



Church Health & Safety Performance



(Church) 2020

2020 Church H&S Performance Review 001

Church H&S Performance Review

_____ SDA Church

This H&S Checklist to be completed annually

| Element | Y | N | N/A | Comment |
|---|---|---|-----|---------|
| <i>Signage</i> | | | | |
| Are all facility exits clearly marked, visible & accurate? | | | | |
| Evacuation plan & associated signage in place & accurate? | | | | |
| Are site speed restriction signage in place and proving effective? | | | | |
| Are disabled facilities provided and easily identified? | | | | |
| <i>Facility Evacuation</i> | | | | |
| All Church attendees regularly made aware of basic H&S matters? | | | | |
| Has a trial evacuation been carried out within the past 12 months? | | | | |
| Does your Church have appointed & trained emergency wardens? | | | | |
| Are provisions in place to assist disabled persons in an evacuation? | | | | |
| <i>First Aid</i> | | | | |
| Are First Aid Kits present, fully stocked and clearly identified? | | | | |
| Trained First Aiders available and known to members / attendees | | | | |
| Does your Church have in place measures in line with Conference and Government Health guidelines to deal with a pandemic? | | | | |
| <i>Fire Equipment</i> | | | | |
| Fire Hose reels & fire extinguishers under current test and tagged | | | | |
| <i>Floors / passageways</i> | | | | |
| No damaged carpets or floor surfaces that are a tripping hazard | | | | |
| All passageways clear of obstructions | | | | |
| All exit doors operating correctly as intended | | | | |
| Is the baptismal font covered? | | | | |
| <i>Sanitation</i> | | | | |
| Are wash rooms and toilet facilities clean, tidy and sanitized? | | | | |
| Kitchen and food preparation areas clean, tidy and in good order | | | | |
| Are kitchen appliances appropriate for Church needs & well maintained? | | | | |

| | | | | |
|--|--|--|--|--|
| Rubbish & waste materials disposed of properly | | | | |
|--|--|--|--|--|

Electrical Testing

| | | | | |
|--|--|--|--|--|
| All appliances and power supply cables under current test and tagged or protected by RCD devices | | | | |
|--|--|--|--|--|

Training

| | | | | |
|---|--|--|--|--|
| Are trained Fire extinguisher operators available? | | | | |
| Are relevant Safe Operation Procedures, (SOP), & Personal Protection Equipment, (PPE), available to Members and used by them when undertaking risk prone Church activities, facility or ground maintenance? | | | | |

Documentation

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|---|--|--|--|--|
| Is H&S Documentation being used and filled out as required? | | | | |
| Is your Church H&S documentation readily available for member viewing or use? | | | | |
| Are Safe Places requirements in place & being maintained? | | | | |

H&S Meetings & Issues

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|--|--|--|--|--|
| Does your Church have an appointed H&S coordinator? | | | | |
| Is H&S an agenda item at Church Board & Business meetings? | | | | |
| Does the Board use the NNZC off-site activity H&S sign off form? | | | | |
| Has the Church actioned previous H&S Audit recommendations? | | | | |
| Does the Church facility have a current Building WOF? | | | | |
| Is there security for member night attendance & working alone? | | | | |
| Is the Church satisfied with its H&S performance? | | | | |
| Does the Church require assistance with any H&S issues? | | | | |

Signed by:

Position:

Date:

Upon completion, this Church H&S Performance Review is to be forwarded to the NNZC Office ASAP