

Security Assessment Form

RISK ANALYSIS QUESTIONNAIRE

Name of Place of Worship:

Date:

Name of Assessor:

INTRODUCTION

This questionnaire is designed to assist minister/officials assess the risks from damage, loss and injury in your place of worship and associated premises. A risk assessment is the starting point and is intended to highlight any areas where action is required.

A risk assessment should be reviewed from time to time to ensure that it remains valid.

If the answer to any question is "NO" then remedial action should be considered. Any question not applicable should be indicated as N/A.

PART ONE - SECURITY OF BUILDINGS

Are the premises kept in good repair?	YES	NO	N/A
Is the boundary of the place of worship clearly defined by good hedges, fencing or walls?	YES	NO	N/A
Has consideration been given to protecting or eliminating recessed doorways, concealed yards, shrubs, planted areas and similar features which can give cover to intruders? (NB. Consider if Faculty authority necessary).	YES	NO	N/A
Are the buildings free from pieces of flimsy construction, such as low-level glazing or lightweight panelling?	YES	NO	N/A
Are all entrance doors locked and windows secured when the premises are not in use?	YES	NO	N/A
Is there easy access to the roof from points such as lower adjacent structures, compounds, walls or downpipes?	YES	NO	N/A
Are tools and ladders securely locked away?	YES	NO	N/A
Has an intruder alarm been installed?	YES	NO	N/A
Does the intruder alarm incorporate remote signalling?	YES	NO	N/A
Is the intruder alarm maintained by an NSI approved contractor?	YES	NO	N/A
Have special arrangements been made to protect items of particular interest to thieves, such as stained glass, masonry, monuments, brasses etc?	YES	NO	N/A
Is vehicular access to the place of worship grounds controlled?	YES	NO	N/A
Are there right of way or adopted pedestrian routes through the place of worship grounds?	YES	NO	N/A
Have arrangements been made for photographic or video record to be made of the place of worship, its features and contents, with particular attention to items at risk from vandalism or theft?	YES	NO	N/A
Are they stored away from the place of worship?	YES	NO	N/A

PART TWO - THEFT AND DAMAGE

Are there secure storerooms or containers for securing attractive items such as silverware, worship plate, furniture, books, statues, paintings, audio, visual, musical instruments?	YES	NO	N/A
Are valuable items always placed in secure storage when not in use?	YES	NO	N/A
Are rooms containing other attractive equipment, e.g. office, vestry and storerooms kept locked when not in use?	YES	NO	N/A
Are officials, choir members etc advised of the need to safeguard personal property?	YES	NO	N/A
Are cash holdings kept to a minimum?	YES	NO	N/A

Is cash counted out of sight?	YES	NO	N/A
Is money removed from the premises overnight?	YES	NO	N/A
Is equipment marked so as to identify ownership?	YES	NO	N/A
Are signs displayed to this effect?	YES	NO	N/A
Is a safe installed for storage of cash, plate or other small items of value?	YES	NO	N/A
If installed, is the safe of an adequate standard for the risk?	YES	NO	N/A
Is the offertory box, or other collection points adequately secured against theft?	YES	NO	N/A
Is refuse stored safely in metal containers away from vulnerable buildings?	YES	NO	N/A
Are wheelie bins stored within the building or adjacent to the building?	YES	NO	N/A
Are waste bins securely chained in place, at least 5 metres from buildings?	YES	NO	N/A
Are materials, which could be used as missiles to commit damage removed from around the building?	YES	NO	N/A

PART THREE - MANAGEMENT INFORMATION & PRACTICE

Is there a specific budget each year, or a rolling programme, for crime and vandalism prevention measures, separate from any general repair fund?	YES	NO	N/A
Has any money been allocated specifically for the prevention of crime during the next five years?	YES	NO	N/A
Has there been any expenditure on crime prevention measures in the last five years?	YES	NO	N/A
Are acts of vandalism reported immediately on discovery?	YES	NO	N/A
Is damage quickly made good to discourage further similar acts?	YES	NO	N/A
Are criminal acts automatically reported to the police?	YES	NO	N/A
Are details recorded in a logbook of the nature, time, place and cost of theft or vandalism?	YES	NO	N/A
Is there a detailed investigation and recording procedure for fires, however small?	YES	NO	N/A
Has guidance been sought on security and damage control from:			
(a) The Police Crime Prevention Officer?	YES	NO	N/A
(b) The Fire Prevention Officer?	YES	NO	N/A
(c) Your Insurer?	YES	NO	N/A
(d) The Security Industry?	YES	NO	N/A
Has risk evaluation of the place of worship been undertaken before receiving this questionnaire?	YES	NO	N/A
If 'YES' to previous question, were any recommendations given then implemented?	YES	NO	N/A
Have you considered involving the community in safeguarding the place of worship through schemes such as 'Neighbourhood Watch', or, 'Churchwatch'?	YES	NO	N/A
Is there close liaison between youth groups and your place of worship?	YES	NO	N/A
Are you in contact with other places of worship in the area to exchange information about security matters?	YES	NO	N/A
Are officials warned to note suspicious persons or activities?	YES	NO	N/A
Are neighbours encouraged to notify responsible persons when suspicious activities are seen in and around the place of worship?	YES	NO	N/A
Is there an established procedure for police and fire services to contact keyholders promptly in the event of incidents occurring in the place of worship?	YES	NO	N/A

PART FOUR – PROCEDURES

(a) Keys and locking up

Is there a proper procedure to control the issue of keys?	YES	NO	N/A
Is there an established procedure for locking up?	YES	NO	N/A
Are rooms such as toilets, stores etc checked to ensure no one is concealed when the building is locked up?	YES	NO	N/A
Are persons who use the building outside normal hours briefed on securing the premises when they leave?	YES	NO	N/A
Is there a procedure for periodically checking fittings such as locks, catches and bolts?	YES	NO	N/A
If notices instructing visitors on where to obtain keys are used, are visitors:-			
(a) Accompanied?	YES	NO	N/A
(b) Required to provide proof of identity?	YES	NO	N/A
(c) Required to sign a register?	YES	NO	N/A
If keys are supplied to visitors, is there a secondary means for locking the place of worship to address the risk of dishonest duplication of the keys?	YES	NO	N/A

(b) Security during opening times

Are visitors encouraged to use a specified door and is it clearly signed?	YES	NO	N/A
Is it possible to monitor the arrival and departure of visitors?	YES	NO	N/A
Are visitors prevented from entering unauthorised parts of the place of worship, e.g. vestry?	YES	NO	N/A

(c) Security outside opening times

Are special arrangements made for surveillance during vulnerable times such as evenings and special events?	YES	NO	N/A
Are the premises checked by:-			
(a) Officials?	YES	NO	N/A
(b) Good neighbours?	YES	NO	N/A
(c) Other Patrols?	YES	NO	N/A
Is external security lighting provided?	YES	NO	N/A
Are the premises well lit when not in use?	YES	NO	N/A
Is there natural surveillance from surrounding buildings or passing members of the public?	YES	NO	N/A
Is the incumbent/official's house on site?	YES	NO	N/A
Is an official readily accessible?	YES	NO	N/A

(d) Special Risk/Personal Safety

Are appropriate extra security, safety and fire precautions taken when contractors are working on the place of worship, e.g. controlled access to scaffolding, ladders etc and removal of tools and loose materials?	YES	NO	N/A
Are meetings held between interested parties to identify on site risks and procedures necessary during work being carried out on the place of worship?	YES	NO	N/A
Are officials aware of their responsibilities or duties to deal with members of the public exhibiting disturbed behaviour or causing nuisance?	YES	NO	N/A
Have adequate arrangements been made for the personal safety of place of worship officials, e.g. organist, cleaner etc who work alone in the place of worship?	YES	NO	N/A