



RISK ASSESSMENT
WIZARD



REAL ESTATE AND PROPERTY SERVICES

Safety Guide

Office Professional

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Checklist Items

KEY BENEFITS

Streamlined Transactions

Organised viewings and client liaison streamline transactions, reducing time on market.

Legal Compliance

Accurate documentation and checks support legal compliance and protect all parties.

Asset Value

Proactive property management preserves asset value and improves tenant satisfaction.

Clear Communication

Clear communication between stakeholders minimises disputes and accelerates completion.

KEY HAZARDS & CONTROL MEASURES**Personal Safety During Viewings**

- ✓ Client verification procedures
- ✓ Check-in protocols enforced
- ✓ Buddy system for viewings
- ✓ Personal safety training

Construction Site Visits

- ✓ Site induction required
- ✓ Accompanied visits only
- ✓ PPE provided and worn
- ✓ Hazard awareness training

Data Security & Cyber Risk

- ✓ Encrypted systems used
- ✓ Secure document storage
- ✓ Staff data protection training
- ✓ Regular security audits

Open House Crowd Management

- ✓ Visitor registration system
- ✓ Valuables secured
- ✓ Maximum capacity limits
- ✓ Staff positioning planned



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