# SC034 - SITE SAFETY CHECKLIST

[ NOTE: Customise this checklist to your church site ]

**SITE**

- □ Are all halls clean and free of rubbish?
- □ Are car parks and outdoor areas clean and free of rubbish?
- □ Do car parks and outdoor areas have even surfaces; i.e. no large holes/cracks?
- □ 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)?
- □ Are playing fields free from hazards?
- □ If there is a swimming pool on site is it compliant?
- □ Outside play 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?
- □ 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?
- □ 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?
- □ 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 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?