



Uniting Resources – Property Services

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PUBLIC LIABILITY RISKS – QUESTIONNAIRE

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| 1. Do external lights operate on a time switch?
(Allowing safe exit from the building) | Yes/No* |
| 2. Similarly, is access to parking well lit? | Yes/No* |
| 3. Are all steps in good condition and have non-slip tape attached? | Yes/No* |
| 4. Do the Church & Hall have emergency exit signs? | Yes/No* |
| 5. Are exit doors able to be opened without use of key? | Yes/No* |
| 6. Do all stairs have handrails fitted? | Yes/No* |
| 7. Are all glass doors able to be opened without use of key? | Yes/No* |
| 8. Is all low level window glass laminated to avoid injury through accidental breakage? | Yes/No* |
| 9. Are all fire extinguishers serviced at least each 12 months? | Yes/No* |
| 10. Are timber or tiled floors non-slip? | Yes/No* |
| 11. Are all footpaths in good condition with no uneven or raised pavers or concrete edges? | Yes/No* |
| 12. In wet weather, do paths or stairs become slippery? | Yes/No* |
| 13. Do you have “Danger – Wet Floor” signs exhibited when raining and take action to mop & dry floors regularly? | Yes/No* |
| 14. Do entry points to building have raised metal strips that constitute a trip hazard? | Yes/No* |
| 15. Do you inspect seating (chairs/benches) regularly? | Yes/No* |
| 16. Is playground equipment in good condition and complies with Australian Standards? | Yes/No* |
| 17. Does the Church grounds have trees with protruding roots or have dead limbs that regularly fall? | Yes/No* |
| 18. Are the carpets, especially on steps to the pulpit area or vestry in good condition and do handrails to assist persons descending do so with safety? | Yes/No* |

These are just some of the causes of Public Liability Claims that affect the Church premiums, and each of the items marked with an asterisk have actually been the reason for a claim against the Church in the past four years.

These are some of the areas that should be included in the *monthly* inspection of buildings and grounds by the property committee, and at the annual inspection with Presbytery Property Convenors.