

# Terrorism Checklist

## For small to medium sized places of worship

It is appreciated that the concept of absolute security is almost impossible to achieve in combating the threat of terrorism. However, it is possible by following this checklist to reduce the risk of attack as low as reasonably practicable. It is important that your worshippers and visitors understand the potential threats of terrorism to your place of worship.

We have created this checklist to help you reduce the risk of a terrorism event impacting your people and property. We strongly recommend that you take further action as appropriate to your situation. In particular you should be aware of:-

- The area where your place of worship is located
- The existence of any other local buildings that may be a terrorism target which could also damage your premises
- Whether prominent people worship at your premises or live locally to your premises that may be a terrorist target.

### 1. Insurance

	Yes	No	N/A	Action	Who	By When
1.1 Have you checked whether your insurance policy includes cover for the risk of terrorism?						
1.2 Have you checked that the buildings/contents sum insured reflects current building/replacement costs?						
1.3 Does your insurance policy include cover for loss of income and hiring of alternative premises if your premises are damaged?						
1.4 Does your insurance policy include cover for any liability to third parties if injured in the course of a terrorist incident?						

*Continued overleaf...*

## 2. Property Protection

	Yes	No	N/A	Action	Who	By When
2.1 Are final exit doors to the premises secured by strong locks, preferably to BS3621?						
2.2. Are accessible opening windows secured by key operated window locks or grilles/bars if appropriate?						
2.3. Do you control vehicle access to any car parks at the premises?						
2.4. Has CCTV been installed at the premises and, if so, is it regularly checked and maintained?						
2.5. Has a fire and/or intruder alarm been installed at the premises?						
2.6. Has external lightning been installed to deter unwanted visitors?						

## 3. Housekeeping

3.1. Are waste bins positioned away from the buildings?						
3.2. Do you carry out repairs quickly if you suffer graffiti or malicious damage attacks?						
3.3. Do you ensure that any internal unoccupied rooms are locked?						
3.4. Do you ensure that any vegetation is pruned so as not to help conceal unwanted visitors?						
3.5. Do you ensure that any litter outside the premises is removed on a regular basis?						

## 4. Search Plan

4.1. Are routine searches of the buildings undertaken at opening and closing times?						
4.2. Do you have any plan to deal with unidentifiable items?						

## 5. Communication

	Yes	No	N/A	Action	Who	By When
5.1. Are worshippers or visitors to the buildings regularly reminded of the potential threat of terrorism?						
5.2. Are worshippers or visitors aware of what actions to take in respect of suspicious activity?						
5.3. Have you encouraged your neighbours to be vigilant and report any suspicious activity immediately to the police?						
5.4. Does someone have responsibility for liaising with local police re current Terrorism risk status in area and have awareness training?						

## 6. Special Events

6.1. Do you review security arrangements when you hold special events?						
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## 7. Evacuation Plan

7.1. Do you have an evacuation plan in place should an incident occur?						
7.2. Do you have a designated assembly area, other building or protected space where worshippers/visitors can congregate?						

## 8. People Safety

7.1. Do you have a safety plan in place including for your people working alone?						
7.2. Are previous employment/DBS checks undertaken for new employees/volunteers?						

## 9. Miscellaneous

	Yes	No	N/A	Action	Who	By When
9.1. Do you have an IT policy in place to deal with cyber-attacks?						
9.2. Do you have a mail policy in place to check mail and other deliveries before opening?						
9.3. Do you have a Disaster Recovery Plan that: <ul style="list-style-type: none"> <li>■ Includes emergency readiness and response procedures</li> <li>■ Enables your place of worship to continue to deliver services and events in temporary premises</li> <li>■ Helps preserve your reputation and good standing in the community</li> </ul>						

Further information can be obtained from the Counter Terrorism Protective Security Advice for Places of worship document produced by the National Counter Terrorism Security Office (NaCTSO) via the attached [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/375136/Places\\_of\\_Worship\\_Reviewed.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/375136/Places_of_Worship_Reviewed.pdf)

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