

Safeguarding: Health & Assessment Form 2021

Taken from the Model Church Safeguarding Policy 2021:

The church premises will be assessed by the church safeguarding officer with the property steward and/or their representatives at least annually for safety for children and vulnerable adults and a written risk assessment report will be given annually to the Church Council. This will include fire safety procedures. The Church Council will consider the extent to which the premises and equipment are suitable or should be made more suitable.

Please complete the following 5 sections.

	Use of Equipment <i>The use of electricity or electrical equipment in church buildings must comply with the Electricity at Work Regulations 1989</i>	Yes	No	Not sure	Action Needed
1	Is there a procedure for reporting faulty equipment?				
2	When equipment is not in use is it switched off and/or disconnected?				
3	Are electrical repairs carried out by qualified people only?				
4	Are training leads and cables secure?				
5	Are trip hazards monitored and removed whenever possible?				
6	Electric socket covers must never be used as they present a safety hazard. UK sockets are supplied to the rigorous safety standards of BS 1363 but safety covers are unregulated and can cause permanent socket damage. Are there any socket covers used in the building?				
	Notes:				

	Accident Book <i>An accident book should be maintained at all places where activities take place with vulnerable groups, and be easily accessible. Any injury, however slight, suffered by an employee (or volunteer) in the course of their employment, must be recorded in the accident book, together with the particulars that are a requirement of statutory regulations.</i>	Yes	No	Not sure	Action Needed
1	Is there an accessible Accident Book on the premises? Location:				
2	Is there a named person responsible for monitoring accidents and taking action if needed? Name:				
	Notes				

	First Aid Provision <i>A first aid kit should be available on the premises where an activity is taking place. The contents should be stored in a watertight container and be clearly marked. Each group should designate one worker to check the contents at prescribed intervals. All staff and volunteers should be encouraged to have some first aid knowledge and the church or circuit should encourage access to first aid training. A list of first aiders should be compiled and kept available. A compliant first aid kit should be carried on all activities off-church premises and in all vehicles used by the church (both church-owned and private).</i>	Yes	No	Not sure	Action Needed
1	Is there a First Aid Kit on the premises? Location:				
2	Are the contents stored in a watertight container and clearly marked?				
3	Is someone responsible for checking the contents at prescribed intervals? Name:				
4	Are staff and volunteers encouraged to have some First Aid Knowledge?				
5	Is there an available list of trained First Aiders?				
6	Does the church have a compliant first aid kit for off-church premises and in all vehicles used by the church?				
	Notes:				

	Fire Procedures Below is not an exhaustive list, but some of the things to consider	Yes	No	Not sure	Action Needed
1	Are children and adults made aware of the fire procedures?				
2	Are fire extinguishers regularly checked? Last date:				
3	Are smoked detectors fitted throughout the premises?				
4	Are fire drills carried out regularly by all groups who use the premises regularly?				
5	Are exits and fire exits clearly marked?				
6	Do lights flash for deaf people in the event of a fire?				
7	Are candles only placed in safe places?				
8	Is emergency lighting in place in case lights go off?				
	Notes:				

	Accessibility The Equality Act 2010 provides disabled people with protection from discrimination and gives legal rights. The Act makes it a legal requirement to ensure every person has safe and easy access to services and facilities and has a direct impact on Church activities.	Yes	No	Not sure	Action Needed
1	Are there accessible toilets?				
2	Are ramps installed where needed?				
3	Is information available in various mediums e.g. Braille, clearer signage?				
4	Are sign language interpreters available?				
5	Is a T – loops system installed?				
6	Are people encouraged to attend disability awareness training?				
	Notes:				

Next Steps:

Who is responsible for following up on above criteria classed as 'Not Sure' or 'Action Needed'?

Name: _____

Date the assessment took place: _____

Assessment completed by:

Name: _____ Role: _____

Name: _____ Role: _____

Name of the person who will report back to the Church Council, and will make clear to council members that they need to consider the extent to which the premises and equipment are suitable or should be made more suitable.

Name:

Date of next Church Council Meeting: