



# Church security guidance

## Management of unoccupied churches and related premises

The protection of unoccupied buildings can be a major challenge for churches and associated buildings. They are susceptible to various forms of damage, especially arson.

With a proactive approach much can be done to protect unoccupied buildings so they remain a valuable asset for future development or sale, or for future congregations if plans are to bring the building back into use. This guidance will assist in reducing the risk of loss or damage occurring at your premises.

Possible causes of damage that a church may suffer due to the building being unoccupied include:

- Fire caused by arson or a defective electrical installation
- Vandalism including malicious damage and graffiti
- Theft e.g. damage to the building when gaining access, theft of building materials and contents
- General deterioration caused by adverse weather or water ingress, possibly as a consequence of lack of maintenance
- Squatters.

There may also be a risk of personal injury to both lawful visitors e.g. contractors, employees, surveyors or property agents and unlawful visitors e.g. intruders, vandals or children who may be attracted to the building through curiosity. Under the Occupiers Liability Acts 1957 and 1984 property owners have a legal duty to make their properties as safe as reasonably possible.

### Insurance implications

It is a requirement of your policy that you notify us if your premises or part of your premises becomes unoccupied or unused in order that we can review your insurance cover. Due to the risks associated with unoccupied buildings we may make changes to your policy cover and apply risk management conditions to help you protect your property.

It is essential that you familiarise yourself with any terms and conditions applied to your policy as failure to comply could prejudice your insurance cover in the event of a claim.

If your Church or a related property becomes unoccupied or unused, please contact us on 0345 070 2223 (Monday to Friday 8am - 6pm excluding bank holidays).

### Risk management objectives

As a property owner you need to protect your premises to:

- Deter any potential intruders
- Detect any intrusion at the earliest opportunity so any damage is minimised
- Manage lawful entry to the premises.

## Inspection procedure

It is a requirement of your insurance cover that unoccupied buildings are inspected by you, or your appointed representative, on a regular basis. This is to ensure that if damage has occurred e.g. criminal damage to the property, it can be identified and rectified at the earliest opportunity, mitigating any further damage that may occur if left undetected for an extended period. Any damage identified, whether insured or not, should be reported to your insurers and the police if crime-related.

A record of inspections must be maintained. A template inspection record sheet can be found at the end of these guidance notes.



## Shutdown procedures

- All utility services must be disconnected whilst the property is unoccupied, except where there are existing security systems, fire protection systems, security lighting or sprinkler systems. Installed services to these should be maintained to ensure they continue to be fully effective at all times. Central heating systems must be drained down. Where water systems cannot be isolated and drained down, a minimum temperature of 7°C must be maintained within the property at all times.
- Any letterboxes must be sealed or, if this is not possible, a metal box or cage must be fitted to the inside of the letterbox. Any post should be removed on a regular basis and arrangements made with the Post Office for mail to be redirected.
- Redundant contents must be removed, and you must remove all waste and unfixed combustible materials both internally and externally from the premises.
- Risk assessments for fire, health and safety and asbestos risks must be reviewed in light of the changing circumstances. Any control measures to reduce the risk of injury to any visitors should be implemented.
- Any oil tanks located in the grounds of the site should be drained down.
- Any keys should be recalled, otherwise locks should be changed.

## Securing the boundary

- Where practical, any trees or hedges should be cut back to ensure the building remains visible.
- Consider using external security lighting with a motion sensor option or time switches to deter criminals by making suspicious activity more visible. Note - if the property is isolated, or there are no immediate neighbours, you may only succeed in aiding intruders.
- Perimeter fences should be maintained in a good state of repair and be repaired quickly if damaged. Any gates should be at the same height as the fences to preserve security levels. Gates should be kept locked, preferably using a hardened steel locking bar and a closed shackle padlock.
- If possible make vehicle access difficult by installing traffic bollards or other suitable obstacles.

## Protecting buildings

- The main entry door to the premises should be secured by a five lever mortice deadlock (or suitable equivalent) to BS3621.
- Depending on your location, or previous loss history, we may require that all windows and doors are boarded up for additional security. We will make you aware if this is a requirement of your policy cover.

## Alarm protection

- Existing intruder and fire alarm systems should remain in operation. These systems should be connected to an alarm-receiving centre to support prompt notification and response to any activation.
- Ensure the intruder alarm system is maintained by a company on the official list of recognised firms of a UKAS accredited inspectorate body i.e. NSI or SSAIB [www.nsi.org.uk/directory](http://www.nsi.org.uk/directory) or [www.ssaib.org/security-provider-search](http://www.ssaib.org/security-provider-search). They should also appear on the local police force list of compliant companies.
- If no existing intruder alarm is installed a temporary alarm system may offer additional protection. As above, you should consider using companies registered with NSI or SSAIB.
  - Keyholder procedures should be in place to respond to this type of alarm as the police may not. A key holding security organisation could be used to assist.
- Closed Circuit TV could be used with the system if it is continually monitored by a security guard or alarm-receiving centre certified to BS5979 Category II or BS 8591.

## Additional security

- In some situations a permanent security presence may be required. It is recommended that any guarding contractors selected are members of the NSI and accredited to NSI Gold standard or SSAIB. See [www.nsi.org.uk/our-sectors/security](http://www.nsi.org.uk/our-sectors/security) or [ssaib.org/security-provider-search](http://ssaib.org/security-provider-search).

## Helpful information

- Arson Prevention Forum. [www.stoparsonuk.org](http://www.stoparsonuk.org).
- The selection and use of electronic security systems in empty buildings. [www.riscauthority.co.uk](http://www.riscauthority.co.uk).
- Risk Control. Arson Prevention. The Protection of Premises from Deliberate Fire Raising. [www.riscauthority.co.uk](http://www.riscauthority.co.uk).

## Need to contact us?

For further risk advice Baptist Insurance customers can call our risk advice line on 0345 600 7531 (Monday to Friday 9am - 5pm, excluding bank holidays) or email us at [risk.advice@baptist-ins.com](mailto:risk.advice@baptist-ins.com) and one of our experts will call you back within 24 hours.

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## Unoccupied weekly building inspection log

Building address

Date

Inspected by

<b>Inspection date/signed</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Fence &amp; gates secure</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please provide details
<b>Building secure No evidence of attempted unauthorised access</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please provide details
<b>Combustible materials removed and if practical waste bins stored at least 20 metres away from the building</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please provide details
<b>Electrical supply disconnected</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, state reason why supply connected
<b>Gas supply disconnected</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, state reason why supply connected
<b>Plumbing installation disconnected and drained</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, state reason why supply connected
<b>Building wind and water tight</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please provide details
<b>Vandalism. Evidence of internal or external damage</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details
<b>Action/who/by when</b>	

