



Live Assured

with helpful Religious Institution tips

Tips to keep your Religious Institution Safe

Keeping your building and property safe for your congregation, including children and elders, is an important responsibility. Here are some suggestions to help you protect the people and the property you've been entrusted with:

EXTERIOR

- Thoroughly and routinely inspect the grounds, including walkways, stairways and other areas, for safety.
- Light the exterior, including parking lots and walkways, properly at night for security and safety.
- Check that building and lot signs are clearly visible.
- Repair any sidewalks or paved surfaces if there are potholes or cracks.
- Establish a regular maintenance schedule to repair or replace any potentially hazardous areas.
- Check roofing, chimneys, steeples, belfries and other masonry to ensure they are in good working condition.
- Maintain and mark with color tire stops and speed bumps.
- Mark curbs with contrasting color.
- Inspect playgrounds for safety, clear labeling, and safe surfaces. Make certain that equipment is age appropriate, secured and free from dangerous hardware or obstructions.
- Make and implement a plan to address snow and ice in the winter.
- Trim trees, shrubbery and greenery to avoid hidden access or dangerous overhangs.
- Provide handrails for all steps, stairs and ramps.

INTERIOR

- Establish a regular maintenance schedule to repair or replace any potentially hazardous areas.

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- Light stairwells, hallways and basements properly.
- Install handrails in stairwells and ramps.
- Check that building is kept securely locked when unoccupied.
- Install locks on all basement, first and second floor windows and doors.
- Cover stained glass windows with shatterproof material and basement windows with grates.
- Confirm there are at least two exits for every level of the building; clear exits of any obstructions; check that doors open outward.
- Install non-slip mats or grates that lay flat and are secure at all entrances.
- Insulate and seal to avoid frozen pipes.
- Repair any leaks or drips quickly.
- Install a lightning protection system and a security alarm. Inspect these annually.
- Caulk any cracks or leaks in the basement, windows or doors immediately.
- Use non-skid wax (and never oil) on interior floors.
- Check that rugs lay flat and are secure.
- Route electrical or other cords around rooms or cover with cord protectors.

RECORDS

- Keep all personal or financial data secure, whether electronically or in files.
- Electronic information should be password protected, maintained on a computer with anti-spyware and anti-virus protection and appropriate firewalls and operating system updates.
- Paper records should be shredded and disposed of properly.
- Ask groups that use your facility to sign a usage and hold harmless agreement.

