**HEALTH AND SAFETY CHECKLIST**

* Has Vestry read the Diocesan Health and Safety Policy?
* Do you have a nominated Parish Health and Safety Person?
* Do you need to add anything to the manual to personalize it for your Parish?
* Is Health and Safety an agenda item at every Parish Vestry meeting?
* Is there communication on Health and Safety to all those who work and attend services at your Parish?
* Has someone been nominated to complete the Accident/Incident reporting form and send it to Worksafe NZ. Is it easily accessible?
* Do you have a register of regular contractors and have they completed the necessary forms for working on the Parish site?
* Has all electrical equipment been tested and tagged?
* Do you have a Health and Safety Noticeboard easily visible?
* Do you have the correct signs around the church premises: Emergency Evacuation Notice, exits, car parking
* When did you last practice an emergency evacuation? Is it recorded?
* Have you completed the Fire Safety Checklist?
* Is your trained Parish First Aid representative’s certificate current and is your First Aid Kit readily accessible?
* Have you assessed any hazards and completed risk management and presented findings to Vestry (monthly task)?
* Are the necessary steps taken to advise all parties who hire the Parish facilities?
* Have you completed a Key Register?
* Are No Smoking signs in place and have you ensured that the policy has been brought to the attention to all who attend or use the Parish facilities?
* Are all staff up to date with any training necessary and is the Training Register maintained?
* Have staff been made aware of the Working Alone procedure?
* Have you noted the Working Bee example and the points contained therein?

**Please note**

* **The Health and Safety Manual/Forms should be reviewed annually.**
* **Ministry Units will be asked to provide their Health and Safety manual to the Property Officer for filing with the Diocesan Terrier.**
* **Ministry Units will be asked to provide a copy of their accident register records for the previous year during the annual statistics round.**

Date:

Next Update: