

## Your Quinquennial Inspection

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This advice is aimed at parishes but also acts as a guide to professional advisers carrying out quinquennial inspections in the Diocese.

It should be read with Diocesan Advisory Leaflet 2: *Your Professional Adviser*

The professional advisers referred to in this leaflet have an architectural or building surveyor background. Those appointed to carry out quinquennial inspections are called Quinquennial Inspectors.

### 1. INTRODUCING QUINQUENNIAL INSPECTION REPORTS AND HOW THEY HELP YOU

**Churchwardens and other parish volunteers do a fantastic job caring for and maintaining their churches and churchyards.** Looking after church buildings whether they are historic or modern, listed or unlisted, is a major challenge. Organising and funding inspections, regular tests, maintenance and repairs requires love, dedication and time. Parishes deserve a huge amount of praise for giving all of these and more.

#### **What do quinquennial inspection reports do?**

Quinquennial inspection reports give an overview of the condition of the church, what needs doing and what is most important. These five-yearly snapshots show how much and in what way a building has changed over time. Quinquennial inspection reports give a solid, professional basis for making decisions about maintenance, repairs and managing the building. Above all, they are intended to help parishes look after their churches and churchyards.

A second report, confidential to the churchwardens, identifies any moveable or other articles which are: of outstanding architectural, artistic, historical or archaeological value; of significant monetary value; or at special risk of being stolen or damaged. This second report is separate to that for the quinquennial inspection because it is specifically related to items of particular value and which may be vulnerable to theft. (Such items should be fully catalogued and photographed in the Church Property Register. See Advisory Leaflet 32 for more information.)

#### **What is the role of the PCC?**

Parochial Church Councils (PCCs) are responsible for the care and repair of their church building and this includes appointing a Quinquennial Inspector to inspect and report on the church and churchyard every five years. (The legal framework is given by the Inspection of Churches Measure 1955 (as revised 1991) and the Miscellaneous Provisions Measure 2020.) PCCs take the lead with arranging quinquennial inspections and implementing their recommendations. The Secretary of

the Diocesan Advisory Committee (DAC) monitors the timing of inspections. Progress with carrying out the quinquennial inspection report priorities and other recommendations will be raised as part of the annual inspection by the Archdeacon or someone on his or her behalf.

### **Who is the quinquennial inspection report written for?**

Your quinquennial inspection report is first and foremost written for you: the churchwardens and rest of the PCC. You are the client and are paying for it and should find it readable and understandable. Like all good reports they should be clearly set out and illustrated with a logical structure which is easy to follow. The report shouldn't be too brief and superficial but equally you shouldn't feel as if you are drowning in words and not being able to see the wood for the trees. (The actual length of a report will also depend on the building and its issues.) Having read the report you should have a good general picture of the condition of the church and the recommended priorities for action.

***More advice on the approach and format of the QI report is given in Annex A.***

## **2. APPOINTING YOUR INSPECTOR**

### **Who can be appointed?**

In appointing a Quinquennial Inspector the PCC must have regard to advice from the Church Buildings Council (CBC) and Diocesan Advisory Committee (DAC).

The CBC's *Guidance Note on Commissioning Quinquennial Inspection Reports* includes a section on the 'Appointment of a Quinquennial Inspector' [https://www.churchofengland.org/sites/default/files/2020-07/Quinquennial Inspection CBC guidance 2020,%20v2.pdf](https://www.churchofengland.org/sites/default/files/2020-07/Quinquennial%20Inspection%20CBC%20guidance%202020,%20v2.pdf).

It says that it is important that a Quinquennial Inspector's training, accreditation (where necessary) and experience in building conservation is appropriate for the complexity and significance of the church building in question. The guidance sets out criteria for appointing a suitable person for four different categories of churches.

Historic building conservation accreditation is normally required for Inspectors of listed churches and should be considered for unlisted historic churches.

The PCC must obtain and take account of the advice of the DAC before selecting and appointing a Quinquennial Inspector. The DAC will give advice to PCCs on the criteria that a person should meet for their particular church.

The DAC will also keep a register of Quinquennial Inspectors currently working in the diocese for information. It will be available on the Diocese's website under Church Buildings.

Professional advisers may be considered for appointment whether or not they are on the register but PCCs should make sure that they meet the criteria and are the right person for their church building, taking account of the guidance from the CBC and the advice of the DAC as described above.

More detailed advice on the criteria for selecting a suitable professional adviser for different categories of church and on historic building conservation accreditation is given in **Diocesan Advisory Leaflet 2: *Your Professional Adviser***. That leaflet answers further questions about appointing a Quinquennial Inspector and should be read with this advice.

### **A few points to think about**

Reports from professionals will inevitably have some differences in style and content. In selecting a professional adviser as your Quinquennial Inspector you should ask those shortlisted to send you two or three examples of quinquennial inspection reports for similar churches to yours. This will not only show you what kind of report you would be likely to receive from each one, but also give you a wider sense of their approach and the way they communicate.

A professional adviser may be required to act as your Quinquennial Inspector alone or do other projects or tasks as well. You should have a clear idea of the range of work you definitely and may want them to do before you start considering possible candidates.

You should agree the cost of the quinquennial inspection and report and any additional costs or rates, such as for travel or additional expertise or equipment, before you appoint your Quinquennial Inspector. The cost should include the professional adviser following-up their report by meeting the PCC as described below.

See **Diocesan Advisory Leaflet 2: *Your Professional Adviser*** for more information.

## **3. CARRYING OUT THE INSPECTION**

### **How do I arrange and prepare for the quinquennial inspection?**

Having selected and appointed your Quinquennial Inspector you should confirm the name of your point of contact with them (normally one of the churchwardens) and agree a date for the inspection. The DAC team will contact both the Inspector and the PCC Secretary near the start of the year in which your inspection is due, to ask that this be put in hand. The point of contact should be available on the agreed day and supported by any other person who has a particular knowledge of the fabric of the church and its recent history.

Before the Quinquennial Inspector's visit you should send them:

- all recent reports by your professional adviser (if they are new) and other advisers and specialists
- the asbestos log and all recent written test reports on asbestos and the heating, electrical, fire protection and lightning systems
- arboricultural and ecological reports (e.g. for bats or other protected or rare species)
- The Church Log Book and Inventory (the Quinquennial Inspector should be given a full picture of the work done since the last inspection)

- A recent Statement of Significance and/or Conservation Management Plan if such exist

You should also send the Inspector a copy of the last quinquennial inspection report (if they are new) and tell them about any proposed work, changes or environmental or other initiatives that you are carrying out or planning.

You should let your Quinquennial Inspector know if you are intending to make any changes to the church, its layout or furniture and fittings or any developments such as introducing new facilities. Such proposals involve **Statements of Significance and Needs** – a requirement where proposals mean a change to a listed church building.

You may already have a Statement of Significance, which it will be helpful for your inspector to see to inform his or her own assessment of the building's significance and needs. If you have not got a Statement of Significance, you may wish to ask your professional adviser to prepare one for you; this will be separate from the quinquennial inspection and will usually incur an additional fee, but your Quinquennial Inspector will normally be well qualified to provide a Statement of Significance and can have it in mind when inspecting the church building.

### **What safe access will the Quinquennial Inspector need?**

You will need to confirm the extent of the existing safe access to the building that the Quinquennial Inspector can have and any limits and problems, and any additional safe access you can provide. Access should ideally be as full as possible but should certainly allow the Inspector to give an overview of the church.

The inspection is visual, made from ground level, ladders and any safely accessible vantage points. Only selected areas are examined in detail; parts of the structure which are enclosed or covered need not normally be opened up unless specifically requested. The inspection includes so far as practicable all features of the building, and covers all aspects of conservation and repair.

The Quinquennial Inspector may recommend the use of a drone as part of his or her inspection. This must meet all legal and good practice requirements whether the drone belongs to them or the service has been commissioned by the Inspector. Any cost should be agreed if it is not included in the fee for the quinquennial inspection.

Organising access for the inspection, the limits to access found on the day plus the Quinquennial Inspector's report will highlight where access needs to be improved for ongoing inspection and maintenance and potentially repair. Good access is essential for spotting and dealing with problems before damage is caused. Some grants are available to fund such access improvements.

***Further information on access and safety is given in Annex B.***

### **What should happen on the day?**

On the day of the quinquennial inspection the point of contact will be available and if necessary supported by another person, e.g. from the fabric committee, who has a particular knowledge of the fabric of the church and its recent history. The Quinquennial Inspector should be briefed about the church, its issues and planned work. Copies of any outstanding reports etc. should be given to them (or originals

shown if that is not possible). Ideally the Quinquennial Inspector should be able to talk to the point of contact and give their initial views at the end of the inspection.

### **What should happen after the Inspection?**

The Quinquennial Inspector will deliver the inspection report promptly and certainly within three months of the inspection. The Inspector will send the report in paper and PDF format to the Parochial Church Council. Copies of the report will also be sent as PDFs attached to e-mails to the incumbent, Secretary of the DAC, the relevant Archdeacon and to the DAC's archaeological adviser - David Baker - [dbb@suttons.org.uk](mailto:dbb@suttons.org.uk). (The building structure above ground, the churchyard and what may be in the ground beneath them can all have archaeological significance.)

Following the receipt of the report it should be circulated to all members of the PCC and other people who have key roles for the care of the church such as the chair of a fabric committee. The churchwarden (or other main point of contact) should present the report to a meeting of the PCC (with others invited as appropriate). The recommendations and main priorities should be discussed and clarifications and questions for the Quinquennial Inspector noted.

## **4. FOLLOWING UP THE QI REPORT**

### **Why is a follow-up meeting essential?**

In almost all cases it is crucial that the PCC should follow up the report with their Quinquennial Inspector without delay. Any questions the PCC has about the report can be answered and a practical, achievable plan of action developed together.

The Inspector should be invited to the church so that he or she can run through the main points of the report while walking around the building with members of the PCC before discussing the condition and way forward.

The Historic Church Buildings Support Officer can come to this meeting or provide advice separately depending on the condition of the church and parish needs.

### **What will the meeting cover and achieve?**

A key part of the meeting will be to focus on one or more of the following priorities, or others, that come out of the QI and reflect the circumstances of the church:

- Routine maintenance work such as replacing lost tiles or repairing downpipes which should be done straight away to avoid disproportionate damage and cost in the future
- Urgent repairs which are needed to avoid the building reaching a tipping point where much greater work will be needed
- A practical and achievable package or packages of work which can be funded from existing budgets and/or grants totalling say up to £50,000.
- Essential work for which larger amounts of funding are required
- Further inspections or investigations which are needed to understand problems and find solutions
- Longer term plans and costs for the maintenance and repair of the church e.g. a five-year, costed building management plan

Knowing at this stage the approximate cost of the priorities for the church and the grant and other funding available will be key to deciding what is achievable and how best to go forward. The quinquennial inspection report may include costs or costing bands which give a starting point for this but it is important to look at the total costs of the package or packages of work involved in tackling the priorities.

Quinquennial Inspectors may be able to give a rough idea of costs based on comparable work or get ballpark estimates from contractors and suppliers which you may need to pay for. In some cases, including large or complex projects or building management plans which will include numbers of costs, you will need the input and advice of a quantity surveyor who will charge a fee.

You should then be able to identify a plan of action knowing that there is a realistic chance that it can be funded.

### **How and when should I get on with repairs?**

The quinquennial inspection report is not a specification for repairs but is written to give you an overview. Before going ahead with any work other than routine maintenance you will need a detailed specification from your professional adviser. This in turn will allow you to get consents and for the work to be tendered and quotes obtained.

Specifications and schedules should only be requested when you are ready and have considered questions such as:

- Do you have an approximate estimate of the cost of the works and can they be funded and go ahead?
- Does any investigation or further development of the project need to be done first?
- Is the work needed fully understood and agreed or could it be changed say following further investigation and therefore result in extra costs?
- Could the cost of the specification be funded by a grant body as part of project development or a development phase?
- Are a specification and tender quotes needed to make applications for the grants you want?

Your professional adviser and the DAC team including the Historic Church Buildings Support Officer can give advice on when the time is right for a specification to be prepared.

### **How do I get advice from the DAC and the right consent?**

When you have commissioned a specification from your professional adviser and it is acceptable to the PCC, it should be sent for consideration by the DAC using the on-line portal. In giving its response, the DAC will indicate whether a faculty, a List B permission or no formal authority is required for the work. You can find out more about this from the DAC's Advisory Leaflet 1: Applications for Faculties <https://www.stalbans.anglican.org/wp-content/uploads/Applications-for-faculties-leaflet-1.pdf>.

## **Is that the whole story?**

Not necessarily! Serious trouble can develop between quinquennial surveys. Regular checks and maintenance by parish volunteers and twice-yearly inspections and maintenance by contractors will help prevent this. It is strongly recommended that the churchwardens should arrange for immediate attention to minor matters such as displaced slates and leaking pipes. There may also be unexpected problems and even unforeseen disasters and your Quinquennial Inspector should be told about these as soon as possible.

The law also requires the churchwardens to inspect or arrange a careful inspection of the fabric to be made once a year and to report on this to the PCC meeting before the Annual Parochial Church Meeting. If agreed, the report then goes to the APCM itself.

## **More information and advice**

For more information and advice:

- visit the Church Buildings pages of the St Albans Diocese website at <https://www.stalbans.anglican.org/dac/>
- contact the DAC team at [dac@stalbands.anglican.org](mailto:dac@stalbands.anglican.org) – Who's Who in Buildings tells you who does what <https://www.stalbans.anglican.org/dac/who-s-who-in-buildings/>

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## **ANNEX A: APPROACH AND FORMAT OF THE QUINQUENNIAL REPORT**

### ***Quinquennial inspection reports which are easy to read and use lead to better maintained churches***

#### **Why are easy-to-read quinquennial inspection reports important?**

The main job of the inspection reports is to help parish volunteers who are in the front line look after their churches. These are precious buildings for worship and mission as well as for the community, our sense of place and heritage, and the future. Good quinquennial inspection reports are a road map for the congregation to inform regular maintenance, minor repairs and planning for further major works.

Reports which have been properly understood lead to better maintained buildings. The quinquennial inspection report should be understandable by the people who are responsible for the building and written in a way that communicates to them. The Churchwardens, PCC and Fabric Committee are the most important audience.

#### **What kind of things makes the report easy to read and use?**

Simple language, succinct text and clear structuring and presentation of information works best for parish volunteers as it does for everyone else.

Short entries giving the name of a building element and a description of it, its condition and what needs doing, with photos alongside, is usually more effective than lengthy passages. Succinct text, particularly if a photo shows what is there, often makes for better communication.

The quinquennial inspection report should be easy to navigate, take you round the building in a logical order and be engaging. While it can give useful references and identify targeted investigations it should 'standalone' and give a clear sense of direction in its own right. Large numbers of references, generic guidance, and recommendations to carry out multiple investigations and seek a range of specialist advice can be confusing and overwhelming.

#### **What format should be used?**

The format below covers what is expected in a quinquennial inspection report and how it should be structured in the St Albans Diocese. (Aspects of the format and the degree of detail are different to the model given in Church Buildings Council guidance.)

It is helpful if Quinquennial Inspectors follow a similar and consistent good practice approach and structure. Apart from helping to keep standards high parishes will be better able to compare consecutive reports by different professional advisers. A consistent approach will also give more usable information on the Diocese's churches as a whole.

## **Outline format for the quinquennial inspection report**

### **1. Introduction**

- i. A recognition of the huge contribution of parish volunteers in looking after a challenging but wonderful church building
- ii. A brief description of the purpose and scope of the report
- iii. How parishes should react to the report – including that most churches will need some repairs every five years and some many more – this reflects the age and/or construction of buildings not the lack of effort by the parish
- iv. How the report should be used and followed up
- v. A run through the report explaining the order and where to find key elements
- vi. When the inspection was carried out and relevant circumstances

### **2. Contents list with page numbers**

### **3. General details of the church**

*E.g. one page to include address and additional information such as national heritage listing, conservation area, Tree Preservation Order, County Wildlife Site or other designation, main dates and brief description of the church and its location and context. More information e.g. list or other descriptions if helpful should be included in an appendix. One or two pages of photos of general views of the church to give an overview and because the report may be seen by those who are not familiar with it.*

### **4. Summary of works carried out since the last inspection**

*This should include a positive statement of appreciation and encouragement where possible. The summary will be compiled using information provided by the PCC. To be kept brief and no more than one page with more information in an Appendix if necessary.*

### **5. General Condition of the fabric**

*The condition of the church summed up in a few paragraphs.*

### **6. The level and scope of the report**

*A brief description of what is covered and what is not and at what level and with what qualifications e.g. limitations to the survey because of access. (Further information can be put into an appendix.)*

## 7. Inspection approach

### Breakdown of the church by element

*Inspection of the church broken down into different elements (e.g. roofs, walls, rainwater system) and parts of those elements, and other topics (e.g. services, security and churchyard) and their parts. Brief description of the general character and condition of each element if helpful. Brief description of parts of elements, their condition, and recommended actions if any (e.g. further investigation or specialist advice, maintenance or repair). The entries should be succinct and contain only essential information.*

### Further investigation

*The Quinquennial Inspector will recommend what extra is required to complete the survey, including any uncovering of concealed spaces which is considered prudent, subject to the obtaining of any necessary authority. The report should also indicate where specialist investigation or advice is required, e.g. in relation to the causes of damp, the presence of asbestos or bats.*

### Categories of actions

*Recommended actions are broken down into these five categories:*

- *Category 1: Urgent - requiring immediate attention*
- *Category 2: Urgent - organise, fund and start within the next 6 to 12 months*
- *Category 3: Urgent/essential – organise, fund and start within the next 12 to 24 months*
- *Category 4: Carry out within the next five years*
- *Category 5: Carry out in the next ten years or longer as noted*

### Routine maintenance, investigation and specialist advice

*Items of routine maintenance are to be distinguished within Categories 1 – 5 above by the letter M. It will be helpful if the report indicates which of these could be carried out by parish volunteers if they are able (and contractors if not) or if they are best carried out by contractors.*

*The maintenance items are likely to fall within one of the following List A definitions and do not need formal authorisation:*

- *Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building.*
- *Works of repair not materially affecting the fabric or any historic material.*

*Items requiring further investigation or specialist advice are also to be identified by (I) or (SA) within the five categories.*

### Photographs

*Photographs illustrating particular issues and where repairs are needed should be included in the report. It can be helpful to indicate the location of the problem and repair using an arrow or circle. Parishes generally favour photographs next to the relevant text rather than being included at the end of the report.*

### Costs

*Approximate costs may be included in the report depending on the approach of the professional adviser. The aim is to help parishes have an understanding of the cost of the recommended work and the costs can be grouped by level of priority over time.*

*Some professional advisers will give an approximate cost per item while others will use cost bands.*

*(The CBC recommends the following Cost Bands: 1 – £0-1,999; 2 – £2,000-9,999; 3 – £10-29,999; 4 – 30,000-£49,999; 5 – £50,000-249,999; 6 - £250,000 or more.)*

*The figures given are indications of likely costs rather than precise or firm prices. The cost of an actual package of works will also depend on the way different elements are combined. For these reasons some professional advisers will not include costs in their quinquennial inspection reports.*

*Having approximate costs of packages of work is crucial in deciding on a plan of action following the report. This is covered under 'Following up the QI report' in the main part of this leaflet.*

### Achieving net zero carbon

*The Church of England has set an ambitious target of achieving net zero carbon by 2030 and gives guidance at <https://www.churchofengland.org/about/environment-and-climate-change>. This includes the Practical Path to Net Zero Carbon which parishes should be made aware of. EASA has also produced guidance on QI reports and NZC <https://www.easanet.co.uk/index.php/resources/sustainability-net-zero-carbon>. The DAC team can advise parishes about the approach being taken in the diocese to save energy and reduce carbon in a way which fits with individual church buildings and the way they are used.*

*The information given by regular heating and electrical inspections and services is valuable for reducing carbon and energy use. The data and results from the Energy Footprint Tool is valuable for the same reason and the use of the EFT should be encouraged. (Our website page, <https://www.stalbans.anglican.org/dac/energy-footprint/>, provides information, instructions and a link to the Energy Footprint section of the Diocesan Portal. The data entry and output are slightly different to the national system, but the questions are the same so that we can contribute our results to build a better national picture.) Both should be included in the church logbook and shared with the Inspector.*

*QI reports give an important opportunity to collect information, consider the building, its services and use, identify opportunities and make suggestions. They can give an outline picture and initial recommendations for a church but are not detailed energy surveys or proposal reports which may be needed later.*

*The main places in section 8 of the report where net zero carbon should be covered is under (14) Heating System, (15) Electrical System, and (16) Environmental Matters.*

## **8. Assessment of building elements and other topics**

*The information described in section 7 should be given for each element and topic in turn (where appropriate) in this section.*

1. Roofs, including coverings, structures and ceilings but excluding tower
2. Rainwater gutters, downpipes, and surface water drainage systems
3. Outside walls, (including masonry of windows and doors, but excluding tower and/or spire) with notes on foundations, buttresses, stability, dampness etc.
4. Windows, Glazing and Ventilation
5. Tower and Spire
6. External iron and wood, including condition of paintwork
7. Lightning Conductor (date of last test and result)
8. Bells, Bell frame & Clock
9. Internal walls
10. Internal partitions, screens, doors, plaster and decorative state
11. Floors and galleries
12. Furniture and fittings, including pews and other seating
13. Monuments, brasses, etc.
14. Heating System
  - i. Energy source(s)
  - ii. Heating system and devices
  - iii. Management and controls
  - iv. Boiler
  - v. Flue
  - vi. Fuel storage
  - vii. Safety
  - viii. Insulation
  - ix. Date of last service
  - x. Condition and efficiency
  - xi. Age and expected lifespans (say 1-5 years, 5-10 years etc.)
  - xii. Issues including location, accessibility, control or maintenance
  - xiii. Whether the system is meeting the needs of the church
  - xiv. Water source and supply
  - xv. Method of providing hot water for refreshments
  - xvi. Issues and comments

15. Electrical System (lighting and power) (include date of last test)

- i. Energy source(s) and type (one or three phase)
- ii. Lighting systems and devices
- iii. Management and controls
- iv. Condition and efficiency
- v. Age and expected lifespans
- vi. Issues including location, accessibility, control or maintenance
- vii. Whether the system is meeting the needs of the church

16. Environmental matters

*An initial overview of the church in terms of its carbon and energy use, potential opportunities and recommendations. Recommendations could include considering reducing heat loss, more efficient use of energy, green energy and renewables, carbon capture through tree planting, and further inspections, energy surveys and option reports. Any suggestions for major changes are likely to be provisional and subject to more research and investigation. (See Section 7 Inspection approach, Achieving net zero carbon, above including on the Energy Footprint Tool <https://www.stalbans.anglican.org/dac/energy-footprint/>.)*

17. Fire Prevention

- i. Is there a Fire Risk Assessment (FRA)?
- ii. If not the church should be immediately reminded they are in breach of Fire Safety Legislation; the inspector should take the following items as best they can in the circumstances. Guidance on FRA is here – <https://www.stalbans.anglican.org/wp-content/uploads/Fire-safety-leaflet-33-amended-2019.pdf>
- iii. Does the FRA include a plan of the church showing fire exits, extinguisher locations, any fire alarm system installed and any emergency lighting installed?
- iv. Does the FRA detail the fire precautions that should be observed and the instructions given to church staff and church members?
- v. Does the FRA detail the arrangements for fire safety cooperation between the church and any external users or hirers of the church facilities?

18. Sanitary Facilities and Foul Drainage

19. Churchyard, including boundary walls, fences, gates, paths, trees and any monuments or memorials that are of special merit.

20. Tree Preservation Orders

21. Recommendations to meet Equality Act 2010 Act requirements

*Sources of information include:*

*Building Regulations Approved Document M (part 2)*

*Historic England's Easy Access to Historic Buildings and Easy Access to Historic Landscapes* <https://historicengland.org.uk/advice/technical-advice/easy-access-to-historic-buildings-and-landscapes/>

*Through the Roof*

<https://www.throughtheroof.org/forchurches/churchresources/>

*Widening the Eye of the Needle: Access to Church Buildings for People with Disabilities, John Penton, Church House Publishing*

## 22. Security

- i. Can outside doors be securely locked, and how?
- ii. Can vestry door be locked, and how?
- iii. What is the condition of the vestry safe?
- iv. General security of the building and contents.
- v. Threat of metal theft including lead and copper roofs and protection by SmartWater marking and roof alarms.

## 23. Recommendations as to steps to be taken for the general care of the buildings and its contents.

*'Stitch in time' maintenance by both parish volunteers and contractors is crucial to prevent much greater damage and cost. See our Church Maintenance webpage and advice note <https://www.stalbans.anglican.org/dac/church-maintenance/>.*

*A maintenance plan is a great way of making this happen and recording what has been achieved. The plan can be a straightforward table with a row for each action and columns recording:*

- *What each action is (and if necessary how it will be done)*
- *Who will do it*
- *When it will be done*
- *When it was done and anything worth noting*

*A template for a maintenance checklist or plan is here <https://www.nationalchurchestrust.org/regular-maintenance/maintenance-checklists-and-plans>.*

*The Church of England (ChurchCare) suggests the kind of actions that might be included through the year in its Calendar of Care [https://www.churchofengland.org/sites/default/files/2018-12/CCB\\_Calendar-of-Care\\_Aug-2016.pdf](https://www.churchofengland.org/sites/default/files/2018-12/CCB_Calendar-of-Care_Aug-2016.pdf).*

*A draft maintenance plan for the specific church which can be revised and added to by the parish should be included as Appendix 3.*

*Other general sources of advice on maintenance include:*

*Society for the Protection of Ancient Buildings <https://www.spab.org.uk> (see Faith in Maintenance and Maintenance Co-operatives projects)*

*National Churches Trust <https://www.nationalchurchestrust.org/caring-your-building/regular-maintenance>*

*Caring for your Church Building by James Halsall (available from kevinmayhew.com) gives wise advice on a range of subjects including repairs and maintenance. Specific guidance should be checked to see if it is still up to date and correct for the St Albans Diocese.*

24. Recommendations for grants from outside sources.  
See <https://www.stalbans.anglican.org/dac/repairs-maintenance-grants/> and ask the DAC team for advice.
25. Any other matters which the Quinquennial Inspector believes should be brought to the attention of the PCC.

## **9. Date of report and signature of the Quinquennial Inspector**

### **LIST OF APPENDICES**

#### **Appendix 1: Summary of recommended actions**

*Here the actions are grouped by category to give a picture of works needed and their costs over time. Some presentations of this, e.g. as a simple Gantt chart, give a clear and easy to understand picture of this information.*

#### **Appendix 2: Key plan of church**

*This is helpful for orientation within the text and identifying features.*

#### **Appendix 3: Draft maintenance plan**

*See (23) in list of building elements above.*

*Other appendices as appropriate.*

## **ANNEX B: THE QUINQUENNIAL INSPECTION - SAFE ACCESS AND WORKING AT HEIGHT**

### **Law, regulations and guidance**

The Parochial Church Council should provide ladders and attendance as necessary in accordance with the Health and Safety at Work Act, 1974 and the Management of Health and Safety at Work Regulations.

More specifically, you must comply with the Work at Height Regulations 2005 which applies to any work in any place (including a place at or below ground level) from which a person could fall a distance liable to cause personal injury. The use of ladders for access for inspection should comply with these Regulations 2005.

Helpful guidance is published by the Health and Safety Executive (HSE) and includes the *Safe Use of Ladders and Stepladders and Working at Height: A Brief Guide*. The Regulations apply to routine maintenance and inspections as well as the QI.

### **Helpful advice for churches**

Fortunately, advice targeted at churches and parish volunteers on safe access and working at height so as to meet the Regulations is available.

#### DAC advice

Advice Leaflet 31 on working at height: [https://www.stalbans.anglican.org/wp-content/uploads/downloads/buildings/Work%20at%20height%20leaflet%2031\(1\).pdf](https://www.stalbans.anglican.org/wp-content/uploads/downloads/buildings/Work%20at%20height%20leaflet%2031(1).pdf).

Advice Leaflet 45 on the safety of ladders and other high-level access arrangements <https://www.stalbans.anglican.org/wp-content/uploads/2014/12/Safety-of-ladders-and-other-high-level-access-arrangements-Leaflet-45.pdf>.

#### Ecclesiastical advice

Advice on working at height: <https://www.ecclesiastical.com/documents/work-at-height.pdf>.

#### ChurchCare advice

ChurchCare advice includes these points:

- It is strongly recommended that nobody - this includes your professional adviser and church wardens - should climb vertical ladders over 3m in height.
- All ladders must be sound safe and securely fixed. 'Footing' of ladders by a second person is considered a last resort.
- Hatches should have counterweights.
- There should be ladder extensions of about 1m or handholds beyond the plane of the hatch to assist in getting on and off the ladder.

Here are some of the points that ChurchCare says the PCC should think about before the inspection:

- Agree any special access arrangements, including suitably secured and protected ladders for inspecting safely accessible roofs.
- If the right ladders are not available on site, a builder should be asked to provide them for the inspection day. Provide whatever help the Inspector will need with the ladders and ensure these are correctly secured.
- Where the inspection is to be carried out by an Inspector on their own, it is essential for a second person to be available on site throughout the inspection day for safety reasons and to offer assistance with ladders, hatches etc. Agree in advance with your Inspector who will be available for this role.
- Agree access for any suitable equipment for inspecting high level or other hard to see elements, such as MEWP (Mobile Elevated Work Platform) or scaffold tower.
- Agree any use of Unmanned Aerial Vehicles (Drones) used to supplement the visual inspection. These must be legally and properly supervised with appropriately trained and certificated personnel and permissions, including from neighbours as necessary.
- Keys should be readily available for all parts of the building normally kept locked.
- Bells should be down on the day of the inspection. The ringers should be asked to report on any problems with the ring.