Newport Deanery Church Inspections

Things discussed at training

Preparation time for church being inspected
From announcement of visit/agreeing date **3 months**

Must haves Priorities & acceptable time lengths to get in place (if not already)

Immediate
Removal of any green halon fire extinguishers
Altar linen (if found not to be clean)

3 months from inspection if not produced on the day

Safeguarding policy
Lone working policy
Fire safety risk assessment
Health & safety risk assessment
Current registers
Insurance policies (current year)
Employer's Liability certificates (since last inspection)
Evidence of PAT testing
Current Oil & gas safety certificates (if applicable)
Items which should be on noticeboards like No Smoking signs or Table of Fees

6 months from inspection if not produced on the day

PCC and APCM minute books since last inspection
Parish Accounts since last inspection
DBS checks for church officers (wardens)
GDPR policy
Certificate of electrical wiring test (if not in Quinquennial)
Employer's Liability certificates (last 10 years minimum)
Policy for retention of Employer's Liability certificates

12 months from inspection if not produced on the day

Terrier, inventory and Log book
Lightening conductor test documentation
Identified locations for past registers and records
Where records are kept electronically – backup plans
Employer's Liability certificates (20 years if possible)

Nice to haves
& acceptable time lengths to get in place (if not already)

Identified Quinquennial work
Plans of church and churchyard