Church Facilities

COVID-19 Reopening Checklist

*To be completed by nominee of Church Council*

# Priority tasks for church facilities

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| **Task** | **Yes** | **No** | **Additional comments** |
| 1. Ensure you are familiar with the Synod OHS Policy <https://victas.uca.org.au/resources/ohs/> |  |  |  |
| 1. Ensure you are compliant with UCA Keeping Children Safe Policy – contact [cultureofsafetycontact@victas.uca.org.au](mailto:cultureofsafetycontact@victas.uca.org.au) for more information |  |  |  |
| 1. Check the Essential Safety Measures maintenance has been completed by contractors during the COVID restrictions. These items include Fire Extinguishers, Fire Hoses, Emergency Exit Signs, Emergency Lighting, Fire Doors, Fire Panels, Fire Blankets etc. |  |  | Your Fire Services contractor should have been maintaining the equipment and completing the checks during the Covid restrictions. |
| 1. Check all the Emergency Egress paths of travel to and from emergency exit doors. Ensure they are not obstructed by furniture, storage items, vegetation rubbish etc. Check inside and outside the doors. |  |  |  |
| 1. Ensure all emergency exit doors can be operated from inside the building without needing more than a simple push or single turn of a handle and without the need for a key. |  |  | Fire Exit Doors are not permitted to be locked with keys or other devices. Emergency Exit doors must not be dead locked, if a dead lock or other lock is fitted it must be removed. |
| 1. Locate the Asbestos Register, and check it is less than 5 years old. Ensure this register is available to all contractors undertaking work on the building. |  |  | All items identified as Asbestos must have a sticker attached. |
| 1. Locate and test the Safety Switch in the Electrical Switchboard by pressing the test button on the circuit breaker. |  |  | If you are unsure, please contact your electrician. |
| 1. Check the status of the first aid kit and contents, ensure it is easily accessible and ready for use. |  |  |  |
| 1. Ensure the facilities are clean and all touch surfaces wiped down with a DHS approved cleaning agent and methods. |  |  |  |
| 1. Ensure there are no trip or slip hazards around the facilities and all grab handles and railings are well secured and safe to use. |  |  |  |
| 1. Grounds, Walking Paths and Car Parks are free from overgrown vegetation, rubbish and safe to use. |  |  |  |
| 1. Check for any evidence of Vermin and Pest and treat with an approved/licensed pest /vermin contractor. |  |  |  |
| 1. Check the heating systems and arrange for contractors to clean filters and service. If there are Gas fired heaters or boilers have them Carbon Monoxide tested by a Licensed Plumber or Gas Fitter. |  |  | You should aim to have your heating system serviced at least once every year. |
| 1. If property is air-conditioned, ensure filters and vents are regularly cleaned and systems maintained by a qualified technician/contractor. |  |  | You should aim to have your cooling system serviced at least once every year. |
| 1. Does your building need to be upgraded for mechanical fresh air? |  |  | Air movement throughout the building is necessary for the health, safety and comfort of workers and members.  Church Council needs to ensure that buildings provide:   * adequate natural ventilation, or * mechanical ventilation to support recirculating air-conditioning and exhausting   Engage a consulting service engineer or Synod Property Services to ensure your system complies with AS 1668. |
| 1. Review your emergency evacuation plans with your fire wardens (persons who would be responsible for coordinating those on site to the evacuation point) and run a mock evacuation with the wardens. |  |  |  |
| 1. Ensure approved hand sanitizer is ready and available at all entry points into facilities and around toilets and wash areas. |  |  |  |
| 1. Ensure bins with plastic bag liners are provided for the disposal of paper towel tissues and other waste items. |  |  | Plastic bag liners should be tied and thrown into the main rubbish bins, handling is with disposable gloves. |
| 1. Mask wearing is managed in line with restrictions, keep a small supply of spare face masks for those volunteers completing facilities cleaning or maintenance tasks. Provide zip lock bags for the safe and sanitary disposal of masks on site. |  |  | Ensure signage as per your COVID safe plan is appropriately installed |

# Congregation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Address of property inspected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Checklist completed by: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile/Ph: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_