

Guidance Notes

Church – Security

Version 1



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The following guidance notes are also available from your Insurance Consultant and Surveyor, by calling our Church and Commercial Underwriting Team on 0845 606 1331 or by visiting our website at www.methodistinsurance.co.uk

Fire

Functions

Health and Safety Policy with Guidance Notes

Health and Safety

These guidance notes are based on current legislation and we have tried to make them thorough and informative. If you require any further assistance, please contact the relevant organisations mentioned in the notes.

This advice is given in good faith and is based on our understanding of current law and practice. Methodist Insurance does not accept any liability whatsoever for any errors

or omissions which may result in injury, loss or damage, including consequential or financial loss. It is the responsibility of the Insured or any other person to ensure that they comply with their legal responsibilities and any interpretation or implementation of this guidance is at the sole discretion of the Insured or other party who may read these notes.

Methodist Insurance is the oldest denominational church insurer in the UK

We have faithfully looked after the insurance requirements of the Methodist Church in the UK and the Republic of Ireland since 1872.

Our aim is to provide a first-class service to all our customers, satisfying their needs and expectations, and dealing both promptly and responsibly with claims.

We ensure that our business is run in a way that reflects our values, for the well being of the Methodist Church and give substantial donations every year to Methodist charitable causes.

Useful contacts at Methodist Insurance

Enquiries

Tel 0845 606 1331

email enquiries@micmail.com

Lines are open 8am to 6pm

Monday to Friday (excluding Bank Holidays).

Claims

Tel 0845 606 1331

email methodistclaims@micmail.com

New claims can be reported 24 hours a day, 7 days a week. Enquiries on existing claims can be made Monday to Friday 8am to 6pm.

To find out who your local Insurance Consultant and Surveyor is please call us on 0845 606 1331.

Note: Methodist Insurance provides these guidance notes without additional charge to policyholders.

This advice is provided to you as best practice guidance from Methodist Insurance. Please check your policy documents for details of any conditions specific to your policy.



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Church security

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



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Electronic equipment

Electronic equipment is particularly vulnerable to theft.



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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.



Lock away all valuable and portable items and where practical keep these in a good quality safe.

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.

Lock away all valuable and portable items and where practical keep these in a good quality safe. If there is not room in the safe then lock them away in a secure area such as the vestry. If you do not have a suitable secure area then try and create one, for instance in a small room.

Arson

Remember that arson is basically a security problem, but you can take simple precautions to prevent it happening. Remove all unwanted items that could be used to start a fire. Ensure that any petrol for lawnmowers 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.

Inspections

Most thefts and damage occur when the church is unoccupied. Anything suspicious seen by those living close to the church or noticed when visiting or inspecting the premises should be immediately reported to the Police.

Safes

Valuables should be kept in a safe or strongroom when not being used. 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'.

Keys

These should be kept in the personal custody of a responsible official or in a secure place away from the church, e.g., the manse or church official's home. 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. Access doors should be fitted with mortice deadlocks of at least five levers which comply with BS 3621. Windows should be fitted with bars or grilles. Methodist Insurance should always be contacted prior to the installation of security devices in order for specifications to be agreed.



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.



No alarm should be purchased without first taking professional advice and consulting Methodist Insurance.

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 Methodist Insurance. Installation and maintenance of an alarm system should preferably be undertaken by a company on the official list of recognised firms of any United Kingdom Accreditation Service (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 Methodist Insurance.

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 video (or increasingly 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 should be taken and kept away from the church. Record details of any items of value, either monetary or sentimental, detailing material, measurements, inscriptions etc and keep these off-site.

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. Discounted supplies of the system are available through:

The Churches Purchasing Scheme (CPS), a company associated with Methodist Insurance, or from other suppliers who have no connection with Methodist Insurance. CPS contact details are:

FREEPOST, Gloucester GL1 1BR.
Tel 0845 458 4584
email sales@cpsonline.co.uk

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 recording is a very quick and easy way of making a record of everything in the church.

Roofs

External lead and copperwork is particularly vulnerable and must be marked with SmartWater solution – please also ensure that you register your SmartWater kit*. SmartWater signage is also an effective deterrent and must be prominently displayed. 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. In some cases this is the only practical solution. You should consult your architect in the first instance. For further advice about how to help prevent metal theft, please speak to your local Insurance Consultant and Surveyor.

**The registration and use of SmartWater may be a policy condition on some insurance policies. Please check 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.

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

External lighting can act as a deterrent to theft or arson. 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 infrared 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, e.g., 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. Finally, if theft or vandalism does occur, the Police and Methodist Insurance should be notified immediately.



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



The prevention of arson in churches

Arson is the most common cause of fires in churches and our records indicate that these occurrences are on the increase.



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

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 unfortunate loss or damage at the church 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. Encourage church members to inspect the church as part of their daily routine, perhaps when dog-walking.

Take part in a Churchwatch scheme.

This will enable you to pick up on useful information from other churches in your area about any suspicious activity.

Churches should be kept locked when not in use and particularly 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 enable an arsonist to break into the church. 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.

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 should consult with Methodist Insurance before installing an alarm system. A visit by one of our Insurance Consultants and Surveyors will 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.

Rubbish and combustible material must not be allowed to accumulate. 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. 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 their activities.

Whilst this equipment can be extremely useful it is vulnerable to theft.



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

Physical security for electronic equipment

The majority of churches that use computing equipment utilise a personal computer of some type. These are generally portable, saleable and therefore very attractive to thieves. Church computers are commonly either kept in the church or circuit office, at the manse or at the home of another church official. Many churches are also using portable projectors and 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;
- 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 Methodist Insurance 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 Issue 1 & 2) can be used to secure computer and ancillary equipment to desks/work surfaces;
- projectors and sound equipment should be protected by security enclosures. Methodist Insurance can provide further information on suppliers if required.

Laptop security

More and more churches are making use of laptops. Because of their highly portable nature they are even more vulnerable than PCs and the following security measures should be followed:

- under normal circumstances do not leave laptops unattended even for short periods;
- if for some reason a laptop 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;
- laptops should not be put down when in a public area;
- the laptop 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;
- laptops should not be left in offices overnight unless they are locked within purpose-built laptop storage units or, as a minimum, in a locked filing cabinet;
- details of the laptop 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 laptop in the boot of the car and keep both boot and doors locked;



Electronic equipment should be permanently marked.

- be aware of people around you, particularly when loading or unloading the car or in a public place. Avoid working on your laptop in a public place;
- make sure that back-ups of the information on the laptop 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.

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 church computers would not normally be a target for theft, but data might be stolen with church 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 churches that wish to purchase and install a freestanding safe. The services of our specialist Insurance Consultants and Surveyors are always available if more specific advice is required.

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, 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 (e.g., £500 cash plus £5,000 valuables or £700 cash plus £3,000 valuables etc.).

Methodist Insurance 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.

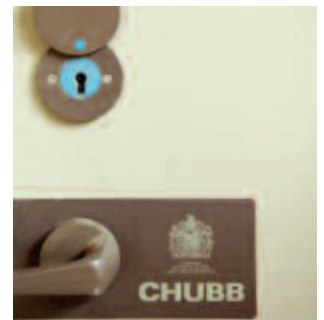
Purchase of safes

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.

Methodist Insurance can supply details of safe manufacturers and suppliers.

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.



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



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

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.

Methodist Insurance 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 Methodist Insurance is obtained.

Identification of safes

Safes are described by the manufacturer's name followed by a model name (e.g., Chubb Lichfield, Tann Consort 2 etc). Please quote this information when contacting Methodist Insurance 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 Methodist Insurance 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 church is interested in one of these types of safe then Methodist Insurance can give further advice.

Installation of intruder alarms

These notes are intended to provide guidance to Managing Trustees who 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 although normally a visit by our Insurance Consultant and Surveyor will be required in order to approve any specification prior to installation work being carried out.

General

The automatic intruder alarm system must be installed in accordance with BS EN 50131-1, according to the scheme described in PD 6662 and in accordance with the ABI/Association of Chief Police Officers (ACPO) Policy on Police Response to Security Systems. The system must be installed and 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 Methodist Insurance.

Methodist Insurance can supply a list of companies in your area.

The control panel must have key pad operation. There must be an annual maintenance contract with an approved company.

A copy of the alarm company specification must be sent to Methodist Insurance 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 must be to Grade 4 by one of the following methods:

RedCARE GSM

Dualcom Plus

Dualcom GPRS G4

Any other approved system of signalling

RedCARE GSM must include the Total Care maintenance service. The remote signal must be accompanied by an approved form of confirmation, such as audio, visual or sequential.

Methodist Insurance will usually require that the alarm is sequentially confirmed.

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 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.

The system will preferably have instant bells, but in some areas Police approval will be required in order to waive any bell delay.

For audible-only systems an internal loud tone bell/siren must also be fitted.

	Zone Type
	ENT/EXIT
	NORMAL
FRONT E	NORMAL
FRONT W	NORMAL
	NORMAL
	NORMAL
	ENT/EXIT
	PRAB57Rev1.0



The control panel must have key pad operation. There must be an annual maintenance contract with an approved company.

Detection

All external doors must be fitted with concealed magnetic reed switches. Space protection must be used in all areas containing money, communion plate 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 the matter can be discussed in detail at the time of survey;
- 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 by our Insurance Consultant and Surveyor at the time of survey;

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

Visitors

Managing Trustees 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

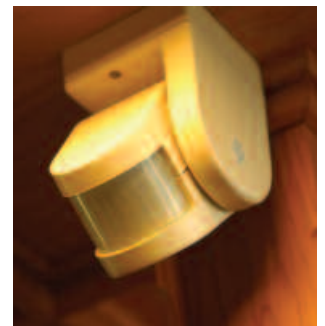
It is the responsibility of the party implementing the above specification to ensure that the implementation does not contravene any statutory or Local Authority requirements, e.g., under the Health & Safety at Work Act, Regulatory Reform (Fire Safety) Order etc.

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, e.g., vestry, safe, 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, e.g., vestry, safe, 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 our Insurance Consultant and Surveyor.



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

The protection of stained glass windows

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



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

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

General

All external windows containing stained, painted or engraved glass, should 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.

The discount can only be confirmed following a visit by our Insurance Consultant and Surveyor who will confirm that all the necessary windows have been protected and that protection is to a satisfactory standard.

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.

Sources of information

The Health and Safety Executive

HSE Information Services
 Rose Court, 2 Southwark Bridge
 London, SE1 9HS
 Tel 0845 345 0055 (HSE info line)
 Fax 029 2085 9260
 Email hseinformationservices@natbrit.com
www.hse.gov.uk

Royal Society for the Prevention of Accidents

RoSPA House, Edgbaston Park
 353 Bristol Road, Edgbaston
 Birmingham, B5 7ST
 Tel 0121 248 2000 Fax 0121 248 2001
 Email help@rospa.com 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 www.thefpa.co.uk

Food Standards Agency

Aviation House, 125 Kingsway
 London, WC2B 6NH
 Tel 020 7276 8000
www.foodstandards.gov.uk

Environment Agency

National Customer Contact Centre
 PO Box 544, Rotherham, S60 1BY
 Tel 08708 506 506
www.environment-agency.gov.uk

Communities and Local Government

Eland House, Bressenden Place
 London, SW1E 5DU
 Tel 020 7944 4400
www.communities.gov.uk

Ecclesiastical Risk Services

Ecclesiastical Risk Services, who work in association with Methodist Insurance, are an independent risk management consulting service designed to help organisations identify, minimise and effectively manage their risks.

Based on the understanding that every organisation faces different risks and has varying resources to address risk management, Ecclesiastical Risk Services can provide you with a cost-effective service, tailored to individual needs. This totally flexible approach is ideal for organisations who are unsure of their legal obligations, how to address them and who struggle to commit time to manage them. The organisation has been set up to echo the expertise that Ecclesiastical has gained in their niche markets of care, charity, faith, education and heritage – although they also have the capability to assist any organisation. All the consultants have experience in at least one of the niche markets and are either members or chartered members of the Institute of Occupational Safety and Health.

Ecclesiastical Risk Services can help you take steps to establish a full health and safety management system – including:

- conducting a gap analysis audit to assess where legal requirements are not met;
- writing policies and procedures;
- contingency planning;
- completing risk assessments (such as fire, hazardous substances, display screen equipment, manual handling, asbestos and general workplace assessments);
- undertake bespoke training courses (including health and safety for managers, manual handling, fire safety and directorial/trustee responsibilities);
- other bespoke services tailored to individual needs.

The solutions offered are always cost-effective, so if you're interested in the services offered please contact the Ecclesiastical Risk Services team on 0845 602 4065 for more information and a free, no-obligation quotation.

- Church, Circuit and District insurance
- Charity insurance
- Home insurance
- Community group insurance

Getting in touch

For further information, please call us on **0845 606 1331**. Lines are open 8am to 6pm Monday to Friday (excluding Bank Holidays).

You can email us at **enquiries@micmail.com** or visit us at **www.methodistinsurance.co.uk**

Did you know?

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