



## **Church Health & Safety Performance**



(Church Group) 2020  
2020 Non Church Owned Facility H&S Review.001

**Non SDA Church Owned Health and Safety Facilities Checklist**  
**Facility / Congregation: This H&S checklist to be completed annually**

Element	Y	N	N/A	Comment
<b>Building</b>				
Does your Church have an appointed H&S coordinator?				
Does the Facility have a current building WOF?				
Is the facility environment conducive to safe and positive meeting outcomes? (i.e. lighting, heating, ventilation, space)				
<b>Safety Signage</b>				
Are evacuation procedures strategically displayed?				
Has there been a facility trial evacuation in the 12 months?				
Are Exits clearly marked and exit doors and passageways unobstructed?				
<b>Fire Equipment</b>				
Do fire hose reels and fire extinguishers have current inspection certificates?				
<b>Access for People with Disabilities</b>				
Are disability facilities accessible and appropriately signposted? (including parking)				
<b>Floors</b>				
Are floors free of tripping hazards? (warn carpets, lino, debris, moisture)?				
<b>Equipment</b>				
Is the furniture in good order, safe and ergonomic?				
Are electrical appliances and power supply cables in current test and tagged?				
<b>First Aid</b>				
Are adequate first aid facilities available and appropriate to the building use?				
Does your Church have in place measures in line with Conference and Government health guidelines to deal with a pandemic?				
<b>Training</b>				
Is there a qualified first aider in the congregation?				
Is there a trained fire extinguisher operator available?				

Element	Y	N	N/A	Comment
Are persons appointed & trained to assist with Church attendees and those with disabilities in case of an emergency evacuation?				

#### Sanitation

Are clean & tidy food preparation facilities in place?				
Washroom / toilet facilities provided clean & sanitised				
Is rubbish collected and disposed of adequately?				

#### Documentation

Is H&S documentation In place & associated forms & checklists used as necessary?				
Is AdSafe material available and implemented? Does the Church have an AdSafe co-ordinator ?				
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? (e.g. Pathfinder camps)				

#### General Hazards

Has the Church actioned previous H&S recommendations?				
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:**

**Date:**

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