

Arson checklist



Arson is the most common cause of large fire losses and can therefore pose a significant threat to your church and church hall.

This checklist will help you review your risk and guide you through some simple steps to reduce the risk of becoming a victim of arson, often at little or no cost.

We strongly recommend that you take further action appropriate to your situation, as we appreciate that churches will have differing risk factors, e.g. location or usage.

1. Property Protection						
	Yes	No	N/A	Action	Who	By when
1.1 Have you reviewed your church security arrangements?						
1.2 Does the church have a single entry point to restrict access from nearby properties if possible?						
1.3 Is the church locked during night-time hours?						
1.4 Does the church have adequate locks on doors and any opening windows?						
1.5 Are internal doors closed to prevent fire spreading?						
1.6 Are perimeter gates locked at night to restrict people or vehicle access?						
1.7 Are adequate measures in place to protect vulnerable areas against unauthorised access?						
1.8 Is the church building concealed by trees or shrubs?						

1. Property Protection

	Yes	No	N/A	Action	Who	By when
1.9 If you have a church hall, is it locked when not in use?						
1.10 Have you considered installing the following protections to deter criminals? • Automatic fire and/or intruder alarm or CCTV system with remote signalling to a receiving centre • Security lighting						

2. People Involvement

	Yes	No	N/A	Action	Who	By when
2.1 Have you asked neighbours next to the church to be vigilant and report any suspicious activity to you and the police?						
2.2 If the church is left open during the day, do you encourage church members or the wider community to make unprompted checks during their daily routine? For example, dog walking, school run, shopping, jogging, and cycling.						
2.3 Is it possible to arrange a rota of church sitters?						

3. Housekeeping

	Yes	No	N/A	Action	Who	By when
3.1 Is rubbish and/or combustible waste allowed to accumulate inside or outside the church?						
3.2 Are candles and matches locked away?						
3.3 Is petrol stored in the church? As fuel for a lawn mower, for example.						
3.4 Are bales of hay or straw stored in a secure area, or removed from the church?						
3.5 Is the boiler house locked with no combustible items or waste stored in this area?						
3.6 Are waste bins stored away from the church building to avoid the risk of fire spreading from the bin to the building?						
3.7 Are fire extinguishers maintained annually and have church officials been trained how to use them on small fires?						

3. Housekeeping						
	Yes	No	N/A	Action	Who	By when
3.8 Is the postcode of the church posted on the entrance noticeboard to advise the fire brigade in the event of a fire?						
3.9 Is a routine search of the buildings undertaken at closing time?						

4. Damage procedure						
	Yes	No	N/A	Action	Who	By when
4.1 Are minor repairs quickly resolved? For example graffiti and malicious damage. Sometimes, minor damage is a potential warning for more serious incidents.						
4.2 Do you have a Disaster Recovery Plan that: <ul style="list-style-type: none"> • Includes emergency readiness and response procedures? • Enables your church to continue to deliver services and events in temporary premises? 						
4.3 Do your procedures include actions to close the church during the day for an agreed period if you sustain any minor damage?						
4.4 Do you report all damage to our Claims Department on 0345 603 8381 and obtain a crime number from the police?						

We strongly recommend that you review this checklist on regular basis to take into account any changing circumstances.

Report a claim

Do you need to report a claim? If so, you can call us on **0345 603 8381**. 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 **claims@ecclesiastical.com**. It's helpful if you can have your policy number available when making contact.

Contents

To help us process your contents claim as quickly as possible, it would be helpful if you could provide a description of the item(s) (including a make or model number where applicable) when you call us. Where more extensive damage has occurred, we may ask you to provide a list of items to help us process your claim.

Policy cover queries

For queries about your policy cover, call our specialist church team on **0345 777 3322** (Monday to Friday 8am – 6pm, excluding bank holidays) or email us at **churches@ecclesiastical.com**.

Alternatively, please visit **www.ecclesiastical.com/church**.

Risk Advice Line

Should you have any additional questions on this topic or other risk-related matters, as a valued Ecclesiastical customer you can contact us through our Risk Advice Line on **0345 600 7531** (Monday to Friday 9am – 5pm, excluding bank holidays) and one of our in-house risk professionals will be able to assist.

Alternatively, you can email us at risk.advice@ecclesiastical.com and one of our experts will call you back within 24 hours.

This guidance is provided for information purposes and is general and educational in nature. It should not be used as a substitute for taking professional advice on specific issues and should not be taken as providing legal advice on any of the topics addressed.



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