

**TPC Church Events WHS Checklist**

This checklist is designed to help in considering health and safety when planning and implementing church activities. Use the Risk Assessment matrix to determine consequence, likelihood and risk rating.

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| **Event Name**  |  |
| **Date and Time** |  |
| **Event Organiser**  |  |
| **Contact phone number & email** |  |
| **Location** |  |
| **Event purpose**  |  |
| **Event staff (volunteers, helpers)** |  |

Place a tick () in the checkbox where the issue is relevant and has been addressed. Add ‘N/A’ in the Comments column if the issue is not applicable. Add comments where important.

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| **Issues** | **Comments** |
| **Consent, Communication and Approvals** |  |
| * Approval has been obtained from Session and/or CoM
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| * Other ministry teams/congregation/council/neighbours are aware of the event.
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| * Written consent has been provided for participation by people under 18 years of age including higher hazard risk forms.
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| * Written consent has been provided for acquiring images and video of people under 18 years of age, and using for church purposes such as the church Facebook page.
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| **Risk Assessment** |  |
| * A Risk Assessment has been undertaken using the church’s consequence-likelihood matrix, and provided to event organisers.
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| * All identified risks have been assessed and mitigated to acceptable levels.
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| * All buildings and grounds are inspected for hazards prior to the event.
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| * Risk assessment includes measures to prevent risk of child abuse, including event induction, communications and site security.
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| **Attendance** |  |
| * A written record of attendance will be maintained, including sign-in and sign-out where appropriate.
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| * Information on allergies is collected for events involving children
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| **Training and Induction** |  |
| * Event organisers and all adults have completed *Breaking The Silence* training within the past three years plus an annual top-up and current WWCC.
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| * Staff, volunteers and contractors have been adequately trained and inducted for the event.
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| * Participants are inducted or provided relevant information e.g., expected behaviour, what to do in the event of an emergency etc.
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| **First Aid and Accidents/Incidents and Near Misses** |  |
| * A stocked First Aid kit is available.
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| * A First Aid Officer with suitable qualifications or experience will be present.
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| * Accident, incident, near miss forms are available and reported
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| **Electrical** |  |
| * Electrical power boards have surge protection switches.
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| * No double adaptors are to be used.
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| * All leads, appliances and plugs are protected from water.
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| * Additional mats are provided for cord tripping hazards
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| **Water** |  |
| * Risks of drowning are identified and mitigated.
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| **Fire** |  |
| * Fire extinguisher and fire blanket available.
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| * Muster point is available and suitable
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| **Personal Protective Equipment and Sun Exposure** |  |
| * Personal Protective Equipment is supplied and worn
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| * Participants advised to wear closed footwear
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| * Sunscreen has been provided, and participants advised to wear hats and SunSmart clothes, and avoid over exposure.
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| * Drinking water is provided
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| **Food Safety** |  |
| * Food and drink are prepared and handled compliant with food safety regulations.
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| * Soap and paper towels are available for hand washing
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| **Other (Specific to event)** |  |
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