

Cymar Trustees Local Meeting Annual Report on Premises and Safety (Appendix “A” of the Property Protocol)

Local Meeting:..... **Compiled by:**

Date:

Last Quinquennial Survey. Date:.....

Clerk/Convenor of Property group

This report applies to the Meeting House (MH) and any associated living accommodation or other buildings within the boundary of the premises, e.g. annexes, garages, (and burial grounds) etc. You may need to complete separate reports for individual buildings where applicable.

Please only put Y/N in the first column, comments and if N/A in the second. Please fill it in electronically and email it to the co-convenors (see end)

Part 1: Outside Maintenance	Y/N	Comments
1. Are the gutters and down pipes cleaned out regularly?		
2. Are any roof valleys and down pipe gulleys kept free of leaves/ debris?		
3. Are any manhole covers lifted regularly to make sure drains are working satisfactorily?		
4. Do all downpipes and gulleys run freely without overflowing during heavy rain?		
5. Are all roof tiles and slates present, secure, complete and undamaged?		
6. Is the roof free of leaks?		
7. Is the outside of the building clear of waste/rubbish?		
8. Are the ventilation bricks/grids clear/unblocked?		
9. Is the external painting sound/ OK for the next year?		
10. Is all the woodwork free of rot/ decay?		
11. Are all locks/bolts in good working order?		

12. Is all glass and glazing free of cracks and breakages?		
13. if a lightning conductor, has it been checked this year?		
14. Are all pathways/paved areas/ ramps/ handrails in good order?		
15. Is the building free from possible threats or problems due to nearby trees?		
Part 1: Outside Maintenance cont.		
16. Are any surrounding (non-building) walls/fences/gates in good condition?		
17. Is the masonry free of significant cracks/crumbling of brick/stonework?		
18. Do the chimneys/other roof features seem sound and in no need of work?		
19. Do all the external lights work properly?		
20. Are any aerials/other exterior features safe?		
21. Is any external notice board safe and legible?		
Part 2: Internal Maintenance		
1. Do all windows/locks/latches work properly?		
2. Are all doors in good working order?		
3. Is the inside free of any significant cracks?		
4. Are the inside walls free of damp?		
5. Are the inside walls free of mould? (especially in kitchens/toilets etc)		
6. Is all wood (floors/panelling) free of any sign of rot or infestation?		
7. Are all areas of the meeting house in good or adequate decorative order?		
Water		
8. Can the stopcock be turned off easily?		

9. Do all plumbing devices work satisfactorily?		
10. Are all plumbing pipes/fittings free of any sign of leakage?		
Electrical		
11. Has the MH had a full electrical inspection in the last 5 years and been given a certificate from a suitably qualified electrician?		State date:
12. Do you have an RCD (Residual Current Device) at the electricity meter/box?		
13. Has any living accommodation (full inspection annually) had the required electrical inspection during the year and been given a certificate?		State date:
14. Has there been an annual visual inspection		State date:
15. Have all your portable appliances been PAT tested in the past 2 years and labelled accordingly?		State date:
Electrical cont.		
16. Are all the circuits clearly labelled?		
17. Are all leads/switches/plugs/fuses in good condition?		
18. Has a check been made to ensure no electrical equipment gets unduly warm?		
19. Is any emergency lighting tested, at least once a year?		
Heating		
20. Has the boiler been serviced during the past year and the flues cleaned?		State date:
21. Are safety controls on the boiler working satisfactorily?		
22. Are all gas flues/vents unobstructed?		
23. Has the gas system had the required inspection during the year and been given a certificate?		State date:

24. Does the heating system work satisfactorily?		
25. Has the heating system been checked during the year?		State date:
26. Are the boiler and radiators free of any visible leaks?		
27. Are all hot surfaces kept clear of combustibles?		
Evacuation and Fire Escape		
28. Have you had a professional fire risk assessment carried out in the last 5 years?		State date:
29. Have any recommendations from the fire risk assessment been actioned to mitigate risks?		
30. Are all emergency exits clearly marked?		
31. Are any fire alarms tested, at least once a year?		
32. Are all smoke and carbon monoxide alarms tested, at least once a year?		
33. Are all the fire extinguishers in place?		
34. Are all fire extinguishers of the appropriate type?		
35. Have the fire extinguishers had the required inspection during the year and been given a certificate?		State date:
36. Are any fire blankets in place?		

Kitchen		
38. Is all kitchen equipment working satisfactorily?		
39. Is food suitably stored?		
40. Is the kitchen free of cracked tiles and other potential food hygiene hazards?		
41. Has the kitchen floor got a suitable anti-slip covering?		
Part 3: Health and Safety Items		
1. Have you done a risk assessment for the LM?		
2 Do you have accident/incident recording arrangements clearly available		Form etc to be supplied by Cymar
3. Are all general floor surfaces free of hazards?		
4. Is there a First Aid cabinet and is it regularly checked?		
5. Is the health and safety poster displayed (or other arrangements made)?		To be supplied by Cymar
6. Are you familiar with the Cymar Health and Safety and Risk Management Policy		When developed
6. Has the LMP received appropriate Health and Safety training?		
7. Are the premises free of asbestos?		
Part 4: Miscellaneous		
1. Is the Meeting House accessible to disabled people?		
2. Have you carried out an access audit for full assessment?		
3. What sustainability measures are you planning to reduce the carbon emissions and environmental footprint of your meeting house? (Provide details on a separate sheet if necessary)		
3. Please make any suggestions for improvements to this questionnaire.		

HIGH PRIORITY WORKS/REPAIRS arising from Quinquennial survey that have not yet been addressed or Health & Safety/ Statutory Requirements or other urgent work
Estimated items of expenditure on high priority building works and repairs for the remainder of the current calendar year and the next one. Please also send your 5 year plan if you have constructed one yet.
Other Planned Maintenance works/repairs
Estimated items of expenditure on non-urgent but desirable planned maintenance in remainder of current calendar year and next one
Summary of last quinquennial
Items fixed:
What work is outstanding from the last quinquennial?:

This questionnaire should be returned to the Co-Convenors of the Cymar Property Committee by 30th September each year.

The Co-Convenors of the Cymar Property Committee are Kay Marshall (drkaysaunders@msn.com) and Helen Briggs (helenbriggs520@gmail.com)

November 2025