

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

Emergency Preparedness Checklist

Emergency and Fire Procedures	Yes	No	N/A	Actions Required/Persons Responsible
<i>Management</i>				
Is there an emergency evacuation diagram clearly marking all fire exits, evacuation paths and route to Assembly Area and fire equipment for each building?				
Is there a Diagram displayed at each fire exit with an “you are here” designation?				
Have Fire Wardens been appointed and their names displayed on the Parish Noticeboard? (Fire wardens may delegate this role if not available)				
Has an annual emergency evacuation drill been conducted, reviewed and documented? <i>Complete Fire Drill and Evacuation Assessment</i>				
Is there an alternate assembly area should the primary area be compromised?				
Are emergency procedures and plans communicated to employees, volunteers and all groups who participate in worship, events and activities?				
Is the <i>Emergency Evacuation Plan Poster; Emergency Response Procedure Poster; and Emergency Contact Poster</i> displayed in appropriate areas?				
Is a <i>Personal Evacuation Plan for Group Activities</i> agreed and in place for activities involving mobility impaired persons?				
Is the building fitted with fire extinguishers, fire hose and fire blanket?				
Is the building fitted with a fire detection or sprinkler system?				
Is the Kitchen fitted with a fire blanket?				
Are emergency lights fitted through out each building?				
Are smoke detectors fitted?				
Have all major incidents (fires/bomb threats/nature disasters/personal threats etc) been reported on the Incident Report form?				

Emergency Preparedness

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Emergency and Fire Procedures	Yes	No	N/A	Actions Required/Persons Responsible
Has a debrief occurred for major incidents and recommendations and control/prevention measures provided to the Parish Council for review? Have timeframes been applied and measures completed as soon as reasonably practicable after an emergency?				
<i>Fire Equipment and Maintenance</i>				
Are certificates of Maintenance, inspection and testing of all fire equipment and fire detection devices kept in the Fire Safety Folder and accessible upon request? (i.e extinguishers, emergency lighting, fire panel, smoke detectors)				
Are fire extinguishers, hose reels and fire blankets checked every 6 months?				
Are fire detection systems tested every 6 months?				
Are fire smoke alarms tested every 12 months? (keep documents in Fire Safety Folder)				
Are fire sprinklers tested regularly? (Only where fitted)				
Are extinguishers and hose reels provided with a 1 metre clear area maintained free of obstructions for access?				
Are fire extinguishers mounted (on purpose-designed supports) no higher than 1.2m with a location sign above?				
Are emergency exit lights tested every 6 months (switch mains power or Isolation panel to OFF and observe if exit lights illuminate?) <i>Emergency lights should stay on for 2 hours without the main power source</i>				
Are emergency exits kept free of obstruction at all times?				
Can emergency exits be opened from the inside without use of keys or bolts? (Installed with push bar or free lever handles)				
Is there an appointed person to ensure all the fire equipment is regularly maintained, inspected, and documented?				

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Emergency Preparedness Checklist

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<i>Emergency Response and Recovery</i>				
Is there a plan for assisting and supporting people who are involved in and/or affected by emergencies?				
Is a copy of the <i>Storm or Disaster Readiness and Response Guide available to staff?</i> <i>(available on the ACSQ website in Resources / HR / Workplace Health and Safety)</i>				
Is a hard copy of the <i>Storm or Disaster Damage Checklist available for use?</i>				

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Buildings Checklist

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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?				

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Buildings Checklist

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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?				
<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?				

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Buildings Checklist

Instructions for Use:	Yes	No	N/A	Actions Required/Persons Responsible
<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>				
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 and their completion date)				
Are maintenance records for facilities, equipment and furniture maintained on site, available and up to date?				

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<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?				
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]				

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Buildings Checklist

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<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)				
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>				

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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.

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Workplace Checklist

Workplace	Yes	No	N/A	Actions Required/Persons Responsible
Have all workers completed the Induction Pack and orientation of the worksite?				
Have office workers completed the Computer Workstation Self Assessment Checklist and set up computer workstations safely?				
Are the floors free from clutter and cables and power cords are secured behind work areas and away from walkways?				
Is there a designated smoking area 4m from building entrances/exits?				
Are workers aware of the policies and procedures for bullying, harassment and/or aggression at work or during activities?				
Is there an agreed communication process to ensure personal safety when visiting after hours or in remote or isolated situations?				
Is there an agreed process where a worker has identified a potential for violent behaviour or threat to their safety?				
Are workers aware of the Employee Assistance Program and how to make contact?				
Is the Hazard identification and reporting process followed and communicated within the Parish? (check the Safety Folder)				
Is the process for reporting incidents and near misses followed within the workplace? (check the Safety Folder)				
Are incidents and hazards emailed or faxed to the WHS Team?				
Do workers understand how to investigate an incident or hazard and complete agreed actions? (Check a completed Incident/Hazard Report)				
Are Safety Checklists completed and actions closed out?				
Has a copy of the Workplace Health and Safety Policy been posted on the Noticeboard accessible to workers?				
Training	Yes	No	N/A	Actions Required/Persons Responsible
Have all workers (incl Volunteers) completed a WHS induction within 30 days of commencing work. (Is there signed evidence)?				
Have all workers receive a refresher every 12 months on fire and evacuation? Check training records?				

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Workplace Checklist

Has an annual Emergency Evacuation refresher occurred?				
Have all workers received training relevant to their role (e.g. handling hazardous chemicals, how to operate specific machinery or equipment, manual handling, food handling etc)				
Are volunteers included in training, instruction and information sessions for the workplace?				
Are workers provided training on use of Personal Protective Equipment and when it should be used?				
Are workers and volunteers confident to identify and report safety hazards that may occur during their roles?				
Is instruction provided for workers around safe use and storage of chemicals if this is relevant to their activities?				
Is annual Fire Warden training including the use of fire fighting equipment e.g. extinguishers and fire blankets) provided annually?				
First Aid	Yes	No	N/A	Actions Required/Persons Responsible
Does the Parish have a portable First Aid Kit accessible to all staff?				
Is the First Aid Kit fully stocked and all items are in date? (Use the First Aid Contents Checklist to restock if required).				
Is a First Aid sign visible to clearly show location of First Aid Kit?				
Are emergency numbers displayed clearly for all people to see? (i.e. Emergency Contact List locate near the phone)				
Is there a nominated person responsible for ensuring the First Aid kits are stocked and appropriately maintained on a regular basis?				
Is there a register of persons who have current First Aid qualifications for planned Parish activities?				
Check First Aid holders qualifications are current? (Apply First Aid Qualification 3 years expiry) CPR Training required every 12 months)				
Are current availability and contact details of First Aid qualified personnel displayed? (Add to Emergency Contact List)				

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Kitchen Checklist

Kitchens	Yes	No	N/A	Actions Required/Persons Responsible
Are kitchen wall charts for hand hygiene, food handling, and sanitising of equipment displayed in the kitchen? (Please refer to 'Kitchens' section in the Safety Manual to ensure food safety compliances are met for your Parish Kitchen)				
Is there suitable equipment which is clean and in good condition for general purpose catering? (i.e. refrigerator/freezer/stove/dishwasher/ sink/cooking utensils and equipment)				
Is there suitable shelving and cupboards available for storage?				
Is there signs of vermin activity in cupboards and on shelves?				
Are the floors in good condition and cleaned regularly?				
Is the area free of clutter and obstructions?				
Are fire exits kept clear and a fire blanket and/or fire extinguisher available near the stove?				
Is the first aid kit easily accessible from the kitchen?				
Is all food stored in sealed containers with expiry dates written on their packaging?				
Are all food products, crockery, glassware, cups and cutlery (including disposables) stored separately from cleaning chemicals?				
Is the cupboard or allocated chemical storage child-proof?				
Are all chemicals and cleaning products clearly labelled and kept in their allocated storage area?				
Is there regular pest control?				
Is there a hand washing station providing liquid soap and paper towels close to the food preparation area?				
Are the Urns or Hot Water Dispenser positioned to prevent limbs coming in contact with hot metal surfaces?				
Is the water heater or Urn spout positioned over a draining board or drip catcher to prevent splashes?				

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Working Bee Checklist

Working Bees	Yes	No	N/A	Actions Required/Persons Responsible
Has someone been appointed to oversee the working bee and workers?				
Has a hazard identification been completed with all staff and volunteers to identify any hazards unique to the environment or activity? e.g. slippery or uneven surfaces, proximity to traffic or moving plant, slip or trip hazards.				
Has a risk assessment been completed for identified risks and adequate controls agreed with workers?				
Do Parish workers have the required skills or qualifications to complete the tasks safely?				
Have workers been provided with Personal Protective Equipment relevant for the task (i.e. gloves, work shoes, safety glasses, earplugs) ?				
Is the necessary equipment for the Bee (e.g. ladders, safety signs, gardening equipment) in good condition, safe, and available for use?				
Are appropriate mechanical aids such as trolleys, wheelbarrows, vehicles, etc available to move heavy loads?				
Have power sources, RCD's, power boards and power leads been tested and tagged? Is a safety switch in use?				
Are walkways, benches and areas containing water clear of cables and leads?				
Is there a well stocked First Aid Kit available and easily accessible?				
Is there an agreed process to manage a medical emergency or provide First Aid? e.g. Emergency Contact numbers, closest Medical Centre, first aid trained staff.				
If working outside is there a traffic management plan to manage moving vehicles and pedestrians e.g. (Designated personal directing traffic with high visibility clothing; designated walkways; exclusion zones; rope/tape barricades, etc)				
Is there provision for sun safety e.g. hats, sunscreen, shade and provision of water				
Will ladders be used? Ensure staff are trained in safe use of ladders (refer Fact Sheet)				

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Church Services Checklist

Church Services	Yes	No	N/A	Actions Required/Persons Responsible
Have the following safety checklists been completed within the last 12 months?				
Emergency Procedures				
Buildings				
Workplace				
When candles are in use, are fire risks managed? (non combustible candle holders, no loose/long sleeves near candles)				
When hanging temporary decorations or fittings are safety and fire risks assessed? e.g. using ladders, working at height, obstructing fire exits.				
Are access and egress clear of obstructions at all times?				
Are preventative actions put in place to reduce the identified risks?				
Are there procedures in place to assist disabled and elderly persons during emergency evacuations?				
Are there procedures for managing any handling of cash which are in accordance with ACCQ guidelines? (i.e. counted and banked in pairs; constant changes to routine money handling practices) Guidelines can be found on ACCQ Website.				

Instruction for Use:

1. Complete this checklist for large events.
2. For 'NO' response note the issues.
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Offsite Events Checklist

Offsite Retreats, Fundraisers, Camps and/or Conferences	Yes	No	N/A	Actions Required/Persons Responsible
Is a specific person or event manager allocated to oversee the preparation and execution of the event?				
Does the register of staff and attendees include emergency contact details for each person?				
Has an itinerary been created for the event providing information on the activities; and who will be where and at what times?				
Do Parish workers have the required skills or qualifications to complete and supervise the specific activities safely?				
Have first aid qualified workers been allocated for the event?				
Is there a well stocked First Aid Kit available and easily accessible?				
Have all requirements regarding working with children and child safety been addressed? <i>Refer to Children and Youth Checklist if applicable</i>				
Has the event site been inspected and health and safety hazards identified and managed? E.g. vehicles and pedestrians in shared traffic areas				
Has a risk assessment been completed to eliminate or minimise identified hazards and prevent injury?				
Is the necessary equipment for the event (e.g. recreational equipment) in good condition, safe, and available for use?				
Have power sources, RCD's, power boards and power leads been tested and tagged? Is a safety switch in use?				
Is there an agreed process to manage a medical emergency or provide First Aid? E.g. Emergency Contact numbers, closest Medical Centre, first aid trained staff.				
Has a process been agreed and communicated to all staff for potential medical or injury situations during the event i.e. local medical care; emergency numbers; etc				
Are facilities suitable for any disabled attendees or staff?				

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Home Visitations Checklist

Home Visits	Yes	No	N/A	Actions Required/Persons Responsible
Is there an agreed process for communication when visiting after hours or in remote or isolated areas? e.g. check in before and after visit?				
Are workers/volunteers encouraged to identify and report potential WHS hazards and risks to their safety when undertaking home visits? (check Hazard reports)				
Is there an agreed process with Workers and Volunteers should their personal safety be threatened? (who to call, what to do, access to phone)				
Are all reported hazards, risks and agreed actions relating to home visitations documented and available for all relevant people to see?				

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Working with Children and Youth Checklist

Children and Youth <i>Please refer to Professional Standards Webpage</i>	Yes	No	N/A	Actions Required/Persons Responsible
Has your annual assessment and compliance tool for Children Safety been completed?				
Are there staff with current first aid certificates present during children events?				
Is there a mature and responsible person in supervision of youth and sporting activity?				
Are the children's play areas designed for adequate supervision of children? (No hidden spaces)				
Are all fences and gates in good working order?				
Are all playgrounds and outdoor equipment maintained in good working order and hard surfaces covered with a low impact surface? [http://www.gtp.com.au/kidsafeqld/]				
Are all children's toys and indoor equipment regularly cleaned and maintained?				
Is there a register of contact details for parents or guardians of all children involved in events?				