



Dormitory Accommodation Questionnaire

- 1 Name of Church and Scheme Ref (e.g. W0002) _____
- 2 Name, address and telephone number of a person who is available during business hours to admit a surveyor, if necessary _____
- 3 Address of building in which dormitory accommodation is to be provided _____
- 4 Name and type of organisation (e.g. Boy Scouts, etc) _____
- 5 How many people are to be accommodated? _____
- 6 Date(s) of use (please show from/ to dates) _____
- 7 Is there a resident Church Officer on the premises? _____
- 8 Are there cooking facilities? If so, please give details, and advise if they will be in use during the stay. _____
- 9 Has a Fire Risk Assessment* as required by The Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006 been carried out within the last 12 months? Please provide a copy. Yes/No
- 10 If so, has all guidance in the Assessment been followed and all necessary improvements implemented? Yes/No
- 11 Is there an automatic Fire Alarm in place Yes/No
- 12 Are emergency evacuations procedures in place? Yes/No
- 13 a Number of fire extinguishers _____
b Number of emergency exits _____
c Fire blanket in kitchen _____
- 14 Please confirm that:
i Emergency exits are clearly marked Yes/No
ii No Smoking signs are displayed throughout Yes/No
iii If there is no Fire alarm are smoke detectors in place Yes/No
iv Emergency lighting is in place and it is subject to regular checks Yes/No
v Fire drills are carried out and Group Leaders are suitably instructed Yes/No
vi The fire extinguishers are regularly tested and maintained in accordance with British Standard BS5306. Yes/No

Name (please print) _____ Signed _____

Office held _____ Dated _____

See Important Notes overleaf



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Notes Please Read Carefully:

(i) You have a statutory duty to assess fire risks and identify measures to minimise the risks to all parties using your premises including employees, tenants, members of the public and others. If you have not yet undertaken a Fire Risk Assessment guidance and relevant templates can be accessed by following the links below, at the Church of Scotland and HSE web sites respectively:

http://www.churchofscotland.org.uk/_data/assets/pdf_file/0013/2830/law_fire_precautions.pdf

<http://www.hse.gov.uk/>

(ii) Completion of this questionnaire does not signify approval of the buildings for use as temporary dormitory accommodation by the Church of Scotland Insurance Services Ltd, its intention is to act as an aide memoire for congregations when considering use of their premises for this purpose and to act as a record of the arrangements.

(iii) You have a duty to provide a 'fair presentation' of the risk to insurers. This means that you must clearly disclose every material circumstance which you, your Kirk Session or Congregational Board, or persons responsible for arranging your insurance, know or ought to know following a reasonable search. A material circumstance is one that may influence an insurer's judgement over whether to take the risk and, if so, on what terms. For example:

- If your buildings are unused or unoccupied for more than 45 consecutive days;
- changes in a building's use, such as the provision of overnight accommodation;
- unusual or hazardous outreach and pastoral activity.

These are only a few specimen examples of material facts that should be disclosed – it isn't feasible to produce an exhaustive list since congregational activity can vary from church to church.

If you are in any doubt as to whether a circumstance is material you are advised to disclose it. Please note that failure to disclose a material circumstance may entitle the insurers to impose different terms on your cover or reduce the amount of a claim payable. In some cases your cover could be invalidated, which would mean that a claim would not be paid. Should you require further guidance, please contact us.