

Health and Safety at All Saints



Guidelines for the church community and other users of facilities
at All Saints Northcote

Version 7.0.3 Last updated: January 2024

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

Brad Miles

First Aid kit

Kevin Wheeler

Fire wardens

Fr Ken Cahill, Arnaud Gallois, Alma Ryrie-Jones

Security during church services

Cantors as scheduled

Family Safety Champions

Roberta Stead, Chris Peterson

Child Safety Officer

Laura Tsakmakis

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 a hazard or an incident leading to injury

Report anything you think represents a hazard, or which causes an incident. 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.

CONTENTS

If there is an emergency	1
If there is an evacuation	3
First Aid kits	4
Safety of children	6
Personal security	9
Hygiene at the Eucharist	10
Steps and stairs	10
Uneven floor surfaces	12
Lifting and carrying	12
Use of ladders	13
Chemicals handling and storage	13
Overhead storage	13
In the grounds	14
In the kitchen and meeting room	16
Asbestos	17
Electrical switchboards and appliances	17
Gas heating appliances	18
Bins and rubbish disposal	18
Making a complaint	18
Resources	20

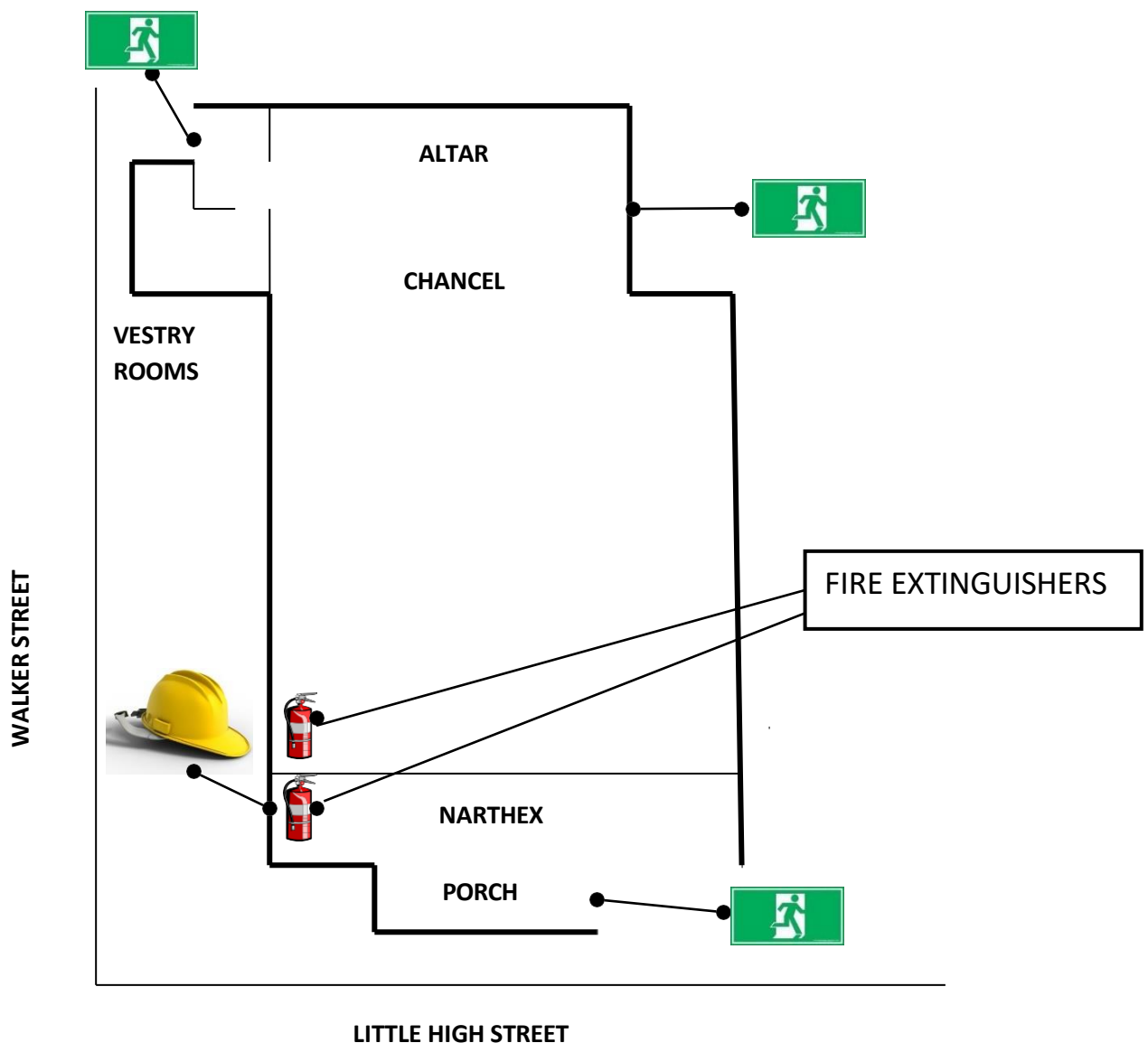
COVID safety

The World Health Organisation has declared an end to the COVID-19 pandemic. The Diocese of Melbourne has removed the range of safety measures applied through 2020–2022. Mask wearing is optional, and there are no restrictions on gatherings. However, we continue to encourage regular hand hygiene and other measures to prevent the spread of influenza and COVID-19.

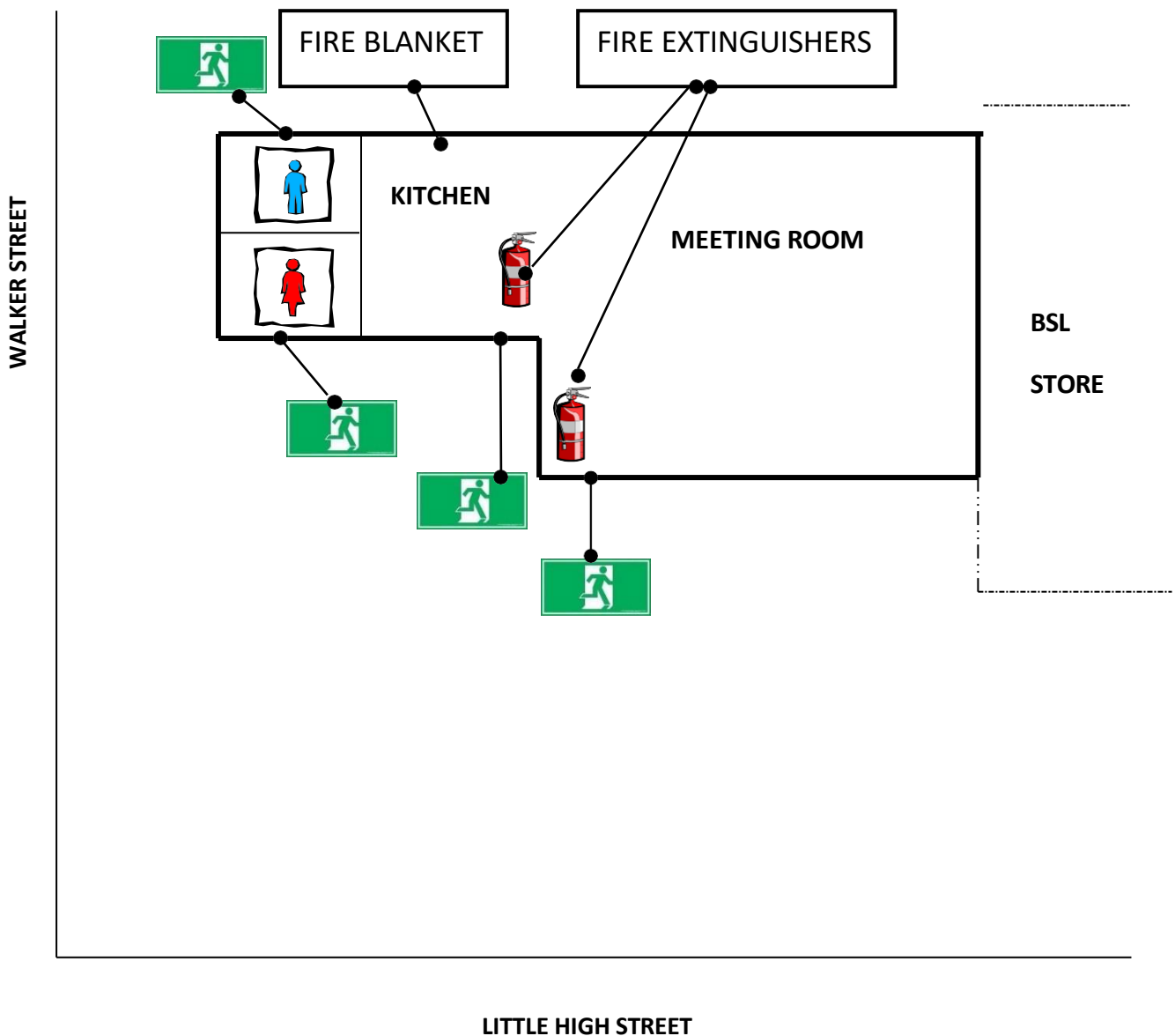
If there is an emergency

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. Emergency evacuation diagrams are provided at all exits.

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 extinguishers are located beside the piano and in the front porch, along with instructions in their use. The fire exits are shown here:



In the meeting room facility there is a fire extinguisher and a fire blanket in the kitchen, and a second fire extinguisher in the meeting room near the entrance door. Both the meeting room and kitchen are fitted with compliant fire exit doors, which open outwards with a single downward movement of a handle. These doors must never be deadlocked on the inside by using a key in the inside lock. They are to be locked only by pressing the button above the handle, stepping out and closing the door from the outside. The fire exits from the meeting room building are shown here:



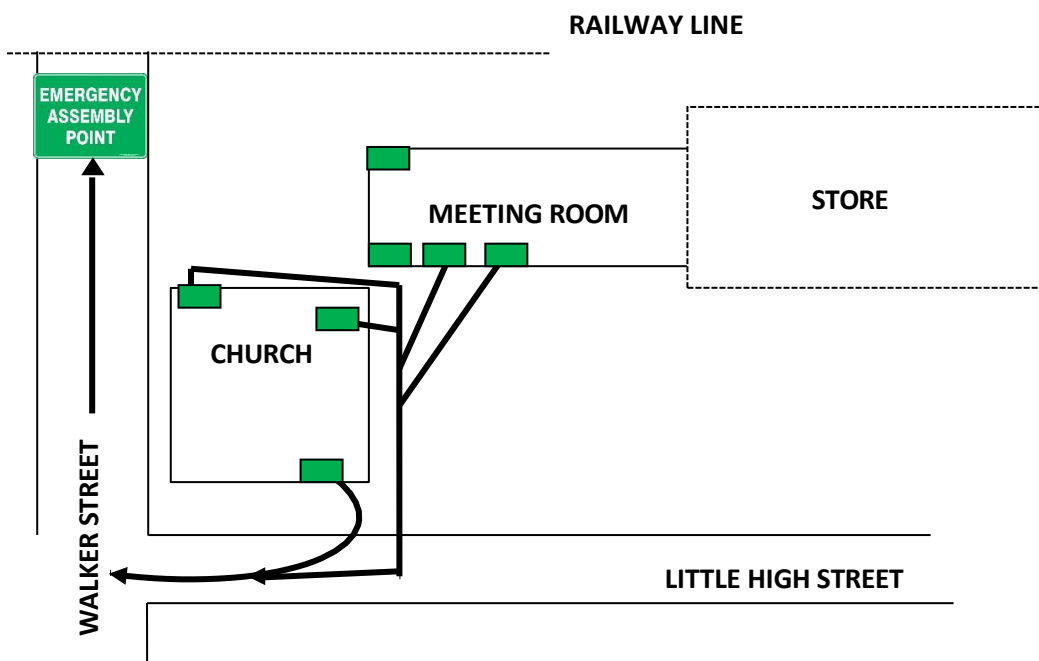
If there is an evacuation

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:

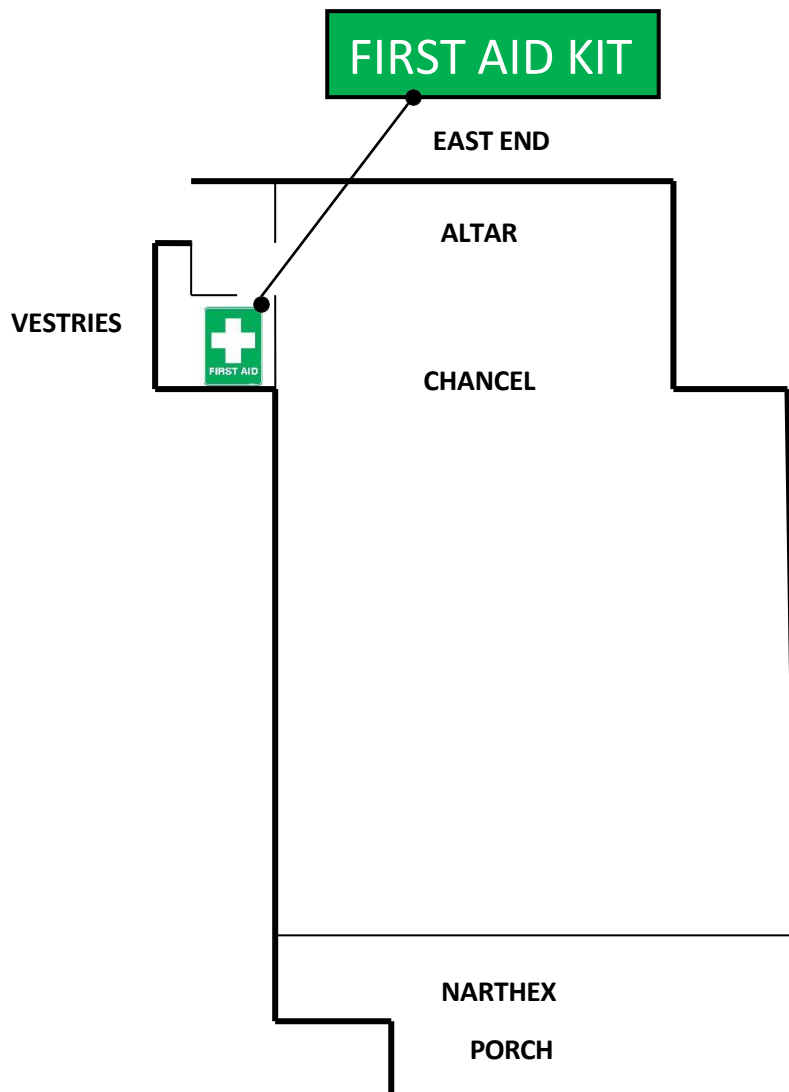
- ✓ Move immediately and calmly to the Assembly Point and wait there until all have been accounted for or until given further instructions.
- ✓ If you are able to help or provide direction to others, for example physically disabled persons or children, please do so.
- ⊘ Do not delay leaving or try to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

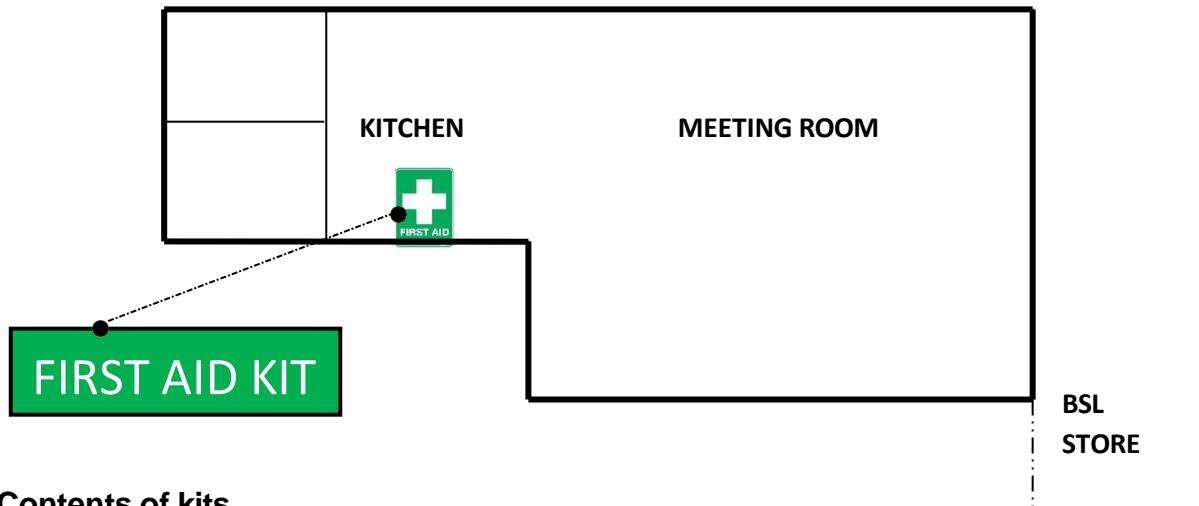
The Assembly Point is shown below. Leave the church or meeting room by the nearest exit and assemble in Walker Street, next to the railway line. There is no through-traffic there and it is at a safe distance from the church buildings, allowing access for emergency vehicles, police or other services. 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 any 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 allergic reaction to gluten, egg, nuts, milk, sesame seeds or any other foods. We cannot guarantee that community food will be free of allergens, so you need to monitor your children's food intake. However, those who provide refreshments will try to avoid serving known allergens – please advise church leaders of known risk.



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 approved to 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 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 5 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 car, truck or other vehicle may be in the grounds.

-  Anyone who parks in the grounds must check carefully that the area is clear of children before driving in or reversing out. 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 lay people with official roles in the church must be appropriately cleared for their role, according to Diocesan guidelines. Clearances include Police Checks and Working With Children Checks, depending on the role. Training in safe ministry and child safe practice is mandatory for all who have a voluntary role.

The Anglican Diocese of Melbourne has issued both a Safe Ministry Policy (2021) and a Code of Conduct for Child Safety (2021) as well as Guidelines for Child Safety (2021). 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.

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 (updated 2021).



Faithfulness in Service (2021), the *Guidelines for Child Safety* (2021) and the *Code of Conduct for Child Safety* (2021) contain detailed guidelines for the conduct of activities and relationships involving children. Copies of these documents are available on request from the Child Safety Officer. Information can be accessed at the following links:

<https://www.melbourneanglican.org.au/making-your-parish-child-safe/>

<https://www.melbourneanglican.org.au/governance/professional-standards/safe-ministry-training/>

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 nominated parishioners have the role of monitoring the back of the church for any potential threat to people or property.




If you are at the site alone, for example during organ practice, cleaning or Sacristy duties, 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.

Safety at the Eucharist

It is possible for some viruses and hepatitis to be passed on through use of the shared communion cup. Some people prefer not to drink from the shared chalice when they have a cold or if they have an immunosuppressive illness. It is the teaching of the church that the Sacrament is complete by partaking of only the bread, so it is not necessary to take the wine at all if there is a reason not to do so.

 Clergy and lay administrators at the communion practise hand hygiene before the communion is administered and use 'purificators' (white cloths) to keep the chalice clean.

 If consuming a wafer made with gluten is a risk for you, please request a gluten-free wafer.

 'Intinction', or dipping the bread in the wine, is not permitted.

Steps and stairs

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

Entrance steps

Entering and leaving the church via the Narthex involves using 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 impairs their ability to balance.

The steps are inspected regularly and recent carpeting has made the surface non-slip. Parishioners are still asked to exercise particular care during wet weather and to watch their step at the entrance and on these steps..


Access ramp in the porch


Welcomers are asked to help people avoid any risk of tripping on the edge of the fitted ramp in the porch as they enter or leave. The ramp is principally there to assist wheelchair entry but can pose a hazard unless entry is supervised.

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 use of these stairs 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 the organ curator, cleaners and any other authorised workers. Organists and others are asked to limit their use of the stairs to movement necessary for cleaning, maintenance and 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 loft. The floor has been rebuilt, a hazardous step modified, and a handrail provided for the organist. However, if singing from the loft singers 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.

Communion at the high altar

If approaching the high altar 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. Sidepersons are also ready to assist you.

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

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 wheelchair access through the kitchen easier.

Uneven floor surfaces

Work to remove uneven floor and carpet surfaces, including repair of compromised timbers, has been carried out. Parishioners should continue to report any unevenness or instability in floor surfaces.

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 empty or near empty, and it should be carried against the chest, 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 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 arrangement 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 setting 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. 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.

The peppercorn trees were inspected for general health by a qualified arborist in 2020 and were treated extensively to reduce risk. They are 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.
- A broom left on the floor has 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 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 from outside but still allows exit from within.

Safe food handling

Those who prepare and serve food from the kitchen should maintain high standards of food handling, including frequent handwashing, serving food using tongs or other implements, storing and heating food in accordance with instructions. Ingredient information should be retained to check for possible allergy risk. Gluten free options should be provided, but handled and served separately from other foods.

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 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 is 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 adapters 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 2022 and is due again in 2025.



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 turn off the gas at the meter on the north side of the church, and 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 able 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 <https://www.kooyoora.org.au>

Each parish is required to have a Child Safety Officer to speak to if you have any questions or concerns about child safety. The name of the current parish Child Safety Officer is in the *Weekly News*.

The Diocese also has a program that provides training in Preventing Violence Against Women. This includes establishing parish Family Safety Champions, who undergo training and have access to resources to assist those who may be dealing with family violence and may need referral to services. The current parish Family Safety Champions are 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. It provides an overview of the regulatory requirements with which our work must comply and the actions authorised by the Parish Council.



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 2020.



The *All Saints Incident Register* records any events that led, or nearly led, to injury. Any serious incidents must be reported to the Diocese. The *Incident/Accident 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 2022.



Faithfulness in Service (2021), the *Guidelines for Child Safety (2021)* and the *Code of Conduct for Child Safety (2021)* contain detailed guidelines for the conduct of activities and relationships involving children. Copies of these documents are available on request from the Child Safety Officer or via the following links:

<https://www.melbourneanglican.org.au/making-your-parish-child-safe/>

<https://www.melbourneanglican.org.au/governance/professional-standards/safe-ministry-training/>



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.