

TEMPORARY ACCOMMODATION CHECKLIST

What do you do if someone asks if they (or a group) can stay on your church or school property? Ideally, churches and schools should be used for church and school activities and not accommodation - but if you are planning on letting people stay overnight there are some things to think about first.

To help, RMS has developed this checklist that highlights some of the common issues that arise when people stay on church and school properties. You can use it to confirm that you have considered each of the issues before agreeing to let anyone stay. Importantly the checklist is not exhaustive - there may be other issues to consider - so think carefully about your particular church or school property and the person or group asking to stay - to identify any other specific risks that may arise. If necessary you should conduct a formal risk assessment.

Got an idea to improve this checklist? We'd love to hear it. Contact us at info@rms.org.au

Group Name

Arrival Date

Contact Name

Departure Date

**If you answer "NO" to any of these questions, you should avoid letting anyone stay on your site until the item is resolved.*

	Yes	No	
FACILITY PREPARATION AND SAFETY REQUIREMENTS			Is the accommodation a temporary arrangement of less than a week?
			Have you checked whether Local Government regulations allow the property to be used as temporary accommodation?
			Have you considered the suitability of toilet and shower facilities?
			Are the parking facilities acceptable?
			Have smoke detectors been fitted and recently tested?
			Has the facility been assessed for the likelihood of slips, trips and falls to ensure that the property does not present a hazard for the occupants?
			Have you reviewed electrical safety within the facility? (particularly electrical appliances)
			Can you adequately and safely heat and cool the areas being occupied?
			Have you removed all fan and radiant bar heaters from the premises? (due to the significant fire risk that these type of heaters present)
			Have you enforced a strict no-flames policy within the facility?
			Can you secure the areas of the facility that you do not want accessed? (eg. Church Sanctuary)
		Have neighbours been advised that someone is staying on the property? (if applicable)	
DETAILS TO COMMUNICATE			Is the group aware of what areas of the property they will be provided access to?
			Have you informed group leaders about noise restrictions for your area and emphasised the importance of following this regulation?
			Have arrival and departure times been specified so neighbours are not disturbed late at night or early in the morning?
			Have you made arrangements for the collection and return of facility keys?
			Has the process of securing the building been demonstrated?
			Have you communicated the safety policies and procedures within your kitchen? (including the use of gas or electric appliances)
			Has an agreement on the persons responsible for cleaning been established?
			Are group leaders aware of the correct use of heating and cooling facilities to minimise electricity costs?
			Has the contact details of who to call in an emergency been shared between parties?
			For non-SDA groups: Have you viewed their public liability insurance certificate?