



THE CHURCH
OF ENGLAND

Diocese of St Edmundsbury
and Ipswich

PAROCHIAL VISITATION FORM

Church

Date

| Parish Registers | Yes/No | Date of First Entry | Date of Last Entry and Comments |
|--|---------------|----------------------------|--|
| Services | | | |
| Banns | | | |
| Baptism | | | |
| Confirmation | | | |
| Marriage Register Register of Marriage Services | | | |
| Burial/Funeral/Ashes | | | |
| Record of Graves | | | |
| Details of Deposits at Records' Office | | | |
| Other records and church or elsewhere? | | | |

| | Yes/No | Conditions/Comments |
|------------------|--------|---------------------|
| Terrier | | |
| Log Book | | |
| Inventory | | |

| | Yes/No | Comments |
|-----------------------------|--------|----------|
| Electoral Roll | | |
| PCC Minutes | | |
| Annual Report | | |
| CCLI Licence | | |
| Parochial Fees Table | | |

| PCC Employment Policies | Yes/No | Comments |
|--------------------------------|--------|----------|
| Any Employees? | | |
| Contracts? | | |
| Written Policies | | |

| PCC Insurance Policies | Yes/No | Comments |
|---|--------|----------|
| ♦ Name of Insurer | | |
| ♦ All buildings | | |
| ♦ Public Liability (no certificate supplied) | | |
| ♦ Employers Liability (This includes volunteers) | | |
| Date of last Insurer's review? | | |
| Employers Liability Certificate displayed? | | |

| PCC Health and Safety Policy | Yes/No | Comments |
|-------------------------------------|--------|----------|
| Is there a policy? | | |
| Annual PCC Review? | | |
| Co-ordinator? | | |
| Any Issues? | | |

| Safeguarding of Children and Vulnerable Adults | | |
|--|---------------|-----------------|
| Accident Book | Yes/No | Comments |
| Are there Safeguarding Policy documents? | | |
| Are these displayed with the name of the Designated Officer? | | |
| Name of Designated Officer | | |
| Annual PCC Review? | | |
| Any issues or comments? | | |

| Children and Communion | | |
|-------------------------------|--|--|
| Register of admitted? | | |

| Building Issues | Comments |
|---|-----------------|
| Date of the most recent Quinquennial Survey and action taken/progress | |
| Current Church Architect/Building Surveyor | |
| Any problems or issues with the building? | |
| Future Building Plans? | |

| Managing Asbestos | |
|---|--|
| Has a survey been conducted? | |
| Do you have any asbestos to the best of your knowledge? | |
| If so, what are you doing about it? | |

| Disability and Access | |
|------------------------------------|--|
| • Into Building | |
| • Within Building | |
| • Provision for hearing impaired? | |
| • Provision for visually impaired? | |

| Fire Safety | |
|-----------------------------|--|
| Fire Exits? | |
| Extinguishers? | |
| Annual Maintenance? | |
| Fire Safety Policy? | |
| PCC Review? | |
| Co-ordinator? | |
| Lightening Conductor | |

| Electrical Safety | |
|---|--|
| Certificate/Checks Installations (wiring) every 5 years | |
| Portable Equipment Test annually (PAT) | |

| Security of Building | |
|--------------------------------------|--|
| Any exposed metals eg lead roofs? | |
| If yes, has Smartwater been applied? | |
| Has a roof alarm been installed? | |
| Is the church locked? (If so, when?) | |

| | | |
|--|--|--|
| Is there an up-to-date list of keyholders? | | |
|--|--|--|

| Security of Valuables | | |
|---|--|---|
| Is there a safe? | | <i>* If there is no safe an insurance policy is required to cover valuables</i> |
| If so, is the safe fixed to the floor or in the wall? | | |
| Are there photographs of valuables? | | <i>*These need to be stores off site</i> |
| Is there a NADFAS report? | | |

| Churchyards | | |
|------------------------------------|--|--|
| Open? | | |
| Closed? | | |
| Copy of Churchyard Rules displayed | | |
| General Condition? | | |
| PCC Policy on upkeep | | |
| Safety: Headstones, paths, etc | | |

| Parish Share | | |
|--|--|--|
| Recent pattern of payment? | | |
| Any issues, or help needed? | | |
| Any Clergy expenses fully reimbursed? | | |

Visitation Conducted by:

Key/Urgent Issues: