

# Health & Safety Checklist for Spiritualist Churches



## Why do I need a check list?

We understand that holding the responsibility for ensuring that the Church provides a healthy and safe place for members of the public, can be slightly daunting. However, Health & Safety shouldn't be a barrier to managing a Church. Taking a sensible, organised and proportionate approach is key to ensuring successful management. Using this checklist will help ensure that you comply with health and safety law relating to non-domestic premises.



## How will this check list help me?

The checklist is really useful for highlighting potential dangers by indicating the most common areas of risk. Having a thorough understanding of the risks, allows you to put the necessary precautions into place in order to try and prevent risk of injury to both the public and your employees. If an issue is not relevant to your Church, simply mark the box with N/A (Not applicable.) There is also space at the end of the checklist for you to add any additional risks that need to be addressed within your Church.



## I'd like some more information

If you need any further assistance with deciding how to manage common risks within the Church, we have an example of a risk assessment that could help you. You can also visit The Health and Safety Executive homepage ([www.hse.gov.uk](http://www.hse.gov.uk))

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## Questions you should ask

Yes | N/A |

Further  
action  
required

<b>Car Park</b>	Is the car park surface maintained to minimise slip & trip risks?			
	Are vehicle and pedestrian routes/flows, car park and site entrances/exits clearly marked?			
	Is the car park well lit?			
	Can emergency vehicles gain access?			
<b>Movement around the building</b>	Are paths, steps and ramps to and from the hall properly maintained to minimise slip & trip risks?			
	Is lighting suitable & sufficient to allow safe access & exit (Including lighting of emergency exits?)			
	Have you provided matting to minimise rainwater being carried into the building?			
	Do rooms and corridors have sufficient lighting?			
	Are corridors clear of clutter?			
	Are there any trailing electrical leads/cables?			
	Are permanent fixtures in good condition? (Seats, shelving, Cupboards, Notice Boards)			
	Is internal flooring in good condition? (Carpets)			
	Where any doors contain glass, is this made from a safety material?			
Are all stairs fitted with hand rails?				
<b>Electrical equipment and services</b>	<p>If you have any fixed electrical installations:</p> <ul style="list-style-type: none"> <li>Are they correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use?</li> <li>Are they inspected and tested at regular intervals by an electrician or other suitably qualified person?</li> </ul>			
	<p>If you own or hire any portable or fixed electrical equipment (Cooker, Hoover):</p> <ul style="list-style-type: none"> <li>Has it been visually checked and where necessary, tested at regular intervals to ensure that it is safe to use?</li> <li>Has any damaged electrical equipment been taken out of service or replaced?</li> </ul>			

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<b>Gas equipment &amp; services</b>	If fixed gas appliances are available for use (A boiler, cooker, water heater) are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer?			
	If mobile gas appliances are available for use (Heaters fuelled by bottled gas) are arrangements in place for periodic examinations and any remedial action by a competent person in place?			
<b>Asbestos</b>	Does the hall contain any asbestos?			
	If there is asbestos and it is in good condition, has a record been made of where it is? Are there arrangements to provide this information to anyone who carries out maintenance work on the building?			
	Is there a system in place (Fixed warning signs) to ensure the asbestos is not disturbed and regular checks made to ensure it remains undisturbed and in good condition?			
	If damaged asbestos has been identified, have arrangements been made to ensure it is either repaired, encapsulated or removed? (The work must be carried out by licensed contractor)			
	Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the hall is refurbished/demolished?			
<b>Fire</b>	Has a fire risk assessment been completed and are adequate fire safety measures in place?			
	Has an evacuation plan been implemented & tested?			
	Is the fire alarm tested regularly?			
	Are fire drills carried out at least once a year?			
	Are regular checks made to ensure escape routes & fire doors are: Unobstructed, Adequate and effective for the number of people using the hall (Including disabled & vulnerable)?			
	Are combustible substances or waste stored safely?			
	Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance? Are staff trained to use it?			
<b>Responsibility</b>	Do users have all information they need to operate safely?			

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As management it is your responsibility to ensure that any other hazards associated with the running and maintenance of the hall are identified.

Additional Issues	Yes	Further action needed	N/A

**Further Action Needed:**

Hazards Noted:	Action taken and when:

<b>Name &amp; position:</b>	<b>Signature:</b>	<b>Date:</b>

