



The Church of England  
in Essex and East London  
Diocese of Chelmsford

Parish code:

# PAROCHIAL INSPECTION FORM 2026

*Please complete as much as possible prior to the Inspection Visit*

**Church & Parish** ..... **Date** .....

<b>KEY DOCUMENTS</b> Are these documents in place?	<b>YES/NO</b>	<b>DATES</b>	<b>CONDITION/COMMENTS</b>
<b>Church Property Register - 'Terrier'</b>			
<b>Church Property Register - 'Inventory'</b> <i>Silver etc. to be checked every 3 years</i>			Is everything mentioned in the Inventory present & available for inspection?
<b>Log Book</b>			
<b>Quinquennial survey and action taken/progress</b>		Date?	
Any other problems or issues with the building?  Future Plans?			

<b>DISABILITY AND ACCESS</b>	
Into and within the building	

Provision for hearing/visually impaired	
<b>CHURCHYARD</b>	<b>Open / Closed</b> <i>(Delete as appropriate)</i>
<i>Do you have up-to-date policies for the following?</i>	
<b>Upkeep of churchyard</b>	
<b>Risk assessment</b> <i>(of headstones, paths etc.)</i>	
<b>Reserved graves</b> <i>Are they marked on a plan, and reserved by Faculty?</i>	

<b>INSURANCE POLICIES</b> <i>Are these in place and up to date?</i>	<b>YES/NO</b>	<b>DATES</b>	<b>COMMENTS</b>
♦ All buildings			
♦ Public Liability			
♦ Employer's Liability			
<b>Lightning Conductor?</b> <i>When was it last tested?</i>			
<b>Electrical Safety?</b> Certificate/checks (PAT test)			
<b>Fire Safety?</b> Fire Exits		Are they clearly marked? Are they accessible at all times? Are they capable of being opened?	
Extinguishers & annual checks?			

Has your boiler or heating installation been inspected and serviced during the last year? *		* please see note on page 5
<b>CHURCH BUILDING AND SECURITY</b>	<b>YES/NO</b>	<b>COMMENTS</b>
Any exposed metals e.g. lead roofs?		
If yes: has Smartwater been applied?		
Do you have a roof alarm?		
<b>Security of valuables</b> Where are they stored?		
Are there photographs of valuables, and are photos stored away from church?		
Is the church locked?		
Register of Key-holders?		

<b>SAFEGUARDING POLICY (For the safety and wellbeing of children and vulnerable adults)</b>		
	<b>YES/NO</b>	<b>COMMENTS</b>
Has the Diocesan Safeguarding Policy been adopted by the PCC?		
Are you using the Safeguarding Dashboard? If so, how are you finding it?		
Has the annual PCC review of Safeguarding taken place?		
Is the PCC up to date with Safeguarding Training?		

Do you have a Parish Safeguarding Officer and Lead Recruiter (this can be the same person)?		
Do you have up to date posters/signage about Safeguarding displayed in your Church and other buildings?		
Do you have a statement about Safeguarding on your church website? Does it have the PSO details?		

<b>HEALTH &amp; SAFETY</b>	<b>YES/NO</b>	
Annual PCC Review?		
Co-ordinator?		
Accident book?		
Risk assessment?		

<p><b>SERIOUS INCIDENTS</b></p> <p><i>(as defined by the House of Bishops' guidance on reporting Serious Incidents to the Charity Commission: <a href="https://www.churchofengland.org/more/safeguarding/safeguarding-news-statements/new-guidance-reporting-serious-incidents-approved">https://www.churchofengland.org/more/safeguarding/safeguarding-news-statements/new-guidance-reporting-serious-incidents-approved</a>)</i></p>		
Have there been any Serious Incidents in the past three years?		

<p><b>DATA PROTECTION POLICY</b> <i>(under the General Data Protection Regulations (GDPR) 2018)</i></p>		
Does the PCC have a Data Protection Policy and a published Privacy Notice?		

<b>DOCUMENTS</b> <i>Have these documents been seen during the Inspection?</i>		
<b>Electoral Roll</b>		
<b>PCC Minutes</b>		
<b>Annual Report</b>		
<b>Table of Fees</b>		

<b>REGISTERS</b> <i>seen and up to date?</i>	<b>YES/NO</b>	<b>NUMBERS / COMMENTS</b>
<b>Services</b>		
<b>Banns</b>		
<b>Baptism</b>		
<b>Confirmation</b>		
<b>Marriage</b>		
<b>Burial/Funeral/Ashes</b>		
<b>Record of Graves</b>		

**Date of inspection:**

**Conducted by:**

**Are there any key issues to highlight?**

**Note regarding boilers**

*PCC's are reminded that it is their legal responsibility to have any boiler or heater installations, including flues, served by mains gas or bottled LPG annually inspected and serviced by a Registered Gas Safe Engineer.*

*Any faults found must be remedied in a timely fashion and any that are deemed to render the installation unsafe may result in the installation being isolated by the Engineer until the remedial works are carried out. It is not the responsibility of the Gas Safe Engineer to carry out any remedial work although the Engineer or his Employer may be willing to do so.*

*This responsibility applies to the church building and any ancillary accommodation falling under the remit of the PCC such as church halls.*