

RISK MANAGEMENT REPORT
St Matthew's Church, Westminster



INTRODUCTION

Insured:	The Vicar, Churchwardens and the Parochial Church Council of Westminster St Matthew in the Diocese of London		
Policy Number:	04XPG9067513	Risk Name:	St Matthew's Church
Surveyor:	Malcolm Lyall	Risk Address:	Great Peter Street Westminster
System Reference:	DOS-2013-5-458		
Date Inspected:	04/06/2013	Post Code:	SW1P 2BU

We have prepared this Risk Management Report following the visit of our Insurance Consultant & Surveyor, Malcolm Lyall on 04/06/2013.

This report is based on information obtained and observations made at the time the survey was carried out. The improvements are designed to reduce the risk of loss or damage to your property, or to reduce the risk of injury to employees or other persons on your premises.

This report is confidential and remains the property of the Ecclesiastical Insurance Office plc. The information contained in this report is intended for the use of the named Insured only. Any dissemination, distribution, copying or use of this report without the prior permission of Ecclesiastical Insurance is strictly prohibited.

It is the responsibility of the party effecting the insurance to ensure that the implementation of the matters detailed in this report does not contravene any Act of Parliament or subordinate legislation. Compliance with advice given in the report in no way guarantees the fulfilment of any obligations required by law.

If you have any questions in connection with this report please contact the surveyor. Contact details are noted below. This report contains one or more sections as noted below detailing risk improvements and advice.

Requirements – This section contains three requirements.

Legal Responsibilities - This section contains one legal responsibility.

Valuation Advice - This section contains our Surveyor's advice regarding sums to be insured.



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REQUIREMENTS

Insured:	The Vicar, Churchwardens and the Parochial Church Council of Westminster St Matthew in the Diocese of London		
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These requirements must be completed within the indicated weeks/months from the date of the letter accompanying the report in order that your insurance cover is not prejudiced. Please contact us if you need to extend the timescales or alter the specification of work.

We require written confirmation that the requirements have been completed within the timescales agreed. In absence of this confirmation, we will pass this report to our underwriting department for further action. It is therefore vital that any problems regarding implementation are brought to our notice without delay.

Improvements have been prioritised into six categories, indicated within the heading for each requirement as follows: -

Urgent – It was agreed at the time of the survey that these matters required urgent attention and would be actioned without delay, but in any event no later than 2 weeks from the date of the survey visit.

Priority 1 – requirements to be implemented within 4 weeks.

Priority 2 – requirements to be implemented within 8 weeks.

Priority 3 – requirements to be implemented within 3 months.

Priority 4 – requirements to be implemented within 6 months.

Priority 5 – requirements to be implemented by renewal.

For most alterations you will require a Faculty. Further advice on this can be obtained from your Archdeacon. In addition to the Diocesan Advisory Committee you should bear in mind any advice given by the Church Buildings Council, English Heritage, The Amenities Societies and other conservation bodies. We would be pleased to discuss amendments to our suggestions in order that the wishes of these bodies are accommodated.

13.06.01 Application of forensically based security marking system

You are reminded that under the terms of your current insurance policy cover if you have not protected the external metal to the building with SmartWater or an alternative forensically based security marking system approved by us, displayed the associated signage and registered its use with SmartWater Technology Ltd or the alternative approved provider, you will **NOT** have any cover for theft or attempted theft of external metal or any subsequent damage.

For further details of SmartWater please visit www.ecclesiastical.com/ChurchMatters/churchguidance

Or contact our church underwriting team on telephone number 0845 777 3322

13.06.02 Electrical Inspection - Priority 4

The Insured are to establish when the electrical system was last inspected for safety. If it is discovered that this has not been done within the last 5 years then the Insured must arrange for the electrical system to be checked for safety by a qualified electrician/electrical contractor on the Roll of Approved Electrical Installation Contractors issued by the National Inspection Council for Electrical Installation Contracting (NICEIC), a member of the Electrical Contractors Association (ECA) or a member of The National Association of Professional Inspectors and Testers (NAPIT) and any defective wiring or equipment must be brought up to the relevant standard under the present I.E.T. Regulations.

Registration or membership must be on a 'Full Scope' basis to work on commercial installations. A copy of the electrical installation condition report issued by the contractor on completion of the inspection must be forwarded to this office.

Contact Details

NICEIC – National Inspection Council for Electrical Installation Contracting

Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, LU5 5ZX

Tel: 08700 130382,

Fax: 01582 539090

Web: www.niceic.org.uk

Enquiries: enquires@niceic.com

ECA - Electrical Contractors' Association

34 Palace Court, London, W2 4HY

Tel: 020 7313 4800,

Fax: 020 7221 7344

Web: www.eca.co.uk

Enquiries: electricalcontractors@eca.co.uk

NAPIT - The National Association of Professional Inspectors and Testers

4th Floor, Mill 3, Pleasley Vale Business Park, Mansfield, Nottinghamshire, NG19 8RL

Tel: 0845 543 0330 Fax: 0845 543 0332

Web: www.napit.org.uk

Enquiries: info@napit.org.uk

13.06.03 Portable Electrical Appliance Testing - Priority 4

All portable electrical appliances must be tested in accordance with the provisions of the Electricity at Work Regulations 1989.

The regulations do not specify inspection periods for portable equipment but the guidance to the regulations recommend that inspection periods be established by historical experience. We suggest visual inspection on a regular basis and testing on an annual basis initially, reducing or increasing the inspection periods according to maintenance experience.

Combined inspection and testing of portable equipment does not have to be completed by a qualified electrician, however a competent person with an appropriate level of electrical knowledge and experience who has the right equipment to do the tests, knows how to use it and can correctly interpret the results must be used.

Successful completion of a City & Guilds 2377 Portable Appliance Testing course for inspection and testing of portable electrical equipment is a recognised indicator of competence to carry out inspection and testing of portable electrical equipment.

Records must be kept of all inspections, examinations and maintenance carried out.

Additional information is given in the leaflet "Maintaining Portable Electrical Equipment in Low Risk Environments" Ref: INDG236(rev2), available from HSE Books and "Maintaining portable and transportable electrical equipment". Booklet No. HSG107 ISBN 978 0 7176 2805 6. Also available as free downloads from HSE Books at www.hse.gov.uk

Portable appliance testing can be arranged by Ecclesiastical Risk Services (a company in the Ecclesiastical Insurance Group) or other suppliers who have no connection with the Ecclesiastical Insurance Group.

Ecclesiastical Risk Services may be contacted on: Tel: 0845 602 4065 Email: ers@ecclesiastical.com

LEGAL RESPONSIBILITIES

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This section draws your attention to your legal responsibilities. Information is given where you have a legal duty to comply with statutory regulations. The advice given does not cover all your legal responsibilities and the reports should not be deemed to be an exhaustive list of all potential hazards. The report highlights areas which require immediate attention and any interpretation and implementation of advice or regulations is at the sole discretion of the insured.

No specific time-scales for the implementation of Legal Responsibilities are indicated as these are matters with which you should already be complying by law.

Where we have drawn your attention to the need to comply with any legislation you should address this without delay and advise us when this has been achieved. We would expect all matters to be resolved prior to the next renewal date of your policy.

For most alterations you will require a Faculty. Further advice on this can be obtained from your Archdeacon. In addition to the Diocesan Advisory Committee you should bear in mind any advice given by the Church Buildings Council, English Heritage, The Amenity Societies and other conservation bodies. We would be pleased to discuss amendments to our suggestions in order that the wishes of these bodies are accommodated.

13.06.04 Fire Precautions in Churches

It is a requirement of The Regulatory Reform (Fire Safety) Order 2005 that a fire risk assessment is carried out of all premises by a responsible person.

The regulations apply to all places of worship even if you do not employ any staff. The fire risk assessment must:-

- Identify any possible dangers and risks including sources of ignition.
- Identify people who may be at risk, especially those working alone or in isolated areas, children or parents with babies, the elderly or infirm and people with disabilities.
- Evaluate the level of risk, and remove or reduce any fire hazards where possible.
- Protect people by providing fire precautions such as fire extinguishers, emergency escape routes and exits.
- Record any major findings and the action taken, prepare an emergency plan, inform and instruct relevant people such as stewards and provide any necessary training.
- Review the fire risk assessment regularly and make changes where necessary.

Where 5 or more persons are employed a formal record of any significant findings and remedial measures which have or may need to be taken must be made.

If you have already taken sensible and appropriate fire safety measures, little or no further action may be necessary.

Free advice is available from your local fire brigade who are responsible for enforcing the regulations. The telephone number for non-emergency calls can be found in your local telephone directory.

Government Guidance including a fire risk assessment form is available from:

<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>

The guidance for Small and Medium Size Places of Assembly applies to churches which can accommodate up to 300 people and the guidance for Large Places of Assembly applies to churches which can accommodate over 300 people.

A fire risk assessment form is available from this office.

Fire risk assessments can be provided by Ecclesiastical Risk Services (details shown above) or other suppliers who have no connection with the Ecclesiastical Insurance Group.

VALUATION ADVICE

Insured:	The Vicar, Churchwardens and the Parochial Church Council of Westminster St Matthew in the Diocese of London		
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It is the responsibility of the proposer to decide the sums to be insured under the policy. In an endeavour to be helpful however, the Company has indicated figures which should be considered as the minimum for which insurance cover should be obtained at the present time.

Building

The figure for the buildings represents an assessment of the approximate cost, using techniques and materials that allow the **buildings** to be sympathetically repaired to a similar form to the existing structure using materials that are substantially the same as the original but which may not be of the same period in order to:

- (a) restore or repair the buildings to the extent described in the Company's leaflet attached herewith and entitled "Insurance Valuation for Churches" or
- (b) replace the property with a modern equivalent.

In either case, the maximum liability of the Company shall not exceed the Sum Insured.

The cost of replacing the buildings in their present form using original identical materials could be much greater and if, therefore, insurance cover is required on this basis, specialist advice should be obtained regarding the appropriate sums to be insured.

Contents

Figures for contents have been assessed on the basis of typical costs for modern replacements.

Inflation

- (a) Whilst inflation continues it is important that all sums insured should be reviewed regularly even though the policy provides for automatic increases by means of index-linking.
- (b) Consideration should also be given to making provision against the effect of inflation during the anticipated delay period between the date that an insured loss occurs and the date the repairs are completed.

We are anxious to offer every assistance in arranging the insurance, but must repeat that the responsibility for deciding the sums to be insured and the risks to be covered remains entirely with the proposer.

Amounts	Buildings	£ 7,930,000
	Contents	£ 300,000
	Total	£ 8,230,000

MEETING NOTES

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Present: Toby York (St Matthew's Church)
Malcolm Lyall (Ecclesiastical)

Existing cover, exclusions and restrictions: As per synopsis provided and discussed. Please also refer to the document titled 'Information about our services'.

Fact Find:

- When we asked if you own any other property, (buildings/contents), you answered: **Yes. The Conference centre and accommodation adjoining have a connection with the PCC**
- When we asked if any property was kept away from the premises, you answered: **No**
- When we asked about the type of activities undertaken, you answered: **standard parish activities and some youth outreach work on occasions.**
- When we asked if you had entered into any contracts to provide services for other people/bodies, you answered: **No**
- When we asked if other groups use the premises and whether you have checked that they have their own insurance for their property and liabilities, you answered: **Yes. Artist studio in the tower**
- When we asked if there were other groups associated with the PCC that may require insurance in their own right, you answered: **Yes. St Matthew's Conference Centre Ltd runs the conference centre**
- When we asked if Counselling cover was required, you answered: **No**
- When asked if Church Members are involved with outreach work and/or working with vulnerable people, you answered: **No**
- When we asked if the current consequential loss (loss of income and increased costs of continuing normal events) limit of £50,000 over 24 months was adequate, you answered: **No. Quotes are required for longer periods.**
- When asked if you consider that the Church Council and Trustee Indemnity limit is adequate at £100,000, you answered: **Yes**
- When we asked if instalment payments are required, you answered: **Yes - 12 month interest free**

Other points discussed:

- The basis of valuation of the buildings, as outlined in the Valuation Advice of the attached Risk Management Report, was discussed, and agreed to be the most appropriate.
- The contents valuation/cover is based on modern replacement costs and not on antique value. For clocks, an allowance has been made within our valuation advice for a replacement clock with synchronous movement only.
- After this survey the sums insured (not extension limits) will be adjusted by index linking connected to our unique valuation system.
- The existing cover for the church is arranged on a 100% basis. This level of cover is based upon the decision taken by the PCC following our last review of your insurance and valuation in 1999 and as confirmed to us at that time. Whilst the cover would have been set at our then valuation, the increase in building costs since that time means that (despite the application of index-linking) your current sum insured may no longer reflect the originally intended level of cover.

- In view of the above, and to ensure that your policy continues to reflect the originally intended level of cover, we will automatically increase your sum insured in line with the appropriate percentage of our latest valuation to ensure that your existing level of cover is maintained. This increase will be provided free of charge until your next renewal date and pending receipt of your further instructions as to any changes in cover you now require. However if the policyholder elects to insure for the risk of terrorism an additional premium will be charged for this part of the cover only.
- The limits applying to cover for theft of external metals and subsequent damage were discussed. It was explained that there is **no** cover for theft of external metals or subsequent damage if SmartWater has not been used, registered and the signage displayed prominently at the premises. To ensure that cover to the policy limit of £5,000 for theft of metal and the additional £5,000 for subsequent damage remains valid you must ensure that this policy condition is fully complied with.
- We reminded you that there is no cover for theft (or attempted theft) of metal or resultant damage when scaffolding is erected at the premises.
- We or other companies within the Ecclesiastical Insurance Group may contact you occasionally to inform you of products and services provided by other members of the Ecclesiastical Group or third parties whose products and/or services we believe may be or use or interested to you. This contact may be by letter, telephone or email for this purpose. Please notify us should you not wish to be contacted in this manner.

Recommendations:

Following our discussions and our assessment of your demands and needs for your Church insurance, we recommend that you retain your existing cover under our Parishguard policy since this will provide adequate protection against a wide range of incidents for the church, its contents and your activities.

We would also recommend that you insure the property in accordance with our valuation advice, to ensure that sufficient funds are available in the event of a major loss.

However, should you find that the premium quoted is beyond your means, you might wish to consider the options that are available which allow you to insure at a reduced level of cover or to opt for an increased voluntary excess, due to the premium savings that these options can offer. If considering insuring at less than our full valuation the following should be remembered:

- a) if you insure at less than our full recommended sum insured and, following major damage, decide to restore the building fully you would be involved in extensive fund-raising activity to raise the additional funds required.
- b) the more important a church is considered to be, due to architectural or historical significance, the greater pressure you will be under to restore it, exactly as it was. Pressure will likely come from conservation bodies, such as English Heritage, and particularly those who have given grant-aid previously, and, more especially, from parishioners.
- c) the matter should be discussed fully with your Archdeacon and other interested parties (e.g. those who have provided grant funding and the local community) should be informed.
- d) the matter should be discussed in full at your PCC meeting leading to a clear decision or series of decisions being made. This decision should be accurately recorded in the minutes of the meeting, noting details of the discussion and the decisions reached, including the reasoning behind the final decision taken.
- e) your decision should be reviewed, at least annually, with an accurate record of this decision being kept.

We trust that our visit and these notes have enabled us to adequately explain your position in relation to your insurance cover and that the information shown above is both clear and accurate. However, if you have any further queries, please do not hesitate to contact us on 0845 777 33 22.