A group of planes flying in formation

Description automatically generated with medium confidence

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