

Churchwarden / PCC checklist

Terrier/Inventory	
Log book	
Photographs of valuables and Inventory items	
Quinquennial survey (every five years)	
Inspecting church architect from DAC approved list	
Insurance – up to date <ul style="list-style-type: none"> • Liability Certificate(s) displayed 	
Disability and access <ul style="list-style-type: none"> • Into and within building • Provision for hearing impaired • Provision for vision impaired 	
Graveyard – stated PCC policy <ul style="list-style-type: none"> • On upkeep • On safety and testing of headstones, paths etc. 	
Management of asbestos and PCC Minute	
Lightening conductor – last tested?	
Electrical Safety checks <ul style="list-style-type: none"> • Wiring in general • PAT test (Portable Appliance Testing) 	
Child Protection and vulnerable adults <ul style="list-style-type: none"> • Policy reviewed annually by PCC and Minuted • Named co-ordinator 	
Health and Safety policy <ul style="list-style-type: none"> • Policy reviewed annually by PCC and Minuted • Named co-ordinator • Accident book 	
Fire safety <ul style="list-style-type: none"> • Fire safety risk assessment and action (record in PCC Minutes) • Extinguishers and annual maintenance 	
Children and Communion <ul style="list-style-type: none"> • Register for those admitted • Use Guidelines and process since June 2006 (? fresh application) 	
Employment <ul style="list-style-type: none"> • Written contracts for employees • PCC written policies for employees and volunteers? 	