



Protect Your Church - Safety Checklist

ARSON

1. Restrict Entry:	<ul style="list-style-type: none"> • When the church is open, have a professional or volunteer caretaker on site • Keep church locked at night • Never hide or leave keys on the premises
2. Report any suspicious activity:	<ul style="list-style-type: none"> • Encourage parishioners to visit regularly, especially mid week • Report anything unusual to the police, for example: groups of youth loitering around building, broken windows, small garbage fires, graffiti
3. Remove obstructions/garbage around the church perimeter:	<ul style="list-style-type: none"> • Trim shrubs, trees and remove anything that can conceal criminals • Keep garbage bins away from buildings; use metal containers with lids that lock • Remove beer/liquor bottles and other signs of loitering
4. Install security lighting:	<ul style="list-style-type: none"> • Use perimeter floodlights outside and motion activated lights at doors/windows • Make sure that some interior lights are visible from the outside • Vary the location of interior lights by using timers
5. Install fire and intrusion alarms:	<ul style="list-style-type: none"> • Have alarms linked to a central monitoring service
6. Secure church windows:	<ul style="list-style-type: none"> • Make sure that locks are sturdy and designed to resist damage • Keep windows closed and locked when buildings are unoccupied
7. Lock up outbuildings and/or sheds:	<ul style="list-style-type: none"> • Remove or lock up ladders and tools and other items that allow intruders to access the church
8. Remove combustible materials:	<ul style="list-style-type: none"> • Do not store acylide or enamel paints, cleaning fluids and other flammable liquids • Remove old newspapers, candles, etc. • Keep matches and/or lighters locked away • Install a sheet metal security container inside the door under the mail slot

GENERAL FIRE

1. Maintain candle safety:	<ul style="list-style-type: none"> • Keep candles 3 feet away from combustibles, place votive candles in a metal tray • Never leave candles burning unattended
2. Inspect electrical equipment on a regular basis:	<ul style="list-style-type: none"> • The law requires that you hire qualified Electricians to repair wiring or fittings, and to install or remove electrical equipment

SLIPS AND FALLS

1. Implement regular outdoor maintenance:	<ul style="list-style-type: none"> • Clear and salt steps, walkways, and other paths around church property during the winter and keep a log of when, and how often, these tasks are done • Remove leaves and other plant material in the fall, or after heavy rains • Install secure railings for all stairs
2. Provide adequate lighting throughout church premises:	<ul style="list-style-type: none"> • Light indoor stairwells and halls; outdoor stairs and walkways
3. Ensure indoor safety:	<ul style="list-style-type: none"> • Install secure railings for all stairs • Cover exposed wires and extension cords • Clean up spills immediately • Inspect premises regularly for damage

For more risk control information, please consult an Ecclesiastical Risk Control Specialist in your region or visit www.ecclesiastical.ca