



# CHURCH RISK-ASSESSMENT FORM

Questions about safety or risk control?  
 Contact our specialists at [customercare@adventistrisk.org](mailto:customercare@adventistrisk.org)

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. 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
1. Does the church have a Safety Officer?	YES	NO	N/A	
2. Is there a child-abuse prevention program is in place?	YES	NO	N/A	
3. Is the six-month rule utilized for new volunteers?	YES	NO	N/A	
4. Is there a church Safety Committee?	YES	NO	N/A	
5. Is routine maintenance carried out at regular intervals?	YES	NO	N/A	
6. Are leaks and deterioration promptly repaired?	YES	NO	N/A	
7. Does the church have an emergency plan?	YES	NO	N/A	
8. Do staff, Sabbath School teachers, elders, deacons and volunteers know their roles in an emergency?	YES	NO	N/A	
9. Is there a first aid kit on the church premises?	YES	NO	N/A	
10. Is the first aid kit fully stocked and replenished as necessary?	YES	NO	N/A	



▷ CHURCH PROTECTION

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
1. Are the sprinkler systems (if installed) inspected annually?	YES	NO	N/A	
2. Is a multipurpose fire extinguisher available?	YES	NO	N/A	
3. Are fire extinguishers visually checked monthly for tampering?	YES	NO	N/A	
4. Are smoke/heat detectors serviced twice a year?	YES	NO	N/A	
5. Do you have the fire alarm systems in place?	YES	NO	N/A	
6. Are fire alarm systems tested and serviced annually?	YES	NO	N/A	
7. Are there carbon monoxide detectors where fossil fuel systems are used?	YES	NO	N/A	
8. Do you have lightning protection in place?	YES	NO	N/A	
9. Do you have security system/ burglar guards in place?	YES	NO	N/A	
10. Do you have external lighting on dawn to dusk or when motion activated?	YES	NO	N/A	
11. Are the lawnmowers, equipment fuel, and other flammables stored in a separate storage shed?	YES	NO	N/A	
12. Are key/access records maintained?	YES	NO	N/A	
13. Do you have a written list with photographic inventory of building contents and valuables?	YES	NO	N/A	



▷ THE CHURCH GROUNDS

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
1. Are parking lots and church grounds free from rubbish, debris and potholes?	YES	NO	N/A	
2. Are all fences/gates in good condition?	YES	NO	N/A	
3. Are pathways/external walkways in good condition?	YES	NO	N/A	
4. Are all steps in good condition?	YES	NO	N/A	
5. Do all steps have handrails and painted lines highlighting the change in gradient?	YES	NO	N/A	
6. Are step railings firmly secured and in good repair?	YES	NO	N/A	
7. Are trenches/building works signs securely posted?	YES	NO	N/A	
8. Are all ditches & drains clear of debris?	YES	NO	N/A	
9. Is the grass and shrubbery around the church cut and maintained (fire hazard and to avoid hiding places for strangers)?	YES	NO	N/A	
10. Are all dead/ broken branches cut from trees near church (injury/ property damage)?	YES	NO	N/A	
11. Are lawnmowers and other machinery in safe working order with no visible damage (especially cords and plugs)?	YES	NO	N/A	
12. Have you securely stored all machinery?	YES	NO	N/A	
13. Are all flammable materials( eg. fuel for machinery) safely and securely stored?	YES	NO	N/A	



▷ **ENTER WITHOUT RISK (FALL PREVENTION)**

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
1. Do you have non-slip rugs and mats with tapered edges inside entrances?	YES	NO	N/A	
2. Have you repaired any torn or wrinkled carpets, loose or damaged tiles or flooring?	YES	NO	N/A	
3. Are there any cords or speaker wires across floors, aisles or doorways?	YES	NO	N/A	
4. Do you use wet floor signs and mop spills immediately?	YES	NO	N/A	
5. Are all aisles, steps, and exit passageways free of boxes, chairs, musical instruments, etc.?	YES	NO	N/A	
6. Do you have handrails on indoor stairs?	YES	NO	N/A	
7. Are all handrails secure and in good repair?	YES	NO	N/A	

**▷ SAFE IN THE SANCTUARY**

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
1. Are aisles clear of cords, podiums, chairs, pianos, candles and other objects?	YES	NO	N/A	
2. Do you unlock all exit doors during occupancy	YES	NO	N/A	
3. Are exit doors clear from obstruction?	YES	NO	N/A	
4. Do you have signs to indicate exits (ideally illuminated)?	YES	NO	N/A	
5. Are all Exit doors in good condition and functioning properly (i.e. open outwards with kick bar)?	YES	NO	N/A	
6. Do all rooms with 50 or more occupants or over 1000 sq ft have two exit doors?	YES	NO	N/A	
7. Do exit doors serving 100 or more have panic hardware?	YES	NO	N/A	
8. Is all electrical wiring covered with insulation and away from water sources?	YES	NO	N/A	
9. Are pews/seating secured and in good repair?	YES	NO	N/A	
10. Do you have vision panels into classrooms and offices?	YES	NO	N/A	
11. Do glass doors/mirrors have designs or etched markings to prevent accidents?	YES	NO	N/A	



▷ **MOTHERS' ROOM / REST ROOM**

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
1. Is all electrical equipment away from water sources?	YES	NO	N/A	
2. Are the electrical outlets in the mothers' room plugged with safety caps?	YES	NO	N/A	
3. Are the infant change table pads secured and have lips?	YES	NO	N/A	
4. Does the change table have safety straps?	YES	NO	N/A	
5. Do you have signage instructing parents to use safety straps and not leave child unattended?	YES	NO	N/A	
6. Are all cribs in good condition?	YES	NO	N/A	
7. Are all spills wiped up immediately?	YES	NO	N/A	
8. Have you ensured no hazardous chemicals are accessible in the room?	YES	NO	N/A	



▷ **BAPTISMAL TANKS**

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
1. Have you ensured microphones and electrical equipment are not within reach of baptismal occupants?	YES	NO	N/A	
2. Do you have non-slip on steps and bottom of tank floor?	YES	NO	N/A	
3. Are handrails provided along baptismal steps?	YES	NO	N/A	
4. Is an overflow drain installed?	YES	NO	N/A	
5. Is the filling process monitored to prevent over filling?	YES	NO	N/A	
6. Is the tank drained immediately after use or safely secured until it can be drained?	YES	NO	N/A	
7. Is the heater turned off/checked after baptism?	YES	NO	N/A	
8. Is the baptism tank monitored/secured when it has been filled?	YES	NO	N/A	

▷ **MECHANICAL ROOMS / JANITOR CLOSETS**

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
1. Are the closets and mechanical rooms locked at all times?	YES	NO	N/A	
2. Is there good housekeeping throughout the facility?	YES	NO	N/A	
3. Are the rooms free of combustibles, flammables and general church storage?	YES	NO	N/A	
4. Are main switches, shut-off valves and plumbing properly labeled?	YES	NO	N/A	
5. Is a general purpose ABC fire extinguisher in the room?	YES	NO	N/A	
6. Is the smoke/heat detection tied to the fire alarm system?	YES	NO	N/A	
7. Is the room free of poke throughs and other openings in walls and ceilings?	YES	NO	N/A	
8. Are the electrical panels free of obstruction?	YES	NO	N/A	
9. Are all electric/mechanical equipment and junction boxes covered?	YES	NO	N/A	
10. Are chemicals properly labeled and stored?	YES	NO	N/A	
11. Are Material Safety Data Sheets (MSDS) available in church office?	YES	NO	N/A	
12. Is personal protective equipment (PPE) available and worn, as required for task?	YES	NO	N/A	



▷ **KITCHENS / FELLOWSHIP HALLS**

CHECKLIST	YES	NO	N/A	DESCRIPTION / RECOMMENDATION
1. Are exits clear and adequately marked?	YES	NO	N/A	
2. Is the kitchen kept clean and waste properly disposed of?	YES	NO	N/A	
3. Are exhaust filters, ducts and hood cleaned on a regular basis?	YES	NO	N/A	
4. Are children supervised/kept out of the kitchens and fellowship halls?	YES	NO	N/A	
5. Do you have multi-purpose or Type "K" extinguisher/fire blanket in the kitchen?	YES	NO	N/A	
6. Are kitchens free of grease accumulations?	YES	NO	N/A	
7. Are refrigeration coils, motors and compressors clean?	YES	NO	N/A	
8. Are foods in refrigerators and freezers covered and labelled?	YES	NO	N/A	
9. Do you have safety latches on walk in freezers and coolers?	YES	NO	N/A	
10. Are all floors clean and free of spills?	YES	NO	N/A	
11. Do you have mops and "caution" signage available?	YES	NO	N/A	
12. Are tables and chairs in good condition?	YES	NO	N/A	
13. Are tables and chairs secured/stacked safely when not in use?	YES	NO	N/A	
14. Are aisles maintained between tables and chairs for safe egress?	YES	NO	N/A	



▷ **ADDITIONAL FINDINGS**

DESCRIPTION	RECOMMENDATION
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▷ SELF-INSPECTION COMPLETED BY:  
(All participants to sign)

DATE (MM/DD/YYYY):

DATE (MM/DD/YYYY):

DATE (MM/DD/YYYY):

▷ REVIEWED BY:  
TITLE:

DATE (MM/DD/YYYY):