|  |  |  |  |
| --- | --- | --- | --- |
| **Church** |  | **Date** |  |

| **PARISH Registers** | **Yes/No** | **Date of first entry** | **Date of last entry/Comments** |
| --- | --- | --- | --- |
| **Services** |  |  |  |
| **Banns** |  |  |  |
| **Baptism** |  |  |  |
| **Confirmation** |  |  |  |
| **Marriage** |  |  |  |
| **Burial/Funeral/Ashes** |  |  |  |
| **Record of Graves** |  |  |  |
| **Details of deposits at Records’ Office** |  |  |  |
| **Other records at church or elsewhere?** |  |  |  |

|  | **Yes/No** | **Condition/Comments** |
| --- | --- | --- |
| **Terrier** |  |  |
| **Log Book** |  |  |
| **Inventory** |  |  |

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| --- | --- | --- |
|  | **YES/NO** | **COMMENTS** |
| **Electoral Roll** |  |  |
| **PCC Minutes** |  |  |
| **Annual Report** |  |  |
| **CCLI Licence** |  |  |
| **Parochial Fees Table** |  |  |

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| **PCC**  **Employment Policies** | **YES/NO** | **COMMENTS** |
| Any employees? |  |  |
| Contracts? |  |  |
| Written Policies |  |  |

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| **PCC Insurance Policies** | **YES/NO** | **COMMENTS** |
| * Name of Insurer |  | |
| * All buildings |  |  |
| * Public Liability |  |  |
| * Employers Liability |  |  |
| Date of last Insurer’s review? |  |  |
| Liability Certificate(s)displayed? |  |  |

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| **PCC Health and Safety Policy** | **YES/NO** | **COMMENTS** |
| Is there a policy? |  |  |
| Annual PCC Review? |  |  |
| Co-ordinator? |  |  |
| Any Issues? |  |  |
| Accident Book? |  |  |

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| **Safeguarding of Children and Vulnerable Adults** | | |
|  | **YES/NO** | **COMMENTS** |
| Are there Safeguarding Policy documents? |  |  |
| Are these displayed with the name of the designated Officer? |  |  |
| Name of Designated Officer |  |  |
| Annual PCC Review? |  |  |
| Any issues or comments? |  |  |
| **Children and Communion** | | |
| Register of admitted? |  |  |

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| **BUILDING ISSUES** | **COMMENTS** |
| Date of the most recent Quinquennial Survey and action taken/progress |  |
| Current Church Architect/Building Surveyor |  |
| Any problems or issues with the building? |  |
| Future Building plans? |  |
|  | |
| **Managing Asbestos** | |
| Has a survey been conducted? |  |
| Do you have any asbestos to the best of your knowledge? |  |
| If so, what are you doing about it? |  |
|  | |
| **Disability and Access** | |
| * Into Building |  |
| * Within Building |  |
| * Provision for hearing impaired |  |
| * Provision for visually impaired |  |

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| **Fire Safety** | | |
| Fire Exits? |  |  |
| Extinguishers? |  |  |
| Annual Maintenance? |  |  |
| Fire Safety Policy? |  |  |
| PCC Review? |  |  |
| Co-ordinator? |  |  |

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| **Lightning Conductor:**  Last tested? |  |  |
| **Electrical Safety?**  Certificate/checks Installations (wiring) – every 5 years  Portable equipment (PAT test) annually |  |  |

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| **Security of building** | | |
| Any exposed metals e.g. lead roofs? |  |  |
| If yes, has Smartwater been applied? |  |  |
| Has a roof alarm been installed? |  |  |
| Is the Church locked?  (if so, when?) |  |  |
| Is there an up-to-date list of keyholders? |  |  |

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| **Security of valuables** | | |
| Is there a safe? |  | *\*If there is no safe an insurance policy is required to cover valuables* |
| If so, is the safe fixed to the floor or in the wall? |  |  |
| Are there photographs of valuables? |  | *\*These need to be stored off site* |
| Is there a NADFAS report? |  |  |
| If yes, where is it kept? |  |  |

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| **Churchyards** | | |
| Open? |  |  |
| Closed? |  |  |
| General condition |  |  |
| PCC Policy on upkeep |  |  |
| Safety: Headstones, paths etc. |  |  |

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| **Parish Share** | |
| Recent pattern of payment? |  |
| Any issues, or help needed? |  |
| **Are Clergy Expenses fully reimbursed?** |  |

**Visitation Conducted by:**

**Key/Urgent Issues:**