

Sample Security Assessment Form - risk analysis questionnaire

Name of Place of Worship:

Date:

Name of Assessor:

This questionnaire is designed to assist ministers and officials assess the risks from damage, loss and injury in your place of worship and associated premises. The attached document is a sample of the types of things your place of worship should consider but you may have other areas that you need to assess for your place of worship. 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	YES	NO	N/A
Are the premises kept in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the boundary of the place of worship clearly defined by good hedges, fencing or walls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 is necessary).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the buildings free from pieces of flimsy construction, such as low-level glazing or lightweight panelling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all entrance doors locked and windows secured when the premises are not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there easy access to the roof from points such as lower adjacent structures, compounds, walls or downpipes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are tools and ladders securely locked away?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an intruder alarm been installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the intruder alarm incorporate remote signalling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the intruder alarm maintained by an NSI approved contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have special arrangements been made to protect items of particular interest to thieves, such as stained glass, masonry, monuments, brasses etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is vehicular access to the place of worship grounds controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there rights of way or adopted pedestrian routes through the place of worship grounds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are they stored away from the place of worship?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are valuable items always placed in secure storage when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are rooms containing other attractive equipment, e.g. office, vestry and storerooms kept locked when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are officials, choir members etc advised of the need to safeguard personal property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cash holdings kept to a minimum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is cash counted out of sight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is money removed from the premises overnight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment marked so as to identify ownership?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are signs displayed to this effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a safe installed for storage of cash, plate or other small items of value?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If installed, is the safe of an adequate standard for the risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the offertory box, or other collection points adequately secured against theft?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is refuse stored safely in metal containers away from vulnerable buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are wheelie bins stored within the building or adjacent to the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are waste bins securely chained in place, at least 5 metres from buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are materials, which could be used as missiles to commit damage, removed from around the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Part Four – Procedures			
	YES	NO	N/A
(a) Keys and locking up			
Is there a proper procedure to control the issue of keys?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an established procedure for locking up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are rooms such as toilets, stores etc checked to ensure no one is concealed when the building is locked up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are persons who use the building outside normal hours briefed on securing the premises when they leave?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a procedure for periodically checking fittings such as locks, catches and bolts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If notices instructing visitors on where to obtain keys are used, are visitors:-			
(a) Accompanied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Required to provide proof of identity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Required to sign a register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Security during opening times			
Are visitors encouraged to use a specified door and is it clearly signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it possible to monitor the arrival and departure of visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are visitors prevented from entering unauthorised parts of the place of worship, e.g. vestry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Security outside opening times			
Are special arrangements made for surveillance during vulnerable times such as evenings and special events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the premises checked by:-			
(a) Officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Good neighbours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Other Patrols?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is external security lighting provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the premises well lit when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part Four – Procedures	YES	NO	N/A
Is there natural surveillance from surrounding buildings or passing members of the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the incumbent/official's house on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an official readily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Special Risk/Personal Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are meetings held between interested parties to identify on site risks and procedures necessary during work being carried out on the place of worship?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are officials aware of their responsibilities or duties to deal with members of the public exhibiting disturbed behaviour or causing nuisance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>