

# Keeping people safe

Health and safety toolkit - A simple maintenance checklist for your church building



**This simple checklist may help you identify some of the main considerations to increase the resilience of your church property against the effects of climate change now and in preparation for the future.**

### Maintaining your church roof

**Extreme weather can cause damage to roof coverings and cause internal damage to the building, both cosmetically and, in severe cases, structurally. A simple check of your roof from ground level can often show potential issues you can act on to minimise damage.**

- |    |   |     |    |
|----|---|-----|----|
| 1. | Are there signs of any storm or wind damage such as slipped, broken or missing slates?                        | Yes | No |
| 2. | Are there any fallen slates or tiles on the ground, or evident in gutters and valleys?                        | Yes | No |
| 3. | Is lead, or other sheet material used on the roof in good condition?  | Yes | No |
| 4. | Are there signs of the roof covering lifting at edges, rippling and uneven, or any visual signs of cracking?  | Yes | No |
| 5. | Where asphalt-type roof coverings are in place, are there signs of cracking or blisters on the surface?       | Yes | No |
| 6. | Are roof flashings (commonly lead, copper or Glass Reinforced Plastic (GRP type materials) in good condition? | Yes | No |
| 7. | Is the mortar pointing to flashings in good condition?  | Yes | No |
| 8. | Can you see evidence of damage to steeples, towers and any louvres?   | Yes | No |

### Maintaining gutters and rainwater pipes

**Blockages and damage to gutters and rainwater pipes can cause moisture to enter the building. Often, you can identify these signs of damage from ground level.**

- |    |   |     |    |
|----|---|-----|----|
| 1. | Do the gutters appear to be complete, with no missing or damaged sections?  | Yes | No |
| 2. | Are there any signs of blockages in the gutters or rainwater pipes such as vegetation and branches, slipped roof slates/tiles, or birds' nests etc?           | Yes | No |
| 3. | Are there any signs of water staining on the walls, either externally, or internally near the gutters or rainwater pipes?                                     | Yes | No |
| 4. | Are there enough brackets or fixings to secure the pipework, and are there signs of any being missing or loose?   | Yes | No |
| 5. | In the case of cast iron guttering or pipes, do they need repainting? Have you checked the back of the pipes, where they may not have been routinely painted? | Yes | No |

- |     |  |     |    |
|-----|--|-----|----|
| 6.  | Are the rainwater pipes in line with and draining into the gulleys?  | Yes | No |
| 7.  | Are the gulleys free from debris such as leaves and grass clipping?  | Yes | No |
| 8.  | Do the gulleys appear blocked during periods of heavy rainfall?  | Yes | No |
| 9.  | Are surface water drains and gullies working effectively to remove and channel water away from buildings and pathways?                                   | Yes | No |
| 10. | Are there any signs of drains being damaged, such as waterlogged areas, sunken ground in proximity to drains or manholes and drain covers being damaged? | Yes | No |

### Maintaining walls and other masonry features

**Water and freezing conditions can damage walls and masonry work. Check internally and externally for any signs of moisture coming into the building or dampness to help you identify potential areas of damage externally.**

- |    |  |     |    |
|----|--|-----|----|
| 1. | Are there any signs of cracking to the external walls?   | Yes | No |
| 2. | Is any of the masonry in poor condition, for example eroded or flaking?  | Yes | No |
| 3. | Are there any signs of pinnacles, gargoyles or grotesques or other features being dislodged, misaligned or severely eroded?                                      | Yes | No |
| 4. | Is there any build up of moss, algae or lichen on the masonry that could indicate established moisture penetration?  | Yes | No |
| 5. | Does ground water accumulate against the building at ground levels, or in any lower ground access points, where drainage may be ineffective?                     | Yes | No |
| 6. | Are there any possible points for surface water to enter the building at low level, such as service entries, door openings, air bricks/ventilation openings etc? | Yes | No |
| 7. | Is there any vegetation growing on external walls, on parapets walls or other features such as towers, pinnacles etc?  | Yes | No |

### Checking other parts of the church building

Please ensure you don't overlook other parts of your church building, such as windows and doors. Ensuring these are working correctly to keep the cold out and heat in will make your church building comfortable for those using it, will help limit energy usage, and, at the same time, ensure the building is protected from the weather elements as much as possible.

1.	Are all windows intact and can be closed properly?	Yes	No
2.	Do any openings need repair, such as broken or missing panes of glass?	Yes	No
3.	Do windows and doors fit correctly?	Yes	No
4.	Where windows and doors are painted, is this in good condition so as to protect against corrosion and potential decay?	Yes	No
5.	Is leadwork to the windows in reasonable condition and intact?	Yes	No
6.	Where insulation has been installed within parts of the building such as above some ceilings, have the pipes containing wet services such as heating, or water supply pipes been insulated also to prevent the risk of pipes freezing?	Yes	No
7.	Is the heating installation maintained and serviced at regular intervals and checked to ensure it is operating correctly?	Yes	No
8.	Are the electrical inspections up to date to ensure that the building can be used safely and that any appliances are safe to use?	Yes	No

### Thinking beyond the church building

**Maintaining your church grounds can help resist the effects of climate change, protect the building from related damage as well as helping you for a liability perspective.**

1.	Do any trees show signs of excessive leaning, cracking or rot within the trunk that could indicate poor tree health and potential collapse in storm conditions?	Yes	No
2.	Are any dead branches evident, that could present a risk to anyone entering or using the grounds or surrounding land?	Yes	No
3.	Is vegetation maintained at a low level around the building?	Yes	No
4.	Has the potential risk of wildfire been considered, such as looking at the use and nature of surrounding land/fields?	Yes	No
5.	In periods of extreme dry weather is there a need to water and / or cut back vegetation around the building to limit the impact of any wildfire?	Yes	No
6.	Does land, including both hard and soft landscaping slope towards the church and its grounds, that could increase the risk of surface water flooding on or within your property?	Yes	No
7.	Do neighbouring properties provide insight into potential for surface water flooding that could affect your church grounds and building?	Yes	No
8.	Are gulleys to highways and pathways showing signs of blockage such as being blocked with silt or with vegetation growing out of them?	Yes	No

## Report a claim

Do you need to report a claim? If so, you can call us on 0345 070 2223. 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 [enquiries@baptist-ins.co.uk](mailto:enquiries@baptist-ins.co.uk) It's helpful if you can have your policy number available when making contact.

## Policy cover queries

For queries about your policy cover, call our specialist church team on 0345 070 2223 (Monday to Friday 8am – 6pm, excluding bank holidays) or email us at [enquiries@baptist-ins.co.uk](mailto:enquiries@baptist-ins.co.uk)

Alternatively, please visit [www.baptist-insurance.co.uk](http://www.baptist-insurance.co.uk)



## Want to know more?

We have produced some other useful resources to help you get started or simply check the adequacy of what you have already done. These are all available at:

[www.baptist-insurance.co.uk/risk-management/health-and-safety](http://www.baptist-insurance.co.uk/risk-management/health-and-safety)

## Information in this document

This guidance is provided for information purposes and is general and educational in nature and does not constitute legal advice. You are free to choose whether or not to use it and it should not be considered a substitute for seeking professional help in specific circumstances. Accordingly, The Baptist Insurance Company PLC shall not be liable for any losses, damages, charges or expenses, whether direct, indirect, or consequential and howsoever arising, that you suffer or incur as a result of or in connection with your use or reliance on the information provided in this guidance except for those which cannot be excluded by law. Where this guidance contains links to other sites and resources provided by third parties, these links are provided for your information only. Baptist Insurance is not responsible for the contents of those sites or resources. You acknowledge that over time the information provided in this guidance may become out of date and may not constitute best market practice.

## Need to contact us?

For further information on health and safety in churches:

Call our Risk Management Advice Line on

**0345 600 7531**

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

We may monitor or record calls to improve our service.

Email us at: [risk.advice@baptist-ins.com](mailto:risk.advice@baptist-ins.com)

