

Safety, Security, and Risk Management Checklist

How to Use This Checklist

This checklist helps a church evaluate the practical systems that protect people, property, and ministry. It should be reviewed by church leadership, facilities staff, insurance advisors, and appropriate safety or security volunteers.

1. Governance and Oversight

Item	Yes	No	Needs Work	Notes
A staff member or leadership group is responsible for safety and risk management.				
Safety and security policies are written and reviewed regularly.				
Volunteers serving in safety roles are approved and trained.				
Incident reports are completed and retained.				
Insurance coverage is reviewed annually.				

2. Campus Safety

Area	Review Items	Complete
Entrances and Exits	Doors close and latch, exit routes clear, emergency exits marked.	[]
Lighting	Parking lots, sidewalks, entrances, hallways, stairwells, and dark corners.	[]
Trip and Fall Hazards	Sidewalks, thresholds, rugs, cords, stairs, playgrounds, and uneven surfaces.	[]
Fire Safety	Extinguishers, alarms, evacuation routes, kitchen suppression, and inspections.	[]
Medical Response	AEDs, first aid kits, trained responders, emergency numbers, and documentation.	[]

Child Safety	Check in, check out, two adult practices, room visibility, and custody concerns.	[]
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3. Security Practices

- Identify who is responsible for monitoring the campus during services and events.
- Use clear communication tools such as radios or phones.
- Train volunteers to observe, communicate, and seek help rather than escalate.
- Clarify when staff, safety team members, or volunteers should call 911.
- Review security camera placement and access to footage.
- Review key control, access control, alarm codes, and building lock up procedures.

4. Risk Management Review

Risk Area	Questions to Ask	Action Needed
Facilities Use	Do outside groups use space through a written agreement with hold harmless language?	
Transportation	Are drivers approved, licensed, insured, and trained?	
Children and Youth	Are screening, training, and supervision practices current?	
Events	Are setup, food, medical, weather, and security needs considered in advance?	
Money Handling	Are offerings and event funds secured and counted by approved people?	
Communication	Can leaders reach staff, volunteers, parents, and attendees during an urgent event?	

5. Incident Report Minimum Information

- Date, time, and location.
- Names and contact information of people involved.
- Description of what happened.
- Witnesses.
- Immediate actions taken.
- Whether 911, law enforcement, medical care, insurance, or parents were contacted.
- Follow up actions and responsible person.