

**Safety and Insurance Self-Inspection Checklist
Upper New York Annual Conference**

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 _____