



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

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Annual Child Safe Maintenance Checklist

Church properties must be maintained in a good and safe condition in order to meet the requirements of the *Occupational Health and Safety Act 2004* and to ensure the health, safety and well-being of all people associated with the church.

The Uniting Church in Australia Regulations require a Presbytery Property Committee to regularly inspect or arrange for the regular inspection of properties for which the presbytery and church councils are responsible, and to ensure that such properties are maintained. The church council is responsible for the management and administration of all congregational property, including the care and maintenance and other things as are necessary or appropriate for its use and management.

For more details about the checklist below, refer to the attached supplementary information.

Presbytery:	Port Philip East
Congregation:	Glen Waverley
Address:	10 Bogong Ave, Glen Waverley
Date inspected:	2 Feb 2017
Inspected by:	David Morgan
Contact phone:	03 95608024

General information / documentation

Questions	Yes	No	Additional comments
1. Have you implemented Keeping Children Safe policy?	X		Certificate awarded by the moderator 18Sep 2016
2. Is a copy of your Keeping Children Safe policy readily available to parents?	X		On the wiki.
3. When was training last provided to your church and children's and youth leaders?			Congregation workshop 28 Mar 2015 Leaders annually
4. Working With Children Check/Registration			That is not a question.

Child safety

Questions	Yes	No	Additional comments
5. Do children attend your church?	X		
6. Has work been undertaken to make the environment child safe?	X		
7. Do all cupboards and drawers which store sharp and hazardous materials (cutlery, glass, plastic bags etc.) have child-resistant catches?		X	Cupboard with detergent and plastic bags does. Crockery and cutlery drawers do not. Children
8. Are electrical and gas appliances, particularly kitchen appliances and power tools, inaccessible to children?	X		
9. Are safety plugs used in all power points that are not being utilised?		X	Experience is that these disappear rapidly. Most powerpoints in areas used by young children are behind heater

10. Are all sources of hot and boiling water inaccessible to children?	X		
11. Are all chemicals, fuels and hazardous substances securely stored?	X		Locked poisons cupboard.
12. Are all hazardous substances (including poisons) properly labelled and stored in accordance with the Safety Data Sheet (SDS)?	X		
13. If applicable, is the children's playground and equipment regularly maintained and free from hazards	X		
14. Are toys, playground equipment, furniture and fittings checked regularly for child safety?	X		
15. Are confidential documents kept in a locked facility?	X		Held electronically or in locked office

Additional comments

Document Review History

Version Number	Date	Reason	Developed By	Approved
1.0	27.09.2016	Created to support Keeping Children Safe Policy, Overseeing CSS and Planning Safe Program process	Document generously provided by UCA Queensland Synod modified for Synod of Victoria and Tasmania	Culture of Safety
Due	27.09.2017	Review cycle – every year		