

# guidance notes

CHURCH – SECURITY



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Further bespoke information for churches is available on-line at:

**[www.ecclesiastical.com/church](http://www.ecclesiastical.com/church)**

or call 0345 777 3322

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# Free guides full of practical advice and information

Keeping a church safe is no easy matter. You have to be sure you have done everything you can to minimise the risks to your church, workers and visitors, and that everyone knows what to do if anything goes wrong. That's why Ecclesiastical has produced a range of helpful guides on how to keep things running safely and smoothly. Written by insurance experts, the guides give you step-by-step practical support to help you and your church.

You can find further guidance on our dedicated web site for our church customers at [www.ecclesiastical.com/churchmatters/churchguidance](http://www.ecclesiastical.com/churchmatters/churchguidance). For further information please call us on

**0345 777 3322**

Monday to Friday. 8am to 6pm (excluding bank holidays).  
We may monitor or record calls to improve our service.

You can email us at  
**[churches@ecclesiastical.com](mailto:churches@ecclesiastical.com)**

Or Visit  
**[www.ecclesiastical.com/church](http://www.ecclesiastical.com/church)**

## About Ecclesiastical

Ecclesiastical was established in 1887 to protect the Anglican Church and we're still committed to doing this today. Ecclesiastical donates all available profits to our owners, Allchurches Trust Limited, a registered charity, enabling the Trust to continue to support the church and other charitable institutions.

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pg **4**

### Church security

Every day ten churches are likely to suffer from theft, vandalism or arson.



pg **11**

### Electronic equipment

Electronic equipment is particularly vulnerable to theft.



pg **14**

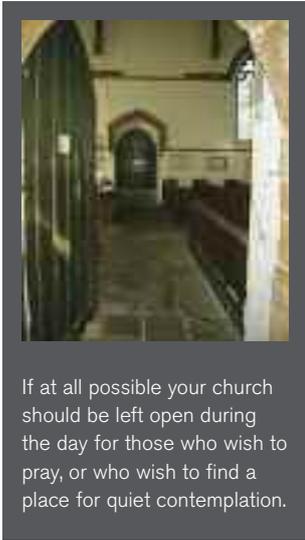
### The purchase and installation of safes

Many second-hand safes are perfectly acceptable and may provide the same security as a new safe.

# Church security

Every day ten churches are likely to suffer from theft, vandalism or arson.

This equates to an attack on one in every four churches during the course of a year.



If at all possible your church should be left open during the day for those who wish to pray, or who wish to find a place for quiet contemplation.

Insurance can provide monetary compensation but can never compensate for the loss of part of a church's history. It is obviously better to reduce the risk of loss in the first place.

Use the notes below to check the security of your church and take action if necessary.

## Locking up

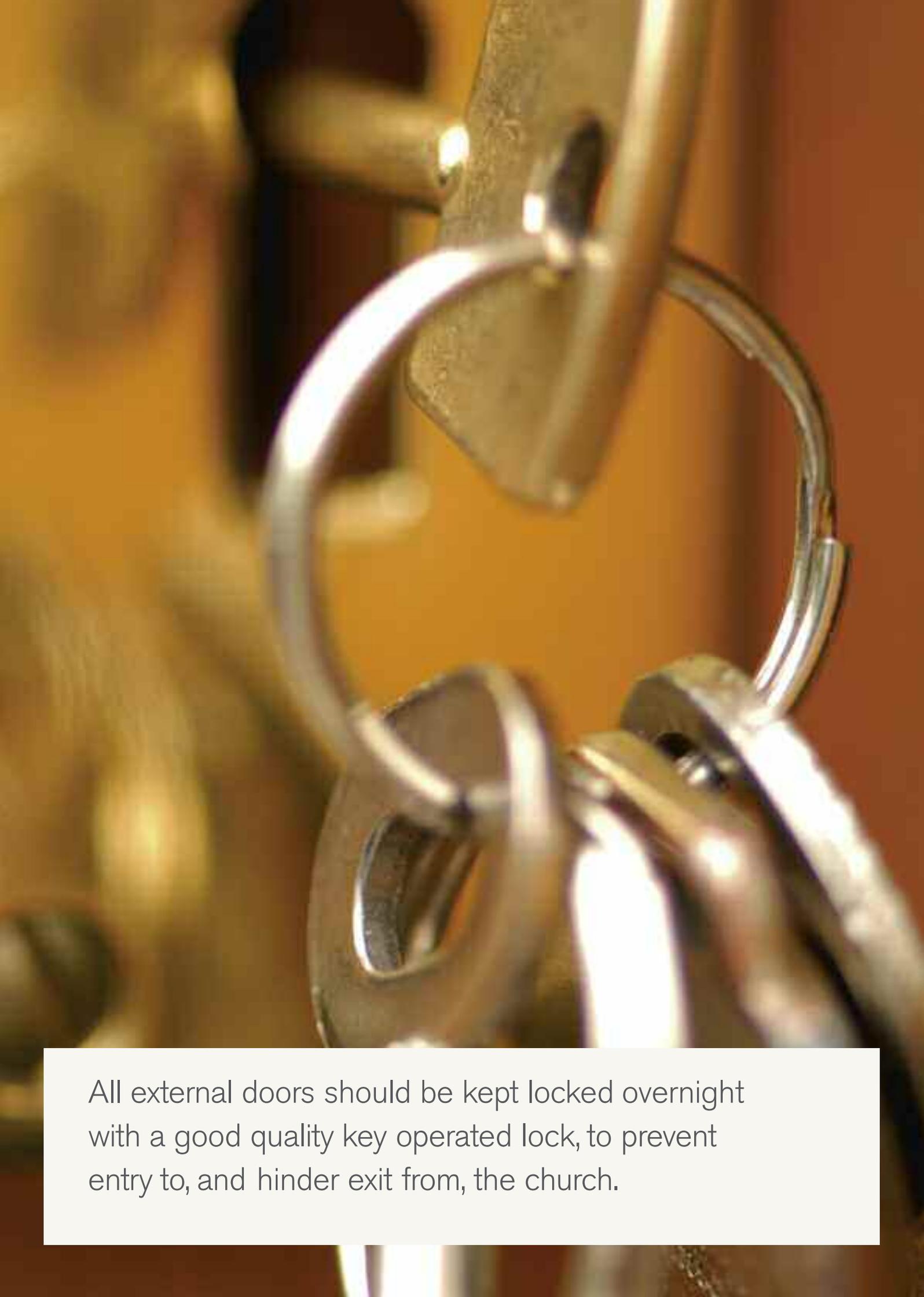
If at all possible your church should be left open during the day for those who wish to pray, or who wish to find a place for quiet contemplation. It should also be open for tourists and other visitors with an interest in historic buildings who find it very disappointing when a church is locked, particularly if they have travelled some distance. The presence of legitimate visitors will also help to deter those with a criminal intent. It is not the policy of Ecclesiastical to ask for churches to be kept locked during the day. There may be some cases where you have suffered repeated vandalism, theft or arson attacks where this is the only option and occasionally we may only be able to continue to provide cover if the church is kept locked. Hopefully, however, by following these guidelines it should be possible for the church to remain open for the use and enjoyment of all.

Whilst the church should, if possible, be left open during the day it should be locked during the hours of darkness other than for services or unless someone is present.

If you can, try to have someone on duty in the church at all times by having a rota of church sitters, or organise cleaning, grass cutting and other routine activities so that there is someone in the church or churchyard for as much of the time as possible. Remember, however, that someone left on their own in the church could be at risk and a means of communication such as a mobile telephone should be available. Ask people living nearby to keep an eye out for anything suspicious happening around the church.

Lock away as many valuable and portable items as you can. All silver items should be kept in a good quality safe. If possible keep brass and pewter items in the safe as well. If there is not room in the safe then lock them away in a secure area such as the vestry or tower. If you do not have a suitable secure area then try and create one, such as at the bottom of the tower stairs, provided of course that you do not cause any obstructions from a health and safety perspective.

Small valuable ornaments and items of furniture and furnishings should also be put away in a locked vestry, cupboard or safe when not in use. Coffin stools, chests and any item which can be used in a domestic setting are particularly vulnerable. If items cannot be locked away consider securing them to the floor or wall, which may not deter a determined thief but may be sufficient to prevent the more casual theft.



All external doors should be kept locked overnight with a good quality key operated lock, to prevent entry to, and hinder exit from, the church.



During the week valuable silver and brass crosses and candlesticks etc. should be locked away and substituted with wooden replacements.

### Arson

Remember that arson is basically a security problem. If the church is open during the day, take the simple precautions described here regarding locking up and visits. Remove all unwanted items that could be used to start a fire – such as old newspapers, candles and matches. Ensure also that any petrol for lawn mowers is kept away from the church. An automatic intruder alarm system will deter not just thieves but arsonists as well and will alert you to the fact that someone is on the premises. See section entitled 'The prevention of arson in churches' for further guidance.

### Visits

Most thefts and damage occur when the church is unoccupied. Churchwardens and parishioners living nearby should make frequent irregular visits to the church. Anything suspicious should be immediately reported to the Police.

### Safes

Valuables, such as the communion plate, should be kept in a safe or strongroom when not being used for a service. We will be happy to advise regarding suitable types. All safes should be securely anchored to the fabric of the building. See section entitled 'Purchase and installation of safes'.

### Substitution

During the week valuable silver and brass crosses and candlesticks etc. should be substituted with wooden replacements. Valuable originals should be kept in the locked vestry or other secure area. The vestry or room used for this purpose should have adequate locks on all doors and metal bars on all readily accessible windows.

### Keys

These should be kept in the personal custody of a responsible official or in a secure place away from the church, eg the parsonage house. Keys should never be hidden in or around the church and the number of duplicates available should be kept to the absolute minimum. Safe keys in particular should never be kept in the church. A register should be maintained of everyone who holds a key and this should be updated annually.

### Locks and bars

All external doors should be kept locked overnight with a good quality key operated lock, to prevent entry to, and hinder exit from, the church. If doors can be opened from the inside, large articles or furniture can easily be removed by thieves. Where the security of doors needs to be improved, fit locks that comply with BS 3621.

The vestry will often be considered a target from a prospective thief's point of view and should therefore be secured accordingly. Ecclesiastical should always be contacted prior to the installation of security devices in order for specifications to be agreed.

### Time Locks

A time lock device is normally fitted to the final exit door of the Church. It is activated at pre-set times for opening & closing.

These locks are not a substitute for a traditional lock and key and they should be only used in exceptional circumstances.

When such locks are installed, it is recommended that a church official visits the church every two/three days to ensure there is no unauthorised activity being undertaken and the church remains clean/tidy. It is important to check for any evidence of theft, fire, water or malicious damage.

The locking apparatus should be installed and maintained as per the manufacturers instructions.

### Intruder alarms

Where there is a substantial amount of property to be protected an intruder alarm system should be considered. No alarm should be purchased without first taking professional advice and consulting Ecclesiastical. Installation and maintenance of an alarm system should preferably be undertaken by a company on the official list of recognised firms of any UKAS accredited Inspectorate and on the local police force list of compliant companies, and should comply with BS EN 50131-1, according to the scheme described in PD 6662. The installers should also be approved by Ecclesiastical.

A premium discount may be available if a system is installed and maintained by a company on the official list of recognised firms of any UKAS accredited Inspectorate. See section entitled 'Installation of intruder alarms'.

### Closed circuit television (CCTV)

CCTV permits the continual monitoring of an area using cameras. These are usually linked to a digital recording system or monitored by security personnel. Several considerations should be noted:

- the quality of cameras vary tremendously
- systems can be expensive
- systems need effective monitoring
- systems are limited to what the camera can 'see'
- data protection, civil liberties and human rights issues.

### Photographs and security marking

Should a theft occur, recovery is very much easier if adequate information regarding the stolen items is available. Photographs of all valuables and portable furniture should be kept at one of the Churchwarden's houses and at the parsonage, in addition to the usual church inventory, which should be as detailed as possible. Record details of all valuable items using the Object ID Checklist, see right for details.

Consideration should also be given to the security marking of valuable articles by

engraving or the use of SmartWater, which forensically links thieves to crime scenes.

For further details on SmartWater please visit their website [www.smartwater.com](http://www.smartwater.com).

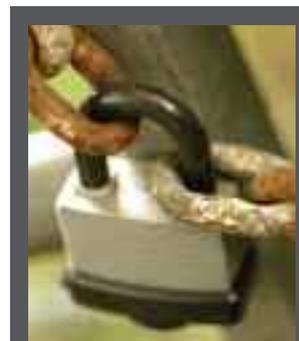
Replacement or repair of stained glass windows will be greatly assisted if colour photographs are available. A ruler or some other means of indicating size should always be included in any photograph. A video or digital recording is a very quick and easy way of making a record of everything in the church.

### Object ID checklist

If possible, record details of antiques and other valuables using the following checklist. This is to the recognised international standard that police forces use to create databases of stolen property.

#### Object ID uses the following headings;

- Type of object – What kind of object is it? eg painting, sculpture, clock, mask.
- Materials & techniques – What material is the object made of eg brass, wood, oil on canvas? How was it made? eg carved, cast, etched
- Measurement – What is the size and/or weight of the object? Specify which unit of measurement is being used eg cms, inches and to which dimension the measurement refers, eg height, width, depth
- Inscriptions & markings – Are there any identifying markings, numbers, or inscriptions on the object? eg a signature, dedication, title, maker's marks, purity marks, property marks
- Distinguishing features – Does the object have any physical characteristics that could help to identify it? eg damage, repairs, or manufacturing defects
- Title – Does the object have a title by which it is known and might be identified? eg The Last Supper
- Subject – What is pictured or represented, eg landscape, battle, woman holding child?



Gates should be kept locked at night to prevent vehicles being driven close to the church.



- Date or period – When was the object made, eg 1893, early 17th Century, late Bronze Age?
- Maker – Do you know who made the object? This may be the name of a known individual, eg William Morris, a company, eg Tiffany, or a cultural group, eg Hopi
- Write a short description – This can also include any additional information which helps to identify the object, eg colour and shape of the object, where it was made etc.
- Take photographs – Photographs are of vital importance in identifying and recovering stolen objects. In addition to overall views, take close-ups of inscriptions, markings and any damage or repairs. If possible, always include a scale or object of known size in the image
- Keep the information secure – Having documented the object, keep the information in a safe place away from the church

*The Object ID Checklist was devised by The Getty Institute and is reproduced with the permission of The Council for the Prevention of Art Theft.*

### **Roofs**

External lead and copperwork is particularly vulnerable and must be marked with SmartWater. Careful use of 'anti-climb' paints can make the thieves' job more difficult. Ladders should always be removed to a secure place. This is particularly important to remember when work is being carried out on the church. In the case of lead or copper roofing materials, consideration should be given to replacement with less theft-attractive material following a theft. In some cases this is the only practical solution. You should consult your architect in the first instance. We have produced separate specific guidance on security measures to protect against the theft of metal, available on our website [www.ecclesiastical.com/theftofmetal](http://www.ecclesiastical.com/theftofmetal)

The use and registration of SmartWater may be a policy condition. Please see your policy documents for details.

### **Gates**

These should be kept locked at night to prevent vehicles being driven close to the church. This will deter thieves as well as making the removal of stolen articles more difficult. In the absence of gates consider installing security bollards to driveways to restrict vehicular access.

### **Outbuildings and boiler houses**

Give some thought to the security of sheds, boiler houses and any other external storage areas. All too often these are overlooked, with a resultant loss of lawnmowers, strimmers and other equipment. Ensure the fabric of such structures is reasonably sound and fit good quality padlocks and locking bars to doors.

Lawnmowers and other valuable grounds equipment should not be kept in lightweight timber sheds. Petrol should be kept away from the church in view of the risk of arson.

### **External lighting**

A floodlight mounted on the tower or other high point illuminating the roof area acts as a deterrent to the theft of roofing materials. This is particularly useful if there are occupied houses nearby. Simple time switches are readily available and lights can assist in containing general vandalism. Additional security lights should be installed around the church to cover vulnerable areas. Some lighting systems can be operated by passive infra-red detectors which detect body heat.

### **Protection of windows**

Vulnerable stained glass and other windows should be protected externally by wire grilles of copper, galvanised iron or stainless steel. Alternatively, clear-sheet polycarbonate could be used, eg Lexan or Makrolon. See section entitled 'Protection of stained glass windows'.

### **Advice**

The Police are happy to assist in preventing thefts and vandalism with helpful advice being provided by Local Crime Reduction Officers. We can help too, if required, through our expert local Insurance Consultants and Surveyors. If theft or vandalism does occur, the Police and Ecclesiastical should be notified immediately. Please note that a Faculty may be required before some security devices are fitted.

# The prevention of arson in churches

Arson is the most common cause of fires in churches. Good security and good housekeeping practices are the two main defences.

Losses can range from a few hundreds of pounds for minor damage to hundreds of thousands or even millions of pounds for major structural damage to a building. Even relatively small fires generate large quantities of smoke and it is often damage from smoke and the resultant cleaning costs that make up the major part of an arson claim. Whilst vandalism and theft can result in the unfortunate loss or damage of church treasures it is only fire which has the potential to result in the total loss of both the church building and all its contents.

It is worth remembering that unlike an accidental fire it is the arsonist's deliberate intention to set fire to the building and to cause damage. They will be looking, therefore, at ways of maximising damage. This may include the use of an accelerant, such as petrol, or starting fires in more than one place.

Good security and good housekeeping practices are the two main defences to the risk of arson.

## **Security**

Other than for services or other events restrict the number of doors that may be used for access. Ideally only one door should be left unlocked. This door should be in a prominent position so that persons can be clearly seen entering and leaving the church. Doors in isolated locations which are not overlooked should be kept locked.

Any vegetation in the vicinity should be controlled to ensure this does not provide places to hide. Keep shrubbery below 1 metre in height. Before any works are

undertaken on trees ensure they are not covered by a tree preservation order. Use the church as much as possible and encourage parishioners to include a walk around the church as part of their daily routines, such as while walking the dog, visiting the shops and neighbours. If possible have a rota of church sitters.

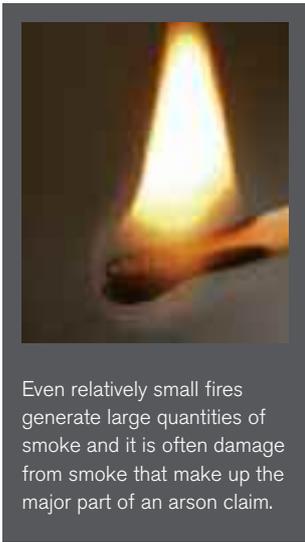
Leaving a church open during daylight hours will encourage genuine visitors and will help to deter the potential arsonist. Churches should, however, be kept locked during the hours of darkness. Security lighting and CCTV can also act as deterrents to arsonists. Ensure all windows and doors are securely locked including outbuildings containing tools which could help an arsonist to break into the church. Some churches will feel that they have no option other than to keep the church locked unless someone is present. Do whatever you can to make it look as though the building is used on a regular basis. Seemingly vacant and unused buildings attract the attention of arsonists.

## **Opening and Locking The Church**

Remember to undertake a routine search for anything unusual after opening and before locking the church.

## **Fire protection**

The installation of automatic fire and/or intruder alarms will significantly reduce the risk of arson particularly if they are linked to a permanently manned monitoring station. You must consult with Ecclesiastical before installing an alarm system. A visit by one of our Risk Management Surveyors will



Even relatively small fires generate large quantities of smoke and it is often damage from smoke that make up the major part of an arson claim.

probably be necessary and we will need to agree on the specification. A premium discount may be allowed for approved alarm systems.

Ensure that you have a number of fire extinguishers in the church and that people know how to use them. Extinguishers also need to be maintained on an annual contract. It is not unknown for fires to be started when churches are occupied. The use of an extinguisher could prevent a major loss. Remember that large fires always start as small fires.

### **Good housekeeping**

Do not make the arsonist's job any easier.

Matches and petrol should not be left in the church or outbuildings. Matches can easily be removed from the church and petrol should only be brought in as and when required for mowers.

Candles should be securely locked away. Votive candles must not be left burning when the church is locked at the end of the day. The use of the 'tea light' type candle which is self-supporting should be avoided. These can easily be placed in stacks of plastic chairs or left burning under combustible material and have been the cause of major fires.

Rubbish and combustible material must not be allowed to accumulate. Bales of hay and straw are often kept in church all year for use in the Christmas crib. This is an ideal material for starting fires and should be removed. Polystyrene blocks are often used

as 'stones' for the construction of the tomb in Easter gardens. This is a highly combustible material and must not be stored in the church.

Wheelie bins should be kept well away from all buildings, preferably in a locked compartment.

Ensure all internal doors are closed and locked when the church is left unoccupied. Internal doors act as firebreaks and prevent the spread of smoke from one part of a building to another. In one example where a church hall was set on fire, the cost of cleaning smoke damage to the adjoining church was many times that of completely rebuilding the hall, merely because the door between the hall and church had been left open.

### **Fire risk assessment**

As the occupier of a building you have a duty to undertake a fire risk assessment. The potential risk of arson is an important part of this assessment. Look at how a fire may be started and how this risk could be minimised by the reduction or removal of combustible materials or improving the security of the building. Arson fires are often started inside organs or under altars. Look at ways in which these risks may be reduced. Organ enclosures should be kept locked if possible and the space under altars should not be used for the storage of combustible materials. A record should be maintained of the measures you have put in place to reduce the risk of fire.

# Protection and use of electronic equipment

Many churches use electronic equipment as part of the parish activities. Whilst this equipment can be extremely useful it is vulnerable to theft.

## Physical security for electronic equipment

Many churches use computer equipment of some type. These are generally portable, saleable and therefore very attractive to thieves. Church computers are commonly either kept in the church/parish office, at the parsonage or at the home of another church official. Many churches use portable projectors and sophisticated sound systems. These items, like computers, are most attractive to thieves. The physical security that we would normally recommend would include:

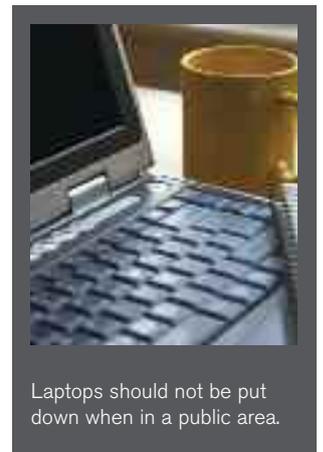
- perimeter doors secured by five lever mortice deadlocks to BS 3621. If the equipment is kept in a vestry in an otherwise open church, the internal vestry door should be similarly protected
- accessible opening windows should be protected by key operated window locks
- if possible, equipment should be sited such that it is not readily visible from the outside
- purchase receipts should be retained or the model and serial numbers recorded which will help the Police and Ecclesiastical in the event of any theft
- electronic equipment should be permanently marked with an identifying name and postcode. Markings should be prominently visible and/or advertised to deter would-be thieves. Leased or rented equipment should not be marked without the prior agreement of the company concerned

- lockdown plates and computer enclosure devices (preferably tested to LPS 1214 category I and II) can be used to secure computer and ancillary equipment to desks/work surfaces
- projectors and sound equipment should be protected by security enclosures. Ecclesiastical can provide further information on suppliers if required.

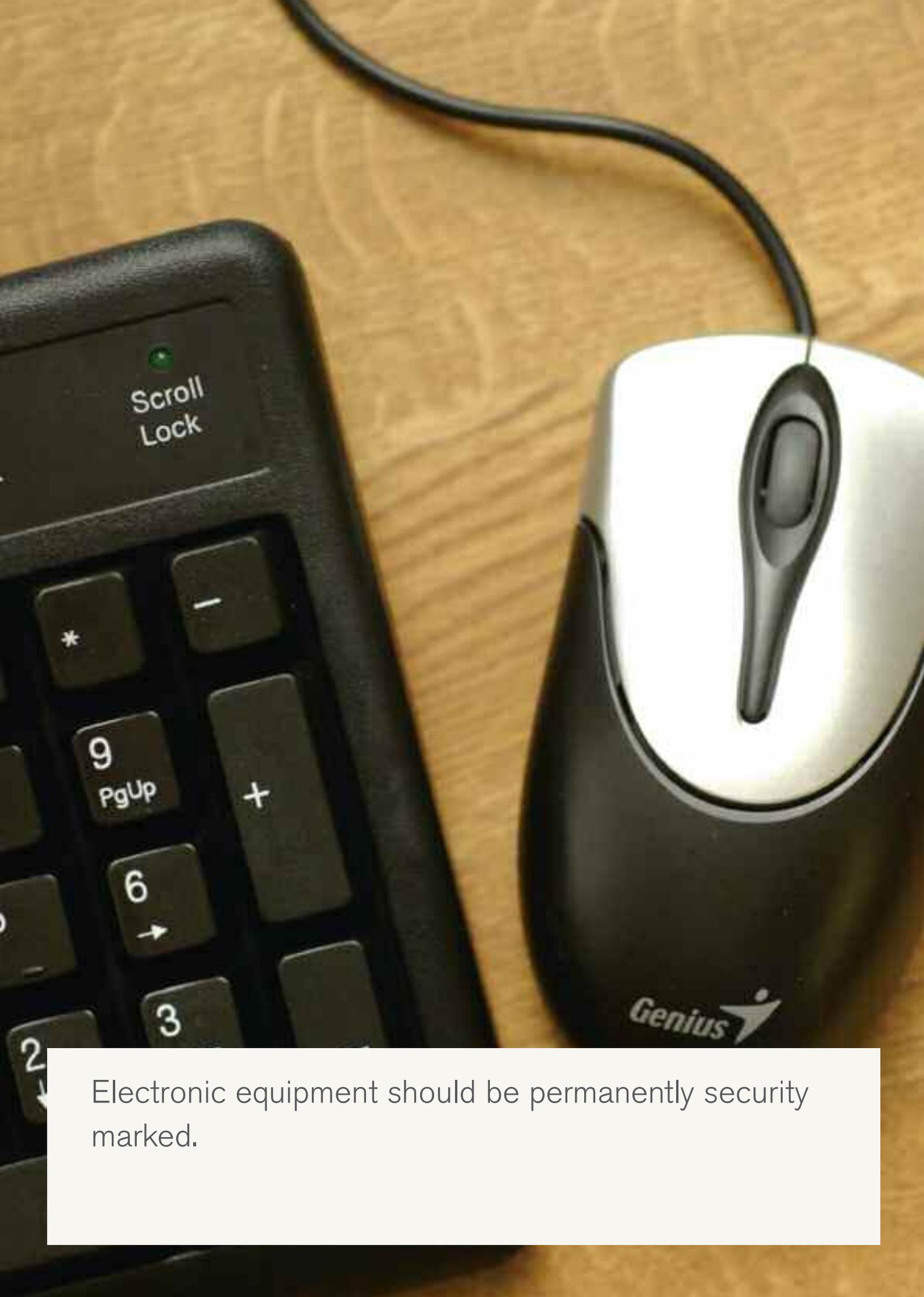
## Security of Laptops and tablet computers

Due to their highly portable nature, laptops and tablets are even more vulnerable to theft than PCs and the following security measures should be followed:

- under normal circumstances do not leave them unattended even for short periods
- if for some reason a laptop or tablet has to be left unattended then it should be secured in a purpose-built store/security cabinet or at least out of sight in a locked room
- they should not be put down when in a public area
- the laptop or tablet should be etched with an identifying name and postcode. If the item is leased, then a check should first be made with the leasing company
- they should not be left in offices overnight unless they are locked within purpose-built storage units or, as a minimum, in a locked filing cabinet



Laptops should not be put down when in a public area.



Electronic equipment should be permanently security marked.

- details of the equipment including serial numbers must be recorded in the assets register together with the name of the person to whom it has been issued
- carry cases should not advertise the fact that they contain a computer
- if travelling by car keep the equipment in the boot of the car and keep both boot and doors locked
- be aware of people around you, particularly when loading or unloading the car or in a public place. Avoid using the equipment in a public place
- make sure that back-ups of the information are kept in a secure location and not in the carry case.

#### **Intruder alarm protection for electronic equipment**

It is strongly recommended that, in addition to good physical security, an intruder alarm system is installed where computers and other electronic equipment are in use. See section entitled 'Installation of intruder alarms'.

#### **Backup data**

It is advisable to keep backup copies of data at another location. This avoids inconvenience in the case of theft or fire. To comply with the provisions of the Data Protection Act (see right), these should be securely protected.

#### **The Data Protection Act**

The Data Protection Act is intended to protect individuals against the misuse of automated systems. Details of information held must normally be declared by registering with the Information Commissioner's Office. There is a form specially designed for small companies and systems.

The eight Data Protection Act principles say:

- 1 Personal information is to be obtained and processed fairly and lawfully.
- 2 Personal information is to be used only for specified and lawful purposes.
- 3 Personal information is to be used and disclosed only in accordance with those purposes.
- 4 Personal information held is to be adequate, relevant, and not excessive for those purposes.
- 5 Personal information held is to be accurate and up to date.
- 6 Personal information must not be kept for longer than is necessary.
- 7 An individual is entitled to know whether a user holds personal information about him or her, to have access to such information and, where appropriate, to have it corrected or erased.
- 8 Appropriate security measures are to be taken against unauthorised access to and accidental loss of personal information.

The data held on parish computers would not normally be a target for theft, but data might be stolen with parish equipment. In addition to the physical security outlined above, the following points should be considered:

Do not pass on information.

Dispose of any computer data carefully.

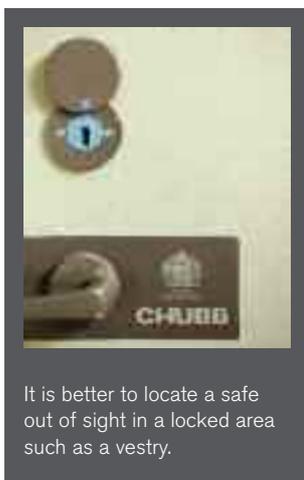
Do not allow information displayed on a screen or on a computer printout to be seen.

Do not leave accessible and 'open' computer screens unattended.

Advise the Information Commissioner's Office of changes in systems.

# The purchase and installation of safes

These notes are intended to provide guidance to parishes that wish to purchase and install a freestanding safe. Our Church Customer Services team on 0345 777 3322 would be pleased to provide further advice.



It is better to locate a safe out of sight in a locked area such as a vestry.

## Safe rating

Safes are given security ratings by several organisations as well as by the manufacturers. These technical ratings are expressed, for convenience, as a maximum overnight cash holding. It is normal to allow valuables, such as the communion plate, to ten times the cash rating. Thus a safe rated at £1,000 could hold £1,000 cash or £10,000 valuables or a combination of cash and valuables which equates to the cash rating (eg £500 cash plus £5,000 valuables or £700 cash plus £3,000 valuables etc.).

Ecclesiastical can supply a list of safes in current manufacture which have a particular cash rating.

## Fixing of safes

The main security value of a safe is that it substantially increases the time that a thief has to spend in order to gain access to his target. It is therefore vitally important that a safe cannot be easily removed, which would allow the thief to work on it at his leisure.

Safes must always be fixed in accordance with the manufacturer's instructions. This usually involves setting bolts into concrete in the floor and then dropping the safe over the bolts and securing with nuts on the inside of the safe.

## Location of safes

Safes are not easy items to relocate so care should be exercised in choosing a place to site a safe. Some points to consider are:

- Security
  - It is better to locate a safe out of sight in a locked area such as a vestry.

- Alarm protection

If the safe is located in an area covered by an intruder alarm this will provide even greater protection as it will substantially reduce the time the thief has available to work on the safe.

- Ease of use

Check that the safe door has room to open fully and that there is sufficient room for those who will use the safe to gain easy access. Many safes can be purchased with the doors hung either right or left.

- Floor strength

It is essential to check that the floor in the intended position is strong enough to bear the weight of the safe.

- Aesthetic considerations

Will the safe spoil the appearance of the part of the building where it will be located?

## Purchase of safes

Safes can be purchased direct from the manufacturer or from local safe suppliers or security centres. It is suggested that quotations should be obtained for several safes with the appropriate cash rating. Always ensure that all quotations include supply, delivery, installation and fixing.

Ecclesiastical should be consulted before an order is placed.

## Safe sizing

The size of a safe has no impact upon the cash rating. It should be ensured that the safe is of sufficient size to hold all the valuables and other items that require protection.

Particular care should be taken if it is intended to use the safe for the storage of large items such as crosses and candlesticks.

### **Second-hand safes**

Many second-hand safes are perfectly acceptable and may provide the same security as a new safe with a substantial saving in cost. It is important that second-hand safes are adequately reconditioned. Reconditioning should be carried out to the requirements of the relevant British Standard, BS 7582.

Ecclesiastical can advise upon the cash rating for a particular second-hand safe.

### **Approval of safes**

It is important that, before any order is placed for a safe, the approval of Ecclesiastical is obtained.

### **Identification of safes**

Safes are described by the manufacturer's name followed by a model name (eg Chubb Lichfield, Tann Consort 2 etc). Please quote this information when contacting Ecclesiastical to check on a cash rating.

In addition, safes have a serial number stamped on the door or body which can also be used to identify the safe.

### **Keys and combinations**

Many safes are available in either key or combination versions. There is no difference in security between the two locking methods so the version which most suits the user can be chosen. The advantages of a combination safe, however, are that there

is no risk of the loss or unauthorised duplication of keys. As many church officers as necessary can have the combination and the combination can easily be changed if there is a change of personnel.

The security of a safe is only as good as the security of the keys or combination. Under no circumstances should keys or combinations be kept on the same premises as the safe. An inventory of who holds keys or combinations should be kept in a secure location away from the safe. If it is suspected that key or combination security has been compromised then the lock or combination should be changed.

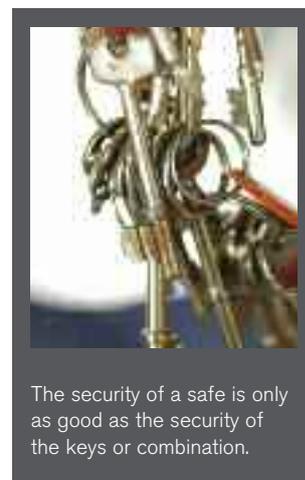
### **Fire and data safes**

Security safes are not normally intended to protect documents or computer records from fire although they will normally provide some limited protection. If a safe is required to protect these materials then please contact Ecclesiastical who can give further advice.

### **Wall safes and underfloor safes**

In addition to the freestanding safes described above, wall safes, which usually have a low cash rating, and underfloor safes, which can have a substantial cash rating, are also available. If a parish is interested in one of these types of safe then Ecclesiastical can give further advice.

Parochial Church Councils are reminded that a Faculty will be required prior to any installation.



The security of a safe is only as good as the security of the keys or combination.

# Installation of intruder alarms

These notes are intended to provide guidance to Parochial Church Councils that wish to install or update an alarm system in order to qualify for an intruder alarm discount.

These notes provide a basis upon which to obtain comparative quotations however a visit by an Ecclesiastical Risk Management Surveyor will be required in order to approve any specification prior to installation work being carried out.

## General

Whilst a deterrent to intruders and helping to minimise losses in the event of a break-in their installation can be unsightly and damaging to the fabric of heritage buildings and detection devices will need to be carefully selected and installed.

As well as localised sounders, intruder alarm systems should also incorporate remote signalling to inform authorised persons of an intrusion to the premises.

New alarm systems should be installed to PD 6662:2010, BS 8243:2010, BS9263:2016 and in accordance with the National Police Chiefs Council (NPCC) Policy on Police Response to Security Systems.

Remote signalling systems will contact the alarm company's alarm receiving centre which is manned 24 hours per day. The alarm receiving centre should conform to BS 5979 Category II or BSEN 50518.

To comply with the NPCC Policy on Police Response to Security Systems all intruder alarm systems installed after 1 October 2001 and those systems installed prior to this date but which have subsequently lost police response must be capable of generating confirmed alarm conditions.

Whilst the NPCC Policy specifies three types of alarm confirmation, Ecclesiastical will require that the alarm be sequentially confirmed unless otherwise agreed.

Note where audible only intruder alarm systems are installed they will only generate a Police response in the event of independent third party corroboration of a break-in and the requirements of BS8243 will not apply.

The system must be installed and annually maintained by a company on the official list of recognised firms of any UKAS accredited Inspectorate and on the local Police force list of compliant companies. The installers must also be approved by Ecclesiastical.

A copy of the alarm company specification must be sent to Ecclesiastical for approval prior to giving instructions for the alarm to be installed, or any contract signed.

The specification must include confirmation by the alarm company that sub-contractors will not be used or specify the extent to which sub-contractors will be used.

## Signalling

Where the alarm has remote signalling it should be to Grade 4 by one of the following methods:

RedCARE GSM

Dualcom GPRS G4

Any other approved system of signalling

RedCARE GSM must include the Total Care maintenance service.

In addition, there must be an external, self-activating bell which incorporates a strobe light. The bell must be situated well out of reach of the ground and face the main road, and the housing must have no protrusions

	Zone Type
	ENT/EXIT
	NORMAL
Room E	NORMAL
Room W	NORMAL
	NORMAL
	NORMAL
	ENT/EXIT
	ENT/EXIT



There must be an annual maintenance contract in force, with a UKAS accredited company.



The system must be installed and maintained by a company on the official list of recognised firms of any UKAS accredited Inspectorate.

which could facilitate the attachment of chains, wires or ropes.

Bells must be protected by mechanical or electronic means against the insertion of expanding foam and configured to operate instantaneously.

An internal loud tone bell or siren must also be installed.

### Detection

All external doors must be fitted with concealed magnetic reed switches. Space protection must be used in all areas containing money, communion plate altarware or other valuables. Consideration should be given to providing space protection for the whole church. Single valuable items in an area which otherwise would not be protected can, as an alternative, be protected by magnetic contacts or vibration detectors.

Any safe used for the keeping of money or valuables should be within an alarmed protected area. The alarm must be set at all times whenever the church is unattended.

### Physical security

In addition to the above requirements for the actual alarm system, certain minimum physical security precautions must be taken in order to qualify for the intruder alarm discount:

- all accessible opening windows must be fitted with key operated window locks. This refers to those windows which can be reached without the aid of a ladder. If there is any doubt whether a particular window requires a key operated lock this can be clarified by Church Customer Services team on 0347 777 3322
- all external doors must be fitted with a 5 lever mortice deadlock to BS 3621 or a heavy 'church' box lock. Other forms of locking may be acceptable and can be discussed with our Church Customer services team on 0345 777 3322

- all keys must be removed from the building whilst it is unattended.

### Visitors

Parishes should be aware that persons visiting the church will need to be accompanied by a key holder in order to unset the alarm system.

### Important note

It is the responsibility of the party implementing the above specification to ensure that the implementation does not contravene any statutory or Local Authority requirements, eg under the Health & Safety at Work Act, Regulatory Reform (Fire Safety) Order etc.

### Faculty applications

Parochial Church Councils are reminded that a Faculty will be required prior to any work being carried out.

### Alarm discounts

The amount of the discount will depend on the extent of the system and the method of signalling. The following are in descending order from the highest to the lowest discount:

- full building protected with remote signalling
- target area protection, eg vestry, safe, chancel, office etc. with remote signalling
- full building protection with audible signalling assuming someone is able to act upon hearing the alarm operate
- target area protection, eg vestry, safe, chancel, office etc. with audible signalling assuming someone is able to act upon hearing the alarm operate.

Discounts cannot be given until the building has been inspected by an Ecclesiastical Risk Management Surveyor.

# Installation of floodlighting systems

A large number of churches have installed floodlighting systems. This makes a feature of the church in the night landscape and is also a great deterrent to arson, theft and vandalism.

However, careful consideration needs to be given to the design of the system to ensure it is safe and can be easily maintained.

## **Electrical installation**

All electrical wiring should be installed in accordance with the 'Regulations for Electrical Installations' issued by the Institution of Engineering and Technology (IET), current edition, plus any formal amendments under British Standard BS 7671.

Only electrical contractors enrolled with the National Inspection Council for Electrical Installation Contracting (NICEIC), or members of the Electrical Contractors' Association (ECA) or the National Association of Professional Inspectors and Testers (NAPIT) should be employed for work in churches. Registration or membership must be on a 'Full Scope' basis.

External floodlighting should be fed from a separate distribution board, switchfuse or circuit breaker which does not feed any other electrical services for the church.

The system should be protected by Residual Current Devices (RCDs).

Whilst mineral insulated copper covered (MICC) cables may be used for wiring fixed to buildings, armoured cables are the most suitable for use when buried in the ground since they will withstand movement and can also be drawn through ducts. Armoured cable should also be used where there is a risk of malicious damage.

## **Siting of floodlights**

Careful consideration should be given to the siting of floodlights both from the point of view of visitors to the church and those who will have the task of carrying out routine maintenance.

The location of floodlighting units in the churchyard will add to the risk of visitors tripping over unless they are set completely below ground level. Floodlighting pits should be covered with metal grilles at ground level. Where floodlighting units protrude above the ground they must be clearly visible and the grass must be cut around them on a regular basis.

The one advantage of siting floodlights at ground level is the ease with which they can be maintained. Siting floodlights at a height will present a risk to those who have to change light bulbs and carry out routine cleaning. A safe system of work will need to be devised. This could mean the use of mobile elevated work platforms (MEWPs), portable scaffold towers or the securing of ladders to anchor points. Where floodlights are located on adjacent buildings the use of a safety harness and safety lines may be necessary.

**Consultation**

Where lights are to be fixed to adjacent buildings the agreement of the owners and occupiers will have to be obtained and permission will need to be granted if listed buildings are involved. They may also have concerns due to potential light pollution. The local authority may be able to provide guidelines on this issue.

**Theft and damage**

In the last few years there have been several attacks to floodlighting systems in churches. Most attacks are incidents of vandalism, although some actual thefts have occurred. It is possible that the church may find themselves liable for injuries to visitors caused by broken glass or other damage caused by vandalism if it is not repaired.

If it is not possible to locate above ground, then floodlights should be enclosed with high-quality theft-resistant materials, such as expanded metal or weldmesh grilles fixed to angle iron frames. Cables should either be buried or in metal conduit to protect them from damage.

**Maintenance**

All floodlighting installations must always be isolated for routine maintenance such as cleaning and light bulb changing.

**Insurance**

The current Ecclesiastical church policy will provide cover for floodlighting and external lighting and security equipment up to the limit specified in the schedule.

# The protection of stained glass windows

These notes set out Ecclesiastical's eligibility criteria for a premium discount where churches wish to consider protecting their stained glass windows.

It is hoped that these notes will provide sufficient information to obtain quotations and arrange for installation. The services of Ecclesiastical's Insurance Consultants and Surveyors are always available.

## General

All external windows containing stained, painted or engraved glass, must be externally protected by stainless steel grilles or polycarbonate sheeting which entirely covers the window.

In the case of polycarbonate sheeting, care should be taken to allow for ventilation.

## Installation

The installation of such protection is a specialised matter and should only be entrusted to a glazier or builder well experienced in installing such protection and in working on church buildings.

## Important notes

A Faculty is required for the protection of windows and the Diocesan Advisory Committee should therefore be consulted at an early stage and prior to any work being carried out.

It is the responsibility of the party implementing the above specification to ensure that the implementation does not contravene any statutory or Local Authority requirements, eg under the Health and Safety at Work Act, Regulatory Reform (Fire Safety) Order, etc.

## Photographs

It is important to take photographs of all stained glass windows. Although a general shot of a window is helpful, these often do not provide sufficient detail for a stained glass restorer. More detailed photographs are needed. Heads, hands, draperies, landscapes and wildlife elements are the most difficult to replicate. Consider the lighting; ensure that you photograph west windows in the morning and east windows in the afternoon.



All external windows containing stained, painted or engraved glass, must be externally protected to qualify for a discount.

## Sources of information

The Health and Safety Executive  
[www.hse.gov.uk](http://www.hse.gov.uk)

Royal Society for the Prevention of Accidents  
RoSPA House,  
28 Calthorpe Road, Edgbaston  
Birmingham, B15 1RP  
Tel 0121 248 2000 Fax 0121 248 2001  
Email [help@rospa.com](mailto:help@rospa.com)  
[www.rospa.com](http://www.rospa.com)

The Fire Protection Association  
London Road, Moreton-in-Marsh  
Gloucestershire, GL56 0RH  
Tel 01608 812500 Fax 01608 812501  
Email [fpa@thefpa.co.uk](mailto:fpa@thefpa.co.uk)  
[www.thefpa.co.uk](http://www.thefpa.co.uk)

Food Standards Agency  
Aviation House, 125 Kingsway  
London, WC2B 6NH  
Tel 020 7276 8829  
Email [helpline@foodstandards.gsi.gov.uk](mailto:helpline@foodstandards.gsi.gov.uk)  
[www.food.gov.uk](http://www.food.gov.uk)

Environment Agency  
National Customer Contact Centre  
PO Box 544, Rotherham, S60 1BY  
Tel 03708 506 506  
Email [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)  
[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

Communities and Local Government  
2 Marsham Street  
London, SW1P 4DF  
Tel 0303 444 0000  
[www.gov.uk/government/organisations/  
department-for-communities-and-local-  
government](http://www.gov.uk/government/organisations/department-for-communities-and-local-government)



# Contact us

For further information call us on

**0345 777 3322**

Monday to Friday 8am to 6pm (excluding Bank Holidays).

We may monitor or record calls to improve our service.

You can email us at

**churches@ecclesiastical.com**

Or visit

**www.ecclesiastical.com/churchmatters**

## Risk advice line

**0345 600 7531**

Available Monday to Friday 9am to 5pm (excluding Bank Holidays).

**risk.advice@ecclesiastical.com**

## Other useful contacts

Ecclesiastical Financial Advisory

Services: **0800 107 0190**

**www.ecclesiastical.com/getadvice**

Ecclesiastical home insurance:

**0800 917 3345**

**www.ecclesiastical.com/churchworker**



Beaufort House, Brunswick Road,  
Gloucester GL1 1JZ

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