

Episcopal Safety Program - Survey

DRM :

Diocese of : New Jersey

Church :

Mailing Address:

City, State, Zip:

Physical Address:

Date :

General Risk Survey

1. Does the church maintain a video inventory?

Yes

We recommend that the church maintain a video inventory of church contents and maintain a copy off site.

No

2. Does the church have a crisis management/emergency relocation plan?

Yes

We recommend that the church develop a crisis management/emergency relocation plan and maintain a copy off site

No

3. Does the church have a first aid kit clearly marked and readily available?

Yes

We recommend that the church maintain a clearly marked and readily available first aid kit.

No

Additional Notes:

People/Activities Survey

1) **Does the church have guidelines for referring members to a professional counselor?**

Yes

No We recommend that the church guidelines for referring members to a professional counselor.

2) **Has the church adopted the Diocesan policies and procedures requiring training and background checks for anyone working with children?**

Yes

No We recommend that the church adopt policies and procedures requiring the training and background checks for anyone working with children.

3) **Does the church have guidelines pertaining to when a new member of the church may volunteer?**

Yes

No We recommend that the church develop guidelines pertaining to when a new member may volunteer.

4) **Does the church require Certificates of Insurance / Hold Harmless agreements when outside groups use your property?**

Yes

No We recommend that the church develop guidelines pertaining to when a new member may volunteer.

N/A No outside groups use the property

5) **Does the church require permission slips for youth group outings?**

Yes

No We recommend that the church require permission slips for youth group outings.

N/A No Youth Group

Additional Notes:

Handling Monies/Fiduciary Survey

1) **Are check signing responsibilities divided or belong to one person?**

Yes

No We recommend that the church divide check signing responsibilities between two or more individuals.

2) **Does the church deposit the offering on the same day?**

Yes

No We recommend that the church consider utilizing same day deposit of offerings.

3) **Does the church have screening requirements for money handlers?**

Yes

No We recommend that the church develop screening requirements for all money handlers.

4) **Are checks marked "for deposit only"?**

Yes

No We recommend that the church mark all checks "for deposit only".

5) **Does the church utilize a CPA or other diocesan approved individual(s) to perform an annual audit?**

Yes

No We recommend that the church utilize a CPA or other diocesan approved individual(s) to complete an annual audit.

Additional Notes:

Sanctuary Survey / Walkthrough

1) **Are there any apparent roof hazards?**

- Yes We recommend that the church have the sanctuary roof reviewed by a licensed professional.
- No

2) **Are there any apparent electrical hazards?**

- Yes We recommend that the church have the sanctuary electrical system reviewed by a licensed professional.
- No

3) **Are there any apparent structural hazards?**

- Yes We recommend that the church have the sanctuary be reviewed by a licensed engineering professional.
- No

4) **Are there any apparent slip and fall hazards?**

- Yes We recommend that the church have the sanctuary reviewed for any slip and fall hazards such as loose carpeting, loose wires / cords, etc.
- No

5) **Are there smoke detectors and fire extinguishers in this building?**

- Yes
- No We recommend that the church install smoke detectors and fire extinguishers in the sanctuary.

6) **Are all means of egress in this building clear of obstruction?**

- Yes
- No We recommend that the church remove obstructions to all exits in the

7) **Are there exit signs or emergency lighting in this building?**

- Yes
- No We recommend that the church consider installing emergency lighting / exit signs in the sanctuary.

8) Are any handrails secure and sturdy?

Yes

No We recommend that the church secure any loose hand rails in the

9) Is any stained glass protected by an outside covering?

Yes

No We recommend that the church cover any exposed stained glass,
preferably with a metal mesh system.

No N/A

10) Is housekeeping appropriate for this building?

Yes

No We recommend that the church perform some additional housekeeping in
the sanctuary.

Additional Comments:

Boiler/ HVAC Room Survey

1) **Does the church prevent this area from being used for storage of flammable and/or combustible materials?**

Yes

No We recommend that the church prevent the storage of flammable and/or combustible materials in the boiler room.

2) **Is there a smoke detector and charged fire extinguisher clearly marked and readily available in this room?**

Yes

No We recommend that the church install smoke detectors and fire extinguishers in the boiler room.

3) **Is there any apparent slip and fall hazards?**

Yes We recommend that the church correct any slip and fall hazards in the boiler room.

No

Additional Notes:

Kitchen Survey

N/A No kitchen

1) **If the church has a commercial stove, does it have fire suppression capabilities and a current Commercial Stove Inspection?**

Yes

We recommend that the church have the commercial stove reviewed by a licensed professional on an annual basis and that a commercial stove inspection be maintained.

No

N/A No commercial stove

2) **Is a smoke detector and charged fire extinguisher clearly marked and readily available in the kitchen?**

Yes

We recommend that the church install smoke detectors and fire extinguishers in the kitchen.

No

3) **If the church has a walk in freezer, is there an emergency means of egress?**

Yes

We recommend that the church have the walk in freezer reviewed by a licensed professional with the goal of providing an emergency egress

No

N/A No walk in freezer

4) **Does the church prevent the storage of chemicals and /or poisons in the kitchen?**

Yes

We recommend that the church prevent the storage of chemicals and /or poisons in the kitchen.

No

5) **Are knives stored in an appropriate manner?**

Yes

We recommend that the church store kitchen knives in a more appropriate / safe manner.

No

6) **Is the kitchen housekeeping appropriate?**

Yes

We recommend that the church perform some additional housekeeping in the kitchen.

No

Additional Notes:

Parish Hall Survey

1) Are there any apparent roof hazards?

- Yes We recommend that the church have the parish hall roof reviewed by a licensed professional.
- No

2) Are there any apparent electrical hazards?

- Yes We recommend that the church have the parish hall electrical system reviewed by a licensed professional.
- No

3) Are there any apparent structural hazards?

- Yes We recommend that the church have the parish hall be reviewed by a licensed engineering professional.
- No

4) Are there any apparent slip and fall hazards?

- Yes We recommend that the church have the parish hall reviewed for any slip and fall hazards such as loose carpeting, loose wires / cords, etc.
- No

5) Are there smoke detectors and fire extinguishers in this building?

- Yes
- No We recommend that the church install smoke detectors and fire extinguishers in the parish hall.

6) Are all means of egress in this building clear of obstruction?

- Yes
- No We recommend that the church remove obstructions to all exits in the parish

7) Are there exit signs or emergency lighting in this building?

- Yes
- No We recommend that the church consider installing emergency lighting / exit signs in the parish hall.

8) Are any handrails secure and sturdy?

Yes

No We recommend that the church secure any loose hand rails in the parish hall.

9) Is any stained glass protected by an outside covering?

Yes

No We recommend that the church cover any exposed stained glass, preferably with a metal mesh system.

N/A N/A

10) Is housekeeping appropriate for this building?

Yes

No We recommend that the church perform some additional housekeeping in the parish hall.

Additional Notes:

Educational Unit Survey

N/A No educational unit

1) Are there any apparent roof hazards?

- Yes We recommend that the church have the educational unit roof reviewed by a licensed professional.
- No

2) Are there any apparent electrical hazards?

- Yes We recommend that the church have the educational unit electrical system reviewed by a licensed professional.
- No

3) Are there any apparent structural hazards?

- Yes We recommend that the church have the educational unit be reviewed by a licensed engineering professional.
- No

4) Are there any apparent slip and fall hazards?

- Yes We recommend that the church have the educational unit reviewed for any slip and fall hazards such as loose carpeting, loose wires / cords, etc.
- No

5) Are there smoke detectors and fire extinguishers in this building?

- Yes
- No We recommend that the church install smoke detectors and fire extinguishers in the educational unit.

6) Are all means of egress in this building clear of obstruction?

- Yes
- No We recommend that the church remove obstructions to all exits in the educational unit.

7) **Are there exit signs or emergency lighting in this building?**

Yes

No We recommend that the church consider installing emergency lighting / exit signs in the educational unit.

8) **Are any handrails secure and sturdy?**

Yes

No We recommend that the church secure any loose hand rails in the educational unit.

9) **Does the church have age appropriate furniture in the educational unit?**

Yes

No We recommend that the church utilize age appropriate furniture in the educational unit.

10) **Are there any nursery hazards such as long window cords, peeling lead paint, etc?**

Yes We recommend that the church remove any nursery hazards in the educational unit such as peeling lead paint and long window cords, etc.

No

11) **Is housekeeping appropriate for this building?**

Yes

No We recommend that the church perform some additional housekeeping in the educational area.

Additional Notes:

Playground Survey

N/A No playground

1) **Is the type/depth of the playground surface appropriate (Wood Chips/Rubber / Other / 4 inches minimum)?**

Yes

We recommend that the church ensure the appropriate surface type and

No depth be maintained in the playground.

2) **Is all equipment designed for this type of installation and anchored securely (commercial grade equipment)?**

Yes

We recommend that the church only utilize appropriate, commercial

No grade playground equipment.

3) **Is all equipment spaced 6 to 12 feet apart?**

Yes

We recommend that the church maintain an appropriate, distance of 6 feet

No or more between all playground equipment.

4) **Are there any areas of exposed concrete, stumps, sharp edges, etc?**

We recommend that the church remove any exposed concrete, stumps

Yes and / or sharp edges from the playground.

No

5) **Does the church provide adequate supervision of the playground?**

Yes

We recommend that the church maintain appropriate supervision of

No the playground.

Additional Notes:

Grounds Survey

1) Is there any apparent slip and fall hazards on grounds or walkways?

- Yes We recommend that the church correct any slip and fall hazards located on the outside church grounds, especially at the building
- No

2) Is the parking area well lit?

- Yes
- No We recommend that the church consider additional lighting in the parking
- N/A No parking lot

3) Is there appropriate lighting over the entrances and any stairways, etc?

- Yes
- No We recommend that the church consider additional lighting over the building entrances.

4) In regions subject to freezing, do any downspouts empty on to walkways?

- Yes We recommend that the church redirect any down spots away from walking surfaces, especially at the building entrances.
- No
- N/A

Additional Notes:

Rectory/Dwelling Survey – (external survey is acceptable)

N/A No rectory or dwelling

1) Are there any apparent roof hazards?

- Yes We recommend that the church have the rectory roof reviewed by a licensed professional.
- No

2) Are there any apparent electrical hazards?

- Yes We recommend that the church have the rectory electrical system reviewed by a licensed professional.
- No

3) Are there any apparent structural hazards?

- Yes We recommend that the church have the rectory be reviewed by a licensed engineering professional.
- No

4) Are there any apparent slip and fall hazards?

- Yes We recommend that the church have the rectory reviewed for any slip and fall hazards.
- No

5) Are there smoke detectors and fire extinguishers in this building?

- Yes
- No We recommend that the church install smoke detectors and fire extinguishers in the rectory.

6) Are all means of egress in this building clear of obstruction?

- Yes
- No We recommend that the church remove obstructions to all exits in the

Additional Notes:

Vehicle Survey

N/A No owned vehicles

1) **Does the church require the use of seat belts in vehicles used by or on behalf of the church?**

Yes

We recommend that the church require seat belts be utilized by all church

No related drivers / passengers.

2) **Does the church have age requirement and background checks on drivers?**

Yes

We recommend that the church develop age requirements and consider checking the driving records for all church drivers.

No

Additional Notes:

Summary

Below please apply a rating by selecting one of the following:

- 1** Excellent in all areas
- 2** Excellent in most areas with some improvement needed
- 3** Average risk with a list of significant concerns to be addressed
- 4** Risk needs significant improvements which may require Diocesan and Insurance Company support

Fill in Letter

Recommendations: