

## SAFE ENVIRONMENT CHECKLIST<sup>1</sup>

*To be completed by Parish Risk Officer or delegate at least once a term*

Element	Yes	No
Is there documented induction information for all leaders starting in a ministry?		
Does the ministry venue have access to a telephone in case of an emergency?		
Does the ministry have access to a properly supplied & maintained First Aid Kit?		
Is the area to be used for ministry activities fitted with smoke alarms and fire extinguishers?		
Are there appropriate safeguards in place for electrical appliances, heaters and power outlets?		
Are there appropriate toilet facilities available?		
Are there safeguards in place to ensure the hot water in the bathroom does not scald and burn?		
Are all exits from the ministry area labelled appropriately?		
Is there an emergency evacuation procedure that all leaders have practiced at least twice a year?		
Is there a documented procedure for the ministry in case of accidents or emergencies (Critical Incident Response Plan)?		
Is there a documented procedure for accessing additional assistance in the case of an emergency?		
Are there any dangers, gully traps, unprotected steps?		
<b>Child Related Programs</b>		
Does the ministry use a sign in/out book to be sure of who is present at the activity? (where appropriate)		
Does any outside activity area have a fence (minimum height 1.5metres) with a child-proof self-closing gate?		
Is the playing space (outside and inside) appropriate for the number of children or young people?		
Are there appropriate surfaces for play; impact absorbing under play-equipment; paved areas?		
If there is a sand pit, is it well drained, does it have safe surrounds & shade?		
Does the ministry have a sun policy and is shade provided in outside activity areas?		

*Where general hazards are identified during Safe Environment Audit, complete Hazard Identification Form*

Person completing the audit: \_\_\_\_\_ Date of audit: \_\_\_\_\_

**Actions to be taken:**

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<sup>1</sup> Adapted from **Our Church is a Safe Place**, Baptist Union of Victoria, 2002