

Union of Evangelical Churches

HEALTH & SAFETY CHECKLIST

In respect of: _____ Evangelical Church at _____ (town or village)

Name of Responsible Person: _____ Position held _____

Introduction

Member Churches are responsible for the application of Health & Safety legislation and procedures as they apply to the premises they occupy and in the activities they offer.

This checklist is provided by UEC to assist member Churches to maintain healthy and safe places for worship and other associated activities.

Every member Church of the UEC is expected to confirm at the time of the Annual Return that they have Health & Safety procedures place and have reviewed risks using this checklist.

The guiding principle is to adopt a sensible proportionate approach and before proceeding it is essential that you read the current version of the UEC Health & Safety Guidance.

This checklist is provided by the Finance and General Purposes Committee of UEC. This is version 02 dated 15 October 2020. Further copies are obtainable from UEC office.

Scope

This checklist covers the most common areas of risk but it is not exhaustive. Provision is made for you to add additional areas of risk that you may identify.

There is also space for you to record both the precautions already in place to minimise risk and where there is a need for remedial action when and how it is completed.

Where a risk that appears on the checklist is not relevant to your Church simply add an appropriate observation and move on.

Further Information and Help

If you are unsure or need help, please consult the UEC Office and in particular in respect of Asbestos surveys.

The more technical 'Fire' aspects are usually addressed in information and services provided as part of annual extinguisher servicing contracts - if in doubt consult the UEC Office. The Health & Safety Executive website is a good source of information and guidance.

Location/Activity	Questions you should ask yourself.	Yes/No	Action Ref No.	Not Applicable	Observations on precautions already in place and/or Summary of further action needed.
1. Car Park	Is the surface maintained to minimise slip and trip risks?				
	Are the vehicle and pedestrian routes/flows and car park/site entrances/exits clearly marked?				
	Is the car park well lit?				
	Can emergency vehicles gain access to the premises?				
	Is there a property disclaimer sign clearly visible in the car park?				
2. Movement around the building(s)	Are paths, steps and any ramps to and from the premises properly maintained to minimise slip and trip risks and are handrails provided where appropriate?				
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)? Is emergency lighting tested frequently? (Recommend three monthly)				
	Is matting in place to minimise rainwater etc being carried into the building(s)? If yes is it in good order?				
	Do rooms and corridors have adequate lighting?				
	Are corridors clear of clutter?				
	Are there any trailing electrical leads or cables?				
	Are permanent fixtures in good condition, e.g. seats, shelving, cupboards, notice boards, signs etc.?				
	Is internal flooring and carpets in good condition with no protruding edges?				
	Where doors contain glass is this of a safety material?				
	Are all stairs fitted with handrails?				
3. Portable ladders and steps	Where portable or folding steps or ladders are used are precautions taken to keep them in a serviceable condition and restrict access to those who have a legitimate reason for using them and know how to do so safely?				

Location/Activity	Questions you should ask yourself.	Yes/No	Action Ref No.	Not Applicable	Observations on precautions already in place and/or Summary of further action needed.
4. Electrical equipment and services	Are your fixed installations correctly installed, modified or repaired and tested by a qualified electrician before being put into use and are they inspected and tested by a qualified electrician at the appropriate interval?				
	Have the portable appliances you use been inspected and tested at regular intervals to ensure they are safe and any faulty or damaged items been removed from possible use? Please show date of last PAT testing and 5-year wiring check.				
5. Gas equipment and services	Where there are fixed gas appliances (e.g. cooker, fire, water boiler) are arrangements in place for periodic inspections and remedial work by a Gas Safe registered engineer? Date of last inspection.				
	Where mobile gas appliances are available (e.g. heaters fuelled by bottled gas) are arrangements in place for periodic inspections and remedial action by a competent person. Date of last inspection.				
6. LPG (liquefied petroleum gas)	Where there is an externally sited LPG installation with a storage vessel <ul style="list-style-type: none"> Is the area around the vessel kept clear? If it is near a road or driveway is it protected from passing traffic? Have pipes carrying LPG been checked to ensure they are in good condition? 				
7. Asbestos	Do the premises contain any asbestos whatsoever?				
	If there is asbestos, and it is in good condition, has a record been made of where it is? Are their arrangements to ensure that anyone carrying out maintenance or rebuilding work is alerted to the risks?				
	Is there a system in place (e.g. fixed warning signs) to ensure that asbestos is not disturbed and are regular checks in place to ensure it remains undisturbed and in good condition? Do they see and sign the register?				
	If damaged asbestos has been identified have arrangements been made for remedial work by an appropriately licensed contractor?				

Location/Activity	Questions you should ask yourself.	Yes/No	Action Ref No.	Not Applicable	Observations on precautions already in place and/or Summary of further action needed.
8. Fire	Has a fire risk assessment been completed and are adequate safety measures in place? Date when this took place.				
	Has an evacuation plan been implemented and tested?				
	Is the means for raising the fire alarm tested regularly?				
	Are fire drills carried out at least once a year?				
	Are regular checks carried out to ensure escape routes and fire doors are unobstructed and adequate for the number of people including the disabled or vulnerable?				
	Are combustible substances and waste stored safely?				
	Is the current fire Equipment test certificate clearly displayed?				
	Is firefighting equipment in place and tested regularly in line with the manufacturer's guidance and are staff (and others) trained how to use it?				
9. Hot surfaces and liquids	Are suitable guards in place?				
	Are there measures in place to avoid scalding or burning?				
	Are there sufficient signs on display to warn of hot water?				
	Is the hot water in the kitchen and cloakrooms set at a safe temperature?				
10. Legionnaires disease	Do you or your users do anything that involves sprayed water (e.g. using showers in changing rooms or a humidifier) that could contain legionella bacteria (these bacteria can cause legionnaires disease)?				
	If you cannot avoid spraying water have you up-to-date plan for dealing with this risk?				
	Is it clear who is responsible for doing things in the plan and do they keep a record of checks (e.g. temperature checking)?				
11. Access and Responsibility	Are procedures in place to restrict access to entitled persons and do users of the premises have all the information they need to operate safely?				

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12. Individual Activities	Have those responsible for activities on or off premises confirmed they have conducted risk assessments for them.				
13. Vulnerable Persons	Has account been taken of the needs of vulnerable persons?				
14. Chemicals	Are domestic cleaning agents stored suitably, and if industrial chemicals are used and stored are there formal procedures?				
15. Accident Book	Is a booklet available to keep a record of all incidents and accidents?				
	Where is it on display (preferably the kitchen)?				
	Is there a list of church key-holders in this book, or is it held by the Church Administrator or Secretary?				
16. Heating Systems	Is the heating system checked on a regular/annual basis? Date of last inspection/check.				
17. Outside	Are outside areas e.g. pathways, car parking, gardens in good order and regularly maintain? Are all outside areas clear of rubbish and unused items?				
18. Internal Decoration	Is the internal decoration sound and in good order?				
19. Employers Liability Notice	Is this clearly displayed?				

This is not an exhaustive list. The blank boxes below are provided for you to add other hazards you may identify

20.					
21.					
22.					
23.					
24.					
25.					

Schedule of further action needed, and when taken

Action Ref	Describe Potential Hazards	Action	
		To whom allocated	What done and when

This checklist completed or updated by:	Name & Position	Signature	Date
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Please forward completed forms to the UEC office no later than the **1st of February 2021** and each subsequence year.