|  |  |  |  |
| --- | --- | --- | --- |
| **Parish** |  | | |
| **Date** |  | **Program** |  |

**1. PHYSICAL ENVIRONMENTS AND WORKPLACE HEALTH AND SAFETY**

**Floors, aisles, stairs etc**

a. Are all aisles clear?

b. Are all floors, aisles, stairs and landings free of slip, trip and fall hazards?

c. Are stairs free of worn or broken treads?

d. Are all handrails in good repair?

e. Are non-skid strips on stairs in good repair?

**Electrical power**

a. Are all electrical plugs, sockets and switches in good working order?

b. Are all appliances free of frayed or otherwise defective leads (checked and tagged)?

c. Do appliances have access to a power socket free of double adapters?

d. Are all lights adequate and operational?

e. Are residual current devices installed and maintained?

**Emergency response**

a. Is the church evacuation procedure clearly displayed?

b. Are fire extinguishers appropriate to materials used in their vicinity?

c. Are fire extinguishers readily available and properly mounted?

d. Are fire extinguishers properly maintained and inspected?

e. Are exits and exit signs adequately illuminated?

f. Are all exits and fire doors in good repair?

g. Are all exits unobstructed both internally and externally?

h. Are all incidents recorded on the Incident report form?

**Storage**

a. Are all items being stored clear of traffic areas?

b. Where items are stacked for storage, are the stacks stable with a good solid base?

c. Are storage areas kept clear of rubbish and unwanted material?

d. Where it is necessary to store flammable, poisonous or other harmful items, are they stored correctly?

**First aid**

a. Are all first aid kits clearly identified?

b. Are the first aid kits properly stocked and maintained and operational?

c. Are the names of qualified first aiders clearly displayed?

**Car parks & outdoor areas**

a. Are car parks and outdoor areas kept clean and free of rubbish?

b. Do car parks and outdoor areas have even surfaces; i.e. no holes?

c. Are car parks and outdoor areas free of grease and oil patches?

d. In car parks, are vehicle traffic ways clearly marked and lit?

e. Are car parks free of dense shrubbery obstructing vision?

f. Does the program use a sign in/sign out sheet (or roll)?

g. Outside play fence (minimum height 1.5metres) with a child-proof self-closing gate?

h. Is the playing space (outside and inside) appropriate for the number of children?

i. Are there any dangers, gully traps, unprotected steps?

j. Are there appropriate surfaces for the program activities, eg impact absorbing under play-equipment, paved areas?

k. Is there a sand pit and is it well-drained; does it have safe surrounds and shade?

l. Do you have appropriate shade provided in outside play areas?

m. Do you have access to a telephone in case of an emergency?

n. Are there appropriate toilet facilities available for children?

**2. LEADERS**

a. Have all leaders been recruited according the safe church policy?

b. Have all leaders committed to Faithfulness in Service?

c. Are there sufficient leaders to ensure the safety of program participants?

d. Are at least two of your leaders over the age of 18?

e. Are at least two of your leaders trained in first aid?

f. Do all leaders know what to do when a child is at risk of harm?

g. Have leaders had training in safe church procedures?

**3. MATERIALS**

a. Does the Parish have a policy that governs the approval of teaching material used?

b. Are leaders within the program required to use material provided by the Parish or do they provide their own material?

c. Are children given a voice in decisions relating to the materials they use?