

Checklist: Health and Safety—General

Item	Reasonable adjustment
1.00 Storage / use of materials	
1.01 Are chemicals stored safely, particularly away from children — paint, white spirit, cleaning fluids, pesticides, insecticides, weedkillers etc?	
1.02 Is stored equipment stable? Unstable stored equipment can fall, injuring people and obstructing fire escapes.	
2.00 Cleanliness	
2.01 Dust to be kept to a minimum because of allergies. Door handles and push-plates to be kept clean and germ-free.	
2.02 Toilets, washbasins and associated sanitary fittings, toilet floors and wall tiles to be disinfected weekly. Clean towels, paper and wipes provided.	
2.03 Kitchen: cleanliness of all surfaces, equipment, cloths etc is crucial to compliance with the requirements of Environmental Health authorities (see item 18 in the Guidance.)	
3.00 Burns	
3.01 Are high surface temperature heaters fitted with guards to avoid burns particularly to children and very elderly persons?	
3.02 Is washbasin hot water temperature low enough to avoid scalds.	
4.00 Work procedures	
4.01 Use people competent for the task	
4.02 Is working alone, specially at night, and particularly by ladies—for example, chapel cleaning—properly managed and monitored?	
4.03 Is there any heavy lifting—baptistery covers for example? Persons should be instructed on safe lifting technique. Risks of back and other injuries should be assessed, eliminated or safely managed.	
5.00 Protective clothing	
5.01 Provide protective and disposable gloves as necessary for cleaning and gardening work. Paper towels are a hygienic way to clean hands.	
6.00 Ladders	
6.01 Are ladders / step ladders fit for purpose, properly maintained, and correctly used in accordance with manufacturers' and HSE instructions. Are users assisted when necessary—uneven ground or at height limits. Uses include light bulb changing, window cleaning, gutter clearing.	
7.00 Trip / slip hazards	
7.01 Is the use of electrical extension leads kept to a minimum? Where cables and leads could be a tripping hazard their routes should be indicated with hazard warning tape. Where they may suffer damage by being walked upon they should be run in protective flexible plastic sheathing.	
7.02 Are circulation routes and fire exits kept clear of any rubbish, loose items or other obstructions.	
7.03 Are floor coverings sound and level. Changes of level should be indicated by colour contrast and change of texture. Ramps are preferable to single steps.	

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7.04 Are steps and stairs in a good state of repair? There should be no loose handrails, raised or loose floor tiles, or damaged step nosings. Tactile thresholds at the top and bottom of each flight of stairs are beneficial.	
7.05 Wet floors, either from cleaning or spillages. Warning notices to be used.	
7.06 Are external paths and car parks sufficiently smooth surfaced?	
8.00 Lighting	
8.01 Either natural, artificial or both, lighting levels should be sufficient for safe movement of persons within the building and also around the external areas in darkness hours.	
8.02 Artificial lighting should provide sufficient glare-free illumination for congregational reading without eyestrain.	
9.00 Glass	
9.01 Part N of the Building Regulations precribes what low level glazing and glass in and around doors should be safety glass.	
9.02 Part N of the Building Regulations prescribes what glass panels and doors should have visibility markings.	
10.00 First Aid	
10.01 An appointed person to take charge of first aid arrangements for persons who are injured or fall ill. Consideration for this also needs to be given for Sunday Schools	
10.02 A suitably stocked first aid box in a location known to all.	
11.00 Baptistery	
11.01 Barriers and management to prevent falls into open baptistry.	
11.02 Baptistery steps and floors to be as anti-slip as reasonably practicable.	
12.00 Carparking	
12.01 Supervision of children at times when vehiclce movements are taking place.	
12.02 Adequate lighting for safe night-time use.	
12.03 Adequate traffic control at access to public highway.	
13.00 Cash	
12.01 Any person taking large amounts of cash to the bank or elsewhere should avoid unattended travel, particularly at night.	