



PARISH RISK MANAGEMENT 2007 Annual Return

Parish _____

Module 1: People Movement, Emergency Evacuation and Fire

People movement:

Our sites and premises have been inspected in the last 12 months; hazards have been assessed and prioritised. Corrective action has been taken or a program has been developed and is being implemented to correct the hazards that have been identified. **Yes / No**

Further comments

Emergency Evacuation:

An emergency evacuation plan has been developed for each area of our premises; evacuation diagrams have been placed in appropriate places; exit signs and emergency lighting are in working order; ministry team, churchwardens, parish councillors, sides-people/ushers and group leaders have been trained; "practice" evacuations occur on a regular basis. **Yes / No**

Further comments

Fire:

Fire extinguishers and hose reels are inspected at least every 6 months, or a program is in place to ensure this happens; any Local Council fire safety requirements are being met; smoke detectors are fitted to all residences and are regularly tested. **Yes / No**

Further comments

Module 2: Building Environment 1

Electrical appliances, equipment and wiring

The property electrical wiring been inspected by a licensed electrician in the last 12 months; testing and tagging has been carried out in accordance with the module; safety switches have been installed. **Yes / No**

Further comments

Hazardous substances

All cleaning substances are locked away from children; Material Safety Data Sheets have been obtained for substances and are displayed where the materials are located; gas bottles, petrol containers and poisons are stored in accord with the module. **Yes / No**

Further comments

Plate Glass

Presence of glass markers have been installed where necessary; all plate glass is either safety glass or has been fitted with safety film. Yes / No

Further comments

Managing Contractors

The Contractor Safety Plan is completed for all contractors coming onto our site. Yes / No

Further comments

Noise

All staff and volunteers wear ear protection when using noisy equipment; we have obtained and use a sound level metre to monitor the volume of sound produced at services and functions; the maximum sound level is kept within the guidelines. Yes / No

Further comments

General issues

+ Is the risk management kit centrally located and accessible? Yes / No

+ Where there has been a change of churchwardens or person responsible for risk management, has the risk management material, particularly your risk assessment schedules, been passed onto and explained to the new people, including any outstanding issues? Yes / No

+ Have the excel spreadsheets been helpful for assessing and recording the risks in your parish? Yes / No

Further comments

+ Do you have further comments or questions on the Parish Risk Management Program?

Churchwarden: Name _____ Signature _____

Churchwarden: Name _____ Signature _____

Person responsible for your Parish Risk Management program:

Name: _____ Signature _____

Tel: _____

Email: _____ Date _____

Date: _____

Return completed form to:

Michael Newman
Manager, Clergy & Church Support Services
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