wind to blow through the trees.
- Protect water and other pipes from freezing using insulation, or install heat tape.

- Remove snow and hail from gutters as soon as it's safe to do so. This will reduce the possibility of subsequent rain overflowing gutters.

### Must haves

- ✓ Ensure the building is well maintained, that walls and roof are watertight. Make sure doors and windows are close fitting.
- ✓ Make sure gutters and down pipes are not blocked by leaves or rubbish. Check before the winter season, or more frequently if needed.
- ✓ Inspect channel drains, yard storm water outlets and sumps and make sure they are all free-flowing and that curb side gutters are not blocked by leaves and rubbish.

## Keeping you secure

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It's important to keep your whole site secure to keep intrusion, damage or theft at bay. We recommend:

### Must haves

- ✓ An intruder alarm where there's high value equipment, sound systems and/or artwork. Ideally this should be monitored and where possible someone should check out why the alarm has activated.

- ✓ Security lighting in high risk areas.
- ✓ High quality locks and latches on doors, windows and access points.
- ✓ Putting padlocks on walk in chillers/freezers etc.
- ✓ Routine site and building checks by neighbours, caretakers, families of the Marae.

## Put out fire risk

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There are a few things you can do to reduce the risk of fire damage.

### Best practice

- Make sure you have a local manual fire alarm for evacuation warnings.
- Install smoke or heat detection alarms, especially in sleeping areas.
- Consider installing an automatic sprinkler system where fire brigade response times would be

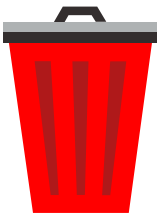
long. There are special systems designed for these types of community buildings.

### Must haves

- ✓ Having enough fire extinguishers throughout and a fire blanket in the kitchen. If cooking involves deep fat frying, then a wet chemical fire extinguisher (min 3.5l) should be installed near the fryer. For other areas dry powder (min 4.5kg) and CO2 (min size 2kg) units will do.

## Essential housekeeping

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A good housekeeping routine helps keep you safe and secure

### Best practice

- Use electrical extension leads and multi-plugs correctly – don't 'daisy chain' these to be able to plug in more appliances – get an electrician to put in more power points if needed.

### Must haves

- ✓ Clean all kitchens after every use, including deep fat fryer units, extraction unit flues and grills.

- ✓ Keep rubbish and wood piles away from the building – and remove any waste from the site as soon as you can.
- ✓ Make sure there's no smoking in the buildings and have a designated smoking area equipped with containers for disposal of matches, cigarette butts etc.
- ✓ Keep combustibles away from heaters and heated surfaces.

## Good ongoing management

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Reduce the risk of property damage by having simple measures in place.

### Best practice

- Have and socialize rules around behaviour, dress code, what is allowed on site and what isn't.
- Make sure Marae or church elders supervise and supervise any functions and events.
- Make general security and safety checks at the end of all events and regular at other times.

- Back up critical computer systems off site.

### Must haves

- ✓ Limit the use of candles, Battery operated lanterns or torches are safer. If having a fire, make sure it's well controlled and supervised.
- ✓ Keep up regular and scheduled maintenance of buildings and appliances.

## Watching out for water damage

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With routine checks and a proper plan, the risks can be seriously reduced.

### Best practice

- Plumb washing machine and dishwasher outlets into the wastewater pipe, not simply with the waste pipe hooked over a sink.

### Must haves

- ✓ Know where the water shut off valve(s) are for the water supply. Where possible, shut off the water supply during extended shutdowns or when not needed e.g. over the summer holidays or in an unoccupied building.
- ✓ Ensure flexi-hoses are checked regularly and replaced if showing signs of damage – or every 10 years otherwise.
- ✓ Check shower enclosures for signs of deterioration, especially to the wall boards/tiling.
- ✓ Inspect plumbing, water pipes and waste lines for leaks, damage or corrosion. Check that all basins, tanks, etc have overflow facilities. Process tanks should be banded.
- ✓ Check and clean the roof regularly. This is important before the winter season and after storms. Pay attention to membrane-style roof coverings as these have a limited life and can be affected by environmental exposures.
- ✓ Check flashings where the walls and roof meet, and also pipes and skylights where they penetrate the roof covering.

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