**CHURCH SAFETY AUDIT CHECKLIST**

For completion at least annually by the Committee of Management

🗹 Indicate that follow-up is needed using the Maintenance Report.

LOCATION BEING AUDITED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE/S OF AUDIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAMES OF AUDITORS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This checklist provides a general guideline for auditing risk management. It does not cover all potential risks. The items listed in this checklist are those that generally appear to cause the most damage and result in the more frequent and severe incidents and accidents. Churches are to add relevant items.

**ADMINISTRATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ITEM** | **COMMENTS** | **🗹** |
|  | The WHS Guidelines are available to all |  |  |
|  | There someone responsible for overseeing WHS matters |  |  |
|  | Are new staff, elders and CoM members inducted into WHS matters |  |  |
|  | Committee Agendas include WHS |  |  |
|  | Records of Reports and Forms are current |  |  |
|  | Outstanding matters for follow-up |  |  |
|  | Access to WHS Guidelines, forms and templates |  |  |
|  | Obtain copy of certificate of insurance for public events at the church |  |  |
|  | WHS Policy is hanging in a prominent place |  |  |
|  | All incidents, accidents, near misses and hazards have been reported (Inc. to Church offices), discussed by CoM and followed-up. |  |  |
|  | Is an incident/accident/near miss register maintained? |  |  |
|  | All persons working in ministry have up to date BTS and WWCC. |  |  |
|  | Staff and congregation consulted about any changes to buildings, equipment and programs |  |  |
|  | Session informed of off-site ministry activities involving children and youth and risk assessments undertaken for working bees, youth camps, short-term mission etc |  |  |
|  | Inductions are carried out, including sign on, for all working bees, Youth camps and contractors |  |  |
|  | Other |  |  |

**FIRE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ITEM** | **COMMENTS** | **🗹** |
|  | Fire hoses in good condition |  |  |
|  | There are enough fire extinguishers and appropriate for fire types. |  |  |
|  | Extinguishers in place and service is current |  |  |
|  | Clear access to extinguishers |  |  |
|  | Fire exit signs in place and working |  |  |
|  | Date of last fire evacuation training |  |  |
|  | Sprinkler system maintenance is current (where relevant) |  |  |
|  | Fire alarm system testing is current |  |  |
|  | Smoke alarms in kitchen and areas where sleeping takes place (even occasional) |  |  |
|  | Has overgrown vegetation and combustible material been removed from around and under buildings? |  |  |
|  | Are gas bottles and fuel containers kept in secure storage away from fire risk and church activities? |  |  |

**EMERGENCY EVACUATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ITEM** | **COMMENTS** | **🗹** |
|  | Emergency Evacuation Plan is displayed |  |  |
|  | Assembly Area is clearly identified |  |  |
|  | Exits are not blocked |  |  |
|  | All doors and windows open freely |  |  |
|  | Hinged doors open outward |  |  |
|  | Emergency lighting is operational |  |  |
|  | Immediate access to phones at all times |  |  |
|  | Smoke detectors active in all buildings |  |  |
|  | Warden designated to lead evacuation and check all areas |  |  |
|  | Practice evacuation in last 12 months |  |  |
|  | Other |  |  |

**FIRST-AID**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ITEM** | **COMMENTS** | **🗹** |
|  | First-aid kit and mobile kits available for camps and off-site activities |  |  |
|  | Contents are complete and current |  |  |
|  | People trained in First Aid, particularly in kid’s/youth ministry. |  |  |
|  | List of current first aiders and contact numbers displayed |  |  |
|  | Other |  |  |

**ELECTRICAL**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ITEM** | **COMMENTS** | **🗹** |
|  | Has the electrical wiring of all buildings been inspected by a licensed electrician in the last 10 years? |  |  |
|  | No broken plugs, sockets or switches |  |  |
|  | No frayed or damaged leads |  |  |
|  | No uncovered leads across floor. |  |  |
|  | Mat available to cover temporary leads |  |  |
|  | No double adaptors or piggy backing of power boards |  |  |
|  | Power points fitted with child protection |  |  |
|  | Portable power items in good condition |  |  |
|  | Fixed electrical items in good condition |  |  |
|  | Earth Leakage Protection operative |  |  |
|  | RCDs ⬩ in use on equipment (if necessary) |  |  |
|  | Electrical tags current on all plug-in equipment |  |  |
|  | Light fittings in good condition |  |  |
|  | Air conditioning units well maintained |  |  |
|  | Lifts in good condition and service current |  |  |
|  | Does the electrical system need upgrading |  |  |
|  | Other |  |  |

⬩ Residual Current Devices

**WALKWAYS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ITEM** | **COMMENTS** | **🗹** |
|  | No slip hazards |  |  |
|  | No trip hazards |  |  |
|  | Walkways are clear of obstructions |  |  |
|  | Stairways are not blocked |  |  |
|  | Handrail installed if more than 4 stairs/>1m |  |  |
|  | Does the building environment enable movement by people with a disability? |  |  |
|  | Portable ramp is easily accessible |  |  |
|  | Sudden differences in floor height marked |  |  |
|  | Carpets not loose, fraying or threadbare |  |  |
|  | Other |  |  |

**CHURCH AND GROUNDS MAINTENANCE AND STORAGE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ITEM** | **COMMENTS** | **🗹** |
|  | Procedures in place to ensure that only appropriately trained and experienced people work at heights (2m or higher)? |  |  |
|  | Do you check contractors’ licences, insurances and safety plan and have them sign on and off at the church? |  |  |
|  | Racks, shelves are secure and in good condition |  |  |
|  | Materials are stored safely |  |  |
|  | Access ways are not obstructed |  |  |
|  | Obsolete material is discarded |  |  |
|  | How are excessive weights lifted? |  |  |
|  | Mowing equipment and tools maintained |  |  |
|  | PPE (ear and eye protection) available |  |  |
|  | Closed shoes are worn for mowing and maintenance |  |  |
|  | Other |  |  |

**CHEMICALS AND HAZARDOUS SUBSTANCES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ITEM** | **COMMENTS** | **🗹** |
|  | Chemicals are stored safely |  |  |
|  | All items clearly and accurately labelled |  |  |
|  | Storage signage is appropriate |  |  |
|  | SDS sheets are stored with all chemicals (greater than domestic quantity) |  |  |
|  | Chemicals such as fuels, poisons are locked |  |  |
|  | Cleaning rags stored in metal containers |  |  |
|  | Gas cylinders current and in good order |  |  |
|  | PPE available for handling herbicides and other chemicals |  |  |
|  | Asbestos register kept up to date and no exposed areas. |  |  |
|  | Other |  |  |

**KITCHEN AND URNS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ITEM** | **COMMENTS** | **🗹** |
|  | Floors are clean. No tripping hazards |  |  |
|  | Benches are clean and in good condition |  |  |
|  | Refrigeration is well maintained |  |  |
|  | Dated items are cleared from fridges |  |  |
|  | Cooking equipment and vents maintained |  |  |
|  | Children kept from food preparation or supervised |  |  |
|  | Sharp items (eg knives) are safely stored |  |  |
|  | Dishwashing powder and other chemicals not accessible to children. |  |  |
|  | Rubbish bins are suitable and emptied |  |  |
|  | Hot water (e.g., urns) are kept out of reach of children. Hot drinks managed. |  |  |
|  | Mops and buckets are available for spills |  |  |
|  | Warning signs or cones for wet areas |  |  |
|  | Food hygiene is practiced |  |  |
|  | Other |  |  |

**CHURCH, OFFICES AND ROOMS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ITEM** | **COMMENTS** | **🗹** |
|  | No exposed electrical leads |  |  |
|  | Unstable or broken furniture is removed |  |  |
|  | Has all plate glass been inspected, all non-safety glass replaced or protected with film and safety stickers attached on high-risk glass doors? |  |  |
|  | Are above ground windows within a child’s reach fitted with a safety device so that they don’t open more than 12.5cm? |  |  |
|  | Air conditioning is well maintained |  |  |
|  | Lighting and temperature appropriate |  |  |
|  | Filing cabinets are stable and in good order |  |  |
|  | Office machinery is maintained |  |  |
|  | Office furniture is maintained |  |  |
|  | Ergonomics considered with regards chair/work stations |  |  |
|  | Working from Home Checklist and work station photo received from staff. |  |  |
|  | Other |  |  |

**HEALTH IN GENERAL**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ITEM** | **COMMENTS** | **🗹** |
|  | No smoking or drugs on site. No alcohol stored on site. |  |  |
|  | Availability of Personal Protective Equipment (PPE) is displayed |  |  |
|  | Safety noticeboard is prominent and current |  |  |
|  | Ushers and greeters trained on how to handle violent/threatening situations |  |  |
|  | Food serving rules are displayed/available |  |  |
|  | Sun protection cream is available |  |  |
|  | Signs or mats provided when floors are wet |  |  |
|  | Cooling fan blades are clean and safe |  |  |
|  | Drink fountains are clean |  |  |
|  | Full-length glass doors properly marked |  |  |
|  | All areas free from rodents and vermin |  |  |
|  | Pest control treatment is current |  |  |
|  | Insect screening is in good order |  |  |
|  | Toilet and shower facilities in good order |  |  |
|  | Adequate supplies in toilets and showers |  |  |
|  | “Out of Order – Do Not Use” signs on hand |  |  |
|  | Action required regarding asbestos status |  |  |
|  | Other |  |  |

**SECURITY**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ITEM** | **COMMENTS** | **🗹** |
|  | All doors and windows in good condition |  |  |
|  | Door and window locks in good order |  |  |
|  | External night lighting is adequate |  |  |
|  | Emergency lighting works |  |  |
|  | Procedures in place for building lock-up |  |  |
|  | Church Keys managed and returned when people leave |  |  |
|  | Other |  |  |

**PSYCHOLOGICAL HEALTH AND WELLBEING**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ITEM** | **COMMENTS** | **🗹** |
| **1.** | Has the church taken a pro-active approach to manage the risk of stress and fatigue through identifying and controlling risk factors? |  |  |
| **2.** | Has the church taken a pro-active response to bullying through identifying and controlling risk factors and by recording and responding to all reports of alleged bullying? |  |  |
| **3.** | Has the church taken a pro-active approach in securing premises and managing the risk of violent behaviour? |  |  |
| **4.** | Does the pastor and all staff members have a Professional Supervisor, or a mentor? |  |  |
| **5.** | Are all staff encouraged to engage with Ministry and Mission’s “Smorgasbord for Health” (mmpcnsw.org.au)? |  |  |
| **6.** | Are staff encouraged to take their 4 weeks annual leave every year to ensure appropriate rest. |  |  |
| **7.** | Is there a program of pastoral care? |  |  |
| **8.** | Are covenants used in staff teams, Bible study groups etc? |  |  |
| **9.** | Is Biblical conflict resolution taught and practiced in the church? |  |  |

**EXTERNAL**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ITEM | COMMENTS | 🗹 |
|  | Car parks and roads fenced from children’s play areas |  |  |
|  | External lighting adequate |  |  |
|  | Signage is appropriate |  |  |
|  | Trees do not pose a risk, branches trimmed |  |  |
|  | No loose material lying about |  |  |
|  | No uneven surfaces with cracks or holes |  |  |
|  | Evidence of building structural problems |  |  |
|  | Evidence of roof deterioration or damage |  |  |
|  | Problems from adjoining properties |  |  |
|  | Playground equipment is well maintained. |  |  |
|  | Other |  |  |
|  | Other |  |  |

**ADDITIONAL COMMENTS AND RECOMMENDATIONS**

Signatures of Auditing Team \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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