



Dormitory Accommodation Questionnaire

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.

The completed form will be shared with the General Trustees Safe Buildings Team to consider if the arrangements are satisfactory.

- 1 Name of Church and Insurance Scheme Ref (e.g. W0002) _____
- 2 Name, address and telephone number of a person who is available during business hours should an inspection be 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 Has the organisation provided the Kirk Session or Congregational Board with a risk assessment and details of any intended equipment, electrical or hazardous items to be introduced to the church buildings? Yes/No
- 6 Has the Kirk Session or Congregational Board ensured that any hazardous or restricted areas of the building are suitably locked and sealed off? Yes/No
- 7 Has the Kirk Session or Congregational Board inspected and ensured the safety of any furniture, lighting, electrical items, chairs, equipment and areas intended to be used by others during the stay? Yes/No
- 8 Has the Kirk Session or Congregational Board ensured that Electrical (EICR) and Gas safety certification is suitably up to date for the intended event? Yes/No
- 9 Has the Kirk Session or Congregational Board ensured that any valuable or heritable assets and equipment have been suitably secured or moved? Yes/No
- 10 How many people are to be accommodated? _____
- 11 Date(s) of use (please show from/ to dates) _____



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- 12 Is there a resident Church Officer on the premises?
If so, please prove their name: _____
If not, who will provide the duty holder responsible for investigating any reported fire incident, this must now include evacuation of the building undertaking the investigation for evidence of Fire/Smoke/Smell, contacting the emergency services and liaising with the SFRS or other emergency services on arrival? _____
- 13 Are there cooking facilities?
If so, please give details and advise if they will be used during the stay _____
- 14 Who will be the trained First Aider responsible for providing first aid response and ensuring first aid provisions are suitable for the premises and any activities undertaken? _____
- 15 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
- 16 If so, has all guidance in the Assessment been followed and all necessary improvements implemented? Yes/No
- 17 Is there an automatic Fire Alarm in place Yes/No
- 18 Are emergency evacuations procedures in place? Yes/No
- 19 a Number of fire extinguishers _____
b Number of emergency exits _____
c Fire blanket in kitchen _____
- 20 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
Notes Please Read Carefully:**



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(i) You have a statutory duty to assess fire and Health and Safety 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, and fully considered your other Health and Safety compliance obligations, guidance and relevant templates can be accessed by following the links below, at the Church of Scotland online Health & Safety Toolkit; General Trustees Safe Buildings Team and HSE web sites respectively:

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

[Health and Safety toolkit | The Church of Scotland](#)

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

(ii) 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.