THE DIOCESE OF OXFORD: xxx ARCHDEACONRY

xxx Deanery

**ARCHDEACON’S VISITATION INSPECTION FOR THE PARISH OF: xxx**

**Date: xxx**

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

**xxx xxx**

**Churchwardens**: **Phone number (s)**

**xxx xxx**

**xxx xxx**

**PLEASE NOTE THAT PAPERWORK INCLUDING MINUTES AND POLICIES, AS WELL AS ACCOUNTS, CAN BE SHOWN ELECTRONICALLY, RATHER THAN PRINTED OFF, WHERE THIS IS CONVENIENT**.

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| ***INTERIOR VISUAL INSPECTION*** | **SEEN** | NOTES & ANY ACTIONS REQUIRED |
| Note any visible dampness and general cleanliness.  Are notice boards well maintained and contents up to date and tidy? |  |  |
| **COMMUNION PLATE AND SILVER.**  Checked against inventory, unless deposited in a bank, in which case the receipt must be produced.  Are there any missing or damaged items? |  |  |
| **ALTAR LINENS.**  Are the fair linen cloth, purificators, corporals etc clean and in good condition? |  |  |
| **EMPLOYER’S LIABILITY CERTIFICATES**  **Date of last review:**  **These should be kept from year to year for as far back as possible up to 40 years but this can be in electronic format**  *Certificate of liability issued annually by the insurance company to show that legal liability for accidents to or illness to employees sustained in the course of their employment is covered by insurance policy. This does not need to be displayed but must be accessible digitally for anyone who requests to see it* |  |  |
| **‘NO SMOKING’ SIGNS**  Currently law says at least 1 legible no-smoking sign must be displayed but those responsible are free to decide the size, design and location of the signs although it should include the words: "No Smoking. It is against the law to smoke in these premises.  **CURRENT TABLE OF FEES**  Displayed? |  |  |
| **CHURCH/SAFE SECURITY**  Things to think about are:   * Is there a substantial church safe? * Is it bolted to the building or immovable? * Is it free from damp? |  |  |
| Is there a Lone working policy and procedure? Is this displayed in the church? |  |  |
| Is an alarm system installed? |  |  |
| Have you considered a monitored roof alarm system? |  |  |
| Have you used Smartwater to mark lead/metal? |  |  |
| Have you registered this with the EIG? |  |  |
| Are there adequate locks and bolts to all outer doors? |  |  |
| Are vestries and other side rooms kept locked? |  |  |
| Is the Tower locked? |  |  |
| Are all the church keys properly secured? |  |  |
| Is there an up to date register of keyholders? |  |  |
| If the church is kept locked, is there a clear notice  concerning availability of the key? (If appropriate) |  |  |
| **DISABILITY PROVISION**  What you have done and what do you intend to do under the Equality Act 2010 with regard to access:  -through the churchyard |  |  |
| – into the building |  |  |
| – within the building |  |  |
| – provision for hearing impaired - loop |  |  |
| – provision for vision impaired- large print books |  |  |
| Is wheelchair access as good as possible? |  |  |
| **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 person? * Has a risk assessment taken place in the last year? Make note of date. * Have all actions required taken place? |  |  |
| ***EXTERIOR VISUAL INSPECTION*** |  |  |
| Is there any ivy or other vegetation growing on walls  or in any drainage area? |  |  |
| Are the gutters, downpipes and drains clean and in good condition? |  |  |
| Are notice boards well maintained and contents up to date and tidy? |  |  |
| If the Central heating is oil fired is the oil tank up to regulation standard ie. 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 ‘oil storage’ into the site search box. |  |  |
| **CHURCHYARD**  Open/closed?  Are the churchyard regulations displayed? |  |  |
| General condition |  |  |
| PCC policy on upkeep – conservation. If policy in place is this displayed? |  |  |
| Safety: headstones, paths etc. |  |  |
| **TREES**  Are there any Archdeacon’s authorisations, permissions from the Local Authority and arboriculturalist’s reports relating to the trees in the churchyard? |  |  |
| ***PAPERWORK*** |  |  |
| **QUINQUENNIAL INSPECTION REPORT**  **(please have a copy ready)**  **Date of report:**  **Name of Architect:**  *This often has a summary list of things to do towards the back.* |  | *Note here works which remain to be done and steps being taken to put these in hand* |
| Have all works listed as “Urgent” and those “Essential within the first 18 months” been completed? |  |  |
| Note other works necessary within the quinquennium which are still to be completed, and steps being taken to put these in hand. |  |  |
| Note other related matters which may need advice from the Archdeacon, the DAC etc. |  |  |
| Future Plans? |  |  |
| **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 Diocesan Trustees (DTOL)? |  |  |
| **INVENTORY**  A detailed list of all articles belonging to the church. |  |  |
| **PHOTOGRAPHIC RECORDS OF ITEMS OF VALUE**  There should be a photographic record of items of silver, brass, furnishings, furniture etc. which are of value. These can be an essential in case anything is stolen. Photograph them against a ruler or something to indicate size.  Two sets – kept separately and preferably at least one kept electronically |  |  |
| **LOG BOOK**  A book in which is written a full note of all alterations, additions and repairs and anything else which affects the church, land, and articles and the location of any other documents relating to these alterations, repairs and events which are not kept with the log book. (Your treasurer should have receipts for work done.) |  |  |
| **PLANS**  Do you maintain an up-to-date plan of the  church *and*  churchyard  for use with faculty applications and for dealing with contractors? **Plan of graves, where applicable.** |  |  |
| **CURRENT REGISTERS**  *Are they up to date, clean, tidy and completed in proper indelible/registrars ink?* |  |  |
| **Services** |  |  |
| **Banns Book** |  |  |
| **Marriage Services** |  |  |
| **Baptism** |  |  |
| **Confirmation** |  |  |
| **Burials** |  |  |
| **Children Admitted to Communion**  *PCC Policy?* |  |  |
| **PAST REGISTERS, RECORDS, RECEIPTS**  Completed registers, records and receipts – Old registers should normally be transferred to the County Record Office for safe keeping.  **Please show Receipts** for records and registers which have been transferred to the Archivist. |  |  |
| **PCC MINUTE BOOK:** if kept in loose leaf format pages should be numbered consecutively through the folder. |  |  |
| **APCM MINUTE BOOK:** if kept in loose leaf format pages should be numbered consecutively in the folder. |  |  |
| **ELECTORAL ROLL**  How many are on the Electoral Roll? |  |  |
| **PARISH ACCOUNTS** |  |  |
| **FACULTIES AND OTHER PERMISSIONS**  All faculties for grave space and private memorials received over the years should be kept in the safe  (all other faculties are stored and registered on-line) |  |  |
| **INSURANCE POLICIES**  The policy issued by your insurance company which relates to the church building and its contents. |  |  |
| What proportion of loss are you insured for? |  |  |
| What is your excess amount? |  |  |
| **HEALTH & SAFETY**  The parish needs to  have done a health and safety **audit** |  |  |
| have a **policy** and |  |  |
| a **Health and Safety Officer**.  have an Accident Book and First Aid Kit |  |  |
| **SAFEGUARDING**  Each PCC must have produced, voted through and published its own Safeguarding Policy reaffirmed  at each Annual General Meeting. |  |  |
| Is the policy in place? |  |  |
| Is the policy on public display? |  |  |
| Has the policy been reviewed in the last 12 months? |  |  |
| Is there a Parish Safeguarding Officer? |  |  |
| Have all Church Officers had their DBS completed? |  |  |
| Have all Church Officers had the Safeguarding training at a level that is relevant to their role? |  |  |
| Check that the parish website has safeguarding contact details on the front page of the website allowing survivors to report abuse.  Review the parish’s Safeguarding Action Plan (or print off from your Dashboard the ‘action list’) and discuss how safeguarding is embedded in everyday parish life. |  |  |
| **EMPLOYMENT MATTERS**  Does the church employ anyone? |  |  |
| If yes, do you have Employer Liability insurance? |  |  |
| Have you registered with PAYE with HMRC? |  |  |
| Have you got a payroll bureau identified and payroll system in place?  Are records of past employees kept securely? |  |  |
| Have you got a suite of employment policies and procedures **(at least the statutory ones)** If not, refer them to the diocesan website where they will find the ‘parish toolkit’ and will be signposted accordingly. |  |  |
| **ASBESTOS**  Have you investigated whether there is any risk of asbestos being present in the building? |  |  |
| Is there a record of the location of any asbestos in the building and the policy to notify anyone who might be at risk? |  |  |
| Have places of risk been marked? |  |  |
| **GDPR compliance**  Do you have a Data Privacy Notice?  Do you have a GDPR Policy?  Do you have plans to undertake an audit? |  |  |
| **‘PAT’ TESTING**  Have all portable electrical appliances been tested and the tests recorded? (If you have a church school they may know someone registered who could do this.) |  |  |
| **ELECTRICAL WIRING**  Is there a record of testing of electric wiring? |  |  |
| **OIL and GAS (where applicable)**  Is there a record of oil or gas safety certificates?  *Oil or gas boilers or other appliances (e.g. ovens) should be serviced annually and a safety certificate issued* |  |  |
| **LIGHTNING CONDUCTOR TEST (if applicable)**  When is the last certificate?  Was the resistance within acceptable limits? |  |  |
| **DOES THE PCC PROVIDE ANY ADMINISTRATIVE SUPPORT FOR THE CLERGY?** |  |  |
| **Clergy Expenses reimbursement?** |  |  |

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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 Mission Action Plan? |  |  |
| Anything else? |  |  |

Thank you for your help and for engaging with this process.