

Martyn's Law checklists for mosques

Six short checklists and a briefing record sheet, for committees, stewards and volunteers. Tick them on screen, or print them for the office wall. The [full guide](#) explains the reasons behind each one.

1. Getting started

For the committee. Do this once, then again whenever the committee changes.

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| ☐ Write down a realistic number for your busiest occasions: Jummah, taraweeh, the last ten nights, the busiest Eid session, a large janazah. Include volunteers and staff. |
| ☐ Decide whether any of them reasonably reaches 200. If so, the mosque is in scope. |
| ☐ Record a committee decision naming who's responsible, and one person to lead the work. |
| ☐ Agree who will notify the SIA once the notification process opens. |
| ☐ Write the four procedures (evacuation, invacuation, lockdown, communication) for your building, starting from the ProtectUK guidance. |
| ☐ Date each procedure and give it a version number. |
| ☐ List everyone who might be on duty: imams, caretakers, stewards, madrasah teachers, kitchen and event volunteers. |
| ☐ Brief them, and fill in the briefing record sheet. |
| ☐ Add a hire clause to your hall hire agreement. |
| ☐ Put a date in the diary for the first review, and before next Ramadan. |

2. Before Jummah

For the duty steward. Two minutes before the khutbah, every week.

- ☐ All exits unlocked from the inside and clear, including the women's entrance.
- ☐ Shoe racks and shoes away from exits, doorways and stairs.
- ☐ Stewards in place at each entrance, and they know who's leading today.
- ☐ Microphone and PA working, and audible in the women's hall and wudu areas.
- ☐ Someone knows who calls 999 today, and has the address and postcode.
- ☐ Car park and pavement clear enough for people to leave and for emergency vehicles.
- ☐ Anyone new on the rota today has had the ten-minute briefing.

3. Ramadan and Eid

For the committee and lead steward. Start a month before Ramadan.

- ☐ Agree a realistic number for each space, and what you'll do when it's full: an overflow room, an extra jama'ah, or directing people elsewhere.
- ☐ Draw up the Ramadan and Eid rota, including people who only help once a year.
- ☐ Brief everyone on the rota before the first night of Ramadan, and record it.
- ☐ Plan the gap between Eid sessions so the hall and exits clear before the next group comes in.
- ☐ Plan the car park, queues and street, and tell neighbours if it will be busy.
- ☐ Put a named steward on every entrance, including the women's entrance.
- ☐ Check the announcement can be heard everywhere when the building is full.
- ☐ If Eid prayers are held at another venue, agree in writing with the venue who's responsible on the day.
- ☐ After Eid, note anything that didn't work and update the procedures.

4. Briefing a new volunteer

For whoever runs the briefing. About ten minutes.

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| ☐ Exits and gathering points, and why people leave shoes behind. |
| ☐ The safe room we use if we bring people inside, and how to get there. |
| ☐ Which doors lock, and who holds the keys. |
| ☐ The announcement we'd make, in which languages, and who makes it. |
| ☐ Who calls 999, and the address and postcode to give. |
| ☐ How to report something suspicious: 999 if urgent, otherwise 0800 789 321 or gov.uk/ACT. |
| ☐ Their questions answered, in the language they're most comfortable with. |
| ☐ Their name, role, the date and the procedure version added to the briefing record sheet. |

5. Hiring out the hall

For whoever takes the booking. Every hire: nikah, walima, aqiqah, funeral or event.

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| ☐ The hire agreement includes the clause on following the mosque's procedures. |
| ☐ The hirer has named one person who'll be there throughout. |
| ☐ That person has been briefed on exits, the safe room, lockdown and the announcement. |
| ☐ They know who the mosque's duty steward is on the day. |
| ☐ Expected numbers are realistic and within what each space holds. |
| ☐ The briefing is noted with the booking. |

6. Annual review

For the committee. Once a year, and after any big change.

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| ☐ Are the busiest-occasion numbers still right? Has anything grown? |
| ☐ Is the responsible person still right after the AGM? Has it been handed over? |
| ☐ Has the SIA been told about any change of responsible person? |
| ☐ Do the procedures still match the building: new doors, extensions, room changes, building work? |
| ☐ Have the procedures been re-dated and re-versioned if they changed? |
| ☐ Has everyone on the current rota been briefed on the current version? |
| ☐ Have you talked through a scenario this year, for example with ACT in a BOX? |
| ☐ Are the records together and easy to find within an hour? |

7. Briefing record sheet

Fill in one line each time someone is briefed. Keep the sheets together with your procedures.

Name	Role	Date	Procedure version	Briefed by

Mosque name: _____ Responsible person: _____

These checklists are a practical aid, not legal advice, and using them doesn't by itself make a mosque compliant. Check the **statutory guidance** before relying on them. Free to copy and share. Suggestions to abu@musterlog.co.uk.

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