

SAFETY INDUCTION CHECKLIST FOR THE HIRE OR CASUAL USE OF A PARISH FACILITY

Facility..... Hirer..... Date of Hire.....

Induction Item		TICK	COMMENTS
General			
1.	Has there been an agreement on a location where the buildings and/or properties keys will be picked up and dropped off?		
2.	Has access to the property with regards to gates and doors been explained?		
3.	If the Building has a Security System – have you been shown how to arm and disarm the system?		
4.	Have you been shown the controls/switches for all the internal and external lighting, fans and air conditioners?		
5.	Have you been shown how to access the electrical board in case a circuit breaker trips?		
Emergency Management Plan (EMP)			
6.	Have you been shown where the Emergency Management Plan is located?		
7.	Has the information contained within the Emergency Management Plan been explained to you adequately so that you have an understanding of what to do in an emergency?		
8.	Have you been shown where the emergency Assembly Area/ Muster Point is located?		
9.	Have you been provided with a copy of the emergency contact numbers?		
10.	Have you been shown where all the Fire Appliances are located?		
First Aid Kits			
10.	Have you been shown where the First Aid kit is located?		
11.	Have you been shown where the First Aid Register is located and when/how to use it?		
12.	Have you been shown where is the incident report book is located and when/how to use it?		
Hazards			
13.	Have you been shown how to operate all potentially hazardous equipment such as hot water urns, electrical equipment, cooking equipment.		
14.	Have identified hazards been pointed out and the associated risk management been explained?		

I agree that I have been shown and explained all items in the above list, and understand my responsibilities regarding the above.

Signed on Behalf of the Parish	Signed on Behalf of the Hirer	Date
..... Name Name	
..... Signature Signature	