



# Uniting Resources – Property Services

P O Box A2178 Sydney South 1235

Phone: 8267 4340 or 8267 4350. Email: [insurance@nsw.uca.org.au](mailto:insurance@nsw.uca.org.au)

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## **CHILDREN & UNITING CHURCH PROPERTY** *SAFETY CHECKLIST*

<u>Property Area</u>	<u>Checked</u>	<u>Action Needed</u>	<u>Action Complete</u>
<b>Worship Space and Halls</b>			
Locks functioning			
Furniture secured to prevent falling or being pulled over by children e.g. Fonts			
Safety plugs used in power points			
Electrical equipment inaccessible to children not under adult supervision			
Under pew heaters – temperature settings checked to prevent burns			
Stages inaccessible to children not supervised			
Railings on stairs from stage area			
Exit doors do not open directly to driveways			
<b>Kitchen</b>			
Poisons locked away and stored only in own containers			
Plastic bags out of reach or locked away			
All appliances inaccessible to children			
Cutlery inaccessible to children			
Glass items inaccessible to children			
Hot/boiling water installed over sink area only			
Power or appliance cords out of reach of children			
Floors are kept dry			
Safety plugs used in power points			



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<u>Property Area</u>	<u>Checked</u>	<u>Action Needed</u>	<u>Action Complete</u>
Clean towels			
No items to allow children climb to reach appliances and utensils			
Kitchen is not used as an access thoroughfare			
<b>Bathrooms and Toilets</b>			
Poisons locked away			
Taps out of children's reach			
Floors are kept dry			
Safety plugs used in power points			
Soap and clean towels available			
Drains inaccessible to children			
Supervision for children to outside facilities at all times			
Only approved persons to accompany children in above circumstances			
Outside facilities kept locked when activities not held to deter unwanted persons			
<b>Grounds</b>			
Fences in good condition and childproof in respect of egress (escape)			
Gates kept closed and locks fitted and operable			
Equipment and tools not accessible			
Dangerous plants (toxic or spiky) removed			
Play equipment in good condition and meet current standards.			