

# Health and Safety at All Saints



Guidelines for the church community and other users of facilities

All Saints Northcote

Version 4.0 Last updated: June 2019

## Emergency numbers

Fire	000
Police	000
Ambulance	000
Nurse on Call	1300 60 60 24
Gas leak	13 27 71
State Emergency Service	13 25 00
Poisons	13 11 26

## Contacts for health and safety issues

### *Churchwardens*

Arnaud Gallois	0412 461 463
Betty Reay	0405 977 709
Alma Ryrie-Jones	0409 339 046

### *First Aid kit maintenance*

Joan Harvey

### *Assisting with health and safety*

Simon Barraclough

### *Fire wardens*

Fr Ken Cahill, Arnaud Gallois, Joan Harvey

### *Security during church services*

Cantors as scheduled

## Maintaining a safe environment

Most people seem to consider All Saints a generally safe environment and we have a very low rate of accidents or injuries. However, to make sure our church, meeting room and other facilities continue to be safe for everyone for worship and other activities, we need to be alert to any aspects of our buildings or grounds, and the way we use them, that could pose a risk. And then we must take steps to minimise the chances of any injury or harm to people.

Minimising health and safety risk is not an optional activity. It is a legal and ethical obligation. We have a duty under the law and a responsibility to the Diocese of Melbourne, and its insurers, to take all necessary steps to prevent accidents – not to mention our responsibility as Christians to care for each other and for all in the community. This includes our many visitors, Store customers. and hirers of our facilities.

Risk is inherent in everything we do and it is impossible to remove all sources of possible harm. But by a careful and vigilant approach we can identify possible risks and take actions to reduce the exposure of people to those risks. This is a shared responsibility and we ask everyone in the community to support this.

### **What to do if you see something that might be dangerous**

If you see a situation where someone could be hurt, please don't wait for a person in authority to take charge. Do what you can to reduce the danger. For example, if you see a very young child at an unsecured gate near the road, please secure the gate before locating a parent or other responsible person.

If there is no immediate danger but there is the potential to cause injury in the future, please report the issue to one of the people responsible: the churchwardens, the Vicar or other community leader. The problem will be added to our Hazard Register, and a solution to reduce the danger will be put in place.

### **What to do if you see or experience an incident leading to injury**

Beyond seeking immediate first aid, medical treatment or other necessary steps to deal with the injury, please make sure the incident is reported to a responsible person. We are required to maintain an Incident Register. If an incident is serious it must be reported to the Diocese of Melbourne. Incident monitoring and reporting is not only essential to ensure that insurance and other requirements are complied with; it is an important source of information about how well we are identifying and dealing with hazards.

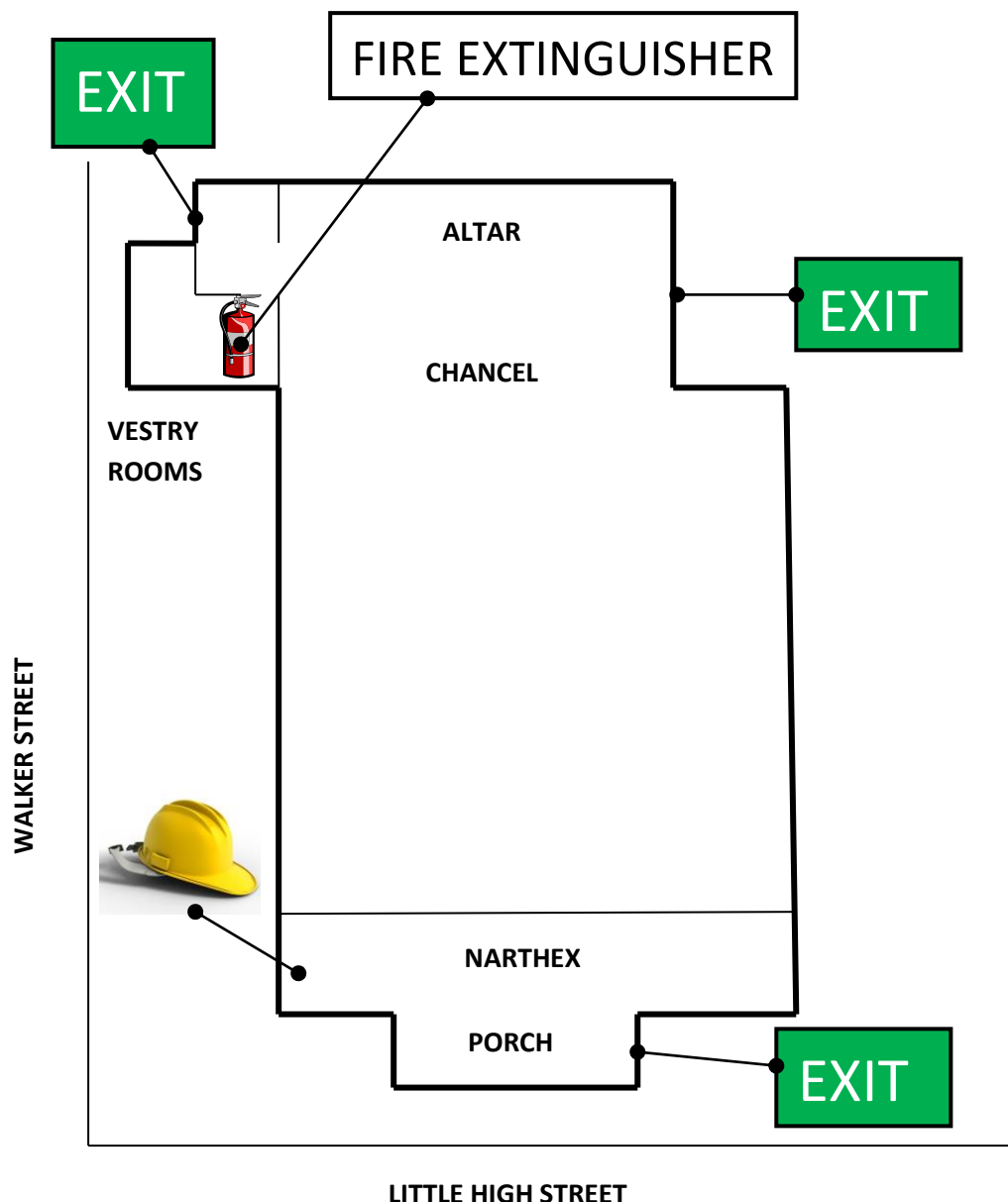
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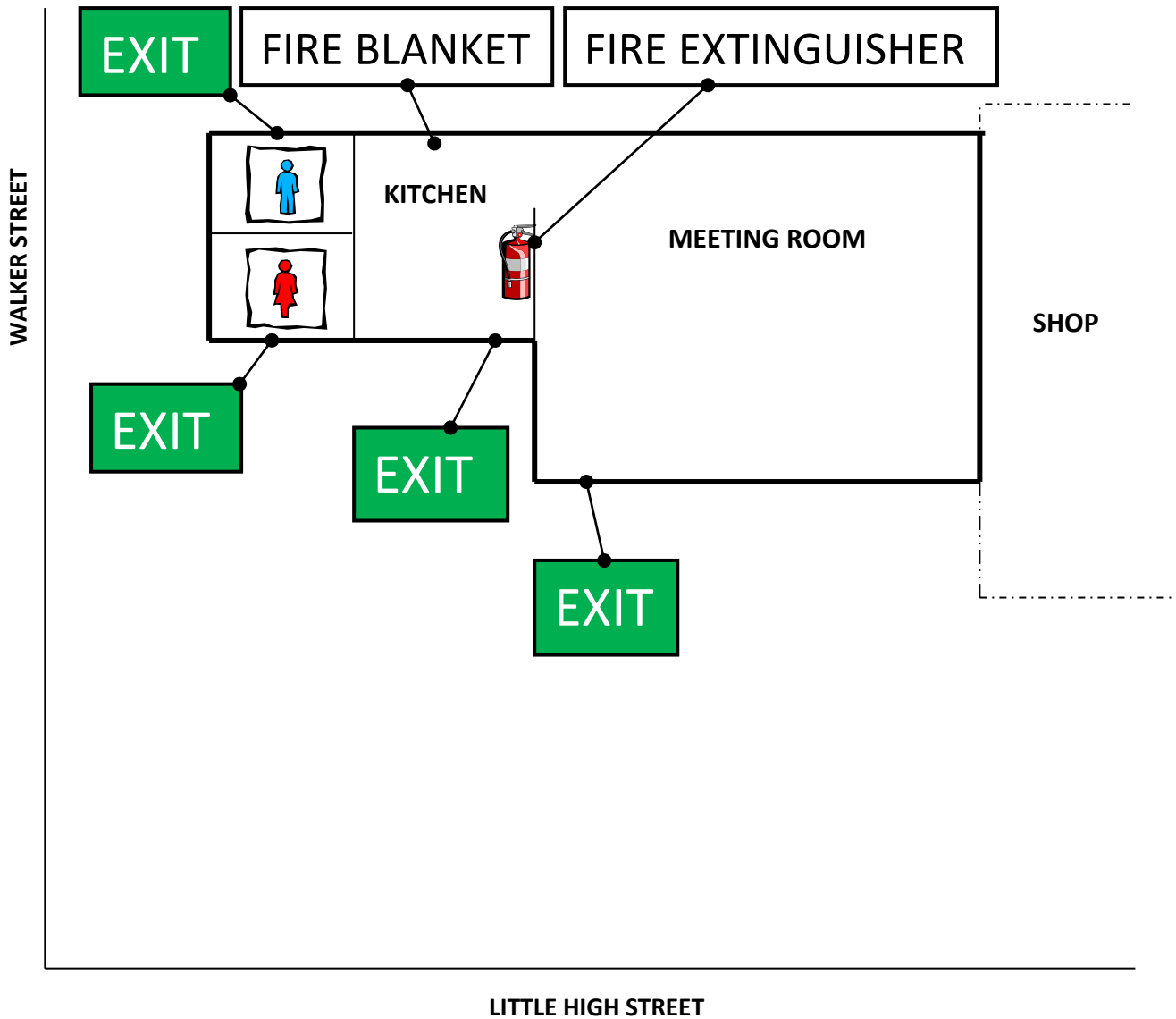
## If there is an emergency

In an emergency you should follow the instructions of the person who raises the alarm or the church leader (churchwarden, Vicar or other person) who has the key information. A person acting in the role of Fire Warden will be distinguished by a yellow Fire Warden hard hat and high-visibility vest. Please follow their instructions.

Our buildings are small and have multiple exits and easy access to the street and grounds. Nevertheless, smoke and other factors can cause confusion and reduce visibility so you should be familiar with the location of the fire extinguishers, the major fire exits and the Assembly Point in the event of an evacuation. In the church, the fire extinguisher is located in the left hand vestry room, along with instructions in its use. The fire exits are shown here:



In the meeting room facility the fire extinguisher and a fire blanket are in the kitchen. Both the meeting room and kitchen are fitted with compliant fire exit doors, which open with a single downward movement of a handle. These doors must never be deadlocked by using a key on the inside. The fire exits from the meeting room building are shown here:



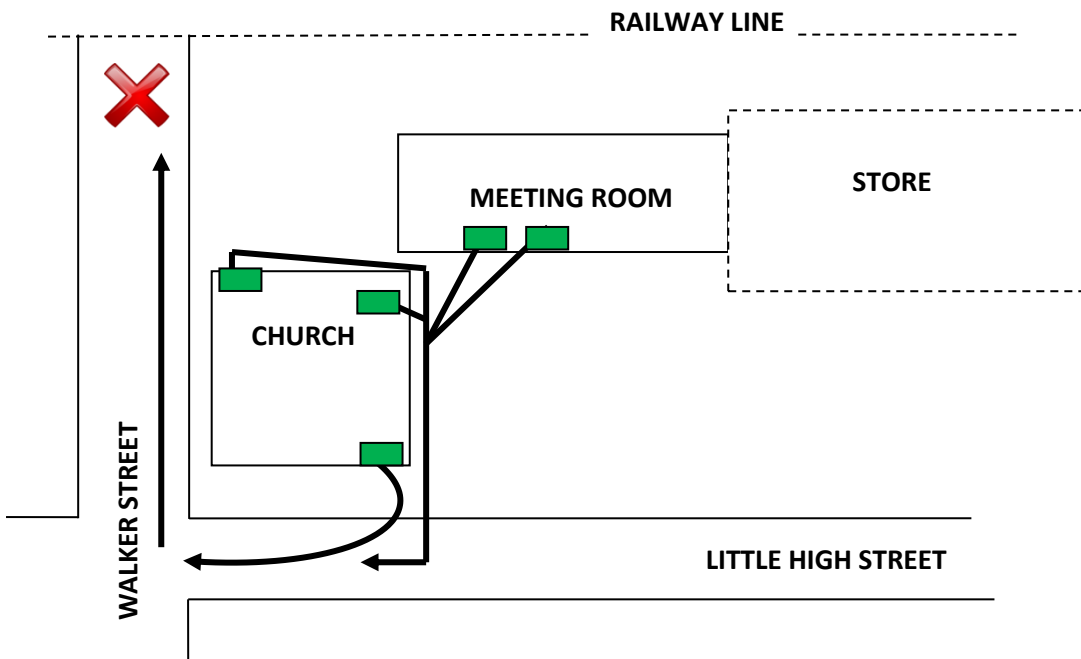
# Assembly point

If directed to evacuate the church or meeting room, follow the directions of the person in authority – the Fire Wardens, the Vicar or churchwarden or the person who has raised the alarm. Remember that an emergency may be caused by events other than fire; for example, a gas leak, an act of terrorism or other threat to personal security.

If directed to evacuate a building:

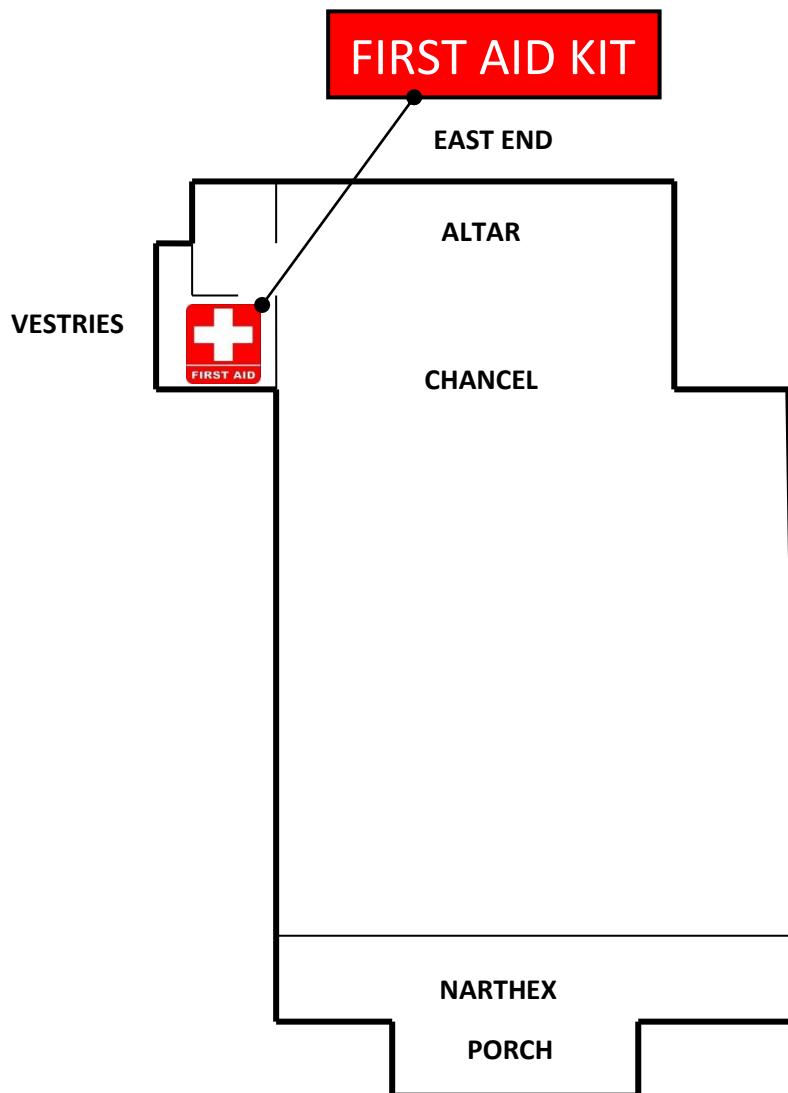
- ✓ Move immediately and calmly to the Assembly Point and wait there until all have been accounted for or until given further instructions.
- ✓ If you are able to help or provide direction to others, for example physically disabled persons or children, please do so.
- ⊘ Do not delay leaving or try to re-enter a building to collect your personal possessions.

The Assembly Point is shown below at 'X'. Leave the church or meeting room by the nearest exit and assemble in Walker Street, next to the railway line. There is no through-traffic there and it is at a safe distance from the church buildings, allowing access for emergency vehicles, police or other services. Remain at the Assembly Point so that everyone can be accounted for. Fire wardens or other leaders will tell you when it is safe to return to the building or to disperse.

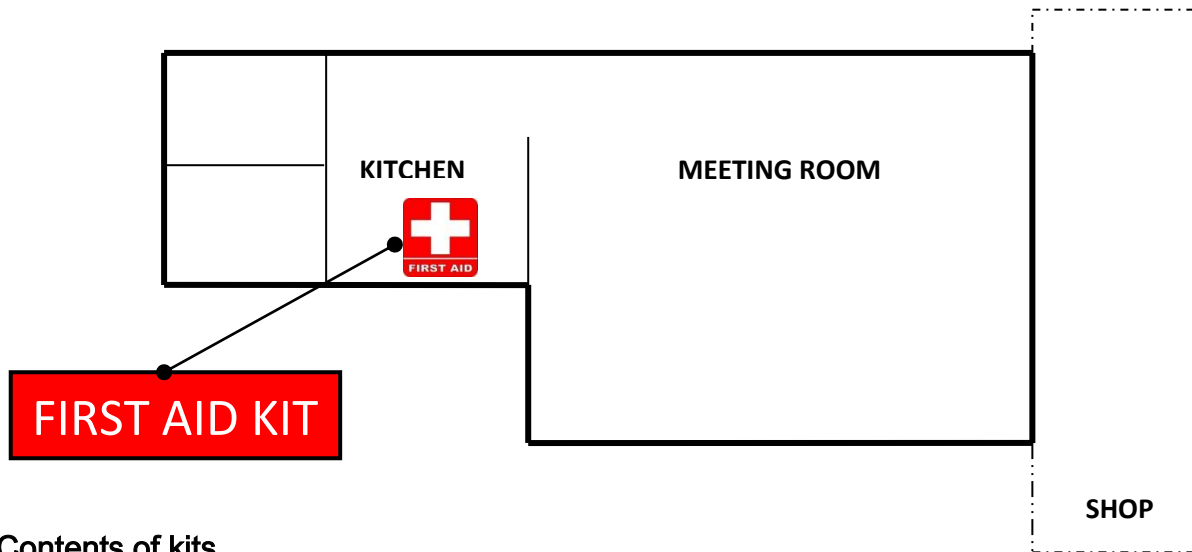


## First Aid kits

For any injury that requires medical treatment, assistance should be sought as soon as possible. For minor injuries, or for temporary protection before getting to a doctor, First Aid kits are located in the left-hand vestry room and in the kitchen of the meeting room building.







### Contents of kits

Basic first aid notes, notebook for recording first aid provided

Disposable gloves

Resuscitation mask

Individually wrapped sterile adhesive dressings

Sterile eye pads, sterile coverings for more serious wounds

Triangular bandages

Safety pins

Small and large sterile unmedicated dressings

Non allergenic tape, crepe bandage

Scissors, tweezers

Sterile saline solution

Plastic bags for disposal

✓ If you are injured or have seen an injury take place, contact a churchwarden or other responsible person immediately and seek suitable first aid.

⊘ Painkilling drugs such as Panadol are not part of the First Aid kit and cannot be dispensed to parishioners.

# Safety of children

Children are an essential part of church life and are warmly welcomed in worship and in other activities. However we have a particular responsibility to ensure that the environment is as safe as we can make it for children of all ages.

## Parent supervision

The main responsibility for children while at church or taking part in activities in the meeting room or grounds remains with their parents. Any formal or informal activity in which children take part is subject to parental approval. During church services, children are under the direct supervision of their parents, except when undertaking formally arranged activities provided in the Narthex or the meeting room, in the care of suitably qualified and cleared voluntary workers.



Parents are asked to ensure that their children are not left unattended in the Narthex during services.

## Dietary risk

Parents must manage any dietary risk faced by their children in terms of anaphylactic reaction to egg, nuts, milk, wheat, sesame seeds or any other allergy. We cannot guarantee that community food will be free of allergens, and you need to monitor your children's food intake.



Parishioners must NOT offer children sweets or any other food without checking with parents.

## 'Child-proof' gates

Child-proof gates are rarely child-proof. However, the rudimentary gate between the porch and the Narthex is intended to create a barrier between mobile toddlers and the exit and street outside. The gate closing off the organ stairs is an essential protection for older children who can climb. Such gates are of no use if adults open them and then leave them open.



Adults who open the gate to the Narthex MUST leave it securely fastened behind them, whether there are children in attendance or not.



Adults who access the organ loft MUST lock the gate behind them, whether there are children in attendance or not.

## The use of candles

Candlelight is an important part of church tradition and plays a significant role in particular seasons and festivals, such as Easter, Advent, Christmas and Candlemas.

- ✓ Children may light, handle, carry and extinguish candles under supervision and with the consent of parents, using correct equipment such as a taper holder or snuffer, and with due care by supervising adults.

## Restricted access

The simplest way of protecting children is in some cases to place a barrier – physical or administrative – between them and known risks. For this reason, the following rules should be supported by parents and observed by all others in the community:



- ⊘ Children under 10 are NOT permitted in the following areas at any time:
  - The shed in the church grounds. It contains toxic chemicals and sharp garden tools, and like all such sheds, harbours insects and spiders.
  - The walk-in storage cupboard under the organ loft stairs. It contains cleaning equipment that may include household cleaning chemicals.
  - The stairs to the organ loft, and the organ loft itself.
  - The area at the rear of the Brotherhood of St Laurence shop, beyond the side gate. This area of the grounds includes a deep ditch on the fenceline shared with No. 10 High Street, protected only by a pool fence barrier.
- ⊘ Children under 10 are NOT permitted in the following areas except when under parental or other authorised adult supervision:
  - The vestry rooms attached to the Chancel. These contain low grade tap water, matches and other minor hazards.
  - The kitchen attached to the meeting room. This contains ordinary kitchen hazards such as hot water, knives and cooking appliances, but without the familiarity children have with their kitchens at home.

## Fans, electrical equipment and installations



Occasionally freestanding fans, candle stands and installations such as the Christmas Crib are temporarily located in the church. These are placed with due care, but parents are asked to stay alert to children's movement near and around these.

## In the grounds

Local parking restrictions mean that a limited number of cars are accommodated in the grounds, to make it easier for clergy and a few others to park on Sundays.

-  Those who park in the grounds must check carefully that the area is clear of children before reversing or driving out through the main gate. If any children are present please ask another adult to watch while you manoeuvre your vehicle in the grounds. Parents must stay alert to the whereabouts of their children in the grounds while there is movement of cars before or after services.
-  The enclosure of the grounds on the Walker Street side (the fence on this side has no gate) is intended to create a safe place for children free of cars or other hazards. Ball games or other outdoor activity should be restricted to this area.

## Prohibited activity

-  Children under 15 are NOT permitted to operate power equipment in the church grounds, even under adult or parental supervision.
-  Unless under the supervision of the authorised adult rostered to ring the church bell, children under 15 are NOT permitted to ring the bell.

## Work practices, behaviour and relationships with children

The church has a particular duty of care towards children in their relationships with clergy and with voluntary or paid church workers. All clergy and all lay people with official roles in the church (such as members of the Parish Council or local vestries) are required to undertake police checks. Anyone occupying a child-related or community role, office or position, is also required to hold a Working With Children Check.

The Anglican Diocese of Melbourne has issued both a Child Safe Policy and Code of Conduct for Child Safety. This covers in detail the behaviours that church workers must and must not engage in. It also provides guidelines on acceptable and unacceptable behaviours and on electronic communication with children and young people. Each church worker is required to be familiar with the Code of Conduct and sign a commitment to it.

Personal behaviour and the practice of pastoral ministry by clergy and church workers is also governed by *Faithfulness in Service*, a national code adopted by the General Synod of the Anglican Church of Australia.



*Faithfulness in Service*, the *Child Safe Policy* and the *Code of Conduct* contain detailed guidelines for the conduct of activities and relationships involving children. Copies of these documents are available on request from the Child Safe Officer or any of the churchwardens.

## Personal security

We do not believe the church or meeting room to be subject to unusual threat or risk associated with people. However, all paid staff and volunteers should avoid working alone in these buildings.

During church services we are unable to guarantee the security of valuables left in pews, but a parishioner will have the role of monitoring the back of the church for any potential threat to people or property. They take their communion first; please allow time for them to return to their seats before leaving anything unattended in the rear pews.





If you are at the site alone, for example during organ practice, ensure that external doors are secure and if practicable have a mobile phone with you in case you need to call for assistance because of illness, accident or personal threat.



Fire exits may be bolted or otherwise secured, but must NOT be deadlocked with a key.

## Hygiene at the Eucharist

It is impossible for a weak virus, such as HIV, to be communicated through the use of a shared chalice at communion, but it is possible for some influenza viruses and hepatitis to be passed on. Some people prefer not to use the shared chalice when they have a cold or if they have an immunosuppressive illness. It is the clear teaching of the church that the Sacrament is complete by partaking of only one of the elements, the bread or the wine, so it is not necessary to take the wine at all if there is a reason not to do so. Alternatively, some people prefer to 'intinct' – to retain the consecrated bread and then dip it in the wine when the chalice is presented. Unless this is done very carefully, in a way that avoids touching the wine with the fingers, it can involve a higher risk of cross-infection.


-  Clergy and lay administrators at the communion must practise hand hygiene before the communion is administered and use 'purificators' (white cloths) to keep the chalice clean.
-  Parishioners who intend to intinct should clean their hands using the hand sanitiser provided on both sides of the chancel, before approaching the communion rail.


## Steps and stairs

Steps and stairs create a hazard for nearly everyone, but especially for those with joint problems or impaired balance.

### **Stairs to the organ loft**

The stairs to the loft are steep with shallow treads, and are not suitable for anyone with physical impairment or poor balance. An additional handrail has been provided, but movement on these stairs and access to the loft should be kept to a minimum. Any authorised people who cannot use the stairs safely should avoid them. During the time when our pipe organ is out of action there should be little reason for using the loft.

 Use of the stairs to the loft is RESTRICTED to organists and other authorised voluntary or paid workers, such as psalm cantors and the organ curator. Organists and others are asked to limit their use of the stairs to movement necessary for cleaning and for the conduct of services.

 These stairs are CLOSED to other adults and to all children.

### **Organ loft**

Organists and other authorised people should exercise care in the organ loft. The floor has been rebuilt, a hazardous step modified, and a handrail provided for the organist. However, when singing in the loft psalm cantors should remain on the lower level of the loft floor, not the higher organ platform, to ensure that the balustrade is at an adequate height for their protection.

### **Chancel steps**

To approach the communion rail, parishioners must negotiate two carpeted steps to the Chancel. Clergy, readers and intercessors must also use these steps. A handrail has been provided to the left of the lectern, and all who need some assistance are encouraged to use this.

If it is too difficult for you to manage the steps, we encourage you to take communion in your pew. Please speak to the sideperson on duty or to Betty Reay or any other person present, if you would like to receive the Sacrament without climbing the steps. It is no trouble for us to do this, and all are present at the Eucharistic table regardless of where they take communion in the church.

For those who wish to approach the communion rail with assistance, sidepersons and others are ready to assist you.

### **Narthex steps**

Entering and leaving the church via the Narthex involves using vinyl covered steps. Handrails are provided on both sides and we encourage parishioners to use these. Sidepersons or others offering to assist please follow the basic rules of assisting those with impaired mobility: never touch or take control of a walking frame or other mobility aid – this destabilises the user and takes away their control of their balance.

The non-slip edge of the steps is inspected regularly. The vinyl flooring is not slippery when wet; however, parishioners are asked to exercise particular care during wet weather. At least three known incidents of trips or falls have occurred from these steps, although no major injury has resulted.

### **Meeting room and other external steps**

All other steps are provided with handrails, non-slip edges in the concrete, and paint or high visibility tape. Parishioners are asked to use care in going up and down these steps and to use handrails where they are provided.

The meeting room steps may be avoided by entering through the kitchen, which involves only one low step. This provides good access for prams, walking frames and other mobility aids, so please seek access by this route if it is easier for you.

If needed, a ramp can be provided to make access through the kitchen easier. Please talk to Betty Reay or another churchwarden if wheelchair access is needed.

## **Uneven floor surfaces**

The church floor is currently uneven in places and there are areas where the timber floor is compromised or carpet is torn or poorly joined. Areas of improvement and floor covering replacement have been identified in our plan, but in the interim we ask parishioners to treat any marked area of carpet or linoleum with caution.

We are endeavouring to remove any cord hazards by progressively installing new power points but in the interim we ask parishioners to be careful in any area where a cord is temporarily taped to a floor.





The kitchen floor covering has been replaced by high quality non-slip vinyl floor covering with heat-sealed joins. However, parishioners should still exercise care if there is spillage or when floor washing is in progress.

## **Lifting and carrying**

The ordinary activities of the church community do not involve major lifting tasks, but parishioners are asked to exercise care in any work involving the movement of furniture, setting up of equipment, or lifting and carrying any heavy objects.




The risks of lifting and manual handling are not always obvious. It can be more dangerous, for example, to carry 20 kilos of feathers than 20 kilos of gold. This is because anything small that can be carried against the chest is safer in ergonomic terms than something in a big box that requires you to stretch out your arms and take the weight in your lower back, even if the weight is the same.

-  Parishioners should place sensible limits on what they attempt to lift and carry and should use correct lifting techniques involving bending of the knees and holding weight high and close to the body. Please comply with any guideline given by a churchwarden or other person in helping to lift and move furniture or fixtures.
-  Do not carry more than two chairs at a time between the meeting room and the church, or within the church.
-  Do not lift and carry anything which you think it is not safe for *you personally* to lift. An alternative method of moving equipment can always be found.
-  Do not lift and carry the tea urn in the meeting room with the tap turned towards your body. The urn should only be lifted when it is empty or near empty, and it should be carried against the chest and with the tap turned outwards.

## Use of ladders

The Diocese has particular concerns about the use of ladders in parishes and regards this as one of the most serious areas of risk.

All Saints seeks to restrict the use of ladders to qualified and insured tradespeople and to limit the occasions on which ladders of any height are used. Ladders are now stored in inaccessible areas and their condition is regularly inspected.

-  Do not use any ladder without first consulting a churchwarden and arranging that safe work practices are observed. The Diocese has standards in place for working safely with ladders in churches.

Contractors may have insurance and specialised equipment for working at heights. Churchwardens must ensure that contractors have safe practices and equipment in place for working at heights, when they are engaged to work in the church.



*Falls Prevention – Using ladders in the parish* contains guidelines on risk assessment for using ladders and for working at heights above two metres. A copy of this document is available on request or from the health and safety section of the Diocesan website.

## Chemicals handling and storage

We do not believe that the church, meeting room or garden shed pose major chemical hazards but we expect parents and parishioners to exercise reasonable care in areas where toxic chemicals may be stored. In particular household cleaning chemicals, liquid gas and fuel for garden equipment must be stored in locked areas which are not accessible to children. Paint must be stored safely in line with the manufacturer's instructions and disposed of appropriately.



Do NOT use the tap water in the right hand vestry room for drinking. We believe it is suitable only for flowers and have provided signage to this effect.

## Overhead storage

Untidy or uncontrolled overhead storage is hazardous to adults and children. Over time we intend to reduce the amount of accumulated stored materials on the tops of cupboards or on high shelves. In the interim:



Cupboards in the vestry rooms are not available for any extra storage. Nothing may be stored on top of the freestanding records cabinet in the left hand vestry room.




Nothing can be left or stored in vestry rooms, the kitchen or the meeting room, the organ loft, the shed or the cleaning cupboard, except by consultation with the churchwardens, who are responsible for the good order of the church and other buildings.

## In the grounds








The garden shed contains tools and equipment for maintenance of the grounds and garden beds.

In general garden maintenance, weeding, planting and mowing, should be carried out under supervision and leadership to ensure that participants work in safe working conditions.

-  Children are NOT permitted in the garden shed at any time (See Safety of Children section).


### Use of the motor mower, line trimmer and hedge trimmer

All Saints owns a petrol driven motor mower and line trimmer. No motor mower is safe if operated without training or information about the fuel-handling and operational safety procedures required.

-  The mower and line trimmer fuel must be stored in locked areas to which children have no access.
-  All power equipment must be returned to the locked garden shed after use.
-  The garden power tools may not be operated while any children under ten years are present in the grounds or the meeting room.
-  The garden power tools may not be used by any person who has not been trained in safe working practices as outlined by the manufacturer.
-  The garden tools may not be operated by any person who is not wearing appropriate protective equipment including eye protection, body protection (by being fully clothed), and foot protection in the form of leather or other sturdy shoes.
-  Painting or similar activity using solvents may not be carried out without the use of personal protection against fumes, such as a paint respirator.
-  Children are NOT permitted to operate any power equipment, even under supervision (See Safety of children section).

## Barbeque gas


Gas for the All Saints barbeque is stored in the garden shed. The barbeque may only be set up and used by someone who has received training in the use of barbeque gas.

-  Children are NOT permitted to help with the set up of barbeque equipment involving the connection of gas.

## Weeding and planting

Spiders, caterpillars, insects and bacterial hazards reside in soil and on plants, so gardening gloves should be worn and appropriate footwear should be used. Hats and other forms of sun protection should also be used.




-  Any person taking part in gardening activity in the church grounds should use appropriate personal protection.

## Peppercorn trees

The peppercorn trees in the grounds may drop foliage or peppercorns on parked cars, so car owners park their vehicles at their own risk. However, any evidence of risk from dried limbs breaking or dropping should be reported. Protracted drought weakens the internal structure of trees and makes them more prone to drop limbs during periods of high winds. One incident of dropped limbs was recorded in 2013. Fortunately this did not affect any vehicles or people.

The peppercorn trees were inspected for general health by a qualified arborist in mid 2018 and were treated extensively to reduce risk. They will be inspected regularly for any weakness or signs of disease.

-  Please report anything about the trees which you believe indicates any risk of damage or injury from broken or falling limbs.

-  Children and adults are NOT permitted to climb on the peppercorn trees.

## In the kitchen and meeting room

The kitchen and meeting room present some minor hazards which church users and hirers should be aware of:

- The tea towel rack is at eye-height for some people when it is turned outwards from the wall.
- In recent years a broom left on the floor caused an incident with potentially serious consequences.
- Some kitchen users use the tea towels for hand washing and drying. This is unhygienic.
- Some parishioners are in the habit of taking hot water from the urn and standing close to the tap, unaware that other users are trying to reach the urn or that children are moving around them close to the boiling water tap. This is dangerous to themselves and others.
- Locking the kitchen fire exit door with an inside key is a fire hazard.

Taking these circumstances into account:

- ✓ The tea towel rack should be laid flat against the wall.
- ✓ Brooms and mops are a tripping hazard and must be returned to the storage rack in the corner when not in use.
- ✓ Signage directs users away from drying their hands on tea towels. A paper towel roll is provided for this purpose.
- ✓ The hot water urn has been set back from the edge of the bench and placed on a platform to allow for safer dispensing of near-boiling water.
- ✗ Please do NOT congregate near the hot water urn when you have used it, but move well away to ensure safe access to the urn by others and to reduce the risk of injury to yourself and others.
- ✗ Do not use a key to lock the kitchen fire exit door on the inside. The door furniture includes a button that locks the door without impeding exit from within. The door may only be locked with the key from the outside, when you are leaving.

# Asbestos

Like all sites of a certain age, various parts of the All Saints buildings contain asbestos. However, please be assured that all parts of the site have been audited for asbestos content, most recently in 2019. Asbestos is only dangerous when it is friable (when it crumbles and turns into dust, which can be breathed). If sealed, stable and painted over, as is the case in many instances, building materials containing asbestos are quite safe unless disturbed by renovation.

During renovation any asbestos will be removed and disposed of by correct procedures so that no one is exposed to risk. Asbestos has been identified in the construction materials used for the men's and women's toilets. Much of the asbestos in the vicarage was identified and removed in 2010. Asbestos in the rear of the Brotherhood Shop was identified and removed in 2016.



All Saints maintains an *Asbestos Register* developed by an external specialist and updated regularly by the Diocese. The register is available for inspection on request.

## Electrical switchboards and appliances

All appliances are subject to an annual testing and tagging regime, required by the Diocese. Any defective appliances are decommissioned, discarded and replaced by new purchases.

Electrical switchboards have recently been replaced, in the meeting room, the shop and the church.

If you notice anything that might constitute an electrical hazard, please report it.



Double adapters or powerboards may NOT be plugged into the power points on the north and south sides of the nave. This is a hazard to children and adults, as adaptors can easily be partially dislodged while maintaining the electrical current.



The All Saints *Testing and Tagging report* must be submitted to the Diocese on a triennial basis. Testing and tagging was last conducted in 2019.



The *Essential Services Report* and Certificate must be made available to the Metropolitan Fire Board on request.

## Gas heating appliances

The gas heaters in the church are regularly checked and maintained.

- ✓ As an additional precaution, the gas supply to wall heaters is turned OFF after services in order to ensure that gas leaks cannot occur during the week through a faulty pilot light.
- ✓ If you notice a smell of gas or any other indication that there may be a leak, please report this to a responsible person immediately or, if this is impracticable, take action to report a possible gas emergency.

## Bins and rubbish disposal

Full wheeled bins pose a hazard for anyone with poor balance or muscular weakness and are a common cause of injury to older people, especially on uneven ground.

- ✓ Bins may only be put out by physically fit people using the concrete paths through the grounds to the street.
- ✓ Broken glass or ceramic materials must be securely wrapped and disposed of in the garbage bin, not the recycle, for the safety of persons handling the recycle bin and the Council workers collecting it.

## Making a complaint

The Diocese of Melbourne sees issues affecting the wellbeing of parishioners as part of the health and safety of the community. If you have a concern about misconduct by a person in the position of priest or any other significant role you may wish to make a complaint. If so, please contact Kooyoora, the independent professional standards company authorised by the Diocese, on 1800 135 246, or visit their website at [www.kooyoora.org.au](http://www.kooyoora.org.au)

Each parish is required to have a Child Safe Officer to speak to if you have any questions or concerns about child safety. Details of the current Child Safe Officer are included in the Child Safe Policy, available in the Narthex, and as listed in the *Weekly News*.



For information about making a complaint you are referred to <https://www.kooyoora.org.au/client-institutions/Anglican-diocese-of-melbourne/complaints/>

## Resources

The following documents are all part of the risk assessment and mitigation process at All Saints. A copy of any of these documents is available on request.



The *All Saints Health and Safety Plan* is a monitoring tool for the use of the Vestry. It provides an overview of the regulatory requirements with which our work must comply and the actions authorised by the Vestry.



The *All Saints Hazard Register* is updated regularly, It outlines all the hazards identified on the All Saints site and the actions to be taken to mitigate the risk of injury.



The *All Saints Asbestos Register* was created following audit by a specialist consultant. It identifies the presence of asbestos and sets out requirements for handling it during renovation. Asbestos audit must be conducted periodically. The most recent audit was in 2019.



The *All Saints Incident Register* records any events that lead to injury or nearly led to injury. Any serious incidents must be reported to the Diocese. The *Incident Report Form* is provided for this purpose.



The *All Saints Testing and Tagging report* must be submitted to the Diocese on a triennial basis. Testing and tagging was last carried out in 2019.



*Faithfulness in Service*, the *Child Safe Policy* and the *Code of Conduct* contain detailed guidelines for the conduct of activities and relationships involving children.  
[http://www.melbourneanglican.org.au/mission/theologicaleducation/Documents/Faithfulness-in-Service,-Anglican-Church-of-Australia-National-Code-\(10.4.2017\).pdf](http://www.melbourneanglican.org.au/mission/theologicaleducation/Documents/Faithfulness-in-Service,-Anglican-Church-of-Australia-National-Code-(10.4.2017).pdf)



For information about making a complaint to do with conduct, refer to the Kooyoora website at <https://www.kooyoora.org.au/client-institutions/anglican-diocese-of-melbourne/complaints/>



The *Essential Services Report* and Certificate, is retained in the church and must be made available to the Metropolitan Fire Board on request.



*Falls Prevention – Using ladders in the parish* contains guidelines on risk assessment for using ladders and for working at heights above two metres. A copy of this document is available from the health and safety section of the Diocesan website.



The *Safety Inspection Report 2013* was the initial basis of the risk assessment and mitigation process for All Saints.