Managing
Maintenance
What can I do? Carry out regular fabric inspections

• Annual inspections should be methodical and comprehensive.
• Use the Faith in Maintenance checklist as a guide. (Baseline Survey template)
• Use binoculars to help you see the roof and tower or spire.
• Take photographs and make notes about what you see.
• Carry out additional winter weather checks if needed.


• Annual inspection (ideally in the Spring or Autumn) should be methodical and comprehensive.
• Obligation of church wardens to carry out an annual inspection.
• Use of Maintenance Co-operatives Project Baseline Survey Form as a base checklist—see SPAB website.
• Use binoculars to help you see the roof and tower or spire.
• Take photographs and make notes about what you see.
• Additional pre-Winter check and checks after severe weather.
What can I do?

Keep good records

- Record all your repair and maintenance activities in your logbook / Health & safety file.
- Include details of all routine inspections and all work carried out by church wardens, trades people or professionals.
- Keep drawings and reports from professionals and specialists.
- Keep safe
- Succession planning

Keeping records

- This is a key part of a maintenance planning and will save time and money in the long run.
- You will not have to keep ‘reinventing the wheel’ because you will already have access to records and useful information.

Keep the following in your building log book:

- Dates and details of all inspections and work carried out.
- Notes about any defects and how they were remedied.
- Relevant information such as measured plans; historical and archaeological assessments; fire, disaster and salvage plans; health and safety files; security and access plans; reports by specialist conservators; periodic reports on service installations; operating instructions; and routine maintenance records.
Annual Inspection - Baseline Conditions Survey

• Excel spread sheet based on checklist in the back of the Good Maintenance Guide.

• Goes through each element of the building in turn- roofslopes, gutters and downpipes, external walls, windows and doors, internal walls, floor and ceilings.

• Can be completed by volunteers with limited technical knowledge, answering questions that identify maintenance priorities.

• Questions also colour coded and given letter according to the importance of the question. Letter also relates to timescale for item needing to be attended to in accordance with new CoE Quinquennial guidance as follows: B- within 12 months; C- 18 to 24 months; D – 3 to 5 years

• Form available on the MCP website, under toolkit, together with ‘how to’ sheets on how to edit the form and create floor and roof plans for your place of worship.

• Plan also allows you to mark on precisely where there are issues.

• SPAB can provide training in using the form and transferring the results into a Maintenance Plan
What can I do?

Create a fabric fund

- Identify all the items that you have spent money on during the last ten years.

  HINT: check your logbook / create a maintenance plan.

- Transfer all these items and their costs to a chart or spreadsheet.

- Use your chart to calculate the average annual cost of maintenance / repair.

- Try to set aside an appropriate sum each year.

What can I do? Plan and budget for cyclical tasks.

- Identify cyclical tasks e.g. cleaning gutters and painting rainwater goods.

- Work out what volunteers can do and when to call in a contractor and when to call in your inspecting architect or surveyor.

- Look back at works over last ten years.

- Confirms the benefit of good record keeping.

- Create a maintenance budget or a fabric fund.

- If you are looking to raise funds it can help to identify what the money will be used for – e.g consider sponsoring a slate as part of fund raising for re-roofing.
Use local resources

• Set up a working party for simple, straightforward tasks.

_HINT: Reward your volunteers with tea and cakes!_

• Start a ‘Friends’ group in your local community. (not necessarily church goers)

• [www.parishresources.org.uk](http://www.parishresources.org.uk)

• Explain your repair needs to visitors in a poster or leaflet.

• Organise a fundraising event during National Maintenance Week.

• Make full use of local skills and resources within the local community, not just regular church goers – those who value the place of worship as a building.

• Arrange a working party, but remember to make it fun with tea, cake etc. to reward volunteers.

• Consider starting a ‘Friends’ group – might be able to help with maintenance tasks and/or fundraising and may again draw in interest from the wider community, visitors etc..

• Get further advice if needed.
Working with Architects and Building Surveyors

- Choose carefully ~ ask about their training, knowledge and experience.
- Visit completed projects and talk to other clients.
- Are they the right for you and for your place of worship?
- Long term relationship ~ achieves consistency and avoids reinventing the wheel.
- Not just for the QI ~ grant applications, knowledge of local contractors, H&S etc.

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Working with Architects and Building Surveyors

- Choose carefully ~ ask about their training, knowledge and experience.
- Requires experts with special knowledge of traditional building materials and construction techniques.
- Not all architects or building surveyors have the appropriate experience in historic buildings (lack of education). Take advice from the DAC, colleagues, contact the SPAB or ask your local conservation officer. Ask about recent projects, take up references and visit examples of their work.
- Not just for the QI ~ grant applications, health and safety advice, knowledge of local contractors.
- Good ongoing relationship ~ building up a detailed understanding of your building and its needs.
- Continuity, consistency, trust and respect.
- Fees are money well spent – no need to ‘start from scratch’ every time, help prioritise repairs etc.
- If you are thinking of applying for an HLF grant if you tender for your QI, this may be sufficient to satisfy HLF without the need to re-tender for professional services as part of the grant application, but check with HLF first.
Quinquennial Inspection Reports

- A useful tool to help you care for your building.
- Point in time / annual inspections by church warden
- Make sure you understand the contents of the report.
- Ask your adviser to walk round the building with you to highlight problem areas.
- Use their recommendations to draw up a plans to tackle any recommended repairs.
- If necessary, seek further advice on implementing those repairs.

Quinquennial Inspections Reports

- Architect or surveyor carries out a thorough survey of all aspects of a building’s fabric and completes a standard form of report, providing a schedule of recommended works in order of priority.
- Make sure you understand the contents of the report. Good reports are often illustrated with photographs and should include recommendations for ‘good housekeeping’.
- A good report should be not too big or too brief, a document that you can use.
- Ask your adviser to walk round the building with you to highlight problem areas.
- Use their recommendations to draw up a budget for any recommended repairs.
- If necessary, seek further advice on implementing those repairs.
- The system works best if they are supplemented by less formal yearly inspections made by those responsible for the building.
Getting permission...

- Most repairs and alterations will require some form of permission.
- The type of permission required will be determined by the nature of the works.
- Some places of worship are exempt from listed building controls - *but NONE are exempt from planning controls or building regulations*
- New Online Faculty System - facultyonline.churchofengland.org.

Getting Permission

- The ecclesiastical exemption originally gave exemption from listed building controls to any ecclesiastical building being used for ecclesiastical purposes. It began in 1913 as an exemption from the requirement for scheduled monument consent. It was extended in the 1960s to cover exemption from the requirement for listed building consent.
- Some problems with the way the EE was implemented led to a government review of the exemption in the 1990s. The result of the review was that, from October 1994, the ecclesiastical exemption only applies to those denominations whose internal controls over alterations to their church buildings comply with the government’s Code of Practice. In the Church of England the system of control is known as the faculty jurisdiction.
- If you are planning any repair work, contact your professional adviser and your local denominational office/network in the first instance. They will be more than happy to advise whether permission is required or not and how to go about the process if it is.
- Recent changes to the Faculty system, Jan 2016 – list A and list B.
- The new online faculty system for the C of E guides you through what level of application is required.
- Remember that places of worship are subject to other controls such as planning permission and building regulations in the same way as any other building.
Advice on finding funding

• Funds for Historic Buildings in England & Wales: www.ffhb.org.uk
• Heritage Funding Directory: www.heritagelink.org.uk
• Parish Resources: www.parishresources.org.uk

Grants for repairs

• HLF: Our Heritage (£10,000-£100,000). Heritage Grants (£100,000-£5m)
  Resilient Heritage (£3,000-£250,000)

Listed Places of Worship Grant Scheme: Contribution towards VAT

Information about sources of funding:

• Funds for Historic Buildings in England and Wales: www.ffhb.org.uk
• Heritage Funding Directory:
  www.heritagelink.org.uk/fundingdirectory
• The Directory of Grant-Making Trusts: www.trustfunding.org.uk
• Parish Resources: www.parishresources.org.uk
• Churches and Faith Buildings - Realising the Potential (A Church of England Report)

Major grant givers:

• Heritage Lottery Fund (grants for places of worship – related to urgent works; also other community grants)
• National Churches Trust
• Various county churches trusts
• HLF Listed Places of Worship Grant Scheme now stopped, funding available through three HLF grant streams:
  Our Heritage (£10,000-£100,000)
  Heritage Grants (£100,000-£5m)
  Resilient Heritage (£3,000-£250,000)
National Churches Trust grants
Community Grants - £5,000 – 25,000 Kitchen and WCs over £25,000.
Partnership Grants - £2,500 – 10,000, urgent repairs under £100,000.
Repair Grants - £5,00 – 40,000, urgent repairs over £100,000.
Projects Development - £3 – 10,000, feasibility work for larger projects.
Maintenance Grants - £500 – 3,000, items identified in QI under £10,000.
Staying Safe
Risk Assessment

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide on precautions.
4. Record your findings and implement them.
5. Review your assessment annually and update if necessary.

www.hse.gov.uk/risk

Risk Assessment

• Before undertaking an inspection or carrying out routine maintenance tasks you must assess whether there are any hazards present (e.g. difficulty of access, slippery surfaces, fragile materials or hazardous substances) and the risk they pose.

• A risk assessment is nothing more than a careful examination of the hazards you might encounter.

• Risk assessment should be a practical exercise, aimed at putting the right checks in place.

• The best advice is to keep it simple but make sure that you put your findings into practice.

• As part of the risk assessment you need to think about how to get access to places where you need to carry out inspection or maintenance tasks safely. This may include discussions with your architect or surveyor about providing additional handrails or works to address uneven steps.
Always be prepared!

• Don’t work alone unless it is unavoidable.
• Tell someone where/how long you will be.
• Carry a mobile phone or some other means to summon help.
• Make sure you have the appropriate safety equipment.

Be prepared!

• Always ensure that someone else is aware of what you are doing and where you will be. If possible don’t work alone.
• The most important thing to remember is that no person should take on any task they do not feel competent or physically able to perform.
• If in any doubt about safe access, particularly on roofs and in attics, use a reputable, professional builder for inspection or work.

Before starting any task make sure that you have the correct equipment:
• It is generally sensible to wear old clothes and an overall or boiler suit when tackling cleaning or maintenance.
• Good stout non-slip footwear is also recommended and boots with steel toe caps may be advisable.
• Sturdy gloves will be needed when cleaning out gutters and rainwater pipes and heavy duty rubber gloves when dealing with drains.
• Safety goggles or glasses are also useful to prevent dirt and grit irritating the eyes.
• If you are working in dusty situations or where there are pigeon droppings or similar a good quality face mask is also necessary.
• You might also find a safety helmet or ‘hard hat’ useful as these provide some protection against knocks when working in spaces with low headroom such as roof spaces.
• You may wish to have a torch and your mobile phone with you too.
Things to think about

- Confined spaces
- Lack of oxygen
- Slip and trips
- Adequate lighting
- Keeping areas clear

Confined spaces

Confined spaces can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

Some confined spaces are fairly easy to identify, e.g. enclosures with limited openings but others may be less obvious e.g. open-topped chambers or unventilated or poorly ventilated rooms. You need to think about:

- Making sure you have sufficient lighting
- Ensuring that there is adequate ventilation.
- Whether there may be harmful materials, insects or rodents present.

Awkward access

Places of worship inevitably have areas that are difficult to access due to their age and the way that they were built. Thinking about ways of improving access is always worthwhile. Options may include:

- Additional lighting
- Additional handrails
- New ladders or better access points

Slips and trips

Slips and trips are the most common of workplace hazards and make up over a third of all major injuries.

Over 10,000 workers suffered serious injury because of a slip or trip last year. Keeping areas where people walk free from obstructions, debris and misplaced items.

Make sure that floor surfaces are kept in good condition with no holes or unevenness undoubtedly reduces trip injuries as far as possible.
Working at Height
Sensible and practical advice and guidance is available from the Health and Safety Executive.

The HSE has produced a guide for employers on safe ladder use, a tool box talk and a handy pocket card for ladder users.

All are available from HSE books and many can be downloaded from their website: www.hse.gov.uk/falls
Ladders and stepladders

Despite all of the rumours and silly press stories HSE have not banned ladders. Instead they have a simple message for ladder users:

“If it’s right to use a ladder, use the right ladder, use it safely”.

• The major issue with respect to safety whilst carrying out maintenance tasks is working at height.

• On average thirteen people a year die as a result of a fall at work and nearly 1200 suffer major injuries. More than a quarter of falls happen from ladders.

• The Health and Safety Executive (HSE) advises that ladders can be used for some types of work if the use of more suitable work equipment (such as tower scaffolds or mobile elevating work platforms) is not justified because of the low risk and short duration.

• In this case a short duration is taken to be between 15 and 30 minutes depending upon the task.

• Ladders can also be used for low risk work where there are features on the site that mean there is no other alternative.

• As a general rule, a tradesperson should be asked to carry out all inspections or work that requires working from ladders above one storey in height.
Two approaches
• No one does it get in professionals
OR
• Carry out risk assessment
• Use appropriate equipment fit for purpose
• Level of competence and confidence

Roofs
• Be careful on flat roofs especially where the parapet may not be very high. Stay away from the edge as far as practicable.
• Slates and tiles will often have a thin and very slippery film of moss and moisture especially after wet weather or during the winter.
• Lead roofs and gutters can be slippery all year round where they are permanently in the shade. Take extra care in icy conditions.
• In strong sunlight all surfaces can become exceedingly hot to the touch. Take care before placing a hand on such materials for support.
• It is also possible to cause a great deal of damage to metal roof or to slates and tiles by walking on them – suitable footwear and a high degree of care is required.
Bellframes

• There are some particular hazards that are commonly found in and around places of worship.

• The bellframe is a working instrument with a large number of moving parts that require regular maintenance. You should ask your tower captain to check that the bell chamber, bellframe and bells are in a good condition and working satisfactorily.

• Clocks may also be an issue – make sure that the appropriate safety checks for the clock, weight lines and pulleys have been carried out by a competent person.
• Bird droppings can disguise patches of rotten flooring.

• Potential risk of disease from direct contact with birds and their droppings - salmonella, tuberculosis.

• Pigeons are also a source of allergens, which can cause respiratory ailments like pigeon fancier's lung and allergic skin reaction.

• Contact with pigeon droppings and feathers; pigeon parasites; or where dead infected pigeons get into food or water sources.

• Pigeons can be deterred from using common perching by fitting stainless steel wires, barrier gel, spikes and bird repellent gel.

**Birds and Droppings**

• Bird droppings can make walking surfaces hazardous, particularly in wet weather. They may also disguise patches of rotten flooring if they are allowed to accumulate to any degree.

• There is a potential risk of disease from direct contact with birds and their droppings. Pigeons can carry a number of potentially infectious diseases such as salmonella, tuberculosis and ornithosis (a mild form of psittacosis with pneumonia-like symptoms).

• Pigeons are also a source of allergens, which can cause respiratory ailments like pigeon fancier's lung and allergic skin reaction. There is potential for these illnesses to be spread to people through contact with pigeon droppings; dandruff and feathers; pigeon parasites; or where dead infected pigeons get into food or water sources.

• Small amounts of pigeon droppings may be removed with care. Heavy duty rubber gloves, a face mask and goggles will be necessary. Wash your hands thoroughly afterwards.

• If there are more substantial deposits a specialist contractor with the appropriate equipment should be engaged.

• You should also seek advice on how to prevent the entry of birds from your professional advisor. Pigeons can be deterred from using common perching and roosting sites such as window ledges and roofs by fitting stainless steel wires, barrier gel, spikes and use of falcons twice a year.
Asbestos
• A great many buildings still contain asbestos
• It is not easy to tell whether any asbestos which is present is likely to be harmful or not.
• The Control of Asbestos Regulations 2006 - Regulation 4 introduced a new ‘duty to manage’ asbestos. This means that asbestos needs to be identified and strategies for dealing with the associated risks put in place.
• Organise for an Asbestos survey to be carried out at your PoW and keep it readily to hand. Contractor should ask to see sight of the report in advance of any works. Types of survey
  Management Asbestos Survey (record of existence, non-intrusive)
  Refurbishment or Demolition Asbestos Survey (more intrusive in advance of works)

• Treat all suspected asbestos products with caution and do not disturb them.
• The removal of asbestos is a task for trained personnel.
• Advice on the relevant legislation and how to deal with asbestos can be obtained from the HSE - www.hse.gov.uk/asbestos
Fire Safety

Fire Safety Risk Assessment for Small and Medium Places of Assembly

www.communities.gov.uk/fire

Check annually

Fire Safety

• The causes of fires in places of worship are much the same as in other buildings.

• High on the list are lightning strikes followed by a variety of electrical faults including faulty wiring and defective heating appliances, smoking, the use of naked flames and arson.

• The laws relating to fire safety changed in October 2006 and place a greater emphasis on the preparation of fire risk assessments.

• The government has produced a set of guides to tell you what you have to do to comply with fire safety law, help you to carry out a fire risk assessment and identify the general fire precautions you need to have in place.

• The guidance can be found at www.communities.gov.uk/fire. See ‘Fire Safety Risk Assessment for Small and Medium Places of Assembly’.

Flammable Materials

• Try to ensure that unwanted equipment and materials are regularly removed from the buildings as piles of paper and fabric etc. can be a potential source of fuel for a fire.

• Highly flammable items such as gas bottles for portable heaters should never be stored inside the building. They should be kept in a secure outdoor enclosure.

• Cans of petrol or other fuel for mowers should never be stored on site.

• Cleaning materials and polishes can also be a hazard. Store only the minimum amounts necessary on the premises in a safe and secure place.

• Thank carefully about how and when candles are used.
• Choose appropriate fire safety equipment / Fire drill
• NOT powder filled extinguishers
• Make sure that equipment is checked and serviced regularly.
• Guidance is available from Ecclesiastical at www.ecclesiastical.com.

Fire Safety Equipment

• Fire safety equipment such as fire blankets, extinguishers, door closers etc. should be provided where necessary and kept in good order.

• The existing equipment should be visually checked weekly or monthly depending on how often the building is used to ensure that each item of equipment is in the right place and has not been used or damaged. It is advisable to maintain a written record of these inspections.

• Professional inspections should be carried out at recommended intervals by a qualified contractor (preferably approved under the British Approvals for Fire Equipment scheme) and their advice followed. Inspections are usually carried out annually.

• Think about whether you need to provide training in when and how to use fire safety equipment. This should be covered in your fire risk assessment.
• Places of worship should normally have their electrical installations inspected by a qualified person at least once every five years.

Electrical Services

• Faults in electrical services may be identified when your architect or surveyor makes their regular inspection.
• In addition places of worship should normally have their electrical installations inspected by a qualified person at least once every five years. Remember to place a copy of their report in your log book.
• Only electrical contractors enrolled with the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA) should be employed.
• If any part of the system fails a test immediate steps should be taken to have the fault corrected.
• If this is not possible in the short term the faulty sections should be disconnected until a repair is carried out.
• You should also carry out a routine visual inspection every year to identify obvious faults.
• Gas appliances should also be inspected by a qualified (Gas Safe) engineer on a regular basis.
• Consider changing over bulbs to LEDs as reduces cost and reduces risk associated with changing bulbs at high level.
Portable Electrical Equipment

• Small electrical fittings such as portable heaters, kettles and fans are frequent causes of fires.

• It is therefore advisable to ensure that any such appliances and their connecting flexes are regularly inspected and replaced if faulty.

• The commissioning of Portable Appliance Testing is unlikely to be necessary in most places of worship but you must put in place a system of annual inspection by a competent person.

• They should be looking for frayed flexes, smoke blackening, faulty switches, over worked extension leads etc. Remember to check the electrical wiring and equipment connected to organs too.

• Extension leads should never be used on a permanent basis and never run cables under carpets where they may be damaged or overheat.

• Guidance can be found on the HSE website at www.hse.gov.uk/electricity/information/public.htm
If you have any doubts as to whether you can carry out a task safely – DON’T DO IT – seek further guidance or employ a reputable tradesperson or professional.

Stay Safe ~ the Key Message

• The key point to remember is that if you have any doubts as to whether you can carry out a task safely – DON’T DO IT!

• Seek further guidance or employ a reputable tradesperson if in doubt.

• For specialist tasks such as those concerning electrical or heating services always engage a fully qualified professional.
James Innerdale

Become a member and support our work