**Risk/Safety Assessment Tool Overview**  
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Risk/Safety Assessment Tool Overview

The SafeChurch risk/safety assessment tool is a customized risk management tool designed for churches. The assessment tool is broken down into seven (7) different categories, beginning with Starting a Safety Ministry, followed by the remaining categories that are listed using the EFFECT approach. Different risk/safety assessments are provided under each of the EFFECT categories. The assessments contain questions that will identify your church’s greatest areas of risk. Reports may then be generated that provide risk/safety recommendations designed to help minimize those areas of risk discovered when answering the assessment questions.

The following instructions will cover two different methods of using the risk/safety assessment tool.

2. Edit an existing risk/safety assessment.

Assessment Categories

Risk/safety assessments are broken down into seven categories: Starting a Safety Ministry, followed by the six risk categories identified using the EFFECT framework.

1. Starting a Safety Ministry
2. Emergency Preparedness
3. Facility Safety
4. Financial Safeguards
5. Employee and Volunteer Safety
6. Children and Youth Safety
7. Transportation Safeguards

Assessment Types

1. Starting a Safety Ministry
   1. Safety and Security Team
   2. Safety/Risk Management Program
2. Emergency Preparedness
   • Emergency Preparedness
3. Facility Safety
   • Automatic Fire Sprinkler System
   • Baptistery
   • Building and Grounds
   • Church Kitchen
   • Crime Prevention
   • Electrical
   • Facility Use by Outside Groups
   • Fire Alarm/Detection System
   • Fire Prevention
   • Heating and Cooling System
   • Ladders
   • Outside Contractors
   • Passenger/Freight Elevator
   • Pipe Organ
   • Scaffolding
   • Slips and Falls
   • Stained Glass
   • Water Damage
4. **Financial Safeguards**
   - Financial Controls

5. **Employee and Volunteer Safety**
   - Adult Sexual Misconduct and Counseling
   - Baptistery
   - Church Boards
   - Employment Practices
   - Ergonomics
   - Food Preparation/Food safety
   - Ladders
   - Mission Trips
   - Scaffolding
   - Slips and Falls
   - Ushers
   - Volunteer Safety
   - Worker Safety

6. **Children and Youth Safety**
   - Child Abuse Prevention
   - Computer/Internet Safety for Youth
   - Daycare/Nursery Safety
   - Playgrounds
   - Swimming Pools
   - Recreational Activities
   - Youth Trips and Retreats

7. **Transportation Safeguards**
   - Transportation Safety

Separate instructions for creating a *Risk/Safety Assessment* and *Edit an Existing Risk/Safety Assessment* follow.
Creating a Risk/Safety Assessment

Step 1

Opening the assessment tool

Select the Risk/Safety Assessments tab located on the Safe Church home page.
Step 2

Choosing a hazard assessment.

Since each of the EFFECT categories contains different types of hazard assessments, you must first select a category. The different assessments can be viewed by clicking on the + to expand the Options sub-category.

![Risk/Safety Assessments](image)

The example below shows the hazard assessments that appear after clicking on the + to expand and view the hazard assessments available.

![Risk/Safety Assessments](image)
Step 3
Creating a new assessment

After you have selected the assessment, the **Create a New Assessment** screen will open. There are two options:

1. **Printing a blank assessment**
   This option allows you to print out a blank assessment. Click on the “To print a blank assessment, click here”.

   The below form will appear with all the questions for the assessment you chose to be printed. Click on the **Print Form** button to print the assessment questions.
2. **Beginning the assessment**
   To begin a new assessment, follow the on line instructions and click on **Go**

**Step 4**

**Completing the assessment**

You are now ready to complete an assessment. Each risk/safety assessment is a series of questions that must be answered with either a Yes, No or N/A. Each question contains risk management recommendations that will be generated according the answer chosen. The example, if the question below “Does your church have a dedicated Safety and Security Team to help make your church a safer place?” is answered No, risk management information would appear. If a yes or N/A answer is selected, no risk management information appears as either your risk for loss from this exposure is adequate or the question itself is not relevant to your operations.

**Note:** If you would still like to preview the information, you can do so by clicking the Yes or No buttons until the risk management data is displayed on the screen.
Once a question has been answered select the **Next** button to advance to the next question. You can also go back to the previous questions, by clicking on the **Previous** button. Continue answering all of the assessment questions. Note—if you do not finish your assessment, and you want to continue at a later time and you do not want to lose your data, make sure you click on the **Save** button located under the **Menu** bar before you exit the web site.

**Church over the Hill**

Saftey and Security Team

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**Menu**

- Save
- Close
- Print Form
- View Report
- Create Project Plan

---

**Progress**

1) **Does your church have a dedicated Safety...**

2) **Does your Safety and Security Team have...**

---

**Previous**

2) Does your Safety and Security Team have a strategy for making your church a safer place?

- Yes
- No
- N/A

**Recommendations**

Now that the Safety and Security Team is in place, what do they do? Rest assured that the team resources are available to guide them. Basic strategies for the team include prayer, becoming informed through the resources available on this Web site, identifying the risks the church faces through Gulf Utilizing available resources to address these risks and implementing the plan that your team develop.

**Recommendation(s)**

- Utilize the EFFECT approach to begin to work through the risks that your church faces. The simple framework that allows you to address each area of risk. EFFECT stands for the following:

  Emergency Preparedness

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**Note:** on the left side of the screen, there is a **Progress** box that lists all the questions for the current assessment. A red X will appear next to those questions that have not been completed. Once a question has been completed, a green checkmark will replace the red X. Each question is also a link that when clicked on will display that particular question.
Step 5

Finishing the assessment

Once you have completed all of the questions for the assessment, you will notice a **Finish** button that has replaced the Next button. Click on **Finish** and you will be prompted that the assessment has been saved.

Select the **View Report** button to view or print the risk/safety assessment report.

Step 6

View/Print the risk/safety assessment report

Now that the assessment is completed, the report can be viewed or printed by selecting the **View Report** button from the Menu section.
Adding executive summary comments

The report will first launch to the Executive Summary screen where text can be entered to appear at the beginning of the report. This is an optional section and the executive summary section will only appear if text is entered into the executive summary field. To continue with viewing the report, click on the View Report button.

Assessment Report

Executive Summary
This area allows you to add an Executive Summary or other comments to your report as desired. If you do not wish to add an Executive Summary, simply click on "View Report" and no Executive Summary will appear. You also have the option of adding an Executive Summary at a later time when you next "View Report" again.

Enter text here

Below is an example of how the Executive summary will appear in the risk/safety assessment report

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Executive Summary
A Risk Management Program
Starting a Safety Ministry

Executive Summary
Enter text here

A Risk Management Program
Risk management is more than protecting buildings or preventing lawsuits. It’s about creating a safe environment where ministry can flourish. Its primary purpose is not to remove risks from ministry. Risk has always been part of ministry - in fact, risk taking is an essential part of ministry. Yet not all risks are good ones. The coal is to empower
Printing the report

At the top of the report there are two options for printing.

1. **Print** – This option will launch your print dialog box and print the report in an HTML format.

2. **Export to Microsoft Word** – This option will export the document to Microsoft Word, allowing you the option of opening it in Word or saving it to your computer as a Word document.

When you are finished printing the document, select the **Close** button at the top of report screen and then again on the executive comments section. This will return you to the assessment screen.
Step 7

Creating a Project Plan

You may also create a project plan for this assessment by selecting the Create a Project Plan from the Menu section.

To learn more about this topic, click on the “How do I” link and select “Create a Project Plan”.

View/Edit an Existing Assessment

Besides completing new assessments, previously saved assessments can be opened to view or edit.

View/edit an existing assessment(s)

To view any risk/safety assessments completed for your church, click on the view/edit completed assessments link.

Clicking this link will show you the status of all different assessments for each location you have entered. To view or edit an existing assessment by location, simply click on the Complete or In Progress location's Assessment Type. If "Update" displays, a revision has been made to the assessment that has the Complete or In Progress status. Click on Update if you want to complete the new assessment. To view or edit an assessment, click the underlined links for the desired assessment and location.
To return to the default assessment screen, simply click on the **View all Assessments** button.

The main benefit for returning to this default screen is the option to **print existing assessments**.

**Printing existing assessments**

Printing existing assessments works the same as step 6 in the creating a risk/safety assessment instructions, with the exception of one additional option.

If you would like to combine several assessments into one report, click the check box located to left of the "**Location Name**" field. Once you’ve selected all the assessments that you would like to roll into one report, click on the "**Reports**" button to view or print the report.
Benefits of rolling up reports
1. This print option allows multiple types of assessments for one location to be rolled into one report, instead of printing separate reports for every assessment type conducted.
2. Another benefit of this print option is being able to roll up multiple locations into one report. For example, a stained glass assessment could be performed on multiple locations and rolled into one report. This will shorten up the report, by grouping the locations.

Facility Safety

Is your stained glass periodically inspected?

Location(s):
- Fellowship Hall
- Sanctuary

Note how the locations are combined when both locations were given the same recommendations.

Stained glass is made up of small sections of colored, textured glass, typically bonded together by lead or a similar metal and then secured as a panel within a wood, metal or stone framework. A well cared for stained glass window can last for centuries, however the overall care and varying environmental exposures can contribute to their premature failure. Periodically inspecting your windows for damage can lengthen the life of the window and reduce the cost of any necessary repairs.
## Risk/Safety Assessment Tool Definitions

Before you begin to utilize the risk/safety assessment tool, familiarize yourself with the associated terms.

<table>
<thead>
<tr>
<th><strong>Learn more</strong></th>
<th>Audio files with photographs describing and illustrating the hazard in question. Click on Learn More link to launch the video.</th>
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<tr>
<td><strong>Hazard Examples</strong></td>
<td>Actual real life examples of accidents that have occurred when exposures were left unaddressed.</td>
</tr>
<tr>
<td><strong>Recommendations</strong></td>
<td>Items that should be performed to help with reducing your loss potential for the exposure.</td>
</tr>
<tr>
<td><strong>Resources</strong></td>
<td>Active links to fact sheets, forms, checklists or external websites that are available to further detail the recommendation information. Clicking on these links will open a separate document or web site for review</td>
</tr>
<tr>
<td><strong>Tasks</strong></td>
<td>The steps required for the church to follow when implementing the recommendations outlined for the specific question</td>
</tr>
<tr>
<td><strong>Location Name</strong></td>
<td>The name of the location of the building the safety/risk assessment was completed for.</td>
</tr>
<tr>
<td><strong>Assessment Type</strong></td>
<td>The type of assessments that have been done for that particular location.</td>
</tr>
<tr>
<td><strong>Category</strong></td>
<td>The different categories that the assessment was completed for: Starting a Safety Ministry and EFFECT</td>
</tr>
<tr>
<td><strong>Complete</strong></td>
<td>Status indicator showing that the assessment is Complete or In Progress</td>
</tr>
<tr>
<td><strong>Created On</strong></td>
<td>Date the assessment was created.</td>
</tr>
<tr>
<td><strong>Created By</strong></td>
<td>The name of the individual who created the assessment.</td>
</tr>
<tr>
<td><strong>Modified On</strong></td>
<td>Date the assessment was modified. If a modification has been made, the date Created On and the Modified On date will be different.</td>
</tr>
<tr>
<td><strong>Modified By</strong></td>
<td>Name of the individual who modified the assessment.</td>
</tr>
<tr>
<td><strong>Project Plan</strong></td>
<td>If a Project Plan has been created for the assessment.</td>
</tr>
<tr>
<td><strong>Delete</strong></td>
<td>The SafeChurch Administrator will only have this view and the ability to delete an assessment</td>
</tr>
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