

# CHURCH SAFETY SELF-INSPECTION FORM



2013



## CHURCH SAFETY SELF-INSPECTION FORM (ABRIDGED)

CHURCH:

DATE:

INSPECTOR:

TITLE:

**NOTE:** The following list of inspection topics provides a form for identifying the “basic” items identified in the *Church Safety and Self-Inspection Guide*. This is by no means a complete list of risk control exposures for a church. Additional exposures are available on the *Church Self-Inspection Form* found in the Prevention section of Adventist Risk Management’s Website at [www.adventistrisk.org](http://www.adventistrisk.org). A “NO” response in the following topics may indicate a need for additional safety/risk management measures.

### ADMINISTRATIVE

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
There is a Church Safety Officer				
Child-abuse prevention program is in place				
Six-month rule utilized with volunteers				
Background check performed on employees and volunteers				
Church Safety committee				
Written safety rules				
Employee and Volunteer health and safety program (training, PPE)				
Accident investigation and reporting				
Self-inspections conducted				
Preventive maintenance program				
Prompt repairs of leaks and deterioration				
Written emergency plan				
Staff, SS teachers, elders, deacons and volunteers know roles in emergency				



## CHURCH PROTECTION

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
Sprinkler systems (if installed) inspected annually				
Multi-purpose extinguisher within 75 feet				
Fire extinguishers visually checked monthly for tampering				
Smoke/heat detectors				
Fire alarm system				
Fire alarm systems tested annually				
Hard-wired carbon monoxide detectors where fossil fuel systems are used				
Lightning protection				
Security system				
Fire and security system monitored by central station				
Dusk-to-dawn perimeter lighting				
Trees/shrubs trimmed (crime prevention)				
Lawnmowers, equipment fuel, and other flammables stored in separate storage shed				
Key/access card inventories maintained				
Keys marked "Do Not Copy"				
Written list with photographic inventory of building contents and valuables.				



## THE CHURCH GROUNDS

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
Parking lot free of potholes, limbs, debris				
Sidewalks in good condition				
Snow and ice removed				
Downspouts do not flow across walkways				
All steps have handrails				
Spaces in railings/balusters less than 4"				
Step railings firmly secured				
Accessible ramps available				
Open sides of steps/platforms protected				
Ramps have guide and upper rails				
Parking lots and sidewalks well lit				
Fences/gates in good condition				
Driveway chain barriers have reflectors				



## ENTER WITHOUT RISK (FALL PREVENTION)

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
Non-slip rugs and mats with tapered edges inside entrances				
No torn or wrinkled carpets, loose or damaged tiles or flooring				
No cords or speaker wires across floors, aisles or doorways				
Wet floor signs used, spills mopped immediately				
Aisles, steps, exit passageways free of boxes, chairs, musical instruments, etc.				
Interior steps and elevation changes have handrails				
Handrails have minimum 1.5 inch clearance between rails and walls				
Handrails secure				



## SAFE IN THE SANCTUARY

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
Aisles clear of cords, podiums, chairs, pianos, candles and other objects				
Exit route maps displayed throughout				
All exit doors unlocked during occupancy				
Exit doors have panic hardware (not chains and locks, deadbolts, etc.				
Exit doors: good condition and function properly				
Exit doors swing in direction of exit travel				
Rooms with 50 or more occupants or over 1000 ft <sup>2</sup> have two exit doors				
Exit doors serving 100 or more have panic hardware (50 or more some jurisdictions)				
Occupancy posted for "Assembly" areas				
Lighted Exit signs throughout				
Emergency lighting installed and operative				
Pews/seating secured and in good repair				
Doors, passageways and stairs that might be mistaken for exits labeled "NO EXIT"				
Dead-end corridors do not exceed 20 feet				
Lighting adequate throughout				
Paper and combustible decorations do not exceed 20% of wall they are on				
Vision panels SS classrooms and offices				
Glass doors/mirrors have designs or etched				



## MOTHERS' ROOM / REST ROOM

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
Electrical outlets within 6 feet of sinks have GFCI				
Mothers' room electrical outlets plugged				
Infant change table pads secured and have lips				
Change table has safety straps				
Signage instructing parents to use safety straps and not leave child unattended				
Cribs in good condition and meet CPSC guidelines				
Spills wiped up immediately				
No hazardous chemicals accessible				



## BAPTISMAL TANKS

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
Microphones and electrical equipment not within reach of baptismal occupants				
Non-slip on steps and bottom				
Handrails provided along baptismal steps				
Overflow drain installed				
Filling process monitored				
Tank drained immediately after use				
Heater turned off/checked after baptism				





## MECHANICAL ROOMS / JANITOR CLOSETS

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
Self-closing fire rated doors				
Locked				
Free of combustibles, flammables and general church storage				
Good housekeeping				
Main switches, shut-off valves and plumbing properly labeled				
General purpose ABC fire extinguisher				
Smoke/heat detection tied to fire alarm system				
Free of poke throughs and other openings				
GFCI on outlets within 6 feet of sinks				
Three feet of clear space in front of electrical panels				
All electric/mechanical equipment and junction boxes covered				
Pinch/nip points on equipment guarded				
Chemicals properly labeled				
Material Safety Data Sheets (MSDS)				
Personal protective equipment (PPE) available and worn, as required for task				



## KITCHENS / FELLOWSHIP HALLS

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
Exits clear and adequately marked				
Occupancy posted				
Exhaust filters, ducts and hood clean				
Stoves with fire suppression serviced semi-annually				
Heat detection provided				
Multi-purpose or Type "K" extinguisher in kitchen				
Hood and duct fire suppression system installed where usage dictates need				
Refrigeration coils, motors and compressors clean				
Kitchens free of grease accumulations				
Foods in refrigerators and freezers covered				
Safety latches on walk in freezers and coolers				
Floors clean and free of spills				
Mops and "caution" signage available				
Tables and chairs in good condition				
Tables and chairs in racks and not stacked against walls				
Adequate aisles maintained between tables and chairs for safe egress				



## ADDITIONAL FINDINGS

DESCRIPTION	RECOMMENDATION

Self-Inspection Completed by: \_\_\_\_\_  
(All participants to sign) \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_