

RISK ASSESSMENT FORM			
Place of worship name:			
Date of assessment:			
Carried out by:			
Section One : Boundary & Grounds	Y	N	n/a
1 Is the boundary of your place of worship clearly defined by hedges, fencing or walls?			
2 Are there any other entrances in your boundary?			
(i) Can they be secured?			
(ii) Does the public have a right of way or adopted pedestrian route through your place of worship grounds?			
3 Is vehicular access to the grounds controlled?			
4 If you have gates can they be lifted off their hinges easily?			
5 Do you have any external buildings in your grounds?			
(i) Do the buildings allow easy access to the main buildings?			
(ii) Do they contain anything valuable such as lawnmowers or ladders?			
6 Are there any other items of interest to thieves in your grounds such as masonry, monuments, gravestones, ironwork, etc?			
7 How many times in the last three months has there been significant damage within the grounds?			
8 Are the grounds used by travellers, drug users, youths or others as a gathering point?			
9 Are the grounds well lit after dark?			
10 Is the place of worship lit with floodlights at night?			
(i) Are the floodlights secured?			
11 Are the grounds well kept-			
is there a management plan for the grounds?			
(i) Are there any unkempt areas within the grounds?			
12 Are there any discarded items in the grounds that could be misused?			
Section Two: External Building Security			
1 Is your place of worship kept in good repair?			
2 Does the place of worship have a porch, recessed doors or other areas which may give cover to intruders?			
3 Are doors and windows locked when the building is not in use?			
4 Are there any doors or panelling made of flimsy construction?			
5 Is any stained glass protected from damage from the outside?			
6 Are your drainpipes protected to prevent anyone climbing up?			
7 Do the locks on the doors meet modern British standards? (e.g. BS3621)			
8 Do all doors which lead directly to the outside have the ability to be locked with a key, rather than just a draw bolt?			
9 Are any wheelie bins or other refuse containers stored away from the main building?			

	Y	N	n/a
Section Three: Internal Security			
1 Does the main building have an intruder alarm?			
(i) Is the alarm monitored? (I.e. does the signal go to a control room?)			
(ii) Is your alarm company NACOSS recognised?			
(iii) Is one person in charge of the alarm system including issuing code numbers and dealing with the alarm company?			
(iv) Do you have a servicing agreement with the alarm company?			
(vi) Does the alarm cover all areas of the building?			
2 Does your place of worship have a safe large enough to hold any money, silver/gold plate or other valuables?			
(i) Is your safe less than five years old?			
(ii) Is your safe secured to the floor or wall?			
(iii) Do you change the combination regularly, especially when there are staff changes?			
(iv) Do you know how many keys were originally supplied for the safe and where they all are now?			
3 have you had any valuable items valued for insurance purposes recently?			
(i) Did you include any furniture, paintings, candelabra and fixed brasses in the valuation?			
(ii) Did you include any monuments, ironworks or other large fixed items in the valuation?			
4 Are any musical instruments, office and computer equipment left out?			
5 Are any rooms containing valuable equipment kept locked when not in use, e.g. the vestry or office?			
6 Are your valuables and other equipment marked to identify where they come from should they be stolen?			
(i) Are there prominent signs to inform people that items are marked?			
7 Do you use copies of valuable items for display, such as candlesticks, during the week?			
(i) Are there signs to this effect?			
8 Have you made a photographic or video record of your valuables and other items.			
(i) Where is the record stored?			
(ii) Do you have more than one copy?			
(iii) Where are all the copies stored?			
9 Are the offertory boxes or other collection points secured?			
(i) Are they emptied at least once a day?			
(ii) Are they protected against someone "fishing" money out?			
10 Is cash counted out of sight?			
(i) How many people count the money?			
(ii) Is a record kept in a cash book and signed by two people immediately after the money is counted?			
(iii) Is the money removed from the premises overnight?			

	Y	N	n/a
Section Four: Security Management of Your Place of Worship			
1			
Is there a specific budget for security each year (rather than it being included in the general repair fund)?			
2			
Has there been any expenditure on crime reduction measures in the last year?			
3			
Do you report every crime committed against your place of worship to the police and obtain a crime report number?			
4			
Is all damage immediately repaired?			
5			
Does your place of worship have an incident book in which all incidents are recorded?			
6			
Is there a detailed investigation and recording procedure for fires, no matter how small?			
7			
Is your place of worship a member of a local Neighbourhood Watch scheme?			
8			
Do you belong to a Churchwatch scheme?			
9			
Have you contacted your neighbours to explain what they should do and who to contact if they see something suspicious?			
10			
Are your current key holders registered with the police and fire brigade in the event of emergency?			
11			
Do you know who has keys to the building including former officials, bell ringers etc.?			
(l)			
Do the people who have keys really need them?			
12			
Do you have an established written procedure for locking up the building?			
(l)			
Does it include checking the toilets and other areas to ensure no one is concealed?			
(ii)			
Does a member of the place of worship lock up after an event run by an outside agency?			
(iii)			
Do you check doors, bolts and locks that are rarely used during the lock up procedure?			
13			
If your place of worship is normally locked do you have a procedure for issuing keys if people wish to visit?			
14			
Do you have spare copies of all keys for the building?			
(l)			
Are they kept in the building?			
(ii)			
Do you know how many spare keys are available for each lock and where they are kept?			
Section Five: Personal Safety			
1			
Do you have written instructions for staff on how to deal with visitors behaving inappropriately or creating a disturbance?			
2			
Has any staff member been trained to deal with aggressive behaviour?			
3			
Are there clear instructions on where to phone for the emergency services should it be necessary?			
4			
Does the place of worship have personal attack alarms at strategic points?			
5			
Have arrangements been made for the safety of lone workers, e.g. flower ladies, organists, cleaners etc.?			
6			
Are there any premises nearby that could create a risk to your staff, e.g. clubs, pubs,			
(l)			
Do you have contact numbers for these places?			