

Church Compliance Checklist



Use this tick list as a prompt to ensure your church is safe and compliant for the year ahead.

Building safety

- Annual gas safety certificate checked and renewed (carried out by a Gas Safe approved engineer)
- Electrical fixed wire test completed within the last five years (carried out by a qualified electrician)
- Portable appliance testing carried out in the past year
- Fire extinguishers tested and serviced annually by a qualified engineer
- Fire alarm and emergency lighting tested annually by a qualified engineer

Policies and governance

- Safeguarding policy reviewed annually
- Finance policy reviewed
- Data protection policy reviewed
- Employment policies reviewed
- Media and communications policy reviewed

Risk assessments

- Fire risk assessment reviewed and updated annually
- Health and safety risk assessment reviewed and updated

Food safety

- Food safety requirements checked and followed for all activities where food or drink is provided.

Copyright

- Copyright licences reviewed and renewed for projecting, reproducing, livestreaming and performing music
- Copyright licences checked for the playing of pre-recorded music during services and events

First aid

- First aid kit checked and expired items replaced
- If the church employs staff a first aid kit is in place as required by law
- First aid training certificates checked and renewed (every three years)

Insurance

- Public liability insurance is in date and reflects the current needs of church activities
- Buildings insurance is in date and reflects the needs of the church
- Insurer notified of any planned building works