Hazard
Identification List

Hello from the ACS Financial Team!

Throughout our years of experience, we have observed that potential hazards often go unnoticed by the untrained eye, posing significant risks to the safety of communities. With this in mind, we have crafted this checklist to ensure that your church space not only supports your community's mission but also prioritises the safety and well-being of all individuals.

Please note that the list is not exhaustive and is not designed to identify all possible potential hazards. While it serves as an excellent starting point, please feel free to document additional notes or suggestions as you conduct your hazard inspections.

Furthermore, we have included information on the Hierarchy of Controls to assist you in further enhancing safety measures.

- We hope that this resource provides you with the following:
- Increased Awareness
- Practical Next Steps
- Enhanced Safety Measures
- Peace of Mind
- A Safer Church Community

When you are prepared to review the checklist, we encourage you to walk through your space with this form. Consider including individuals familiar with every aspect of the environment and invite someone new to provide a fresh perspective, as a fresh pair of eyes can often detect things that may have been overlooked.

From the team at ACS Financial - With you all the way

Hazard Checklist

Outdoor Space

- Are there tripping hazards or damaged pavement?
- Are trees stable, with dead branches removed?
- Is there proper lighting in car parks and walkways?
- Are gutters and down pipes in good condition?
- Are outdoor structures stable?
- Are ramps and pathways compliant with accessibility standards?
- Are handrails stable and at the proper height?

Technology

- Is wiring free from wear, damage, or exposed areas?
- Do power points and switches function properly?
- Are electrical panels labeled and accessible?
- Is wiring and connections for sound and video systems in good condition?
- Do microphones, speakers, and projectors function properly?
- Are surveillance cameras and alarms operational?
- Is the access control system working properly?

Fire Risk

- Are fire extinguishers present and functional?
- Do fire doors and exits function properly?
- Is flammable material stored properly?
- Is the electrical system up to code?
- Are power points and power boards overloaded?
- Do smoke detectors function, with batteries replaced regularly?
- Is heating equipment properly installed and maintained?
- Are flammable materials kept away from heating sources?

Hazard
Checklist

Structural Checks

- Are there cracks, settling, or water damage in the foundation?
- Are signs of water ingress present in basements or roof cavities?
- Are there cracks, bulges, or discoloration in walls and ceilings?
- Are water stains present in walls?
- Are window frames and seals in good condition?
- Do windows and doors operate properly and securely?
- Are stairs in good repair with proper handrails?
- Are steps free from being loose or damaged?

Emergency Preparedness

- Are exits clearly marked and unobstructed?
- Does emergency lighting function properly?
- Are first aid kits and emergency supplies available?
- Have staff and volunteers been trained on emergency procedures?

Kids' Areas

- Are electrical power points covered?
- Is there a risk of small objects being choking hazards?
- Are sharp objects or potentially dangerous items out of reach?
- Are play structures safe?
- Are play surfaces soft and in good condition?
- Are toys regularly checked for signs of wear or damage?
- Is there adequate supervision during events with children?
- Is there a clear sign-in/sign-out process for parents and guardians?
- Are there clear emergency procedures for kids' areas?
- Have staff been trained on child evacuation procedures?

Hazard Checklist

Kitchen

- Is the kitchen equipped with fire extinguishers?
- Are kitchen exhaust systems regularly cleaned and maintained?
- Are electrical appliances in good condition?
- Is gas equipment free from leaks and properly ventilated?
- Is food storage monitored with proper labeling and rotation?
- Is there proper ventilation in the kitchen to prevent fumes buildup?
- Are cleaning supplies and chemicals stored securely and labeled?
- Are first aid supplies available in the kitchen?

Bathrooms

- Are bathroom floors free from slip hazards?
- Are sinks, toilets, and taps in good working condition?
- Are there any signs of water leaks or water damage in bathrooms?
- Are hand dryers or paper towel dispensers functioning properly?
- Are bathroom doors and locks in good repair?

Baptismal Tank

- Is the baptismal tank in good condition, free from leaks?
- Is the area around the baptismal tank slip-resistant?
- Are steps or access points to the baptismal tank secure and stable?

Stage

- Is the stage area free from tripping hazards or clutter?
- Are steps or ramps leading to the stage in good repair?
- Are stage edges and boundaries clearly marked or well-lit?
- Is stage equipment, such as lighting and audio gear, in good working order?

Hierarchy
Of Controls

The Hierarchy of Controls is referred to in most states Occupational Health & Safety legislation as the manner in which priority should be decided when putting in place control measures to minimise risk when performing hazardous tasks or addressing hazards in the workplace.

Options 1, 2 and 3 represent the best method of addressing problems identified, as they require some physical change to the property, equipment being used or the manner in which the task is being carried out. Utilising one of these approaches will usually be effective. Options 4 and 5 are the least effective, as they rely heavily on the person performing the task, they are therefore not foolproof.

When looking at problems identified on church properties the hierarchy of controls should be considered to decide on control measures to be implemented.

1	Elimination	The best way to control a hazard is to eliminate it entirely. E.g. Remove the hazard by removing unsafe equipment or ceasing to perform a particular task.
2	Substitution	Look for another way of performing the work. E.g. Use a less caustic cleaning substance, or a safe piece of equipment.
3	Engineering	Physically change the workplace or equipment being used. E.g. Use a guard, modify a piece of machinery or automate a process.
4	Administrative Controls	Explain to people how to perform a task properly. E.g. Introduce a written work procedure and train the people performing the task. This is a less effective method of controlling risks as it relies on the person performing the task following the procedure. Without supervision, this does not always happen.
5	Personal Protective Equipment	This is the least desirable control measure to use. Whilst it is possible to supply protective equipment, people may not always use it. It is impossible to supervise those doing the task constantly.