

guidance notes

CHURCH – SECURITY

Contents

Introduction	3
Church security	4
Protection and use of parish computer equipment	9
Installation of closed circuit television systems	12
The purchase and installation of safes	19
Installation of intruder alarms	21
Installation of floodlighting systems	24
The protection of stained glass windows	26

The following guidance notes are also available from your Insurance Consultant and Surveyor or by calling our Church Department on 0845 777 3322

Section 1 Fire

Section 3 Health & Safety

Section 4 Functions

These guidance notes are based on current legislation and we have tried to make them thorough and informative. If you require any further assistance, please contact the relevant organisations mentioned in the notes.

This advice is given in good faith and is based on our understanding of current law and practice. Neither Ecclesiastical Insurance Group plc, nor its subsidiaries accept any

liability whatsoever for any errors or omissions which may result in injury, loss or damage, including consequential or financial loss. It is the responsibility of the Insured or any other person to ensure that they comply with their statutory obligations and any interpretation or implementation of this guidance is at the sole discretion of the Insured or other party who may read these notes.

Ecclesiastical was established over a century ago by Churchmen and laity, to provide reliable insurance for the Church.

Owned by Allchurches Trust Limited, a registered charity, we are able to distribute all available profits to the Church and community, thus benefiting our highly valued customers.

Our commitment to providing the highest standard of service means that individuals and organisations choose Ecclesiastical every time.

Useful contacts at Ecclesiastical

Enquiries

Tel 0845 777 3322

Email information@eigmail.com

Monday to Friday 8am to 6pm

Claims

Tel 0845 603 8381


Email claims@eigmail.com

Claims can be reported 24 hours a day, 7 days a week. Enquiries on existing claims can be made Monday to Friday 8am to 6pm.

If you want to find out who your local Insurance Consultant and Surveyor is, why not have a look on our website

www.ecclesiastical.com


Note: Ecclesiastical provides these guidance notes without additional charge to Ecclesiastical Church Insurance policyholders.



pg 4

Church security

Every day ten churches are likely to suffer from theft, vandalism or arson.



pg 9

Computer equipment

Computers are extremely powerful business tools but they are vulnerable to theft.



pg 19

The purchase and installation of safes

Many secondhand safes are perfectly acceptable and may provide the same security as a new safe.

Church security

Every day ten churches are likely to suffer from theft, vandalism or arson. This equates to an attack on one in every four churches during the course of a year.



If at all possible your church should be left open during the day for those who wish to pray, or who wish to find a place for quiet contemplation.

Insurance can provide monetary compensation but can never compensate for the loss of part of a church's history. It is obviously better to reduce the risk of loss in the first place.

You can help

Use the notes below to check the security of your church and take action if necessary.

Locking up

If at all possible your church should be left open during the day for those who wish to pray, or who wish to find a place for quiet contemplation. It should also be open for tourists and other visitors with an interest in historic buildings who find it very disappointing when a church is locked, particularly if they have travelled some way. The presence of legitimate visitors will also help to deter those with a criminal intent. It is not the policy of Ecclesiastical to ask for churches to be kept locked during the day. There may be some cases where you have suffered repeated vandalism, theft or arson attacks where this is the only option and occasionally we may only be able to continue to provide cover if the church is kept locked. Hopefully, however, by following these guidelines it should be possible for the church to remain open for the use and enjoyment of all.

Whilst the church should, if possible, be left open during the day it should be locked during the hours of darkness other than for services or unless someone is present.


If you can, try to have someone on duty in the church at all times by having a rota of church sitters, or organise cleaning, grass cutting and

other routine activities so that there is someone in the church or churchyard for as much of the time as possible. Remember, however, that someone left on their own in the church could be at risk and a means of communication such as a mobile telephone should be available. Ask persons living nearby to keep an eye out for anything suspicious happening around the church. This may best be organised as part of a Churchwatch scheme.

Lock away as many valuable and portable items as you can. All silver items should be kept in a good quality safe. If possible keep brass and pewter items in the safe as well. If there is not room in the safe then lock them away in a secure area such as the vestry. If you do not have a suitable secure area then try and create one, such as at the bottom of the tower stairs, provided of course that you do not cause any obstructions from a health and safety point of view.

Small valuable ornaments and items of furniture and furnishings should also be put away in a locked vestry, cupboard or safe when not in use. Coffin stools, chests and any item which can be used in a domestic setting are particularly vulnerable. If items cannot be locked away consider chaining them to the floor or wall, which may not deter a determined thief but may be sufficient to prevent the more casual theft.

If you feel that the church should normally be kept locked you may wish to consider making the key available to visitors. We would suggest that the key is available from a local shop, Post Office or garage which may well be protected by closed circuit television.

A close-up photograph of a brass key inserted into a lock mechanism. The key is positioned vertically, with its bitting visible at the top. The lock mechanism is made of polished brass and shows various internal components like the cylinder and keyway. The background is a warm, out-of-focus orange-brown color.

All external doors should be kept locked with a good quality key operated lock overnight, to prevent both entry to, and hinder exit from, the church.



During the week valuable silver and brass crosses and candlesticks etc. should be locked away and substituted with wooden replacements.

This information can be displayed on a 'key card' in the porch or on the church notice board but you should not give details of parishioners' names and addresses where keys can be obtained. You cannot be certain that everyone asking for the keys is of honest intent and publishing names and addresses could put people at risk. To help those who wish to look at the church, show times in the church porch or on the notice board, when the church will be open and someone will be present.

Arson

Remember that arson is basically a security problem. If the church is open during the day, take the simple precautions described here regarding locking up and visits. Remove all unwanted items that could be used to start a fire – such as old newspapers, candles and matches. Ensure also that any petrol for lawn mowers is kept away from the church. An automatic intruder alarm system will deter not just thieves but arsonists as well and will alert you to the fact that someone is on the premises.

Visits

Most thefts and damage occur when the church is unoccupied. Churchwardens and parishioners living nearby should make frequent irregular visits to the church. Anything suspicious should be immediately reported to the Police. Parishes may wish to consider the installation of a closed circuit television system (CCTV), for which a separate guidance note is available from the Company.

Safes

Valuables, such as the communion plate, should be kept in a safe or strongroom when not being used for a service. We will be happy to advise regarding suitable types. All safes should be securely anchored to the fabric of the building. See section entitled 'Purchase and installation of safes'.

Banks and museums

Valuables including the communion plate not in regular use should be deposited at a bank. Sometimes it can be passed to a museum or treasury on permanent loan.

Substitution

During the week valuable silver and brass crosses and candlesticks etc. should be substituted with wooden replacements. Valuable originals should be kept in the locked vestry or other secure area. The vestry or room used for this purpose should have adequate locks on all doors and metal bars on all readily accessible windows.

Keys

These should be kept in the personal custody of a responsible official or in a secure place away from the church, eg the parsonage house. Keys should never be hidden in or around the church and the number of duplicates available should be kept to the absolute minimum. Safe keys in particular should never be kept in the church. A register should be maintained of everyone who holds a key and this should be updated annually.

Locks and bars

All external doors should be kept locked with a good quality key operated lock overnight, to prevent both entry to, and hinder exit from, the church. If doors can be opened from the inside large articles or furniture can easily be removed by thieves. Where the security of doors needs to be improved, fit locks that comply with the current BS 3621.

The vestry will often be considered a target from a prospective thief's point of view and should therefore be secured accordingly. Access doors should be fitted with mortice deadlocks of at least five levers which comply with the current BS 3621. Windows should be fitted with bars or grilles. Ecclesiastical should always be contacted prior to the installation of security devices in order for specifications to be agreed.

Intruder alarms

Where there is a substantial amount of property to be protected an intruder alarm system should be considered. No alarm should be purchased without first taking professional advice and consulting your insurers. Installation and maintenance of an alarm system should preferably be undertaken by a company on the official list of recognised firms of any UKAS accredited inspectorate and on the local police force list of compliant companies and should comply with BS EN50131 – 1, according to the scheme described in PD 6662:2004. The installers should also be approved by Ecclesiastical.

An insurance discount is available if a system is installed by a company on the official list of recognised firms of any UKAS accredited Inspectorate. See section entitled 'Installation of intruder alarms'.

Photographs and security marking

Should a theft occur, recovery is very much easier if adequate information regarding the stolen items is available. Photographs of all valuables and portable furniture should be kept at one of the Churchwarden's houses and at the parsonage, in addition to the usual church inventory which should be as detailed as possible. If possible, record details of all valuable items using the Object ID Checklist, details of which are given below.

Consideration should also be given to the security marking of valuable articles by engraving or the use of SmartWater which marks the item with a unique code. All churches can purchase SmartWater from CPS The Churches Purchasing Scheme Ltd, an Ecclesiastical company, at a substantially discounted price. Churches can also purchase SmartWater from other suppliers who have no connection with Ecclesiastical Insurance Group.

For further details
call CPS on 0845 458 4584
or visit www.cpsonline.uk

Replacement or repair of stained glass windows will be greatly assisted if colour photographs are available. A ruler or some other means of indicating size should always be included in any photograph. A video recording is a very quick and easy way of making a record of everything in the church.

Object ID checklist

If possible, record details of antiques and other valuables using the Object ID standard. This is the international standard that police forces are using to create their databases of stolen property.

Object ID uses the following headings;

- **Type of object** – What kind of object is it? eg painting, sculpture, clock, mask.
Materials & techniques – What materials is the object made of eg brass, wood, oil on canvas? How was it made?
eg carved, cast, etched
- **Measurement** – What is the size and/or weight of the object? Specify which unit of measurement is being used
eg cms, inches and to which dimension the measurement refers eg height, width, depth
- **Inscriptions & markings** – Are there any identifying markings, numbers, or inscriptions on the object? eg a signature, dedication, title, maker's marks, purity marks, property marks
- **Distinguishing features** – Does the object have any physical characteristics that could help to identify it? eg damage, repairs, or manufacturing defects
- **Title** – Does the object have a title by which it is known and might be identified?
eg The screen
- **Subject** – What is pictured or represented, eg landscape, battle, woman holding child?
- **Date or period** – When was the object made, eg 1893, early 17th Century, late Bronze Age?
- **Maker** – Do you know who made the object? This may be the name of a known individual eg Thomas Tompion, a company eg Tiffany, or a cultural group eg Hopi



Keys should never be hidden in or around the church and the number of duplicates available should be kept to the absolute minimum.



- **Write a short description** – This can also include any additional information which helps to identify the object eg colour and shape of the object, where it was made etc.
- **Take photographs** – Photographs are of vital importance in identifying and recovering stolen objects. In addition to overall views, take close-ups of inscriptions, markings and any damage or repairs. If possible, always include a scale or object of known size in the image
- **Keep the information secure** – Having documented the object, keep the information in a safe place

The Object ID Checklist was devised by The Getty Institute and is reproduced with the permission of The Council for the Prevention of Art Theft.

Roofs

External lead and copperwork is particularly vulnerable. Careful use of the 'anti-climb' paints now available can make the thieves' job more difficult. Ladders should always be removed to a secure place. This is particularly important to remember when work is being carried out on the church. In the case of lead or copper roofing materials, consideration should be given to replacement with less thief-attractive material. In some cases this is the only practical solution. You should consult your architect in the first instance.

Gates

These should be kept locked at night to prevent vehicles being driven close to the church. This will deter thieves as well as making the removal of stolen articles more difficult.

Outbuildings and boiler houses

Give some thought to the security of sheds, boiler houses and any other external storage areas. All too often these are overlooked, with a resultant loss of lawnmowers, strimmers and other equipment. Ensure the fabric of such structures is reasonably sound and fit good quality padlocks and locking bars to doors.

Lawnmowers and other valuable grounds equipment should not be kept in lightweight timber sheds. Petrol should be kept away from the church in view of the risk of arson.

External lighting

A floodlight mounted on the tower or other high point illuminating the roof area acts as a deterrent to the theft of roofing materials. This is particularly useful if there are occupied houses nearby. Simple time switches are readily available and lights can assist in containing general vandalism. Additional security lights should be installed around the church to cover vulnerable areas. Some lighting systems can be operated by passive infrared detectors which detect body heat.

Protection of windows

Vulnerable stained glass and other windows should be protected externally by wire grilles of copper, galvanised iron or stainless steel. Alternatively, clear-sheet polycarbonate could be used eg Lexan or Makrolon. See section entitled 'Protection of stained glass windows'.

Advice

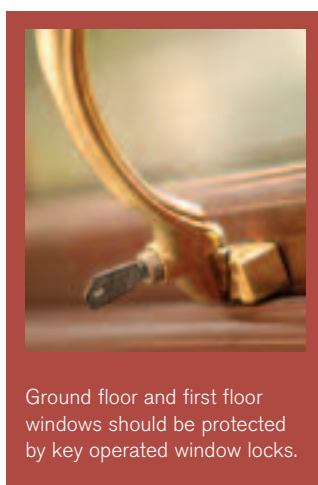
The Police are happy to assist in preventing thefts and vandalism with helpful advice being provided by Local Crime Reduction Officers. We can help too, if required, through our expert local Insurance Consultants and Surveyors. Finally, if theft or vandalism does occur, the Police and the insurers should be notified immediately. Please note that a faculty may be required before some security devices are fitted.

Sources of information

*Safe and Sound:
A Guide to Church Security
is available from;
Church House Publishing,
Church House,
Great Smith Street,
London SW1P 3NZ.
Tel 020 7898 1451
Order online:
www.chpublishing.co.uk*

Protection and use of parish computer equipment

Many churches use computer equipment as part of the parish administration. Whilst computers can be extremely powerful business tools they are vulnerable to theft.



Ground floor and first floor windows should be protected by key operated window locks.

In addition the provisions of the Data Protection Act must be borne in mind. This is explained later in this guidance note.

Physical security for computer equipment

The majority of churches that use computing equipment utilise a personal computer of some type. These are generally portable, saleable and therefore very attractive to thieves. Church computers are commonly either kept in the church/parish office, at the parsonage or at the home of another church official. The physical security that we would normally recommend for these typical locations would include:

- (a) Perimeter doors secured by five lever mortice deadlocks to BS 3621. If the equipment is kept in a vestry in an otherwise open church, the internal vestry door should be similarly protected
- (b) Accessible opening ground floor and first floor windows should be protected by key operated window locks
- (c) If possible, equipment should be sited such that it is not readily visible from the outside
- (d) Purchase receipts should be retained or the model and serial numbers recorded which will help the police and insurance company in the event of any theft
- (e) Computers, monitors and printers should be permanently marked with an identifying name and postcode. Markings should be prominently visible and/or advertised to deter would be thieves. Leased or rented equipment should not be marked without the prior agreement of the company concerned

- (f) Lockdown plates and computer enclosure devices (preferably tested to LPS1214 Issue 1 & 2) can be used to secure computer and ancillary equipment to desks/work surfaces

Laptop security

More and more churches are making use of laptops. Because of their highly portable nature they are even more vulnerable than PCs and the following security measures should be followed:

- (a) Under normal circumstances do not leave laptops unattended even for short periods
- (b) If for some reason a laptop has to be left unattended then it should be secured in a purpose built store/security cabinet or at least out of sight in a locked room
- (c) Laptops should not be put down when in a public area
- (d) The laptop should be etched with an identifying name and postcode. If the item is leased, then a check should first be made with the leasing company
- (e) Laptops should not be left in offices overnight unless they are locked within purpose built laptop storage units or as a minimum in a locked filing cabinet
- (f) Details of the laptop including serial numbers must be recorded in the assets register together with the name of the person to whom it has been issued
- (g) Carry cases should not advertise the fact that they contain a computer

Computers, monitors and printers should be permanently marked with an identifying name and postcode.

- (h) If travelling by car keep the laptop in the boot of the car and keep both boot and doors locked
- (i) Be aware of people around you, particularly when loading or unloading the car or in a public place. Avoid working on your laptop in a public place.
- (j) Make sure that back ups of the information on the laptop are kept in a secure location and not in the carry case

Intruder alarm protection for computer equipment

It is strongly recommended that, in addition to good physical security, an intruder alarm system is installed where computer and ancillary equipment is in use. See section entitled 'Installation of intruder alarms'.

Backup data

It is advisable to keep copies of data on backup disks at another location. This avoids inconvenience in the case of theft. To comply with the provisions of the Data Protection Act (see right), these should be securely protected.

Insurance

It should be ensured that the equipment is suitably insured under the Church Insurance policy.

The Data Protection Act

The Data Protection Act is intended to protect individuals against the misuse of automated systems. Details of information held must normally be declared by registering with the Information Commissioner's Office. There is a form specially designed for small companies and systems.

The eight Data Protection Act principles say:

- 1 Personal information is to be obtained and processed fairly and lawfully.
- 2 Personal information is to be used only for specified and lawful purposes.
- 3 Personal information is to be used and disclosed only in accordance with those purposes.
- 4 Personal information held is to be adequate, relevant, and not excessive for those purposes.
- 5 Personal information held is to be accurate and up to date.
- 6 Personal information must not be kept for longer than is necessary.
- 7 An individual is entitled to know whether a user holds personal information about him or her, to have access to such information and, where appropriate, to have it corrected or erased.
- 8 Appropriate security measures are to be taken against unauthorised access to and accidental loss of personal information.

The data held on parish computers would not normally be a target for theft, but data might be stolen with parish equipment. In addition to the physical security outlined above, the following points should be considered.

Do not pass on information.

Dispose of any computer printout, floppy disks or CDs carefully.

Do not allow information displayed on a screen or on a computer printout to be seen.

Do not leave accessible and 'open' computer screens unattended.

Advise the Information Commissioner's Office of changes in systems.

Sources of information

The Information Commissioner's Office may be contacted at:
 Information Commissioner's Office,
 Wycliffe House, Water Lane,
 Wilmslow, Cheshire SK9 5AF.
 Tel 01625 545 745
 Fax 01625 545 510
www.informationcommissioner.gov.uk
 Email mail@ico.gsi.gov.uk

Installation of closed circuit television systems

Closed circuit television is usually referred to by the initials 'CCTV.' It is called 'closed circuit' because unlike broadcast television where the signal is sent from a transmitter to any number of receivers using radio waves, the pictures from CCTV cameras are transmitted to a limited controlled number of viewing or recording points.

The prime use of CCTV is for security surveillance. There is now a wide range of camera equipment available in both black and white and colour.

As well as overt use, where the obvious presence of a camera can act as a visual deterrent to acts of theft or vandalism, there is now a much greater use of covert cameras where they are concealed in smoke detectors, passive infra red movement detectors, mirrors, clocks and so on.

These notes are intended to provide guidance to Parochial Church Councils that wish to install a CCTV system in order to qualify for a discount. These notes provide a basis upon which to obtain comparative quotations although normally a visit by an Ecclesiastical Insurance Consultant and Surveyor will be required in order to approve any specification prior to installation work being carried out.

Type of system

It is important to consider at the outset why you are installing the system and what you want it to achieve. This will determine the type of system and equipment required. For example, you may require a system which enables personnel to observe visitors arriving and movements in the car park during the day. This is known as pre-event analysis.

On the other hand, you may require a system which enables you to view events which took place while the premises were left unattended. This requires the recording of images and is known as post-event analysis.

A combination of both techniques is normally required to meet your exact requirements.

You will also need to determine the purpose of the system, eg to prevent crime or prosecute in the event of vandalism, burglary or theft.

The important thing is to establish precisely what your needs are.

Performance specification

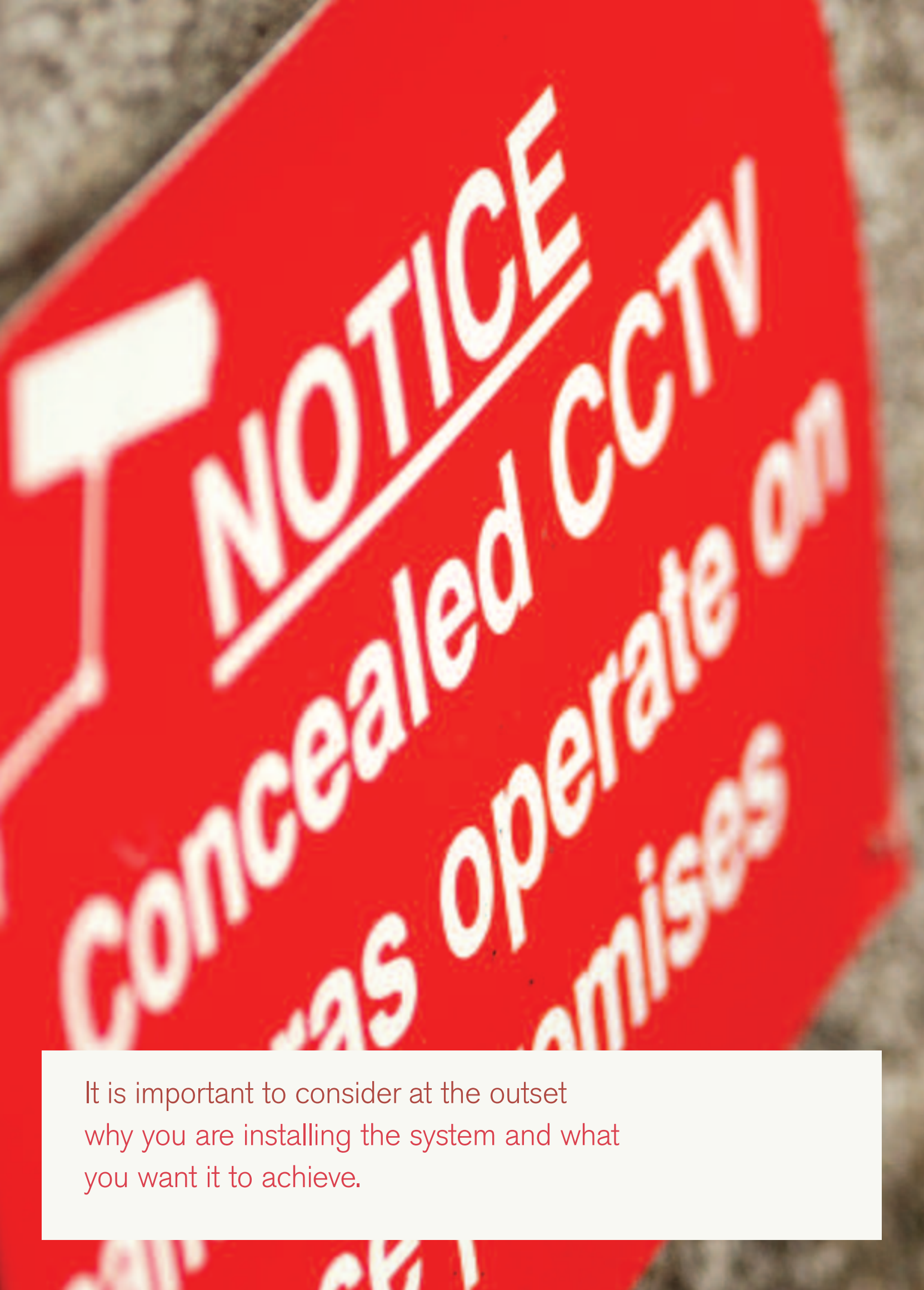
In order to obtain comparable competitive quotations and to be able to check that the system is performing as required, it is necessary to lay down a performance specification. The easiest way to do this is to define exactly those areas where you wish to be able to detect intruders and the level of definition. The extent of monitoring and recording required should also be specified.

Performance specifications should be realistic. Many systems fail because too high a performance specification has been required.

A specifier's plan can be extremely useful. The buildings, together with any perimeter fence and obstructions, such as trees, should be shown, together with any obvious hazards or target areas requiring specific coverage. Zones in which detection and identification are required can then be indicated.

Certain features of a property can cause problems for CCTV installations. These need to be mentioned at the time of quotation. Problems can occur due to sunlight reflecting from large areas of water or glazing. It can be difficult for cameras to detect intruders against high background light levels or floodlighting.

Surveys carried out in winter need to take into account the effect of trees in full foliage.



It is important to consider at the outset why you are installing the system and what you want it to achieve.

Lighting

A decision must be made as to whether the system is to operate using infra-red or artificial white lighting at night. The deterrent effect of white lighting is an important consideration. Artificially lit systems generally provide higher resolution. Infrared sensitive cameras should not generally be specified to observe in excess of 130 metres and the infrared beam should correspond with the camera view. Care must be taken that there are not heavily shadowed areas where cameras cannot observe. For large or complex sites, a professional lighting survey may be necessary.

Lenses

There are two principal types of lens fitted to cameras. These are either manual or auto.

Manual gives a fixed view only, whereas auto allows for automatic adjustments to the lens to compensate for light changes; eg by means of a wire from the camera body to the lens. The use of varifocal lenses is also preferable as they allow the focal length to be adjusted in situ.

Cameras

There are two principal criteria which determine the quality of cameras. These are Resolution and Light Level Performance.

Resolution is defined by TVLs or which are the horizontal lines making up the pictures. The more 'lines' there are, the better the quality of picture produced. The minimum number of lines to look for will depend on whether the camera is 'Black and white' or 'Colour' and if it is for internal or external use.

If purchasing a black and white camera for internal use, it is advisable to look for one with a minimum of 400 TVLs.

A black and white camera for external use should have at least 580 TVLs.

A colour camera for internal use should have a minimum of 330 TVLs and a high resolution colour camera for external use should have a minimum of 480 TVLs.

The best camera for external use is the day/night version, which is colour during the day and converts to monochrome when light levels drop. These cameras are more expensive, but give the optimum clarity of image in both modes.

The TVL rating of the monitor used ideally should be compatible with the TVL rating of the camera used.

Light Level Performance or lux level will indicate how well the camera will perform in low light levels.

For black and white cameras, a rating of 0.03 lux at f1.2 is very good.

For colour cameras, 0.5 lux at f1.2 is very good.

The relative cost of colour cameras has reduced compared to black and white cameras and overall performance has improved. However, it needs to be remembered that colour is not always preferable to black and white. For external use at low light, black and white is often better than colour and contrast and movement are often easier to detect with black and white. For this reason, day/night cameras are the best solution.

Vandal-resistant dome cameras should be considered for vulnerable accessible camera locations and 'bullet' cameras are a discreet alternative to conventional cameras in weatherproof housings where aesthetics or budget are of primary consideration.

Monitors

The screen on which the pictures are shown is referred to as a monitor.

The TVL of the monitor ideally should be compatible with the cameras being used.

The minimum screen size should be 14 inches, as this will allow for multi-images.

Flat screen monitors are available. The type selected must be compatible with the video output of the Digital Video Recorder.

Digital recording

Digital recording technology has now superseded analogue tape and VCR technology. Images from all the cameras are recorded on to a hard drive storage disc. Digital Video Recorders (DVRs) are fitted with a variety of sized discs. The size chosen will be dependent upon the amount of recording history required, the compression format of the recorder, the image quality and refresh rate set-up. Quality of image is superior to analogue technology and digital has the advantages of no tape management, easy time and date search and the ability to download on to CD/DVD. The recorder can be networked to a LAN or WAN and images accessed via a PC on the network. The DVR can also be connected to Broadband or ISDN line for remote access.

Static cameras

With a static camera, once the orientation of the camera has been set it can only be changed manually. The advantage of static cameras over pan, tilt and zoom (PTZ) cameras is that they give a continuous image of the area to be covered and are, therefore, ideal where faces or vehicles need to be captured in a doorway or entrance, for example. They are considerably less expensive than PTZ cameras.

Pan/tilt and zoom cameras

Pan, tilt and zoom cameras are more expensive than static cameras but have the advantage that they can cover a much wider area, can be used to follow any one suspicious and can zoom in to obtain close-up pictures. They do of course require the presence of an operator to be most effective and are often used in conjunction with a manned security point. They can be programmed to roam on a tour of pre-determined positions.

Infra red lights

Infra red lights are used in conjunction with external black and white cameras only where there are low light levels and floodlighting is not possible or desirable. They are available in wide angle or spotlight format and can be fitted with filters for discreet operation. Bullet or dome cameras are available with integral IR LEDs where lighting is inadequate. Care should be taken to ensure the IR is capable of illuminating the required area and distance.

External colour cameras should only be used if lighting is consistently good. Day/night cameras are the best solution.

Weatherproof housings

Weatherproof housings are required to protect conventional cameras from the elements and should have a minimum International Protection (IP) rating of at least 65. However, dome or bullet cameras not requiring housings may be a viable option.

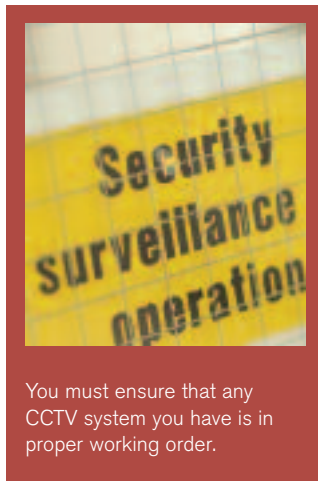
Camera format

Cameras operate on half inch, one-third inch or quarter inch image chips, with one-third inch being the dominant size at present. The bigger the format the better the picture quality.

Cameras which can be connected directly on to a Local Area Network are termed IP addressable. Such cameras are more expensive than conventional cameras and careful consideration should be given to the impact of this type of system on the functioning of a network.

Transmission

The video signal from cameras can be transmitted by means of coaxial cable, twisted pair or data cable or by 'line of sight' transmitting and receiving equipment. This method has distinct advantages where cabling is undesirable but can be susceptible to external interference. It is advisable, therefore, to test such equipment in situ prior to installation.



You must ensure that any CCTV system you have is in proper working order.

Remotely monitored CCTV systems

A CCTV system is referred to as remotely monitored where the images from cameras installed in a protected premises are relayed to an offsite location, referred to as a 'remote video response centre' (RVRC). Footage from the premises is monitored at the RVRC for signs of unauthorised activity, such as theft or vandalism, with the RVRC taking action upon detection of such activities, including alerting the property owner/occupier, notifying the police and issuing an audible challenge to the unauthorised persons on site.

There is a British Standard for remotely monitored CCTV systems, BS 8418:2003 'Installation and remote monitoring of detector activated CCTV systems'. Where CCTV systems are installed to this standard they qualify for a Unique Reference Number (URN), issued by the police authority to guarantee a police response to unauthorised activity identified by the system. Where systems are designed and installed to BS 8418 the RVRC will also have to be certified to BS 5979 and the audio challenge capability of the system must be audible from all areas of detection.

It is not anticipated that remotely monitored CCTV systems will be necessary in a church environment, except where there is considered to be a very high risk of theft and/or vandalism in the area in which the protected premises is located.

Approved installers

We would advise that any CCTV system is installed by a company on the official list of recognised firms of any UKAS accredited Inspectorate.

Commissioning procedure

Specifiers should consider the inclusion of a commissioning procedure within the contract with, if appropriate, a retention payable on successful commissioning. The Commissioning procedure checks that the system performs in accordance with the performance specification.

One objective way of specifying and then commissioning a CCTV is to use the ROTAKIN test target. Recommendations for tests using the ROTAKIN test target are contained in the National Approval Council for Security Systems Code of Practice for Planning Installation and Maintenance of Closed Circuit Television Systems (NACP 20).

Dummy cameras

Dummy cameras must not be used. Whilst these may appear to provide a good form of deterrent at minimal cost recent case law has held that a duty is owed by the owners of CCTV systems towards persons who think they are being protected by them. Persons who have had property damaged or who have been attacked when they thought they were in an area protected by CCTV cameras have successfully sued the owners of the equipment when it transpired that these were dummies. For the same reasons you must ensure that any CCTV system you have is in proper working order.

Data Protection Act 1998:**CCTV Code of Practice**

Systematic legal control of CCTV surveillance over public areas was introduced on 1 March 2000 when the Data Protection Act 1998 came into force. A Code of Practice has been introduced which must be adopted by the owner or user to comply with the data protection act. The code applies to 'areas to which the public have free and unrestricted access' and would include a system which overlooks a footpath or other public area. The Code includes the following requirements:

- A person or organisation should be identified as legally responsible for the scheme
- Schemes with a defined purpose should be registered with the Information Commissioner's office (formerly the Data Protection Agency)
- Signs giving contact details for the responsible organisation should be placed so that the public are aware that they are entering an area covered by CCTV
- The quality and integrity of equipment and images should be maintained. Images should not be excessive or intrude on people's privacy and be limited only to meeting the declared purpose of the system
- Images should not be kept for longer than is necessary
- Provision should be made to allow data subjects access to images of themselves except in certain circumstances
- Procedures and practices should be documented

Sources of information

A copy of the full Code and useful information is available on the Data Protection website www.ico.gov.uk

The advantages of a combination safe are that there is no risk of the loss or unauthorised duplication of keys.

The purchase and installation of safes

These notes are intended to provide guidance to parishes that wish to purchase and install a freestanding safe. The services of the Ecclesiastical specialist Insurance Consultants and Surveyors are always available if more specific advice is required.

Safe rating

Safes are given security ratings by several organisations as well as by the manufacturers. These technical ratings are expressed, for convenience, as a maximum overnight cash holding. It is normal to allow valuables, such as the communion plate, to ten times the cash rating. Thus a safe rated at £1,000 could hold £1,000 cash or £10,000 valuables or a combination of cash and valuables which equates to the cash rating eg £500 cash plus £5,000 valuables or £700 cash plus £3,000 valuables etc.

Ecclesiastical can supply a list of safes in current manufacture which have a particular cash rating.

Fixing of safes

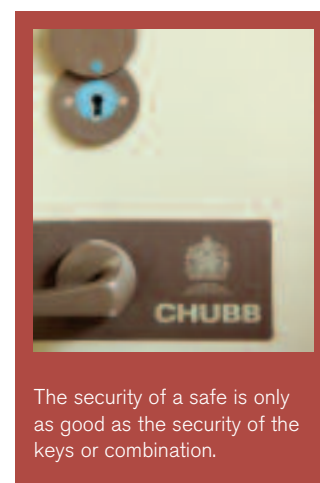
The main security value of a safe is that it substantially increases the time that a thief has to spend in order to gain access to his target. It is therefore vitally important that a safe cannot be easily removed which would allow the thief to work upon it at his leisure.

Safes must always be fixed in accordance with the manufacturers instructions. This usually involves setting a bolt or bolts into concrete in the floor and then dropping the safe over the bolt or bolts and securing with a nut or nuts on the inside of the safe.

Location of safes

Safes are not easy items to relocate so care should be exercised in choosing a place to site a safe. Some points to consider are:

- **Security**
It is better to site a safe out of sight in a locked area such as a vestry.
- **Alarm protection**
If the safe is located in an area covered by an intruder alarm this will provide even greater protection as it will substantially reduce the time the thief has available to work on the safe.
- **Ease of use**
Check that the safe door has room to open fully and that there is sufficient room for those who will use the safe to gain easy access. Many safes can be purchased with the doors hung either right or left.
- **Floor strength**
It is essential to check that the floor in the intended position is strong enough to bear the weight of the safe.
- **Aesthetic considerations**
Will the safe spoil the appearance of the part of the building where it is intended to locate it?



The security of a safe is only as good as the security of the keys or combination.



The security of a safe is only as good as the security of the keys or combination.

Purchase of safes

Safes can be purchased direct from the manufacturer or from local safe suppliers or security centres. It is suggested that quotations should be obtained for several safes with the appropriate cash rating. Always ensure that all quotations include supply, delivery, installation and fixing.

Ecclesiastical can supply details of safe manufacturers and suppliers.

Safe sizing

The size of a safe has no impact upon the cash rating. It should be ensured that the safe is of sufficient size to hold all the valuables and other items that require protection.

Particular care should be taken if it is intended to use the safe for the storage of large items such as crosses and candlesticks.

Second hand safes

Many second hand safes are perfectly acceptable and may provide the same security as a new safe with a substantial saving in cost. It is important that second hand safes are adequately reconditioned. Reconditioning should be carried out to the requirements of the relevant British Standard, BS 7582.

Ecclesiastical can advise upon the cash rating for a particular second hand safe.

Approval of safes

It is important that, before any order is placed for a safe, the approval of Ecclesiastical is obtained.

Identification of safes

Safes are described by the manufacturers name followed by a model name eg Chubb Lichfield, Tann Consort 2 etc. Please quote this information when contacting Ecclesiastical to check on a cash rating.

In addition safes have a serial number stamped on the door or body which can also be used to identify the safe.

Keys and combinations

Many safes are available in either key or combination versions. There is no difference in security between the two locking methods so the version which most suits the user can be chosen. The advantages of a combination safe however are that there is no risk of the loss or unauthorised duplication of keys. As many church officers as necessary can have the combination and the combination can easily be changed if there is a change of personnel.

The security of a safe is only as good as the security of the keys or combination. Under no circumstances should keys or combinations be kept on the same premises as the safe. An inventory of who holds keys or combinations should be kept in a secure location away from the safe. If it is suspected that key or combination security has been prejudiced then the lock or combination should be changed.

Fire and data safes

Thief-resisting safes are not normally intended to protect documents or computer records from fire although they will normally provide some limited protection. If a safe is required to protect these materials then please contact Ecclesiastical who can give further advice.

Wall safes and underfloor safes

In addition to the freestanding safes described above, wall safes, which usually have a low cash rating, and underfloor safes, which can have a substantial cash rating, are also available. If a parish is interested in one of these types of safe then Ecclesiastical can give further advice.

Parochial Church Councils are reminded that a faculty will be required prior to any building work being carried out.

Installation of intruder alarms

These notes are intended to provide guidance to Parochial Church Councils that wish to install or update an alarm system in order to qualify for an Intruder alarm discount.

These notes provide a basis upon which to obtain comparative quotations although normally a visit by an Ecclesiastical Insurance Consultant and Surveyor will be required in order to approve any specification prior to installation work being carried out.

General

The automatic intruder alarm system must be installed in accordance with BS EN50131-1, according to the scheme described in PD 6662:2004 and in accordance with the ABI/Association of Chief Police Officers (ACPO) Policy on Police Response to Security Systems. The system must be installed and maintained by a company on the official list of recognised firms of any UKAS accredited Inspectorate, and on the local police force list of compliant companies. The installers must also be approved by Ecclesiastical.

Ecclesiastical can supply a list of companies in your area.

The control panel must have key pad operation. There must be an annual maintenance contract with an approved company.

A copy of the alarm company specification must be sent to Ecclesiastical for approval prior to giving instructions for the alarm to be installed, or any contract signed.

The specification must include confirmation by the alarm company that sub-contractors will not be used or specify the extent to which sub-contractors will be used.

Signalling

Where the alarm has remote signalling it must be to Grade 4 by one of the following methods:

RedCARE GSM

Dualcom Plus

Any other approved system of signalling

RedCARE GSM must include the Total Care maintenance service. The remote signal must be accompanied by an approved form of confirmation, such as audio, visual or sequential.

Ecclesiastical will usually require that the alarm is sequentially confirmed.

In addition, there must be an external, self-activating bell which incorporates a strobe light. The bell must be situated well out of reach of the ground and face the main road, and the housing must have no protrusions which could facilitate the attachment of chains, wires or ropes.

Bells must be protected by mechanical or electronic means against the insertion of expanding foam.

The system will preferably have instant bells but in some areas Police approval will be required in order to waive any bell delay.

For audible only systems an internal loud tone bell/siren must also be fitted.

The control panel must have key pad operation.
There must be an annual maintenance contract with
an approved company.

Detection

All external doors must be fitted with concealed magnetic reed switches. Space protection must be used in all areas containing money, communion plate altarware or other valuables. Valuables means televisions, audio equipment (excluding permanently installed sound enhancing systems), computers, pictures with an individual replacement value in excess of £1,000 and items of antique furniture with a replacement value in excess of £500. Consideration should be given to providing space protection for the whole church. Single valuable items in an area which otherwise would not be protected can, as an alternative, be protected by magnetic contacts or vibration detectors.

Any safe used for the keeping of money or valuables must be within an alarmed protected area. The alarm must be set at all times whenever the Church is unattended.

Physical security

In addition to the above requirements for the actual alarm system, certain minimum physical security precautions must be taken in order to qualify for the intruder alarm discount.

- All accessible opening windows must be fitted with key operated window locks. This refers to those windows which can be reached without the aid of a ladder. If there is any doubt whether a particular window requires a key operated lock the matter can be discussed in detail at the date of survey.
- All external doors must be fitted with a 5-lever mortice deadlock to BS 3621 or a heavy 'Church' box lock. Other forms of locking may be acceptable upon the approval of the Company and can be discussed by an Ecclesiastical Insurance Consultant and Surveyor at the time of survey.
- All keys must be removed from the building whilst it is unattended.

Visitors

Parishes should be aware that persons visiting the Church will need to be accompanied by a key holder in order to unset the alarm system.

Important note

It is the responsibility of the party implementing the above specification to ensure that the implementation does not contravene any statutory or Local Authority requirements eg under the Health & Safety at Work Act, Fire Precautions etc.

Faculty applications

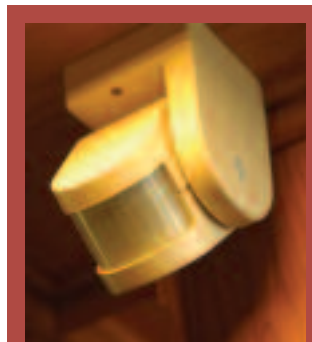
Parochial Church Councils are reminded that a faculty will be required prior to any work being carried out.

Alarm discounts

The amount of the discount will depend on the extent of the system and the method of signalling. The following are in descending order from the highest to the lowest discount.

- Full building protected with remote signalling
- Target area protection eg vestry, safe, chancel, office etc. with remote signalling
- Full building protection with audible signalling assuming someone is able to act upon hearing the alarm operate
- Target area protection eg vestry, safe, chancel, office etc. with audible signalling assuming someone is able to act upon hearing the alarm operate

Discounts cannot be given until the building has been inspected by an Ecclesiastical Insurance Consultant and Surveyor.



The system must be installed and maintained by a company on the official list of recognised firms of any UKAS accredited Inspectorate.

Installation of floodlighting systems

A large number of churches have either installed or are thinking of installing floodlighting systems. Not only does this make a feature of the church in the night landscape but it can also be a great deterrent to arson, theft and vandalism.

However, careful consideration needs to be given to the design of the system to ensure it is safe and can be easily maintained.

Electrical installation

All electric wiring should be installed in accordance with the 'Regulations for Electrical Installations' issued by the Institution of Electrical Engineers (IEE), current edition, under British Standard BS 7671.

Only electrical contractors enrolled with the National Inspection Council for Electrical Installation Contracting (NICEIC) or members of the Electrical Contractors Association (ECA) should be employed for work in churches.

External floodlighting should be fed from a separate distribution board, switchfuse or circuit breaker which does not feed any other electrical services for the church.

The system should be protected by Residual Current Devices (RCDs).

Whilst mineral insulated copper covered (MICC) cables may be used for wiring fixed to buildings, armoured cables are the most suitable for use when buried in the ground since they will withstand movement and can also be drawn through ducts. Armoured cable should also be used where there is a risk of malicious damage.

Siting of floodlights

Careful consideration should be given to the siting of floodlights both from the point of view of visitors to the church and those who will have the task of carrying out routine maintenance.

The location of floodlighting units in the churchyard will add to the risk of visitors tripping over unless they are set completely below ground level. Floodlighting pits should be covered with metal grilles at ground level. Where floodlighting units protrude above the ground they must be clearly visible and the grass must be cut around them on a regular basis.

The one advantage of siting floodlights at ground level is the ease with which they can be maintained. Siting floodlights at a height will present risk to those who have to change light bulbs and carry out routine cleaning. A safe system of work will need to be devised. This could mean the use of mobile elevated work platforms (MEWPs), portable scaffold towers or the securing of ladders to anchor points. Where floodlights are located on adjacent buildings the use of a safety harness and safety lines may be necessary.

Consultation

Where lights are to be fixed to adjacent buildings the agreement of the owners and occupiers will have to be obtained and permission will need to be granted if listed buildings are involved. The local authority will need to be consulted who may have guidelines regarding light pollution.

Theft and damage

In the last few years there have been several attacks to floodlighting systems in churches. Most attacks are incidents of vandalism, although some actual thefts have occurred. It is possible that the church may find themselves liable for injuries to visitors caused by broken glass or other damage caused by vandalism if it is not repaired. For these reasons lighting units should be located well above ground.

If this is not possible then floodlights should be enclosed with high quality thief resistant materials such as expanded metal or weldmesh grilles fixed to angle iron frames. Cables should either be buried or in metal conduit to protect them from damage.

Maintenance

All floodlighting installations must always be isolated for routine maintenance such as cleaning and light bulb changing.

Insurance

The current Ecclesiastical church policy will provide cover for floodlighting and external lighting and security equipment up to the limit specified in the schedule.

The protection of stained glass windows

These notes are intended to provide guidance to parochial Church Councils that wish to protect stained glass windows in order to qualify for a stained glass window protection discount.



All external windows containing stained, painted or engraved glass, must be externally protected to qualify for a discount.

It is hoped that these notes will provide sufficient information to obtain quotations and arrange for installation. The services of Ecclesiastical's Insurance Consultants and Surveyors are always available.

General

All external windows containing stained, painted or engraved glass, must be externally protected by stainless steel grilles or polycarbonate sheeting which entirely covers the window.

In the case of polycarbonate sheeting, care should be taken to allow for ventilation.

Installation

The installation of such protection is a specialised matter and should only be entrusted to a glazier or builder well experienced in installing such protection and in working on church buildings.

Important notes

A faculty is required for the protection of windows and the Diocesan Advisory Committee should therefore be consulted at an early stage and prior to any work being carried out.

The discount can only be confirmed following a visit by an Ecclesiastical Insurance Consultant and Surveyor who will confirm that all the necessary windows have been protected and that protection is to a satisfactory standard.

It is the responsibility of the party implementing the above specification to ensure that the implementation does not contravene any statutory or Local Authority requirements eg under the Health and Safety at Work Act, Fire Precautions etc.

Sources of information

The book

'A Fragile Inheritance – The Care of Stained Glass and Historic Glazing'

ISBN 0 7151 7600 5

is published by;

Church House Publishing,

Church House,

Great Smith Street,

London SW1P 3NZ.

Tel 020 7898 1451

Order online:

www.chpublishing.co.uk

Savings & Investments
Life Assurance
Protection products
Retirement planning
Mortgages
Home insurance
Car insurance
Travel insurance
Wedding insurance
Church insurance
Church Hall insurance
Charity insurance

For further information on any
of our products, call us on

0845 777 3322

Monday to Friday 8am to 6pm. We may
monitor or record calls to improve our service

You can email us at

information@eigmail.com

Or visit us at

www.ecclesiastical.com

If you would like this booklet in large print,
braille, on audio tape or computer disc
please call us on 0845 777 3322. You
can also tell us if you would like to always
receive literature in another format.



Beaufort House, Brunswick Road,
Gloucester GL1 1JZ

Ecclesiastical Insurance Office plc. (EIO) Reg. No. 24869. Ecclesiastical Insurance Group plc. (EIG) Reg. No. 1718196. Ecclesiastical Life Ltd. (ELL) Reg. No. 243111. Ecclesiastical Group Asset Management Ltd. (EGAM) Reg. No. 2170213. Allchurches Investment Management Services Ltd. (AIMS) Reg. No. 2170173. Allchurches Mortgage Company Ltd. (AMC) Reg. No. 1974218. All companies are registered in England at Beaufort House, Brunswick Road, Gloucester GL1 1JZ UK. Tel: 01452 528533. EIO, ELL, EGAM & AIMS are authorised and regulated by the Financial Services Authority and are members of the Financial Ombudsman Service. EIO & ELL are members of the Association of British Insurers and AIMS is a member of the Investment Management Association.