

SAFETY INSPECTION CHECKLIST FOR HIRE OR CASUAL USE OF PARISH BUILDINGS & PROPERTY

(To be completed by the Parish Safety Officer or a Churchwarden)

Parish:	Forster/Tuncurry	Location:	
Building:		Leasee/Hirer/User	
Date of Inspection:			
Name of Person Completing Inspection			

Inspection Item	YES	NO	N/A	Action to be Completed	Person Responsible	When
Grounds, Site & Site Access						
Is there safe access to the facilities for all users from outside the premises?						
Are there any hazards located on site; uncovered holes, trip hazards, uneven stairs, damaged handrails, low hanging obstructions etc						
Is the path from any designated exits to the designated assembly area/muster point or footpath clear and free from obstructions or hazards?						
Are external stairs not blocked and in good condition?						
Are external handrails in good condition?						
Is the grass, flora & landscaping at the boundary at an acceptable level if in a bushfire zone?						
Is the ground area for children's activities fenced.						
Walkways & Flooring						
Are walkways and flooring free from slip or trip hazards?						
Are entrances, exits and walkways clear from obstruction?						
Are walkways free of electrical leads?						
Are stairways clear from obstructions?						

Inspection Item	YES	NO	N/A	Action to be Completed	Person Responsible	When
Is disabled access provided?						
General Electrical						
Are plugs, sockets or switches unbroken and not overloaded?						
Are electrical items to be provided by the Parish tested and tagged?						
Does the Electrical Switchboard have 2 RCD's (residual current device)						
General Lighting						
Is there good, natural lighting available?						
Does the lighting allow users to move about easily and to carry out their work effectively without adopting awkward postures or straining their eyes to see?						
Are all globes in working condition?						
First Aid						
Is the First Aid kit visible and clearly marked?						
Is the First Aid cabinet unobstructed?						
Are contents clean and orderly?						
Are the contents adequate, unopened and within use-by date?						
Is the First Aid Kit register available?						
Managing Facilities and Amenities						
Is any of the infrastructure, such as plumbing, air conditioning or lighting, broken or damaged?						
Drinking Water						
Is clean, cool and hygienically provided drinking water available?						
Toilets						
If the building/property has 10 or fewer users (and two or fewer of one gender), has at least one unisex toilet been provided?						

Inspection Item	YES	NO	N/A	Action to be Completed	Person Responsible	When
If the building/property has more than 10 users, is there at least one male toilet for every 20 men and one female toilet for every 15 women?						
Are there adequate toilet facilities for users with disabilities?						
Are toilets clearly marked, and do they have lockable doors, adequate lighting and ventilation?						
Is there adequate toilet paper, hand washing facilities and soap, rubbish bins and sanitary disposal?						
Site Security						
Are premises in good repair to prevent unauthorised entry through doors, windows, etc.?						
Are premises protected by an automatic alarm system, deadlocks or window locks?						
Is key distribution restricted according to need and is a key security list maintained?						
Emergency Preparedness						
Is there a written emergency plan covering relevant emergency situations, with clear emergency procedures?						
Are emergency contact details relevant to the types of possible threats (e.g. fire, police, poison information centre) displayed at the building/property in an easily accessible location?						
Is there a documented site plan that illustrates the location of fire protection equipment, emergency exits and assembly points?						
If there is a site plan is it displayed in key locations throughout the building/property?						
Does the building/property/parish have first aid facilities and emergency equipment to deal with the types of emergencies that may arise?						
Exit doors can easily be opened with one hand?						
Are fire exits clearly signed and lit?						

Inspection Item	YES	NO	N/A	Action to be Completed	Person Responsible	When
Are fire exits unobstructed and clear at all times?						
Fire Services						
Are there fire extinguishers and fire blankets in the building in key areas?						
Are extinguishers installed at the correct height >150mm AFFL and < 1500mm AFFL						
Is the fire protection equipment suitable for the types of risks at the building/property (e.g. foam or dry powder type extinguishers for fires that involve flammable liquids)?						
Are extinguishers in place and located on a wall with an approved bracket						
Are extinguishers and fire blankets clearly marked with correct signage						
Have extinguishers been serviced in the past 6 months and are tagged and tested						
Is the area around extinguisher clear for a 1 meter radius						

Ensure any inspection issues (i.e. 'no' responses) have an action item allocated. Ensure this is monitored and actions completed.