

Suitability and safety of community buildings

Suitability

- location of venue (eg proximity to public transport; impact of surrounding use etc)
- capacity of venue
- access to venue (eg for elderly; disabled; parents with prams/strollers etc)
- use of venue by others (eg pack-up/set-up requirements etc)
- car parking (eg adequacy of off-site parking, availability of on-site parking etc)
- children's facilities (eg adequate space, rooms and toilets etc)
- lighting (adequacy, especially for evening use)
- inclusion or availability of –
 - chairs
 - kitchen
 - toilets
 - adjoining rooms
 - PA system
 - lectern
 - projector screen
 - air conditioning/heating

Safety

- are there fire extinguishes and/or fire blankets available in the building and have they been maintained properly?
- are the entrances and exits of the building free from obstruction both inside and outside (especially fire exits)?
- if visibility is limited during the time of use, has appropriate lighting and/or illuminated signs been provided?
- do the doors to the building operate easily and freely?
- are there any dangerous goods stored in the building?
- if it is intended to store any church property on the premises while it is not being used, is there a lockable area within the building which can be used to store such property when not in use?
- is the building adequately maintained, particularly steps and path ways?
- are floor surfaces wet or uneven?
- are electrical switchboards and wiring adequate and properly maintained?
- are surge-arresters installed on both the power and telephone lines connected to any electrical equipment to prevent damage from lightning strikes?
- are there any dangerous/hanging tree limbs?
- are there any loose tiles, slates falling off roofs or dangerous trim/cladding on windows or walls?
- is there a first-aid kit available on site?
- if children/youth activities are to be undertaken on the premises –
 - will such activities be undertaken close to roads and traffic?
 - is there adequate fencing for children's activities (if not in self-contained room)?
 - is there safety glass at floor level?
 - are there any dangerous objects in areas where children's/youth activities are undertaken (eg discarded needles or broken glass)?
 - is equipment to be used suitable and has it been properly maintained?
 - does any heating present a danger to children?
 - are electrical sockets child-proofed?
 - are any stacked chairs/tables, electrical equipment, maintenance tools safely barricaded off from children?
 - do cupboards at child height have safety or child-proof locks?