



Pastor's Safety Guide

Adventist Risk Management, Inc. (ARM) has created this guide as a quick-start tool to equip you with information so you can ensure your church is a safe place for your congregation and visitors. This document is not a complete safety plan or guide but a good starting place to make sure the right people and processes are in place. Find more resources on the [ARM Safety Resources](#) web page.

Set the Tone

Key to any effective risk management is something called “tone at the top.” That means your interest and attitude as a pastor on safety and risk management sets a tone that is followed by your congregation. Making safety a priority and expressing the value of human life will help to create a safety-minded culture in your church.

Safety is everyone’s concern, but you will find that it is best for some primary elements of the

church’s safety efforts to be delegated. Key leadership positions to fill are the **Safety Officer** ([download job description resource](#)) and the **Safety Committee** ([download info-sheet on committee responsibilities](#)). Under the guidance of the Safety Officer, the Safety Committee will focus on: developing safety programs and emergency plans, identifying exposures through self-inspections and activity reviews and investigating accidents to determine measures for correcting the conditions that caused them. →



Three Major Categories of Safety Planning

1

PHYSICAL PLANT AND LIFE SAFETY

This includes ensuring there is a good maintenance program in place, conducting annual self-inspections, updating fire extinguishers, creating emergency plans, and addressing security concerns. Use these ARM Resources to guide you, available at AdventistRisk.org:

- a. **Self-Inspection Form**
- b. **Incident Report Form**
- c. **Seasonal Maintenance Forms**

2

CHILD PROTECTION

Our church values all people, including those who are vulnerable. A model child protection plan, as well as additional resources on safe touch and supervision, are available at AdventistRisk.org. Be sure to run background checks on your volunteers and provide them with child abuse prevention training (you can do this through your conference's chosen screening and training provider).

3

PLANNING AND TRANSPORTATION

Be sure that ministry leaders are effectively planning activities with safety in mind. Following guidelines and consistently providing quality supervision can make all the difference.

Travel by car, bus, or airplane may seem mundane, but it is still classified as a significant risk, especially when we consider the added responsibility of representing the church. Always use qualified drivers and safe vehicles. Make volunteers aware that using their own vehicle means their personal insurance is primary in the event of an accident. Never use a 15-passenger van. Resources available at AdventistRisk.org include:

- a. **Activity Planning Checklist**
- b. **Vehicle Pre-trip Inspection form**

Quick Start To-Dos

- Designate a Safety Officer.
- Create a Safety Committee.
- Ensure someone is responsible for maintenance.
- Conduct an emergency drill on **March 28, 2020**, as part of **Safety Sabbath**, a day of safety emphasis for the North American Division. Get free resources and learn more at SafetySabbath.com.
- Complete at least one self-inspection before July 30, 2020.
- Review and ensure that Pathfinder club safety guidelines are within local conference guidelines.

REPORT YOUR CLAIM RIGHT AWAY
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