

# Housekeeping & Risk Assessment Checklist

46

## 1. 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

### 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 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 the Leader Code of Conduct?
- 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 properly trained in first aid?
- f. Do all leaders know what to do when a child at risk of harm?
- g. Have leaders had training in safe church concepts?

## 3. MATERIAL

- a. Does the church have a policy that governs the approval of teaching material used?
- b. Are leaders within the program required to use material provided by the church or are they able to provide their own material?
- c. Are children given a voice in decisions relating to the materials they use?