

## Annual Maintenance Checklist

Church properties must be maintained in a good and safe condition in order to meet the requirements of the [Work Health and Safety Act 2011](#) and to ensure the health, safety and well-being of all people associated with the church.

Churches should regularly inspect or arrange for the regular inspection of properties for which the church elders are responsible, and to ensure that such properties are maintained.

Church Name:	
Address:	
Date inspected:	
Inspected by:	
Contact phone:	

### General information / records

Questions	Yes	No	N/A	Additional comments
1. Do you have a Work Health and Safety Policy?				
2. Has an Asbestos Audit been undertaken?				
3. Is there any asbestos present in any of your buildings? Please record details of known areas and areas that are assumed to contain asbestos in the additional comments field.				
4. Is the location of all asbestos labelled?				
5. Is a copy of the report easily accessible to workers and contractors?				
6. Have you formally adopted and commenced implementation of the Safe People, Places and Programs policy?				

7. Is a copy of the Safe People, Places and Programs Policy readily available to parents?				
8. Are all volunteers and employees up to date with Safe Church Training?				

## Building environment – internal/external

Questions	Yes	No	Additional comments
9. Is plant life blocking visibility of the property by passers-by or impeding safe entry or exit from the property by vehicles or pedestrians?			
10. Are car parks and footpaths lit during night meetings?			
11. Is there security lighting in place and are there lights on throughout the night? Include details about the type of lighting in the additional comments field.			
12. Are paths and/or walkways free from trip hazards and other obstacles?			
13. Is there disabled access into the facility? (i.e. ramps etc.)			
14. Are any windows cracked or broken?			
15. Do all doors and windows open easily and shut completely?			
16. Are floor surfaces, carpets or mats in good condition?			
17. Are floor surfaces even, level and free from trip and slip hazards?			
18. Are internal/external steps and staircases in good condition and fitted with anti-slip tread?			
19. Are handrails or balustrades installed where required? (i.e. on stairs or balconies with a fall of more than one metre)			
20. Are all aisles, exits and access ways clear of obstructions?			
21. Are all electrical cords kept in a safe manner? (i.e. clear of all aisles, exits and access ways, not dangling loosely from raised surfaces)			

22. Are ceilings and walls in good repair? (no water leakage, flaking paint, mould or mildew etc.)			
23. Have gutters been cleaned in the past six months?			
24. Are building materials, timber pallets, cardboard, loose boards, bricks or tiles stored anywhere on the property?			
25. Are rubbish bins stored inside the buildings or secured away from the buildings?			

## Baptistry

Questions	Yes	No	Additional comments
26. Do you have measures in place so that no child can access a filled baptistry?			
27. Is the baptistry emptied and dried as soon as possible after use?			
28. Or, if water is left in baptistry for a period of time, have precautions been taken to ensure water is kept clean and clear, and algae and bacteria are not able to grow?			
29. Are floor surfaces nearby slip-resistant and dried off after each person has exited the baptistry?			
30. Is a thermostat installed to prevent overheating of water and the potential for burns?			
31. Is instruction provided around the use of microphones near the baptistry?			

Click here for further information on baptistry safety:  
<http://www.cofcinsurance.org.au/news/safety-considerations-for-baptisms/>

## Electrical

Questions	Yes	No	Additional comments
32. Is a residual current device (RCD) or safety switch installed on each building?			
33. Have the RCDs been tested in the past six months?			
34. Have there been any alternative energy systems (solar, wind etc.) installed at your property?			

35. Are all light fittings, switches and power points clean and in good repair (i.e. not cracked, loose or improperly fixed to walls)?			
36. Are power boards used instead of household double adaptors?			
37. If power boards are in use, are they limited to one board per outlet?			
38. Are all power boards and extension leads in good condition? (i.e. not frayed or wires exposed)			
39. Has all portable electrical equipment been inspected, tested and tagged by a qualified electrical worker?			
40. Are appliances well-maintained and operating correctly? (i.e. fridges, microwaves, etc.)			

## Ventilation and amenities

Questions	Yes	No	Additional comments
41. Is the building ventilation adequate? (i.e. thermal comfort, air quality)			
42. If property is air-conditioned, are filters and vents regularly cleaned?			
43. Are property amenities hygienically cleaned? (i.e. kitchen, toilets and showers)			
44. Is all furniture in good stable condition? (i.e. chairs, pews, etc.)			

## First aid and emergency procedures

Questions	Yes	No	Additional comments
45. Are fire exits clearly marked, easily identifiable and free from obstruction?			
46. Are all extinguisher and fire hoses easily accessible?			
47. Have extinguishers, hose reels and fire blankets been serviced in the past six months?			
48. Are emergency and fire evacuation procedures clearly displayed?			
49. Are there illuminated exit signs or emergency lights installed in buildings?			

If you do not have emergency lighting, use the additional comments field to detail your measures to ensure a safe evacuation during an evening meeting.			
50. Are workers/volunteers trained in the evacuation procedures?			
51. Has a fire drill been conducted with workers or building occupants in the past year?			
52. Is there an accessible first aid kit?			
53. Do you have designated first aid officers and are their details kept with the first aid kits?			
54. Are contents of the first aid kits appropriate for the property and its activities, and regularly checked and maintained?			
55. Are first aid kits appropriately labelled? (i.e. marked with a white cross and green background)			

## Insurance and security

Questions	Yes	No	Additional comments
56. Have there been any security issues during the year? If so have they been resolved?			
57. Is there a burglar alarm installed? In the additional comments field, advise whether this is a local alarm or monitored by a security firm.			
58. Are there key-operated deadlocks on all external doors?			
59. Have key-operated window locks or security screens been installed?			
60. Is the computer and multimedia equipment secured?			
61. Are computer systems regularly backed up, and backups kept off-site?			
62. Has your key register been reviewed in the past 12 months? In the additional comment field, advise how many people have keys to the property.			
63. Are the facilities regularly used by other church groups, agencies or the general community?			

## Child safety

Questions	Yes	No	Additional comments
64. Do children attend your church?			
65. Has work been undertaken to make the environment child safe?			
66. Do all cupboards and drawers which store sharp and hazardous materials (cutlery, glass, plastic bags etc.) have child-resistant catches?			
67. Are electrical and gas appliances, particularly kitchen appliances and power tools, inaccessible to children?			
68. Are safety plugs used in all power points that are not being utilised?			
69. Are all sources of hot and boiling water inaccessible to children?			
70. Are all chemicals, fuels and hazardous substances securely stored?			
71. If applicable, is the children's playground and equipment regularly maintained and free from hazards and debris?			
72. Are all hazardous substances (including poisons) properly labelled and stored in accordance with the Safety Data Sheet (SDS)?			

For further information, click here:  
<https://www.safeworkaustralia.gov.au/sds>

## Additional comments

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Please retain the original completed checklist with your congregation's own property records.