

**Risk Assessment Form for Places of Worship**

Place of worship name :

Date of assessment :

Assessment carried out by :

<b>Section One : Boundary &amp; Grounds</b>	<b>YES</b>	<b>NO</b>
1. Is the boundary of your place of worship clearly defined by hedges, fencing or walls?		
2. Does your place of worship have a main boundary entrance that can be secured?		
3. Are there any other entrances in your boundary?		
(i) Can they be secured?		
(ii) Does the public have a right of way or adopted pedestrian routes through your place of worship grounds?		
4. Is vehicular access to the grounds controlled?		
5. If you have gates can they be lifted off their hinges easily?		
6. Do you have any external buildings in your grounds?		
(i) Do they contain anything valuable such as lawnmowers or ladders?		
(ii) Do the buildings allow easy access to the main building?		
7. Are there any other items of particular interest to thieves in your grounds such as masonry, monuments, gravestones, ironwork etc?		
8. Are there regular acts of criminal damage or other crimes within the grounds?		
9. Are the grounds used by travelers, drug users, youths or others as a gathering point?		
10. Are the grounds well lit during the dark?		
11. Is the place of worship lit with floodlights at night?		
(i) Are the floodlights secured?		
12. Are the grounds well kept with the grass kept short?		
(i) Are there any unkempt areas within the grounds?		
13. Have you removed any materials that could be used as missiles from the grounds?		
<b>Section Two: External Building Security</b>	<b>YES</b>	<b>NO</b>
1. Is your place of worship kept in good repair?		
2. Does the place of worship have a porch, recessed doors or other areas which may give cover to intruders?		
3. Are all the doors and windows locked when the building is not in use?		
4. Are there any doors or paneling made of flimsy construction?		
5. Is any stained glass protected from damage from the outside?		
6. Are your drainpipes protected to prevent anyone climbing up?		
7. Do the locks on the doors meet modern standards?		
8. Do all doors, which lead directly to the outside, have the ability to be locked with a key, rather than just a draw bolt?		
9. Are any wheelie bins or other refuse containers stored away from the main building?		
<b>Section Three : Internal Security</b>	<b>YES</b>	<b>NO</b>
1. Does the main building have an intruder alarm?		
(i) Is the alarm monitored? ( <i>ie does the signal go to a control room?</i> )		
(ii) Does your alarm company belong to NACOSS or other UKAS accredited inspectorate?		
(iii) Is one person in charge of the alarm system including issuing code numbers and dealing with the alarm company?		
(iv) Do you have a servicing agreement with the alarm company?		
(v) Have you checked that the alarm is value for money?		
(vi) Does the alarm cover all areas of the building?		
2. Does your place of worship have a safe large enough to place any		

<b>Section Four - Security Management of your place of worship</b>	<b>YES</b>	<b>NO</b>
1. Is there a specific security budget each year rather than part of the general repair fund?		
2. Has there been any expenditure on crime reduction measures in the last year?		
3. Do you report every crime committed against your place of worship to the police and obtain a crime report number?		
4. Is any damage caused by crime immediately repaired?		
5. Does your place of worship have an incident book in which all crimes and suspicious incidents are recorded?		
6. Is there a detailed investigation and recording procedure for fires, no matter how small?		
7. Is your place of worship a member of the local Neighborhood Watch scheme?		
8. Do you belong to a Church-watch scheme?		
9. Have you contacted your neighbors to explain what they should do and who to contact if they see something suspicious?		
10. Have you registered your keyholders with the police and fire brigade in the event of them needing to call them out?		
11. Do you know who has keys to the building, including former officials, bell ringers and the like?		
(i) Do the people who have keys really need them?		
12. Do you have an established written procedure for locking the building up?		
(i) Does it include checking the toilets & other areas to ensure no-one is concealed?		
(ii) Does a member of the place of worship lock up after an event run by an outside agency?		
(iii) Do you check doors, bolts and locks that are rarely used during the lock up procedure?		
13. If your place of worship is normally locked do you have a procedure for issuing keys if people wish to visit?		
14. Do you have spare copies of all keys for the building?		
(i) Are they kept in the building?		
(ii) Do you know how many spare keys are available for each lock and where their location is?		
<b>Section Five – Personal Safety</b>	<b>Y</b>	<b>N</b>
	<b>E</b>	<b>O</b>
	<b>S</b>	
1. Do you have written instructions for staff on how to deal with visitors behaving inappropriately or creating disturbance?		
2. Has any staff member been trained in dealing with these people in their		

current or previous job, such as in the police or similar?		
3. Are there clear instructions on where to phone for the emergency services should it be necessary?		
4. Does the place of worship have personal attack alarms (panic buttons) at strategic points to allow staff to call for help if necessary?		
5. Have arrangements been made for lone workers, such as flower ladies, organists, cleaners etc, to be safe?		
6. Are there any premises nearby that could create a risk to your staff, such as clubs, pubs, psychiatric hospitals etc?		
(i) Do you have contact numbers for these places?		

When you have completed this risk assessment form, sit down and spend some time working through the sections of this book. By following the advice you will improve the security of your place of worship and you will protect the users from harm. You can never stop all crime, but you can make the criminal feel very uncomfortable.