



SAFE CHURCH POLICIES AND PRACTICES

Housekeeping and Risk Assessment Checklist

Occupational Health and Safety

Floors, Aisles and Stairs

- Are all aisles clear?
- Are all floors, aisles, stairs and landings free of slip, trip and fall hazards?
- Are stairs free of worn and broken treads?
- Are steps clearly highlighted?
- Are all handrails in good repair?
- Are non-skid strips on stairs in good condition?

Electrical Power

- Are all electrical plugs, sockets and switches in good working order?
- Are all appliances free of frayed or otherwise defective leads (checked & tagged)?
- Do appliances have access to a power socket free of double adaptors?
- Are all lights adequate and operational?
- Are residual current devices installed and maintained?

Emergency Response

- Is the church evacuation procedure clearly displayed?
- Can people with a disability exit without hindrance?
- Are fire extinguishers appropriate to materials used in the vicinity?
- Are fire extinguishers readily available and properly mounted?
- Are fire extinguishers properly maintained and inspected each year or as required?
- Are exits and exit signs adequately illuminated?
- Are all exits and fire doors in good repair?
- Are all exits unobstructed both internally and externally?
- Are all incidents recorded on the incident report form?

Storage

- Are all items being stored clear of traffic areas?
- Where items are stacked for storage, are the stacks stable with a good solid base?
- Are storage areas kept clear of rubbish and unwanted material?
- When flammable materials are kept, are they stored correctly?



First Aid

- Are all first aid kits clearly identified?
- Are the first aid kits properly stocked, maintained and operational?
- Are the names and contact details of qualified first aiders kept up to date and clearly displayed?

Car Parks and Outdoor Areas

- Are car parks and outdoor areas kept clean & free from rubble?
- Do car parks and outdoor areas have even surfaces; i.e., no holes?
- Are car parks and outdoor areas free from grease and oil patches?
- Are car parks free of dense shrubbery obstructing vision?
- Does the programme use a sign in/sign out sheet (or roll)?
- In car parks, are vehicle traffic ways clearly marked and lit?
- Outside play fence (minimum height 1.5 metres) with a child-proof self-closing gate.
- Is the playing space (outside and inside) appropriate for the numbers of children?
- Are there dangers, gully traps, unprotected steps?
- Are there appropriate surfaces for the program activities, e.g., impact absorbing under play-equipment, paved areas?
- Is there a sand pit and is it well drained; does it have safe surrounds & shade; is it protected from contamination by animals?
- Do you have appropriate shade provided in outside play areas?
- Do you have access to a telephone in case of emergency?
- Are there appropriate toilet facilities available for children?

Leaders

- Have all leaders been recruited according to the safe church policy? NOTE: No-one can take up a leadership position without having being recruited appropriately and completing all the Safe Church checks.
- Have all leaders committed to the relevant Code of Conduct?
- Are there sufficient leaders to ensure the safety of program participants?
- Are at least two of your leaders over the age of 18?
- Are at least two of the leaders trained in First Aid?
- Do all the leaders know what to do when a child is at risk of harm?
- Have leaders had training in safe church concepts?

Material

- Does the church have a policy governing the approval of teaching material used?
- Are leaders within the programme required to use material provided by the church or are they able to provide their own material?
- Are the children given a voice in decisions relating to the materials they use?