



Church properties must be maintained in a good and safe condition in order to meet the requirements of the Occupational Health and Safety Act 2004 (Vic) & Work Health and Safety Act 2012 (Tas) and to ensure the health, safety and well-being of all people associated with the church.

The Uniting Church in Australia Regulations require a Presbytery Property Committee to regularly inspect or arrange for the regular inspection of properties for which the presbytery and church councils are responsible, and to ensure that such properties are maintained. The church council is responsible for the management and administration of all congregational property, including the care and maintenance and other things as are necessary or appropriate for its use and management.

For more details about the checklist below, refer to the attached supplementary information.

Presbytery:	
Congregation:	
Address:	
Date inspected:	
Inspected by:	
Contact phone:	

## General information / documentation

Questions	Yes	No	Additional comments
1. Do you have an Occupational Health and Safety Policy?			
2. Do you have an Asbestos Register? (please attach a copy)			
3. If Asbestos is registered, is the location of all asbestos labelled?			
4. Has your Congregation adopted ChildSafe Policies of the Uniting Church in Australia and signed the UCA Child Safe statement of commitment?			
5. Is a copy of the UCA VicTas Child Safe Policy readily available to all members and visitors including parents?			
6. When was Safe Church Training last provided to your children's and youth leaders?			
7. Do you have an Essential Safety Measures Schedule? (please attach the Annual Essential Safety Measures (ESM) Report for previous year)			

## Building environment – internal/external

Questions	Yes	No	Additional comments
8. Is plant life blocking visibility of the property by passers-by or impeding safe entry or exit from the property by vehicles or pedestrians?			
9. Are car parks and footpaths lit during night meetings?			
10. Is there security lighting in place and are there lights on throughout the night? Include details about the type of lighting in the additional comments field.			
11. Are paths and/or walkways free from trip hazards, including unlevel surfaces and other obstacles?			
12. Is there disabled access into the facility (i.e. ramps)?			
13. Are any windows cracked or broken?			
14. Do all doors and windows open easily and shut completely?			
15. Are floor surfaces, carpets or mats in good condition with no loose or worn material?			
16. Are floor surfaces even, level and free from trip and slip hazards?			



Questions	Yes	No	Additional comments
17. Are internal/external steps and staircases in good condition and fitted with anti-slip tread and nosing?			
18. Are handrails or balustrades installed where required (i.e. on stairs or balconies with a fall of more than one meter)?			
19. Are all aisles, exits and access ways clear of obstructions?			
20. Are all electrical cords kept in a safe manner (i.e. clear of all aisles, exits and access ways, not dangling loosely from raised surfaces)?			
21. Are ceilings and walls in good repair (no water leakage, flaking paint, mold or mildew etc.)?			
22. Have gutters been cleaned in the past six months and down pipes unblocked free to discharge water into the storm water drains?			
23. Have drainage pits in carparks and other external areas been cleared of debris to protect against flood or backflow?			
24. Are building materials, timber pallets, cardboard, loose boards, bricks or tiles stored anywhere on the property?			
25. Are rubbish bins stored inside the buildings or secured away from the buildings?			

## Electrical

Questions	Yes	No	Additional comments
26. Is a residual current device (RCD) or safety switch installed for every building?			
27. Have the RCDs been tested in the past six months?			
28. Have there been any alternative energy systems (solar, wind etc.) installed at your property?			
29. Are all light fittings, switches and power points clean and in good repair (i.e. not cracked, loose or improperly fixed to walls)?			
30. Are power boards used instead of household double adaptors?			
31. If power boards are in use, are they limited to one board per outlet?			
32. Are all power boards and extension leads in good condition (not frayed or wires exposed)?			
33. Has all portable electrical equipment been inspected, tested and tagged by a qualified electrical worker?			
34. Are appliances well-maintained and operating correctly (fridges, microwaves etc.)?			

## Ventilation and amenities

Questions	Yes	No	Additional comments
35. Are church members satisfied with building ventilation (i.e. thermal comfort, air quality)?			
36. If property is air-conditioned, are filters and vents regularly cleaned and systems maintained by a qualified technician? You should aim to have your cooling system serviced at least once every year.			
37. Are property amenities hygienically cleaned (i.e. kitchen, toilets and showers)?			
38. Is all furniture in good stable condition (chairs, pews etc.)?			





## First aid and emergency procedures

Questions	Yes	No	Additional comments
39. Do all emergency exit doors have illuminated signage above the door?			
40. Are all emergency exit doors of a single lever or push bar action to open?			
41. Are all emergency exit doors free of slide bolts, internal key locks, padlocks etc.?			
42. Are all fire extinguisher and fire hoses easily accessible?			
43. Have extinguishers, hose reel hydrants and fire blankets been serviced in the past six months or in accordance with the Essential Safety Measures Schedule?			
44. Do you have emergency lighting in addition to illuminated exit signs to ensure a safe evacuation during an evening meeting?			
45. Have the signs and emergency lighting been tested, in accordance with the Essential Safety Measures Schedule?			
46. Are emergency and fire evacuation procedures clearly displayed?			
47. Are leadership volunteers and workers trained in the evacuation procedures?			
48. Has a fire drill been conducted in the past year?			
49. Is there a first aid kit and is it accessible to all members?			
50. Do you have designated first aid officers and are their contact details kept with the first aid kits and displayed on your safety notice board?			
51. Are contents of the first aid kits appropriate for the property and its activities, and regularly checked and maintained? (consider additional equipment in bushfire or flood zones)			
52. Are first aid kits appropriately labelled (i.e. marked with a white cross and green background)?			

## Insurance and security

Questions	Yes	No	Additional comments
53. Have there been any security issues during the year? If so have they been resolved?			
54. Is there a security alarm installed? In the additional comments field, advise whether this is a local alarm or monitored by a security firm.			
55. Is the computer and multimedia equipment secured?			
56. Are computer systems regularly backed up, and backups kept off-site?			
57. Has your key register been reviewed in the past 12 months? In the additional comments field, advise how many people have keys to the property.			
58. Are the facilities regularly used by other church groups, agencies or the general community?			
59. Is there a current UCA-endorsed hire agreement in place with all groups who use the property?			



## Child safety

Questions	Yes	No	Additional comments
60. Do children attend your church?			
61. Has work been undertaken to make the environment child safe?			
62. Do all cupboards and drawers which store sharp and hazardous materials (cutlery, glass, plastic bags etc.) have child-resistant catches?			
63. Are electrical and gas appliances, particularly kitchen appliances and power tools, inaccessible to children?			
64. Are safety plugs used in all power points that are not being utilized?			
65. Are all sources of hot and boiling water inaccessible to children?			
66. Are all chemicals, fuels and hazardous substances securely stored?			
67. Are all hazardous substances and dangerous goods properly labelled and stored in accordance with the Safety Data Sheet (SDS)?			
68. If applicable, is the children's playground and equipment regularly maintained and free from hazards and debris?			

## Hazardous Materials

Questions	Yes	No	Additional comments
69. Is there a register of Hazardous Substances and Dangerous Goods stored on site?			
70. Do leadership volunteers and workers know where to obtain information for substance use and emergency response?			
71. Have volunteers and workers been trained in safe handling, spillage, storage and disposal of chemicals?			
72. Are Safety Data Sheets available for all hazardous substances and dangerous goods in use at the property? Current?			
73. Have assessments been undertaken for all hazardous substances and dangerous goods in use on site to ensure they are stored and used in accordance with the requirements?			

## Additional comments

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For assistance to complete your checklist, contact the Synod Safety Officer. Please retain the original completed checklist with your congregation's own property records and forward copies to your presbytery office and Synod property services.