Church support checklist



Your role as a churchwarden is central to the stewardship of your church's buildings, people and activities.

With such wide-ranging responsibilities shared with the PCC, but often falling on Churchwardens' shoulders, it can sometimes feel difficult to know where to begin or which areas need your attention most urgently.

At Ecclesiastical, we are always looking for new ways to support churchwardens and alongside the guidance and resources already available online, we have introduced a self-assessment tool to help you recognise what your church is doing well, identify potential risks and find practical solutions. You can find details of the self-assessment tool on page two.

Alternatively, you can use the checklist independently to find guidance on a particular area whenever you need it. It sets out key tasks to help you manage routine risks effectively throughout the year, from statutory inspections and maintenance planning to financial governance.

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Church risk self-assessment tool

Create a personalised risk report for your church.

- Take a self-assessment
- Our new church self-assessment tool aims to help you:
  - Identify what your church is doing well
  - Spot potential risks to your church property and activities
  - Access practical solutions that help you reduce the risk.



Once you complete the assessment, we'll send a personalised report summarising your results, along with links to resources to help you manage specific risks.

www.ecclesiastical.com/risk-management/church-self-assessment-tool

Checklist and resources

(Click the numbers in brackets to go to relevant links)

1. Statutory duties

These are the essential checks that keep your church compliant, safe and legally protected.

Fire risk assessment
Review your fire risk assessment periodically and whenever changes are made to the building or its use. **(1)**

Health and safety (H&S) arrangements
Update your H&S policy regularly and ensure risk assessments are completed for relevant activities. **(2, 3)**

You hold a statutory duty to manage Health & Safety for employees or volunteers.

2. Important routine maintenance

Ongoing care prevents small issues becoming expensive problems.

Fixed electrical systems
Arrange an Electrical Installation Condition Report every five years and ensure regular PAT testing of portable appliances. **(4)**

Lightning protection
If your church has a lightning protection system, arrange periodic inspections at least every 4 years and a visual inspection annually and record any remedial work. **(5)**

Slips and trips
Helping to keep people safe in and around your church buildings. **(6)**

Testing requirements
Helping you keep track of what, when and how. **(7)**

Quinquennial report actions
Review the last quinquennial inspection (QIR) report and plan essential works including working with contractors. **(8,9,43,44)**

Gutters, downpipes and drainage
Clear regularly and check for leaks, blockages or vegetation growth. **(10)**

Churchyard maintenance
Maintain paths, boundaries, tree inspections, memorials and grassed areas to ensure safe access. **(6, 10, 11, 12)**

Weather preparedness
Prepare for floods, storms and hazardous weather by checking drains, securing loose items and reviewing emergency contacts. **(13, 14, 15, 16, 17)**

3. Safety and risk management

Helping you keep people safe during everyday church life.

Fire safety
Undertake a fire risk assessment and ensure that it is regularly reviewed. **(1, 18)**

Health & safety responsibilities - including Martyn's Law
Understand the legal duties of your governing bodies and make sure obligations are met. **(19, 21, 49)**

Risk assessments
Ensure that you undertake appropriate risk assessments for given activities, and bear in mind that for some risk assessments there are statutory requirements. **(3, 20)**

Self assessment tools
Use Ecclesiastical's Health & Safety self-assessment toolkit to check whether your arrangements are adequate. **(2, 3, 21)**



4. Governance and finances

Ensuring your church is protected, compliant and financially well managed.

Insurance
Keep your church insurance up to date and report any significant changes to buildings or activities to your insurance company. **(22)**

Financial governance
Maintain clear records, approvals and audit trails to support good PCC governance. **(23)**

5. Church security

Protecting your building, assets and visitors.

Open churches
Review how the church is open and accessible for tourists, occasional visitors or those in need of quiet prayer. **(24, 29, 31)**

Security measures
Put proportionate security measures in place that are appropriate to your circumstances. **(24, 25, 26)**

Emergency planning
Maintain an emergency plan covering fire, flood, vandalism and severe weather. **(15, 18, 27)**

SmartWater
Under the Ecclesiastical church policy application of forensic marking is a policy condition – application, registration and signage. **(28)**

6. Fundraising and community

Supporting the wider mission of the church.

Fundraising Hub
Use Ecclesiastical's Fundraising Hub for ideas, templates and guidance. **(29, 30)**

Community outreach
Ensure outreach activities are safe, insured and appropriately risk assessed. **(31, 32)**

7. Useful Ecclesiastical resources

A quick reference to the guides that support churchwardens.

Made Simple Guides
Helpful information and Made Simple Guides. **(30, 31, 32, 33, 34, 37, 38, 39, 40, 41, 43, 44, 45, 48)**

Fire risk, health and safety, electrical safety, working at height, and slips and trips
Practical guidance and templates to help you manage everyday risks. **(1, 6, 18, 44, 45)**

Risk Calendar
Month by month reminders of routine checks and statutory inspections. **(46)**

Parish Plus
Summary of cover: provides a précis of the Parish Plus policy and an overview of your cover. **(47)**

Parish Protect
Please call our church team for further information about Parish Protect cover.

Important links

Statutory duties

1 **Fire Risk Assessment**
www.ecclesiastical.com/risk-management/church-fire-risk-assessment

2 **Managing Health and Safety**
www.ecclesiastical.com/risk-management/managing-safety-at-your-church

3 **Health and Safety**
www.ecclesiastical.com/media/rtnfspri/church-health-and-safety-policy-template.pdf

Important routine maintenance

4 **Fixed Electrical Wiring**
www.ecclesiastical.com/risk-management/church-electrical-wiring

5 **Lightning Protection**
www.ecclesiastical.com/media/3lxgwzhv/lightning-protection-guidance-notes.pdf

6 **Slips, Trips**
www.ecclesiastical.com/risk-management/church-slips-and-trips

7 **Testing schedule**
www.ecclesiastical.com/media/si3l2cn1/church-testing-form.pdf

8 **Quinquennial report actions**
www.ecclesiastical.com/risk-management/managing-contractors-church

9 **Scaffolding**
www.ecclesiastical.com/media/xhlj2see/scaffolding-checklist.pdf

10 **Gutters, downpipes and drainage**
www.ecclesiastical.com/media/wmyeqcyf/green-made-simple-checklist.pdf

11 **Churchyard maintenance**
www.ecclesiastical.com/risk-management/church-slips-and-trips/slips-and-trips-in-burial-grounds

12 **Tree management**
www.ecclesiastical.com/media/kcllrsoi/tree-maintenance-guidance.pdf

13 **Weather preparedness**
www.ecclesiastical.com/risk-management/church-cold-weather-advice

14 **Weather preparedness**
www.ecclesiastical.com/media/m0kbu2bj/church-winter-risks.pdf

15 **Weather preparedness**
www.ecclesiastical.com/risk-management/church-flood-advice

16 **Weather preparedness**
www.ecclesiastical.com/media/yyumrkoj/church-storm-safety.pdf

17 **Weather preparedness**
www.ecclesiastical.com/risk-management/church-lightning-advice

Safety and risk management

18 **Fire Safety**
www.ecclesiastical.com/risk-management/church-fire-articles

19 **Health and Safety - Responsibilities**
www.ecclesiastical.com/risk-management/managing-safety-at-your-church

20 **Risk Assessment**
www.ecclesiastical.com/risk-management/church-risk-assessments

21 **Self-Assessment Tool**
www.ecclesiastical.com/risk-management/self-assessments

49 **Martyn's Law**
www.ecclesiastical.com/media/5bleijez/martyns-law-made-simple.pdf

Governance

22 **Insurance**
www.ecclesiastical.com/church/administering

23 **Financial Governance**
www.ecclesiastical.com/church/trustee-indemnity-insurance

Church security

24 **Open Church**
www.ecclesiastical.com/risk-management/open-churches

25 **Security Measures**
www.ecclesiastical.com/risk-management/church-security

26 **Roof Security**
www.ecclesiastical.com/risk-management/roof-protection-systems

27 **Emergency Planning**
www.ecclesiastical.com/risk-management/church-emergency-planning

28 **SmartWater**
www.ecclesiastical.com/risk-management/smartwater

Fundraising and community

29 **Fundraising hub**
www.ecclesiastical.com/church/fundraising

30 **Community Outreach; Engaging with your Community**
www.ecclesiastical.com/church/fundraising/engaging-with-your-community

31 **Community Outreach; People on Church Premises**
www.ecclesiastical.com/risk-management/people-on-church-premises

32 **Community Outreach**
www.ecclesiastical.com/media/nxuf3wsg/church-events-health-and-safety-guide.pdf



Useful Ecclesiastical resources - Made Simple Guides

33 **Counter terrorism guidance**
www.ecclesiastical.com/risk-management/terrorism

34 **Climate change and your church**
www.ecclesiastical.com/risk-management/climate-change-for-churches

35 **Engaging with your community**
www.ecclesiastical.com/church/fundraising/engaging-with-your-community

36 **People on Church Premises**
www.ecclesiastical.com/risk-management/people-on-church-premises

37 **Guide to using Digital Technology**
www.ecclesiastical.com/media/hfwfkdmq/guide-using-digital-technology.pdf

38 **Administering Your Church Insurance**
www.ecclesiastical.com/media/4whed4xr/church-insurance-made-simple-administering.pdf

39 **Guide To Church Legal Expenses**
www.ecclesiastical.com/media/1yzna1bc/your-guide-to-legal-expenses-insurance.pdf

40 **Unoccupied church buildings**
www.ecclesiastical.com/risk-management/unoccupied-church-buildings

41 **Your responsibility for Church Property**
www.ecclesiastical.com/media/frchzyjs/your-responsibility-for-church-property.pdf

42 **Events | Church guidance note**
www.ecclesiastical.com/media/nxuf3wsg/church-events-health-and-safety-guide.pdf

43 **Church building works**
www.ecclesiastical.com/risk-management/church-building-works

44 **Church working at height**
www.ecclesiastical.com/risk-management/church-working-at-height

45 **Slips and trips**
www.ecclesiastical.com/media/0ftdwsk1/church-slips-and-trips.pdf

46 **Risk Calendar**
www.ecclesiastical.com/risk-management/church-risk-calendar

47 **Parish Plus**
www.ecclesiastical.com/media/pzsn4bdy/parish-plus-summary-23102025.pdf

48 **Bell ringing**
www.ecclesiastical.com/risk-management/bell-ringing/

We have prepared this guide to support you in carrying out your responsibilities as a churchwarden. We recognise that the role encompasses a wide range of duties and responsibilities and, whilst we are keen to provide as much assistance as possible, please note that this guide is not intended to be exhaustive. If there is a matter not covered in this guide on which you feel we may be able to offer support, please let us know. We will be pleased to consider how we can help.

Contact Details

Main office:
0345 777 3322

Claims:
0345 603 8381

Risk advice line:
0345 600 7531

Fundraising helpline:
0345 601 9959

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