



## Electrical Safety – Proposed Diocesan Guidelines for Parishes and Ministry Units

Following engagement with the Diocesan Insurer and Worksafe NZ we have determined that while electrical/appliance safety should form part of Diocesan health and safety and risk processes there is no legal requirement to undertake annual tag and test inspections.

The following guidelines are based on this advice and seek to balance ensuring the safety of people using equipment in Church premises with the financial burden of a regular test and tag regime.

Our recommended process for all Parishes / Ministry Units is as follows:

1. Each Parish or Ministry Unit should conduct a one-off initial Testing and Tagging process performed by a qualified professional complexes. Only equipment which is plugged into the wall needs to be tested with a focus on office and kitchen equipment. A copy of this process can be requested from the Tester for future use.

The rationale for this initial test and tag process is because there are many parishes with ancient appliances – some possibly unused. Parishes are encouraged to have a ‘spring clean’, get what they want to keep checked and then implement Nos. 2 and 3 below on an ongoing basis.

2. A yearly check by a nominated Parish representative for e.g. the Health and Safety Officer or Maintenance Officer is carried out on all equipment. This can be a visual check looking for cracks, wear and tear or other damage, it does not need to be provided by an external qualified professional.
3. An optional 5 yearly check by a qualified Testing and Tagging professional.



**The Anglican Church**

in Aotearoa, New Zealand and Polynesia

Te Hāhi Mihinare ki Aotearoa, ki Niu Tirenī, ki Ngā Moutere o te Moana Nui a Kiwa