**PARISH - ANNUAL SAFETY INSPECTION CHECKLIST – Op Shops**

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| --- | --- | --- | --- |
| **Parish/Centre** |  | **Date** |  |
| **Location of Op Shop** |  |  |  |
| **Premises leased** | Yes/No |  |  |
| **Name & position of person(s) completing this document** |  |  |  |

| **Inspection Item** | **Yes** | **No** | **N/A** | **Is there action to be taken?**  **If so, what action?**  **Other comments** | **Person(s) Responsible for taking action** | **When will action be taken?** |
| --- | --- | --- | --- | --- | --- | --- |
| **Access: Walkways & Flooring** |  | | | | | |
| Are all walkways, flooring and stairs free from slip or trip hazards? |  |  |  |  |  |  |
| Are entrances, exits, stairs & walkways clear from obstruction? Any handrails – are they in good condition? Non-skid strips in good repair etc |  |  |  |  |  |  |
| Are there exit signs & are they easily identifiable in an emergency? |  |  |  |  |  |  |
| Are there floor coverings & if so, what type and are they in good condition? |  |  |  |  |  |  |
| Is disabled access provided & if so, where (e.g. front door, rear door etc) |  |  |  |  |  |  |
| Are footpaths kept clean and clear? |  |  |  |  |  |  |
| **Safe Storage** | | | | | | |
| Are all donated goods stored with easy access for workers? Ie not too high, too heavy, avoiding bending/twisting? |  |  |  |  |  |  |
| Are all goods for sale stored neatly and appropriately? |  |  |  |  |  |  |
| Is there a step ladder- is it safe, what is it used |  |  |  |  |  |  |
| Are donations appropriately stored? Are any too heavy or awkward for save handling? |  |  |  |  |  |  |
| **General Electrical** | | | | | | |
| Are plugs, sockets and switches in good condition? (i.e. undamaged) |  |  |  |  |  |  |
| Are all electrical items in use regularly tested & tagged & how often? |  |  |  |  |  |  |
| Do appliances have access to power socket, free of double adapters? |  |  |  |  |  |  |
| **General Lighting** | | | | | | |
| Does the lighting allow people to move easily about the building & outside safely? |  |  |  |  |  |  |
| **Air Quality** | | | | | | |
| Is ventilation adequate, either natural, mechanical or air-conditioning system? |  |  |  |  |  |  |
| If in place, are air-conditioning and ventilation systems regularly serviced? |  |  |  |  |  |  |
| **First Aid** | | | | | | |
| Is there a first aid kit available & is it clearly marked and accessible? |  |  |  |  |  |  |
| Are the contents of the first aid cabinet clean, orderly, unopened and not past their use-by date? |  |  |  |  |  |  |
| Are emergency numbers clearly displayed? |  |  |  |  |  |  |
| Are medical emergency and next of kin contact details available for volunteers? Are details safely stored? |  |  |  |  |  |  |
| Are injuries and incidents being recorded and reported? |  |  |  |  |  |  |
| **Chemicals and cleaners** | | | | | | |
| Are all chemicals & cleaners stored in domestic quantities? |  |  |  |  |  |  |
| Are all containers and bottles clearly & correctly labelled & marked? |  |  |  |  |  |  |
| Are chemicals stored out of the way of children? |  |  |  |  |  |  |
| **Managing facilities and amenities** | | | | | | |
| Is there safe access to toilet and wash-room facilities for all including those with mobility impairment or aids? |  |  |  |  |  |  |
| Are toilets cleaned & are consumables such as soap and hand towel replaced regularly? |  |  |  |  |  |  |
| Is any damage to plumbing, (inc. roof & gas plumbing) wiring & lighting dealt with promptly? |  |  |  |  |  |  |
| Is furniture in good safe condition?  How old is equipment? |  |  |  |  |  |  |
| **Drinking water** | | | | | | |
| Are there drinking water outlets available and are they separate from toilet and washroom facilities? |  |  |  |  |  |  |
| **Site security** | | | | | | |
| Are premises kept in good structural repair to prevent unauthorised entry and to keep the occupants safe? |  |  |  |  |  |  |
| Are there adequate opening and closing procedures, deterrents for theft of valuable items or money? |  |  |  |  |  |  |
| Are there timed security lights for safe exit in low light etc? |  |  |  |  |  |  |
| Are the premises protected by an automatic alarm system, deadlocks and window locks? |  |  |  |  |  |  |
| Is key distribution restricted according to need & is a key register list maintained? |  |  |  |  |  |  |
| Is there a safe and if so, are the keys kept offsite after hours? |  |  |  |  |  |  |
| **Emergency Preparedness and Evacuation Plans** | | | | | | |
| What hazards have been identified that may cause an emergency i.e. heaters next to clothing? |  |  |  |  |  |  |
| Is there a written emergency plan covering relevant emergency situations with clear procedures? |  |  |  |  |  |  |
| Is the plan accessible to all and do all understand what to do in an emergency? |  |  |  |  |  |  |
| Is there a plan of the building with exits displayed? Are exit clear both internally and externally?  Has someone with appropriate skills been made responsible for specific actions in an emergency? |  |  |  |  |  |  |
| Are emergency contact details relevant to the types of possible threats (e.g. fire, police, poison information centre) displayed in an easily accessible location? |  |  |  |  |  |  |
| Are contact details updated regularly? |  |  |  |  |  |  |
| Is there a mechanism (e.g. siren or bell alarm) for alerting all in the building to an emergency?  Do workers have access to a phone to make calls for an emergency? |  |  |  |  |  |  |
| Are there smoke alarms fitted? Are they regularly tested? |  |  |  |  |  |  |
| Is there a documented site plan that illustrates the location of fire protection equipment & emergency/evacuation assembly points? |  |  |  |  |  |  |
| Are procedures in place for assisting the mobility impaired? |  |  |  |  |  |  |
| Is the fire protection equipment suitable for the types of risks, e.g. foam or dry powder type extinguishers? Are they appropriately placed to materials in their vicinity? |  |  |  |  |  |  |
| Is equipment easily accessible in an emergency and is anyone trained to use it? |  |  |  |  |  |  |
| Are fire extinguishers regularly serviced and is this information updated regularly? |  |  |  |  |  |  |
| Would you be able to advise neighbours in an emergency situation? |  |  |  |  |  |  |
| Have emergency evacuation drills been undertaken to assess the effectiveness of your plan? |  |  |  |  |  |  |
| Is there someone who is responsible for  reviewing the plan? |  |  |  |  |  |  |
| Hospitality and Staff Amenities | | | | | | |
| Is there a hospitality area for the general public? Is it clean and safe? Ie kettles and urns not within reach of young children, chairs are sturdy etc |  |  |  |  |  |  |
| Is there a staff room available for volunteers and what facilities does it have? (e.g. fridge, urn etc) |  |  |  |  |  |  |
| Food related activities | | | | | | |
| Are there appropriate measures in place for food safety? |  |  |  |  |  |  |
| Do food handlers maintain a high level of personal hygiene & are the premises kept in a clean & tidy condition? |  |  |  |  |  |  |
| General – tidiness, training, child safety | | | | | | |
| Work areas are worker -friendly - not too high or low, avoid over stretching, clean and appropriate etc |  |  |  |  |  |  |
| Process and procedures in place to induct and train volunteers |  |  |  |  |  |  |
| Have all leaders been recruited according to safe church policy with screening and training? |  |  |  |  |  |  |
| Are there special considerations for the safety of children who visit the Op Shop?  Placement of goods that could be a choking hazard such as beads etc. View the shop from the eyes of young children? |  |  |  |  |  |  |
| **Other** | | | | | | |
| Is there an Essential Safety Manual (Red Book) on the premises – is it up-to-date?  Are there any particular hazards in the building such as asbestos? If so, what good condition is it in? Are there appropriate safeguards in place? |  |  |  |  |  |  |
| Are there any particular activities and events run by the Op Shop that may require additional risk management planning i.e. car boot sales, woodwork etc. Are appropriate mitigation plans in place? |  |  |  |  |  |  |
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