

# Modification of use (Nutzungsänderung)

## 1 Basics

When rooms are used by churches, e.g. rooms for children, bureaus then occupational health and safety regulations have to be considered

You can find fundamental aspects in the law „**Arbeitsschutz-Gesetz**“. More specific is the „**Arbeitsstätten-Verordnung**“ and their corresponding guidelines and last but not least the „**Landesbauordnung**“.

The regulations of the Occupational Health and Safety Association are additional to other construction laws, because their topic is the safety of the employers. Most of all in the „**BGV A1: Fundamentals of prevention**“. It deals with measures of prevention from accidents, work-related disease and First-Aid. Since 2005 all volunteers of the churches are included by the work-insurance system. This also includes volunteers at construction projects of the churches. The Work Insurance Association has to be informed if **scaffolds** have to be erected.

See „**Info 2/07 Baumaßnahmen**“ [www.usb-net.de](http://www.usb-net.de). Starting page “Info”, further more „**Safety handbook**“ chapter “**Building**” and „**Checklist Risk Assessment**“.

## 2 Accomplishment

### 2.1 Approval

An approval is needed even for rooms that are used for a short period. If the standards are not higher than for average using, e.g. for a pastors bureau in a private apartment, then there is no formal approval necessary. Rooms for children- or youth-groups in private houses have to be estimated individually. Sometimes there is no approval needed, too.

Building applications can only be submitted to the officials (Bauaufsichtsbehörde) and parallel to the town hall by an authorized person like an architect or a building engineer. The costs differ from region to region, in saxony the modification of use is free of fees.

### 2.2 Helpful questions for your planning

Have the rooms been used as a meeting place (Versammlungsstätte) before? For which standards can a right of continuation be claimed?

Are there two escape routes? Is there in a room for less than ten persons a window that can be used as a rescue and escape route (min. 90 x 120 cm)? Are escape and rescue routes marked with persistent signs? Are fire extinguisher and first aid boxes available on the escape route (BGR133)?

Can you enter and move in the building with a wheelchair?

Is the lighting sufficient the demanded working situation e.g pc screens, see „**Checkliste Büro**“ in the appendix of the Sicherheitshandbuch (safety handbook)?

### 2.3 Avoid mistakes

**The worst problems should be solved in advance.** Fire extinguisher and first-aid boxes have to be checked. Otherwise firemen and other authorities can use their right to seal rooms or even whole storeys of the building or define more expensive measures.

Already in the planning period you should ask for advise from your occupational health and safety managers of USB and from clerks of the Work Insurance Association.

Your occupational health and safety manager

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