

## Safety and Insurance Self-Inspection Checklist

### ***For Internal Church Purposes Only:***

***The completion of this checklist helps mitigate risk levels and ultimately church premiums.***

This check list should be utilized to evaluate risks for church facilities and activities. This list should be reviewed by custodial staff, trustees and clergy twice a year to maintain a safe environment for members, staff and visitors and help reduce insurance costs.

### **FALL PREVENTION**

Is there adequate lighting in stairwells and hallways? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are public areas, stairways and hallways free from slip and fall hazards? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are warnings posted when floors are newly waxed? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are there sufficient warning cones/signs available? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Do all stairs have hand rails? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are restricted areas kept locked? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are ladders, stools, etc. in safe working order? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are sidewalks and parking lots salted when icy? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Do entrance areas have carpets or runners? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Do sidewalks and other walkways have even surfaces free of trip hazards? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

### **PHYSICAL DAMAGE PREVENTION**

Have trees been inspected to identify weakness or potential for falling? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are stained glass windows protected by plastic covers? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

**THEFT PREVENTION**

- Are computers and sound equipment kept locked up when not in use? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_
- Are offerings kept under supervision at all times? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_
- Are offerings kept either in a substantial safe or night deposited at the bank? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_
- Is there a monitored burglar alarm in place? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_

**MECHANICAL AND ELECTRICAL**

- Are boilers inspected and documented annually? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_
- Is heating and air conditioning equipment inspected and documented annually? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_
- Are elevators inspected annually? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_
- Are heating and electrical rooms kept free of combustibles? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_
- Are surge suppressors installed in all main power panels? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_
- Do all electronic equipment, computers, organs have surge suppressors? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_

**MAINTENANCE AND STORAGE**

- Are hazardous materials, cleaning chemicals etc. marked and secured? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_
- Is eye protection used by persons when indicated? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_
- Is there a system in place for people to report hazards? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_
- Are storage areas free of clutter? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_

**FIRE AND LIGHTNING PROTECTION AND PREVENTION**

Are all hallways lighted and clear? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are exit signs lighted and working? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Is there a monitored fire alarm system in place? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are there appropriate manually actuated fire alarms with alarm bells? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are there adequate ABC fire extinguishers throughout the building? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are there BC fire extinguishers in all kitchen areas? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are all fire extinguishers inspected annually and tagged? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are fire doors in place and kept closed? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Is a film/video inventory of all contents kept off site? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are there guidelines for working when the building is otherwise unoccupied? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

**PROTECTION OF CHILDREN**

Have all persons who work with children had Safe Sanctuaries training? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Has a background check been made for all persons who work with children? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are electrical outlets in nurseries equipped with covers? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are all nursery doors equipped with locks? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are nursery toys clean, in good repair and do not have small parts? Yes \_\_\_ No \_\_\_

Concerns \_\_\_\_\_

Are modern/approved safety gates and playpens used? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_

**WATER DAMAGE**

Are sump pumps in good working order and is there provision for back up? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_

Are heat tapes being used on roofs to prevent water leaks due to ice dams? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_

Are pipes subject to freezing temperatures protected by heat tapes? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_

**TECHNOLOGY**

Are computer systems backed up daily? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_

Are wireless computer networks password protected? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_

Are internet connections filtered to block objectionable content? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_

Are sound levels checked with a meter to insure that hearing is not damaged? Yes \_\_\_ No \_\_\_  
Concerns \_\_\_\_\_

The undersigned have completed this inspection and certify that the above items were checked and concerns noted.

Date:            \_\_\_/\_\_\_/\_\_\_  
Custodian        \_\_\_\_\_  
Trustee            \_\_\_\_\_  
Clergy             \_\_\_\_\_  
Church Name     \_\_\_\_\_  
GCFA Number    \_\_\_\_\_