**HEALTH AND SAFETY CHECKLIST**

Many churches already have ways of making sure that children and young people are safe. The check list below may be of help to you:

A. **First Aid** Yes No

Is there a designated First Aider with up to date training available

during all activities? ❑ ❑

Is there an up-to-date First Aid Kit available both on the

premises and for activities away from the premises? ❑ ❑

Are all accidents recorded? ❑ ❑

How? Please state

1. **Fire safety**

Do regular fire drills take place? ❑ ❑

Are fire notices displayed informing people what to do in case of fire? ❑ ❑

Are fire appliances suitable and serviced regularly? ❑ ❑

Has the local Fire Prevention Officer visited the premises? ❑ ❑

1. **Disabled access**

Is there suitable access and provision made for disabled people? ❑ ❑

1. **Register and consents**

Is a register kept of all those in attendance? ❑ ❑

Has a Registration Form been completed for each child/young person ❑ ❑

Are Parental Consent Forms obtained for day trips

and residential activities)? ❑ ❑

1. **Staffing and security**

Are adult/child ratios appropriate for the group and for the activity? ❑ ❑

Are the places where children or vulnerable adults meet safe and secure

from unwelcome people? ❑ ❑

Is it possible for children or young people to slip outside without

leaders noticing? ❑ ❑

1. **Review** Is this check list reviewed annually? ❑ ❑
2. **Records** Has a copy of this checklist been filed with the parish office? ❑ ❑

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