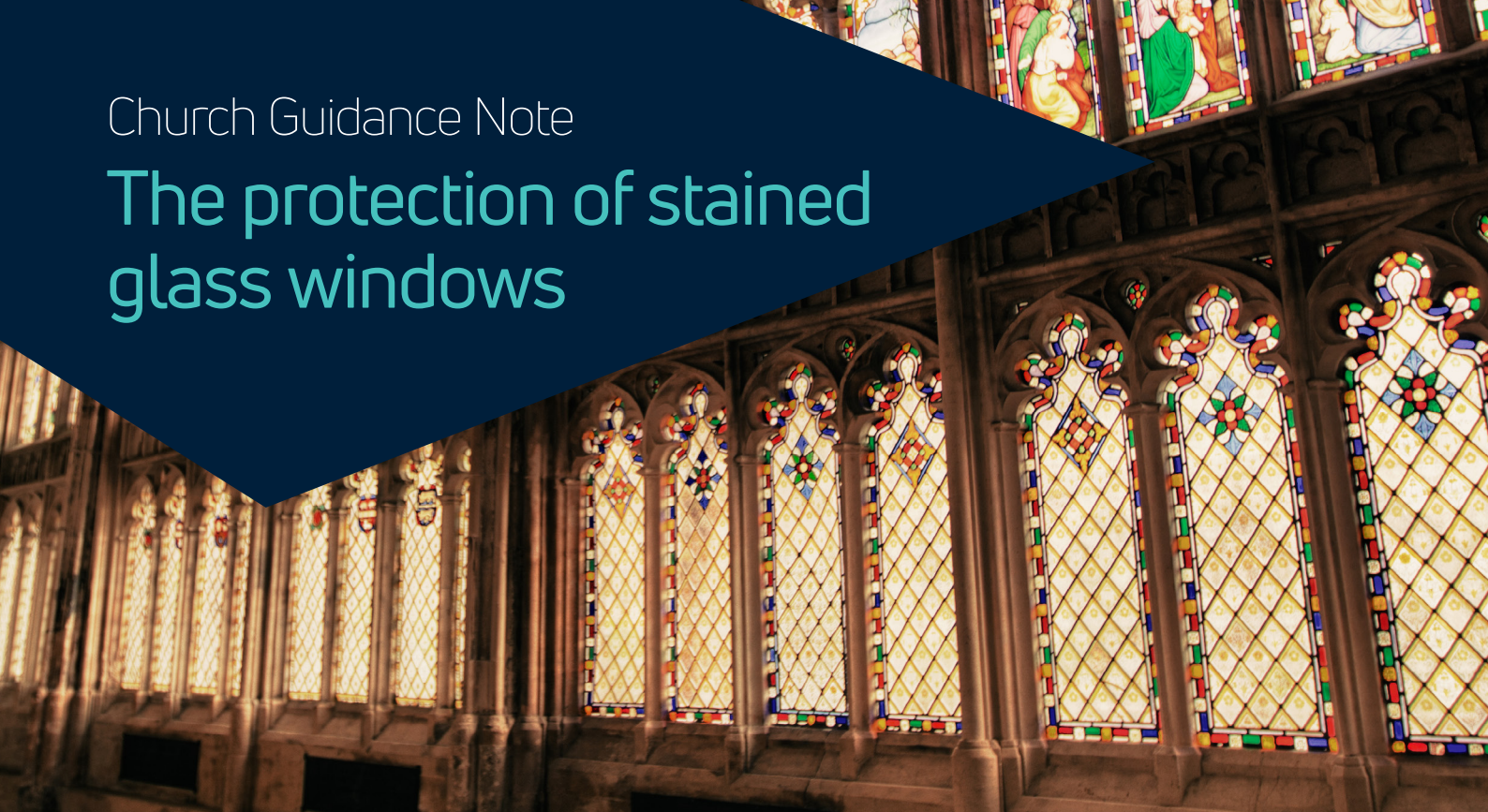


The protection of stained glass windows



These notes set out guidance for churches wishing to protect their stained glass windows.

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 order to be effective against malicious damage.

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 may be 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, e.g. under the Health and Safety at Work Act, Regulatory Reform (Fire Safety) Order, etc.

Risk Advice Line

Should you have any additional questions on this topic or other risk-related matters, as a valued Ecclesiastical customer you can contact us through our Risk Advice Line on

0345 600 7531

(Monday to Friday 9am – 5pm, excluding bank holidays)

and one of our in-house risk professionals will be able to assist.

Alternatively, you can email us at

risk.advice@ecclesiastical.com

and one of our experts will call you back within 24 hours.

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.

Report a claim

Do you need to report a claim? If so, you can call us on **0345 603 8381**. Our normal office opening hours are 8am to 6pm Monday to Friday, excluding bank holidays, but our lines are open 24 hours a day, seven days a week for emergencies. Alternatively, **click here** to report online or you can send us an email to **claims@ecclesiastical.com**. It's helpful if you can have your policy number available when making contact.

Contents

To help us process your contents claim as quickly as possible, it would be helpful if you could provide a description of the item(s) (including a make or model number where applicable) when you call us. Where more extensive damage has occurred, we may ask you to provide a list of items to help us process your claim.

Policy cover queries

For queries about your policy cover, call our specialist church team on **0345 777 3322** (Monday to Friday 8am – 6pm, excluding bank holidays) or email us at **churches@ecclesiastical.com**.

Alternatively, please visit **www.ecclesiastical.com/church**.

This guidance is provided for information purposes and is general and educational in nature. It should not be used as a substitute for taking professional advice on specific issues and should not be taken as providing legal advice on any of the topics addressed.



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