

<b>Annual Health &amp; Safety Checklist</b>	Inspection Date _____ 20 _____
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Area	Item	Yes/No	Brief Guidance (not definitive)	Comment/Action/Action by date	Completion Check
<b>Gas and Oil burning heating appliances</b>	Are gas and/or oil appliances regularly (at least annually) serviced and certificated as safe by a competent engineer?		GSIUR regulations require gas appliances (and flues) to be serviced and certificated annually by an appropriately Gas Safe registered engineer but also be aware that fumes from oil burning appliances can be dangerous.		
<b>Electrical</b>	When was the fixed electrical wiring tested by a competent person (qualified electrician). Electrical circuitry should be tested and certificated at least every five years (more frequently in some locations).  It is also good practice to undertake a visual inspection on an annual basis. If anything out of the ordinary is spotted then the matter should be attended to by a qualified electrician		The HSE state ' <i>Electrical installations should be tested often enough that there is little chance of deterioration leading to danger.</i> ' This is typically taken as 5 yearly for owner occupied domestic property and other more straightforward properties but other locations, such as schools or club premises, should be tested more frequently.  The regulations require the electrical engineer to be competent. This can typically be taken as an NICEIC registered electrician		
	Have the portable appliances been tested (PAT Testing)?  This includes vacuum cleaners, electric kettles, microwave ovens and computer equipment amongst other things.		Portable appliances should be tested annually by a competent person. That person should be qualified in PAT testing but will probably not be a qualified electrician.		

<b>Fire</b>	When was the last Fire Evacuation drill?		Fire Drills should be undertaken at least once a year but preferably every 6 months.		
	If there is a fire alarm, has it been serviced?		Fire alarm systems should be serviced annually by a competent person.		
	Have the Fire extinguishers been maintained?		Fire extinguishers. Extinguishers should be inspected and maintained annually – Type and location of extinguisher should also be reviewed.		
	Do people know how to use the extinguishers?		Companies supplying/maintaining extinguishers normally hold training sessions on request		
	Has a Fire Risk assessment been undertaken? Is it available on-site?		A Fire Risk Assessment will look at all aspect of fire safety within the building. It is a legal requirement under the Regulatory Reform (Fire Safety) Order 2005. It will include such things as: hazards, means of escape from the building, fire/smoke detection and firefighting equipment. This is an important document and you may need to employ an external consultant to undertake this task especially where there is a mix of accommodation within the building		

<b>Accidents</b>	<p>Is there an accident book?</p> <p>Are the RIDDOR requirements clearly stated in the Accident Book?</p>		<p>An Accident Book (log) should be kept and any accidents recorded within the log. Some accidents should also be reported under the RIDDOR regulations (Major injuries, fracture etc) to the Health and Safety Executive.</p>		
<b>Asbestos</b>	<p>Is a copy of the Asbestos survey and Management Plan held in the parish office?</p> <p>Is the Management Plan being adhered to?</p> <p>Does the document need to be reviewed?</p>		<p>The Asbestos Survey and Management Plan should be readily available on site. Visiting contractors should always request sight of the document before commencing any works. The management plan informs as to how any asbestos remaining in the building should be dealt with.</p> <p>Asbestos registers and plans should be reviewed periodically (say 5 yearly) to ensure that they remain relevant.</p> <p>If works involving demolition or refurbishment are proposed then a more detailed survey (called a Refurbishment /Demolition Survey) must be undertaken before works commence.</p>		

<b>Risk Assessments</b>	In addition to the Fire Risk Assessment have other risk assessments been undertaken?		Such Risk Assessments might include: Working at Height (working from a ladder – is the ladder safe? Have the people been trained in its use?). Use of chemicals (in cleaning materials) and the COSHH regulations. VDU (visual display Unit – Computer screen) – (working at for periods of time, posture and eye checks)		
<b>Glazing</b>	All low level glazing should be in safety glass (up to a height of 800mm in screens, 1,600mm in doors and screens surrounding doors). Safety glass is either.		Toughened or laminated. It is typically British Standard kite-marked discreetly in a corner		
<b>Accessibility</b>	Has an accessibility audit been undertaken (Disability Discrimination Act requirement)?  Is there an action plan resulting from the audit and is it being implemented?				
<b>Ropes and Chains</b>	Have any ropes, chains pulleys or hoists been inspected by a qualified engineer?		Ropes and chains that might suspend items from the structure of the church such as crosses, lamps or bells require inspection by an engineer on a 6 monthly basis (LOLER regulations) and as an insurance requirement.		

<b>Pedestrians and vehicles</b>	Is there sufficient delineation between pedestrians and vehicles especially by entrances and exits?				
	Can emergency vehicles gain access?				
	Are there notices in the car park indicating that it is a private car park and people using it do so at their own risk?				
<b>Trees</b>	Are there any trees that could shed limbs or otherwise pose a risk to people or property?		Trees should be regularly inspected by a qualified (and insured) tree surgeon. Before any works commence checks should be made to see if the tree is protected by a Tree Preservation Order (TPO) or if the land is within a designated Conservation Area (which also affords protection) and application made for the works.		