

# Annual Property Maintenance Inspection Checklist



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 planning and protection for emergencies is a priority in the care for all persons who use and visit the buildings – Essential Safety Measures must be schedule and maintained to prepare for an unforeseen event. 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 / Work Health and Safety Policy? Dated within the past 12 months?			
2. Do you have an Asbestos Register? (please attach a copy)			
3. If Asbestos is registered, is the location of all asbestos labelled?			
4. Does a member of the property committee review the condition of areas identified in the asbestos audit annually?			
5. Has your Congregation adopted Child Safe Policies of the Uniting Church in Australia and signed the UCA Child Safe statement of commitment? Date Adopted? E.g. Date of Church Council meeting/Congregational meeting.			
6. Is a copy of the UCA VicTas Child Safe Policy readily available to all members and visitors including parents?			
7. When was Safe Church Training last provided to your lay leaders?			
8. Is your WWCC database updated regularly? (your church's WWCC database should be updated when leadership volunteers and workers join / leave and at least annually)			
9. 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
10. Is plant life impeding safe entry or exit from the property by vehicles or pedestrians?			
11. Are car parks and footpaths lit during night meetings, including for non-church users of the property?			
12. 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.			
13. Are paths and/or walkways free from trip hazards, including unlevel surfaces and other obstacles?			

# Annual Property Maintenance Inspection Checklist

Questions	Yes	No	Additional comments
14. Are any windows cracked or broken?			
15. Is 'grade A' safety glass installed in all public areas subject to factors such as wind and human impact? - Any decorative windows must be protected with Perspex or Mesh to avoid any shattering or dislodgement of glazing. - All clear glazed panes that are less than 2 metres in height must have decals for visual warning.			
16. Do all doors and windows open easily and shut completely? Fitted with locks? Are the locks functional?			
17. Are floor surfaces, carpets or mats in good condition with no loose or worn material?			
18. Are floor surfaces even, level and free from trip and slip hazards?			
19. Are internal/external steps and staircases in good condition and fitted with anti-slip tread and nosing?			
20. Are handrails or balustrades installed where required (i.e. on stairs or balconies with a fall of more than one meter)?			
21. Are all aisles, exits and access ways clear of obstructions?			
22. 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)?			
23. Are ceilings and walls in good repair (no water leakage, flaking paint, mold or mildew etc.)?			
24. Have gutters been cleaned in the past six months and down pipes unblocked free to discharge water into the storm water drains?			
25. Have drainage pits in carparks and other external areas been cleared of debris to protect against flood or backflow?			
26. Are building materials, timber pallets, cardboard, loose boards, bricks or tiles stored anywhere on the property?			
27. Are rubbish bins stored inside the buildings or secured away from the buildings?			
28. Pest control arrangements?			

## Electrical

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

# Annual Property Maintenance Inspection Checklist



Questions	Yes	No	Additional comments
36. Has all portable electrical equipment been inspected, tested and tagged by a qualified electrical worker? Date of last test? (Frequency as per AS/NZS 3760)			
37. Are appliances well-maintained and operating correctly (fridges, microwaves etc.)?			

## Ventilation and amenities

Questions	Yes	No	Additional comments
38. Has the building been upgraded for mechanical fresh air/ventilation or has sufficient natural ventilation?			
39. If property is air-conditioned, are filters and vents regularly cleaned and systems maintained by a qualified technician? You should aim to have your heating and cooling system serviced at least once every year.			
40. Has the cooking amenity exhaust range hoods and or other exhaust vents been cleaned and serviced at least twice a year?			
41. Are property amenities hygienically cleaned (i.e. kitchen, toilets and showers)?			
42. Is all furniture in good stable condition (chairs, pews etc.)?			

## First aid and emergency procedures

Questions	Yes	No	Additional comments
43. Do all emergency exit doors have illuminated signage above the door?			
44. Are all emergency exit doors of a single lever or push bar action to open?			
45. Are all emergency exit doors free of slide bolts, internal key locks, padlocks etc.?			
46. Are all fire extinguishers and fire hoses easily accessible?			
47. Have extinguishers, hose reel hydrants and fire blankets been serviced in the past six months or in accordance with the Essential Safety Measures Schedule?			
48. Do you have emergency lighting in addition to illuminated exit signs to ensure a safe evacuation during an evening meeting?			
49. Have the signs and emergency lighting been tested, in accordance with the Essential Safety Measures Schedule?			
50. Are emergency and fire evacuation procedures clearly displayed?			
51. Is the emergency evacuation diagram in an A3 compliant standard and displayed in a visible location that is oriented to show the actual direction to exit? (must not be placed at the actual exit).			
52. Are leadership volunteers and workers trained in the evacuation procedures?			
53. Has a fire drill been conducted in the past year?			
54. Is there a first aid kit and is it accessible to all members?			
55. 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?			
56. 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)			

# Annual Property Maintenance Inspection Checklist



Questions	Yes	No	Additional comments
57. Do you keep a register of injuries?			
58. Are first aid kits appropriately labelled? (i.e. marked with a white cross and green background).			
59. Are the current local emergency phone numbers clearly displayed at the first aid kit and on emergency procedures?			

## Insurance and security

Questions	Yes	No	Additional comments
60. Have there been any security issues during the year? If so have they been resolved?			
61. Is there a security alarm installed? In the additional comments field, advise whether this is a local alarm or monitored by a security firm. CCTV?			
62. Are all church computers and multimedia equipment secured?			
63. Are computer systems regularly backed up, and backups kept off-site?			
64. Has your key register been reviewed in the past 12 months (including access via electronic keypads)? In the additional comments field, advise how many people have keys to the property.			
65. Are keys and access rights subject to 'real time' control (that is, register is completed whenever keys / access rights are issued to new person or when keys are returned / access rights deactivated when keyholder leaves congregation/ employment)?			
66. Are the facilities regularly used by other church groups, agencies or the general community?			
67. Is there a current UCA-endorsed hire agreement in place with all groups who use the property?			
68. Do you have charity collection bins on your properties? Include details about how these are 'maintained' to prevent unauthorized access / dumping.			

## Child safety

Questions	Yes	No	Additional comments
69. Do children attend your church (worship services or community use of the buildings)?			
70. Has work been undertaken to make the building and amenities child safe?			
71. Are kitchen and cooking facilities inaccessible to children?			
72. Are electrical and gas appliances, particularly kitchen appliances and power tools, inaccessible to children?			
73. Are safety plugs used in all power points that are not being utilized?			
74. Are all sources of hot and boiling water inaccessible to children?			
75. Are all chemicals, fuels and hazardous substances securely stored?			
76. Are all hazardous substances and dangerous goods properly labelled and stored in accordance with the Safety Data Sheet (SDS)?			
77. If applicable, is the children's playground and equipment regularly maintained and free from hazards and debris?			





## Hazardous Materials

Questions	Yes	No	Additional comments
78. Is there a register of Hazardous Substances and Dangerous Goods stored on-site?			
79. Do leadership volunteers and workers know where to obtain information for substance use, safe handling, emergency response, spillage, storage and disposal of chemicals?			
80. Are Safety Data Sheets available for all hazardous substances and dangerous goods in use at the property? Current (i.e. dated no more than 5 years ago)?			
81. 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?			

## Disability Action Plan

Questions	Yes	No	Additional comments
82. Is there equitable access into the facility (i.e. ramps, toilets, public meeting rooms)?			
83. Are compliant accessible Parking Spaces provided?			
84. Has a Hearing Loop been installed in the Worship space?			
85. If yes, is the extent or the Hearing Loop clearly indicated and appropriate amplification system installed?			

## Additional comments

---



---



---

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.