

WORKPLACE INSPECTION CHECKLIST

The workplace inspection checklist is required to be completed in February and August of each year or more frequently as needed. Any issues identified must have an action plan and be signed off when completed. Completed form is to be given to a Church Warden/Parish Council Member.

Name of person/s conducting the inspection: _____

Date of inspection: _____

Item	Question	YES	NO	N/A	Action - if answer falls in shaded area what action is required?	Responsible Person	Risk Rating H, M, L	Completion Sign & Date
1	Emergency Planning and Preparedness							
1.1	Emergency diagrams on display and current?							
1.2	Fire blankets and extinguishers clearly marked and unobstructed							
1.3	Are exits clearly marked and unobstructed?							
1.4	Are aisles, stairs, ramps and paths of travel unobstructed and in good order?							

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1.5	Are emergency contacts on display near first aid kits and on noticeboards?							
2	Fire Protection							
2.1	Have fire extinguishers and fire blankets been inspected within the last 6 months?							
2.2	Is there at least 1 metre clear access around the extinguisher?							
2.3	Have persons been briefed on how to use a fire extinguisher?							
2.4	Are exits/escapes and stairs unobstructed and clear?							

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3	Security							
3.1	Are premises in good repair to prevent unauthorised entry through broken doors, windows etc.?							
3.2	Are windows able to be locked securely?							
3.3	Are all locks on doors and windows working effectively?							
3.4	Are ladders, tools etc. That might assist a burglary securely locked away?							
3.5	Is key distribution restricted according to need and is a key register maintained?							

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3.6	Are all handrails, walkways, stairs and paths clear of obstruction, in good repair?							
3.7	Are all floor coverings in good repair?							
4	Electrical							
4.1	Are electrical items in kitchens tested, tagged and within 12 months since last test?							
4.2	Are electrical leads in good condition? (no visible damage, defects, discolouration)							
5	First Aid							
5.1	Is the First Aid kit visible and clearly marked and unobstructed?							

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5.2	Are contents clean and orderly?							
5.3	Are emergency numbers displayed at the Kit							
6	Chemicals							
6.1	Are all chemicals stored in domestic quantities?							
6.2	Are all containers/ bottles correctly labelled and clearly marked?							
7	Managing Facilities and Amenities							
7.1	Is equipment and furniture, chairs, pews, fridges, lockers and seating, maintained in good condition?							
7.2	Are facilities and amenities cleaned regularly?							

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7.3	Are consumable items, such as soap and toilet paper, replaced regularly?							
8	Rectory							
8.1	Can callers be clearly seen before they are admitted? (Day and night time?)							
8.2	Is the rectory appropriately equipped, including: <ul style="list-style-type: none"> • safe access and egress • security of personal possessions • fire safety arrangements • rubbish collection • heating, cooling and ventilation • Fire blanket in kitchen 							

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8.3	Are the fittings, appliances and any other equipment maintained in good working condition?							
8.4	Are there any property related issues that need attention eg, fences, footpaths, tree risks?							

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9	Plant and Equipment							
9.1	Ladders <ul style="list-style-type: none"> • Are all the rungs, steps in good condition? • Are the side rails intact without any cracks, bends, or breaks? • Are the side rails and steps free of oil or grease? • Do moveable parts operate freely without binding or excessive play? • Are damaged ladders removed from service and marked "Do not Use"? 							

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9.2	Mower <ul style="list-style-type: none"> • Are the mower blades in good order • Do persons mowing lawns have access to hearing and eye protection? 							
9.3	BBQ <ul style="list-style-type: none"> • Are hoses in good condition and not cracked? • Is the gas cylinder less than 10 years old? • Is the BBQ kept reasonably clean and free from fat build up? 							

Date: _____ Signature: _____

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Risk Matrix

		Likelihood		
		Likely	Unlikely	Highly unlikely
Severity	High	High	Medium	Medium
	Medium	Medium	Medium	Low
	Low	Medium	Low	Low

Ratings for Severity

High – Possible death, serious injury

Medium – Medical treatment at a GP or hospital casualty without being admitted

Low – first aid treatment, minor injury

Ratings for Likelihood

Likely – Will occur at some time

Unlikely – may occur at some time

Highly unlikely – Probably will not occur but may occur at some time