



SAFETY CHECKLIST TOOL

This is generic checklist for all Parishes / Communities and associated buildings and property.

The Church and other Buildings:

Parish Community Name / Suburb/ State:.....

YES / NO

Are handrails securely fastened?

Are steps or other surfaces slippery when wet?

Are there uneven surfaces that can pose a trip hazard?

Have the Church Chandeliers been checked annually to ensure they are secure?

Date:.....

Are chemicals and fuels stored in a locked storage area?

Are safety switches (RCD's) installed and checked / tested?

Date:.....

Can all windows and doors be secured and lockable (including basement windows?)

Are Church surrounds well lit at night?

Are Church grounds locked out of hours?

Does the Church and other buildings have fire extinguishers fitted?

Are they all present and signposted

Have fire extinguishers been checked by licensed contractor at least annually

Contractor:.....

Date:.....

Have Church personnel been trained in using fire extinguishers

Do the kitchen areas have fire blankets / fire extinguishers

Are smoke detectors fitted in all buildings (except Church)

Have smoke detectors been tested?

Date:.....

Is there an easily accessible / signposted First Aid kit

Has the first aid kit been checked for adequate supplies

Date:.....

Are there recognised first aiders available should they be needed?

Is there an emergency evacuation alarm?

Has the emergency evacuation alarm been tested in the last 12months?

Date:.....

Have Church personnel been trained in emergency evacuation procedures?

Can all doors leading to the outside be easily opened and not obstructed (inside / out)?

Are all passage / walk ways free of trip hazards and stored material?

Are there any obvious water leaks / stains on ceilings / walls?

Are fences in good condition?

ACTIONS REQUIRED	BY WHOM	BY WHEN	DATE COMPELTED

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Parish / Community President

Parish Senior Priest