

Name of chapel:

Item	Y/N	Comments / Actions needed
Are there any trip hazards anywhere? Are those which are unavoidable (e.g. steps), clearly identified?		
Fire exits. Are they sufficient; are they signed; is the route clear; are locks OK for an emergency escape?		
Is there any emergency lighting, and if so, has it been tested?		
Are there any fire / smoke alarms, and have they been tested?		
Is there any fire-fighting equipment (fire extinguishers, fire blankets e.g.) provided?		
Has the fire-fighting equipment been tested at the intervals recommended by the manufacturer?		
Are any combustible materials stored safely and away from exits?		
Has the fixed electrical system been tested by a qualified electrician (normally every 5 years) and a certificate obtained?		
Have all portable electrical appliances been tested regularly (recommended every 5 years by an electrician)?		
Portable appliances: on a visual inspection of sockets and cables, are there any signs of damage? are there any trailing leads to cause a hazard? are appliances switched off out of hours?		
All heating appliances: is the risk from high surface temperatures controlled?		
Are any gas or oil boilers inspected and regularly serviced?		
If there are any gas, coke or oil burning appliances, has a carbon monoxide detector been fitted and tested?		
Is the first aid box sufficient and up-to-date?		
Is the chapel Insurance up-to-date? Is the employer's liability insurance certificate displayed?		
Has an asbestos review been done and are the records readily available?		
Are the premises and its content kept clean, especially toilets and kitchens?		
Are the access paths level, well maintained and well lit?		
Are gravestones and graveyard paths safe?		
For Sunday schools, is a safeguarding policy in place?		
Are all measures reviewed before events such as weddings and funerals, if increased attendance is expected?		
If there is a chapel house not occupied by a pastor or caretaker, has professional advice on rental terms been obtained?		

Signed by the person responsible:

Name printed:

Notes:

- 1 If the Gospel Standard Trust is a trustee of your chapel, could we ask for a signed copy of this simple checklist each year please?
- 2 For more details on any item, see "A Guide to the Responsibilities in the Occupation of Chapel Buildings" available free from the Trust. Details (frequently updated) are also found on the website: <https://www.gospelstandard.org.uk/Assistance/Overview>
- 3 If necessary, funds can be sought from the Trust, for professional fees and physical measures. The Trust is always willing to give advice, as enabled. Contact: DJ Playfoot (secretary), Cavepits House, Marle Place Road, Brenchley, Tonbridge, Kent TN12 7HS. Tel: 01892 722184