



# Health and Safety

for congregations

## *Severe weather event*

### **Before a storm during operational hours**

- Call 000 if emergency services are needed and follow advice.
- Report the emergency immediately to the Church Council.
- Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
- Disconnect electrical equipment – cover and/or move this equipment away from windows.
- Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Use boards and sandbags if required.
- Instigate a lockdown.

### **Forecast imminent event (e.g. cyclone, floods)**

- If there are weather warnings and the church will be impacted by a severe weather event, contact the Church Council to determine if the church should be temporarily closed.
- Contact anyone expected at the church to advise of closure e.g. cleaners, gardeners, hall hires
- After the event, determine if the site is safe to re-open.
- Maintenance may need to be performed before re-opening to ensure the site is safe.