
 Organization Name

Safety Checklist for Outreach Activities

This checklist highlights common safety concerns to consider when planning any outreach activity, whether it takes place on your property or elsewhere in the community. Begin with the following questions then add your own action items specific to the event. Once your activity is established, use the checklist as an annual assessment tool.

	Yes	Needs Attention
ON-SITE/OFF-SITE ACTIVITIES		
1. Do you have a team—like a church council or outreach committee—to identify and assess risks for each outreach activity? Ensure that all groups involved in the event are represented in the team.	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you review each activity annually?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did you consult with an attorney to ensure that ministry interests are protected?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did you talk to your insurance agent about outreach activities that may impact your coverage? A candid conversation can help you make an informed decision and manage risk.	<input type="checkbox"/>	<input type="checkbox"/>
5. Did you discuss your plans with local public safety representatives? (e.g., fire, police)	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you forbid any adult to be alone with any minor, in all situations, including in vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
7. If you plan to provide child care during this program, will you screen all volunteers and employees using a four-point process: written application, background check, personal interview, references check?	<input type="checkbox"/>	<input type="checkbox"/>
8. Did you appoint someone to monitor weather or check for other activities in the area that would impact your outreach activity? (e.g., a protest, a concert)	<input type="checkbox"/>	<input type="checkbox"/>
ON-SITE ACTIVITY		
9. Did you complete a safety inspection of the spaces you will use prior to the event? (e.g., check for fire extinguishers, tripping hazards, loose handrails, proper lighting, clear walking paths)	<input type="checkbox"/>	<input type="checkbox"/>
10. Did you limit areas accessible to the public by locking doors or closing off corridors? By doing so, did you inadvertently block emergency exits or escape routes?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you have enough supervision and volunteers to safely complete the activity?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you need to hire security?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you require outside groups using your property to sign a facilities use agreement and provide a certificate of insurance?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	Needs Attention
14. When outside groups use your space, do you station a volunteer, facilities staff, or security team member on-site?	<input type="checkbox"/>	<input type="checkbox"/>
OFF-SITE ACTIVITY		
15. Did you visit the location to assess safety issues? This should be done in advance, the day before, and the morning of the event. Look for changes in conditions, proper lighting, obstacles, road construction, hazardous debris in a public park, etc.	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the location easy to find?	<input type="checkbox"/>	<input type="checkbox"/>
17. Have you identified and communicated which entrance the public will use?	<input type="checkbox"/>	<input type="checkbox"/>
18. Have you identified and communicated which entrance staff and volunteers will use?	<input type="checkbox"/>	<input type="checkbox"/>
19. Is there enough parking available?	<input type="checkbox"/>	<input type="checkbox"/>
20. Will you need security at the activity?	<input type="checkbox"/>	<input type="checkbox"/>
21. Will workers need an escort to their vehicles after the event?	<input type="checkbox"/>	<input type="checkbox"/>
22. Do you know where to locate an AED, a fire extinguisher and fire alarm, or emergency exits?	<input type="checkbox"/>	<input type="checkbox"/>
23. Do workers know where to shelter in place for severe weather or an emergency at this location?	<input type="checkbox"/>	<input type="checkbox"/>
24. Will you appoint someone to inform staff and volunteers where items are located from questions 22 and 23?	<input type="checkbox"/>	<input type="checkbox"/>
25. Does this location have enough bathrooms in proportion to the number of attendees?	<input type="checkbox"/>	<input type="checkbox"/>
26. If you are planning to have staff or volunteers use their personal vehicles to carpool or transport participants, will you have each sign a waiver of liability and secure non-owned vehicle insurance?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this checklist should not be used or adopted by your organization without first being reviewed and approved by an attorney. © 2019 Brotherhood Mutual Insurance Company.® All rights reserved. Brotherhood Mutual assumes no liability in the preparation and distribution of this checklist.