**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 and is for informational purposes only. 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 claims. It is not an exhaustive list, and churches are encouraged to add items relevant to them.

**ADMINISTRATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ITEM | COMMENTS | 🗹 |
|  | The WHS Manual available to all |  |  |
|  | Committee Agendas include Safety topics. |  |  |
|  | Records of Reports and Forms are current |  |  |
|  | Any outstanding matters for follow-up |  |  |
|  | Ready availability of Forms and Templates |  |  |
|  | Church insurance policies are current. |  |  |
|  | Levels of insurances are reviewed annually |  |  |
|  | Other |  |  |

**FIRE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ITEM | COMMENTS | 🗹 |
|  | Fire hoses in good condition |  |  |
|  | There are enough fire extinguishers |  |  |
|  | Extinguishers in place and service is current |  |  |
|  | Access to all extinguishers is clear |  |  |
|  | Fire exit signs in place and working |  |  |
|  | Date of last fire evacuation training |  |  |
|  | Sprinkler system maintenance is current |  |  |
|  | Fire alarm system testing is current |  |  |
|  | Other |  |  |

**EMERGENCY EVACUATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ITEM | COMMENTS | 🗹 |
|  | Emergency 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 |  |  |
|  | Other |  |  |

**FIRST-AID**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ITEM | COMMENTS | 🗹 |
|  | First-aid kit is easy to find, and is signed |  |  |
|  | Contents are complete and current |  |  |
|  | Other |  |  |

**ELECTRICAL**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ITEM | COMMENTS | 🗹 |
|  | No broken plugs, sockets or switches |  |  |
|  | No frayed or damaged leads |  |  |
|  | No untaped temporary leads across floor |  |  |
|  | Temporary power boards set up correctly |  |  |
|  | 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 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 |  |  |
|  | Ramp is in good condition/accessible |  |  |
|  | Portable ramp is easily accessible |  |  |
|  | Sudden differences in floor height marked |  |  |
|  | Carpets not loose, fraying or threadbare |  |  |
|  | Other |  |  |

**STORAGE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ITEM | COMMENTS | 🗹 |
|  | Racks, shelves are secure; in good condition |  |  |
|  | Materials are stored safely |  |  |
|  | Access ways are not obstructed |  |  |
|  | Obsolete material is discarded |  |  |
|  | How are excessive weights lifted |  |  |
|  | Maintenance equipment is in good order |  |  |
|  | Grounds equipment is in good order |  |  |
|  | Other |  |  |

**CHEMICALS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ITEM | COMMENTS | 🗹 |
|  | Chemicals are stored safely |  |  |
|  | All items clearly and accurately labelled |  |  |
|  | Storage signage is appropriate |  |  |
|  | Specific instructions are displayed |  |  |
|  | Chemicals such as fuels, poisons are locked |  |  |
|  | Cleaning rags stored in metal containers |  |  |
|  | Gas cylinders current and in good order |  |  |
|  | Relevant first-aid instructions are displayed |  |  |
|  | Spillage handling instructions are displayed |  |  |
|  | Other |  |  |

**KITCHEN**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ITEM | COMMENTS | 🗹 |
|  | Floors are clean |  |  |
|  | Benches are clean and in good condition |  |  |
|  | Refrigeration is well maintained |  |  |
|  | Dated items are cleared from fridges |  |  |
|  | Cooking equipment and vents maintained |  |  |
|  | Sharp items (eg knives) are safely stored |  |  |
|  | Rubbish bins are suitable and emptied |  |  |
|  | Hot water facilities (eg urns) are safe |  |  |
|  | Mops and buckets are available for spills |  |  |
|  | Warning signs or cones for wet areas |  |  |
|  | Other |  |  |

**OFFICES AND ROOMS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ITEM | COMMENTS | 🗹 |
|  | No exposed electrical leads |  |  |
|  | Air conditioning is well maintained |  |  |
|  | Filing cabinets are stable and in good order |  |  |
|  | Office machinery is maintained |  |  |
|  | Office furniture is maintained |  |  |
|  | Chairs are in good repair |  |  |
|  | Other |  |  |

**HEALTH IN GENERAL**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ITEM | COMMENTS | 🗹 |
|  | “No smoking” signs are displayed |  |  |
|  | 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 |  |  |
|  | Working torches accessible in each building |  |  |
|  | Other |  |  |

**EXTERNAL**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ITEM | COMMENTS | 🗹 |
|  | Car park markings are clear |  |  |
|  | Signage is appropriate |  |  |
|  | Speed limit is signed |  |  |
|  | Is there adequate night lighting |  |  |
|  | Trees do not pose a risk |  |  |
|  | No loose material lying about |  |  |
|  | No uneven surfaces with cracks or holes |  |  |
|  | No unsafe plants are used in gardens |  |  |
|  | Rubbish bins are at suitable locations |  |  |
|  | Bins are sealed and well maintained |  |  |
|  | Weather damage or mould is evident |  |  |
|  | Evidence of building structural problems |  |  |
|  | Evidence of roof deterioration or damage |  |  |
|  | Problems from adjoining properties |  |  |
|  | Speed bumps and signs in good condition |  |  |
|  | Playground equipment is well maintained.  (These may need special inspection) |  |  |
|  | Other |  |  |
|  | Other |  |  |

**ADDITIONAL COMMENTS AND RECOMMENDATIONS**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_