**The Diocese of Oxford**

**XXX Archdeaconry**

**XXX Deanery**

**Archdeacon’s Inspection for the Parish of XXX**

**Date:**

**Incumbent/Priest-in-Charge: Phone number/email:**

**Churchwardens**: **Phone number/emails:**

Useful websites: <http://www.churchcare.co.uk/>

<https://www.ecclesiastical.com/risk-management/church-insurance/>

Please note that paperwork (including minutes, policies and accounts)

can be shown electronically rather than on paper if more convenient.

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| **Church interior** | **Seen** | **Notes and any actions required** |
| **General state of the building**  Note any visible dampness and general cleanliness  Are noticeboards well maintained and up to date? |  |  |
| **Communion plate and silver**  To check against the inventory.  If items are held in a bank please show a receipt.  Are there any missing or damaged items? |  |  |
| **Altar linens and vestments (if applicable)**  Are these in clean and in good condition? |  |  |
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| **Ongoing care of the church** | **Seen** | **Notes and any actions required** |
| **Safe security**  Is there a substantial safe?  Is it bolted to the floor or immovable?  Is it free from damp? |  |  |
| **General Security**  Is there an alarm system installed? When was it last serviced?  Is there a monitored roof alarm? When was it last serviced?  Have you used smartwater to mark lead/metal? Where are the records for this held?  Have you registered this with EIG?  Are there adequate locks and bolts to outer doors?  Are vestries and side rooms kept locked?  Is the tower locked?  Are the church keys properly secured?  Is there an up-to-date register of keyholders?  If the church is locked is there a clear notice about the availability of the key (if appropriate)? |  |  |
|  | **Seen** | **Notes and any actions required** |
| **PAT Testing**  When were all portable appliances last tested?  Have the results been recorded? |  |  |
| **Electrical wiring testing (every 5 years)**  When was this last done and a certificate issued? |  |  |
| **Lightning Conductor Test**  When was the last certificate issued?  Was the resistance within acceptable limits? |  |  |
| **Service of heating appliances (where applicable)**  Has your heating source been serviced annually.  Is there a safety certificate if you have a gas/oil boiler.  For other heating appliances please keep records of inspection and maintenance |  |  |
| **Asbestos**  Have you investigated whether there is any risk of asbestos present?  Is there a record of any location of asbestos and a policy to notify anyone who might be at risk?  Have places of risk been marked? |  |  |
| **Disability provision**  What have you done and/or intend to under the Equality Act 2010 with regards to access:  Through the churchyard?  Into the building?  Within the building?  Provision for hearing impaired – eg. loop?  Provision for visually impaired – eg large print?  Is wheelchair access as good as possible? |  |  |
| **Quinquennial survey**  *Please have the latest inspection report ready*  Date of report?  Name of Architect?  Have all works listed as urgent and those as essential within the first 18 months been completed?  If not, is there a plan to undertake these (and other longer term works)?  Any future plans?  Would advice from the Archdeacon/DAC be useful for any of the above? |  |  |
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| **On display within the church** | **Seen** | **Notes and any actions required** |
| **Safeguarding policy and poster**  *PCCs should produce, vote through and publish a policy which is reaffirmed at each annual meeting.*  Is the safeguarding poster displayed prominentlyand is the information up to date?  Is there a safeguarding policy in place?  Is it on public display?  Has it been reviewed in the last 12 months?  Is your safeguarding information prominent on your website, including contact details?  Is there a Parish Safeguarding Officer?  It not, how are safeguarding responsibilities covered?  Have all church officers completed their safeguarding training relevant to their role?  Have they all had their DBS checks?  Are you using the Safeguarding dashboard?  Is there a safeguarding action plan?  How is safeguarding embedded in daily parish life? |  |  |
| **Current Table of Fees**  Is this displayed?  Local fees? |  |  |
| **Data Privacy Notice**  Is this displayed?  Do you have a GDPR policy?  Do you have plans to undertake an audit?  Is your policy/notice on any website? |  |  |
| **No smoking sign**  One legible sign to be displayed near the main entrance. It should include the words ‘No smoking. It is against the laws to smoke in these premises’ |  |  |
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| **Other Policies** | **Seen** | **Notes and any actions required** |
| **Fire Safety**  The PCC needs to appoint a ‘Responsible Person’ who should carry out a risk assessment. This should be done annually and reviewed at the APCM.  Who is this?  When was the last risk assessment done?  Have all actions required been done? |  |  |
| **Health and Safety**  The PCC should have an H&S officer, a policy and done an audit.  Name of H&S Officer?  Do you have a policy?  When was the last audit/review?  Is there an accident book?  Is there a stocked and in date first aid kit? |  |  |
| **Lone Working**  Do you have this required policy?  How is it communicated to people – displayed, on website, given to volunteers/employers? |  |  |
| **Current insurance policy for building & contents**  Name of insurance company?  What is the excess?  What proportion of building value is insured? |  |  |
| **Employer’s Liability Certificates \***  *Covers PCC if liable to pay damages to an employee or a volunteer. It should be displayed or held in electronic form where employees or volunteers work*  Date of the last one?  Is it displayed/held as required?  *\*This is different from public liability insurance. Public liability covers the PCC if liable for injury to a member of the general public or damage to their property. There is no obligation to display or hold a copy of this. Your policy schedule can be used as proof of cover if you need it.* |  |  |
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| **Staff and Volunteers** | **Seen** | **Notes and any actions required** |
| Does the PCC provide any administrative support for the ministers? |  |  |
| Are expenses reimbursed and for whom? |  |  |
| **Employment matters (if applicable)**  Does the church employ anyone?  Have you registered for PAYE for HMRC?  Have you got a payroll bureau identified and payroll system in place?  Are records of past employees kept securely?  Have you got at least the statutory employment policies? See ‘parish toolkit’ on diocesan website |  |  |
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| **Registers and documents** | **Seen** | **Notes and any actions required** |
| **Current Registers**  Are they up to date, clean, tidy and completed in proper indelible/registrar’s ink? |  |  |
| **Service Register** |  |  |
| **Banns Book**  Does this tally with thee Marriage Services Book? |  |  |
| **Marriage Services** |  |  |
| **Baptism Register** |  |  |
| **Confirmation Register** |  |  |
| **Burials book** |  |  |
| **Children admitted to Communion Register**  Does the PCC have a policy on admitting  children to communion before confirmation? |  |  |
| **Past registers, records and receipts**  *Completed registers and records should normally be transferred to the Record Office for safe keeping.* Please show receipts for those transferred. |  |  |
| **PCC Minute book**  Is it up to date?  If loose-leaf, are pages adequately numbered? |  |  |
| **APCM Minute book**  Is it up to date?  If loose-leaf, are pages adequately numbered? |  |  |
| **Parish Accounts**  Most recent ones?  Examined or audited? |  |  |
| **Electoral Roll**  How many are there on the roll?  When was it last revised? |  |  |
| **Faculties and other permissions**  All faculties for grave spaces and private memorials received should be kept in the safe (all others are stored and registered online). |  |  |
| **Plans**  Is there an up-to-date plan of the church and the churchyard for use with faculty applications and for dealing with contractors? |  |  |
| **Terrier**  *A book containing details of all land and buildings belonging to the church/PCC complete with details*.  Does the PCC own any property/land? If so, have these been registered with Oxford Diocesan Board of Finance? |  |  |
| **Log Book**  *A book with information on all alterations, additions and repairs and anything else that affects the church, land, items. It should state where other documents are kept eg. treasurer has receipts*.  Is it up to date?  Where is it kept? |  |  |
| **Inventory**  *A detailed list of all articles belonging to the church. Good to review it before the APCM so it can form part of the Churchwardens report.*  When was it last reviewed?  **Photographic records of items of value**  *There should be a photographic record of items of silver, brass, furnishings, furniture (and stained glass) which are of value. These can be essential if anything is stolen or damaged. Photograph them against a ruler (or similar) to show size where appropriate. Keep two sets separately and preferably at least one electronically.* |  |  |
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| **Church surroundings** | **Seen** | **Notes and any actions required** |
| **Outside noticeboards**  Are the notices up to date?  Are they in a good state of repair? |  |  |
| **Appearance of the building**  Is there any vegetation growing on the walls or in drainage areas?  Are the gutters, downpipes and drains clean and in good condition? When were they last inspected?  Where there is an oil tank is it up to regulation standard with a bund (a well to contain any spillage?)  Is the tank kept locked?  *(For guidance go to* [*www.ecclesiastical.com*](http://www.ecclesiastical.com) *and type in oil storage in the search box.)* |  |  |
| **Churchyard**  Is it open or closed?  Are the churchyard regulations displayed?  What is the general condition?  Safety: headstones, paths, walls?  Is there a PCC policy on upkeep or conservation? If so, is it displayed? |  |  |
| **Trees**  Are there any Archdeacon’s authorisations, permissions from the Local Authority and arboriculturists’ reports relating to trees in the churchyard? |  |  |

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| **Other matters** |  |  |
| What has gone well in the last year? |  |  |
| What are the challenges at the moment? |  |  |
| Do you have a plan for mission in the parish? |  |  |
| Anything else? |  |  |

**Thank you very much for your help and for engaging with this process.**