

Baptism Safety Procedure Checklist

Two people to carry out this procedure. Follow and tick-off the checklist

1.	Turn the red cut-off switch OFF (anticlockwise) in the electrical corner cupboard.	
2.	Use red key to unlock red padlock and put through locking holes on cut-off switch and lock it.	
3.	Remove baptismal pool floor tiles from back left to back right as you look at the pulpit. Note numbers are in sequential order on the back of the tiles	
4.	Remove baptismal pool covers using at least two people for the large covers and using safe lifting techniques	
5.	Store covers safely (in corridor) leaving emergency access past them	
6.	Put drain plug in pool	
7.	Remove warning "lock-off" A-Board from baptistry and put in electrical cupboard	
8.	Put warning A-Boards and tape around the baptistry	
9.	Use blue key 1 to unlock the cold tap in electrical cupboard	
10.	Use blue key 2 to unlock the hot tap in disabled toilet.	
11.	Fill baptistry to the required height and temperature and turn off the taps. See timing notes below.	
12.	Use blue key 2 to lock the hot tap in disabled toilet.	
13.	Use blue key 1 to lock the cold tap in electrical cupboard	
14.	Check that no live electrical equipment is within 3.5m of the pool.	
15.	Position floor towels safely near the baptistry steps and towards the exit doors.	
16.	Remove A boards shortly before service starts	
17.	Baptise believers.	
18.	Remove drain plug	
19.	Wait for pool to empty. (can then be cleaned)	
20.	Replace warning "lock-off" A-Board in pool (from electrical cupboard)	
21.	Check hot tap is locked off	
22.	Check cold tap is locked off	
23.	Replace baptismal pool covers safely	
24.	Use red key to unlock red padlock and remove from electrical cut-off switch	
25.	Replace red padlock to storage next to cold tap	
26.	Turn red electrical cut-off switch ON	
27.	Return keys to key-box and lock it	
28.	Return completed checklist to office to be filed	

Name _____ Signature _____ Date _____