Safety Checklist

Approved: 12 July 2026

ARMIDALE DISTRICT BAPTIST CHURCH
Sharing Christ's Love in Community

Date Checklist Completed: ……..

Checklist Completed by: ……

ROOM	AREA	Yes	No	COMMENTS
CHURCH Floors	1. Are floors kept clear and free from clutter?			
	2. Are mats firmly fixed to floors to avoid slips?			
	3. Are ramps/steps designed to avoid trips or falls?			
Housekeeping	1. Are walkways and doorways clear of obstruction?			
	2. Are any spills cleaned up immediately?			
	3. Are areas of responsibility for monitoring these things clearly defined?			
Stairs	1. Is the tread on the stairs adequate to minimise slipping?			
	2. Is the rise of the step a suitable height?			
	3. Are the handrails in place and adequate?			
Doors	Do all doors open and close easily?			

ROOM	AREA	Yes	No	COMMENTS
HALL	1. Are the chairs stacked out of the way and no more that 8 high?			
	2. Is the floor kept free from litter and other slip or trip hazards?			
	3. Is there a barrier around the fireplace in the lounge and the Sunday School room?			
KITCHEN	1. Are floors and benches kept clean and free from clutter?			
	2. Are electrical cords kept out of the way			
	3. Are foods kept in sealed containers?			
	4. Are foods in date?			
BATHROOMS	1. Is the floor kept free from towel litter?			
	2. Is the towel dispenser filled?			
	Is the floor kept dry with spills cleaned up immediately?			
	4. Are swinging doors easy for access and egress?			

ROOM	AREA	Yes	No	COMMENTS
ELECTRICAL	1. Are all power points checked regularly?			
	2. Are electrical appliances checked regularly			
	3. Is lighting, heating and cooling adequate in all areas?			
FIRST AID	1. Is a suitable sized First Aid Kit located in an easy to access position?			
	2. Is the First Aid Kt regularly checked and restocked?			
	3. Is there a list of qualified First Aid Officers on display in a prominent place?			
FIRE SAFETY	1. Are fire extinguishers located appropriately and checked regularly?			
	2. Is there a fire blanket in the kitchen adjacent to the stove?			
	3. Are regular fire drills carried out?			
	4. Is there a Fire Safety Officer to take charge in event of a fire?			
PLAYGROUND	1. Is the playground equipment maintained regularly?			
	2. Is the soft-fall raked regularly and checked for hidden hazards?			
	Is the area checked for spiders?			
	4. Is adequate supervision in place when small children are in the playground?			

ROOM	AREA	Yes	No	COMMENTS
CAR PARKS / GARDENS	1. Are the carparks and gardens maintained and checked regularly for any hazards?			
	2. Are the car parks safe for children?			
SECURITY	1. Are all doors and windows fitted with adequate locks?			
	2. Are there security lights in the grounds, especially car parks?			
	3. Is the register of key holders maintained?			
	4. Do the local Police have a list of key holders and/or whom to contact in an emergency?			