**Housekeeping & Risk Assessment Checklist**

**FLOORS, AISLES, STAIRS ETC**

🞎 Are all aisles clear?

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

🞎 Are stairs free of worn or broken treads?

🞎 Are all handrails in good repair?

🞎 Are non-skid strips on stairs in good repair?

**ELECTRICAL POWER**

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

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

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

🞎 Are all lights adequate and operational?

🞎 Are residual current devices installed and maintained?

**EMERGENCY RESPONSE**

🞎 Is the church evacuation procedure clearly displayed?

🞎 Are fire extinguishers appropriate to materials used in their vicinity?

🞎 Are fire extinguishers readily available and properly mounted?

🞎 Are fire extinguishers properly maintained and inspected?

🞎 Are exits and exit signs adequately illuminated?

🞎 Are all exits and fire doors in good repair?

🞎 Are all exits unobstructed both internally and externally?

🞎 Are all incidents recorded on the Incident report form?

**STORAGE**

🞎 Are all items being stored clear of traffic areas?

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

🞎 Are storage areas kept clear of rubbish and unwanted material?

🞎 Where it is necessary to store flammable items, are they stored correctly?

**FIRST AID**

🞎 Are all first aid kits clearly identified?

🞎 Are the first aid kits properly stocked and maintained and operational?

🞎 Are the names of qualified first aiders clearly displayed?

**CAR PARKS & OUTDOOR AREAS**

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

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

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

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

🞎 Are car parks free of dense shrubbery obstructing vision?

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

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

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

🞎 Are there any dangers, gully traps, unprotected steps?

🞎 Are there appropriate surfaces for the program activities e.g. impact absorbing under play equipment, paved areas?

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

🞎 Do you have appropriate shade provided in outside play areas?

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

🞎 Are there appropriate toilet facilities available for children?

**LEADERS**

🞎 Have all leaders been recruited according the safe church policy?

🞎 Have all leaders committed to the Leader Conduct Covenant?

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

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

🞎 Are at least two of your leaders properly trained in first aid?

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

🞎 Have leaders had training in safe church concepts?

**MATERIAL**

🞎 Does the church have a policy that governs the approval of teaching material used?

🞎 Are leaders within the program required to use material provided by the church or are they able to provide their own material?

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