

Church Compliance Checklist

Designed for church trustees, leaders and anyone responsible for managing or maintaining a church building, this checklist provides a practical reminder of key legal responsibilities and good-practice checks.

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 (PAT) 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

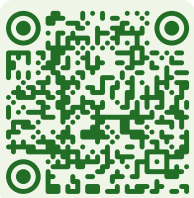
- ☐ Copyright licences reviewed and renewed for projecting, reproducing, livestreaming and performing music
- ☐ Copyright licences checked for the playing of pre-recorded music during services and events

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



More practical support

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Visit our resources library to find more practical guidance for your church.

Need help?

Contact the Church Growth Trust team:

t: 01536 201339 **e:** enquiries@churchgrowth.org.uk