

**PART G****PARISH NAME** \_\_\_\_\_

Instructions for Use:

1. Complete this checklist annually
2. For 'NO' responses note the issues
3. Parish Council to action identified risks
4. Return a copy of completed list to the Diocese

**Buildings Checklist**

Checklist	Yes	No	N/A	Actions Required/Persons Responsible
<i>Doors and Windows</i>				
Can doors and windows be opened and closed safely without risk to persons?				
Do glass doors have a push/pull plate for safe operation?				
Are glass panelled areas fitted with vision strips?				
<i>Space and Storage</i>				
Is the majority of equipment (particularly heavy and/or awkward items) stored between knee and chest height?				
Do storage rooms have clear paths of access, and are shelves in good condition, no bowing or sagging?				
Are combustible materials secured away from the main Parish buildings? i.e. not stored in attic/basement				
<i>Floors and Stairs</i>				
Are floor surfaces and coverings even, free from holes or cracks, free from fraying or uplifting edges and non-slip?				
Are entrance steps, and ramp surfaces even and non-slip in all weathers?				
Are the edges of non standard steps marked to minimise trip risks?				
Are handrails secure and well maintained?				
<i>Roof</i>				
Is the roof structure and material inspected regularly by qualified tradespersons?				
Are their harness points and/or erection points for scaffolding in place/made available for any necessary maintenance?				
<i>Ventilation</i>				
Are heaters and fans regularly inspected visually for damage, cleaned, repaired and maintained?				
Are air-conditioning systems inspected regularly by a competent person and maintenance records maintained?				

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<i>Organ Vestries</i>				
Are pipe organs and workings inspected and maintained regularly to reduce fire risks?				
Are areas around pipes kept clear to avoid any ignition sources for fire? (Note: Large volumes of dry air blown across timber increase risk of fire)				
<i>Disability Access</i>				
Is there safe and easy access for wheelchairs and mobility impaired persons?				
Do access points (ramps, doorways etc) comply with Building Code of Australia standards?				
<i>Church Signs</i>				
Are winch mechanism signs well maintained and used by trained personnel?				
Are changeable letter roadside signs well maintained, regularly inspected and maintenance records kept?				
<i>Outdoors and Security</i>				
Are the exterior grounds and paving surfaces even and non-slip in all weather conditions?				
Are fences and signage well maintained to prevent collapse and injury to people or damage to equipment or vehicles?				
Are gates maintained to ensure easy and safe entry and exit?				
Is there an up to date key register and contact list for emergencies?				
<i>Lighting</i>				
Is the lighting adequate for the activities being undertaken around the Parish?				
Are light fittings and fixtures securely hung, positioned and maintained?				
Are qualified people available to maintain lighting that is high and/or specialised?				
Are the external areas (i.e. parking areas) around the properties well lit at night? (Including security lights)				
<i>Amenities</i>				

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Is there an adequate provision of male, female and parent amenities?				
Do female amenities provide appropriate sanitary disposable facilities?				
Are there provisions for people with disabilities?				
Are amenities cleaned regularly, well maintained and ventilated?				
Are facilities, materials and systems in place to ensure adequate hygiene standards are met?				
<i>Documentation</i>				
Are all maintenance, inspection and/or repair actions recorded appropriately? (i.e. maintenance sheets filled out and kept in relevant folder; plan of all scheduled services)				
Are maintenance records for facilities, equipment and furniture maintained on site, available and up to date?				
<i>Equipment and Furniture</i>				
Has all landscaping and garden equipment been checked for faults/breaks and/or has been serviced within the last 12 months? (e.g chainsaws, mowers and whipper snippers.)				
Is Personal Protective Equipment provided for workers? (Eye protection, ear plugs, gloves etc)				
Are safe use instructions for machinery and equipment provided and/or displayed clearly near their locations?				
Is the furniture in good condition with no splinters/rough edges and secure supports/legs/ends?				
Are kneelers correctly hinged, splinter free and stable?				
<i>Gas</i>				
Are gas and electric heaters serviced and maintained in accordance with the manufacturers' instructions and documented?				
Are gas cylinders within the use-by-date?				
Are gas cylinders chained or caged to prevent falling over?				

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Are cylinders, connections, valves and hoses visually checked regularly for damage or deterioration?				
<i>Chemicals</i>				
Are chemicals, fuel, and paint stored in a well ventilated locked area, away from ignition sources?				
Are persons using chemicals according to the safe use guidelines provided on packaging?				
Is there appropriate Personal Protective Equipment available when using chemicals?				
Are all chemicals clearly labelled and kept in their allocated storage area?				
Are there Safety Data Sheets available to workers for all on-site chemicals ? [Safety Data Sheets are available on the website under Resources]				
<i>Asbestos</i>				
Is there an up to date Asbestos Register on site?				
Is the Asbestos Register consulted before any works are authorised e.g. demolition, repair, access to ceiling areas, resurfacing, painting etc.?				
Is the Asbestos Register updated to reflect all works completed?				
<i>Electrics and Electricity</i>				
Is electrical equipment stored securely to prevent unauthorised use and/or damage?				
Are procedures in place to ensure all electrical contractors are appropriately qualified?				
Are compliance certificates provided at the end of each contractor visit?				
Do all relevant staff receive appropriate training, protective equipment and/or supervision to ensure their safety when working with or near electrical hazards?				
Are all electrical sockets, leads, and switches free from visual defects?				
Have double adaptors been removed from the workplace (Note: double adaptors are illegal for use at a workplace?)				
Are power boards in use and not overloaded?				
Is the electrical equipment, and the operator, protected by an electrical cut-out mechanism at the switchboard? (i.e. safety switches)				

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Is there documented inspections and/or testing of safety switches? See diagram below for test process.				
In the absence of a safety switch at the switchboard, has specified electrical equipment been tested and tagged? Refer to <i>Electrical Safety Guideline</i>				



**To test your safety switch (RCD):** Press the Test or “T” button. This should automatically trip the switch to the ‘OFF’ position. Reset by pushing the switch back to ‘on’. If it does not trip, contact your electrical contractor immediately.

This test must be carried out on all fixed safety switches every 6 months by a responsible person and every 2 years by a competent person (electrician).

Results of the tests **must** be recorded.