

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.

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| 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.

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| 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

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| 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 |

More guidance to support you

Read our **Climate Change and Your Church Made Simple Guide** on the insurance implications of taking action towards becoming a net zero carbon church.

Report a claim

Do you need to report a claim? If so, you can call us on 0345 606 1331. 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 **methodistclaims@micmail.com**. 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 606 1331 (Monday to Friday 8am – 6pm, excluding bank holidays) or email us at **enquiries@micmail.com**.

Alternatively, please visit www.methodistinsurance.co.uk/contact-us.



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.methodistinsurance.co.uk/healthandsafety

Note: if you are in Ireland, Northern Ireland, Jersey, Guernsey or the Isle of Man then regional variations might apply. In this instance, you should check the guidance provided by the enforcing authority for your region. This will be freely available on their website.

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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@micmail.com



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