

Church scaffolding questionnaire



Cover for theft of external metal when scaffolding is in place

The presence of scaffolding on a building can seriously compromise security, so our insurance policies generally exclude theft of metal (usually on roofs) when scaffolding is in place. However, we can provide cover against theft of external metal if you implement additional security requirements.

We can provide cover for theft of external metal and subsequent damage up to the sum insured as indicated in the property damage section of your policy document.

Our requirements if your church would like cover for theft of metal while scaffolding is in place

For theft of metal cover to be granted, you will need to comply with all the requirements detailed in the questionnaire overleaf and:

- Enclose the base of the scaffolding in metal or timber sheeting, to a **minimum height of 4.0 metres**
- You must also have applied SmartWater® (or an alternative forensic marker approved by Ecclesiastical), put up the warning signage in a prominent position and registered the product
- If your church has a metal roof covering, you must have a roof protection system installed to a specification approved by Ecclesiastical, which is linked to a monitoring service and is regularly maintained.

Due to the technical nature of the requirements in the checklist, we recommend that your Project or Inspecting Architect or Surveyor should complete this questionnaire. We also recommend that this is done in the planning stages of any building work to ensure required security requirements are in place before works commence.

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.

Questionnaire

(check and tick as appropriate)

Any church seeking cover for external metal theft, while scaffolding is erected, must complete, sign and return this questionnaire to Ecclesiastical before work commences. We will then advise you if we are able to provide any cover for your church.

Scaffolding Specification

- (a) The scaffolding will be fully enclosed by minimum 18mm exterior grade plywood sheeting or steel sheeting hoarding to a minimum height of 4.0 metres.

Yes No

Please note oriented strand board (OSB) is not an acceptable form of hoarding.

Comments

- (b) All joints of the plywood or steel sheeting facing will be tightly butted to prevent tools being used to prise them apart.

Yes No

Comments

Fixing

- (c) 100mm annular ring shank nails at 150mm centres will be used to fix the plywood boards to the timber frame. Tamper-proof screws may be used as an alternative.

Yes No

Comments

- (d) The bottom of the hoarding will follow the contour of the ground leaving no gaps between the hoarding and the ground.

Yes No

Comments

- (e) Where the hoarding abuts a building, the plywood or steel sheeting will be cut to match closely the contours of the building to prevent any gaps being formed. Yes No

Comments

Doors and access

- (f) All lower-level ladders including access ladders to any scaffolding will be removed from the site, or, rendered inaccessible at the end of each working day. Yes No

Comments

- (g) Any doors let into the hoarding will be of exterior grade solid wood type fitted in a purpose-built frame. The door and frame must be flush with the exterior face of the hoarding. Heavy-duty 75mm x 100mm steel butt hinges will be used to hang the door, the hinge pin being burred over to prevent it being driven out. A minimum of 3 hinges are to be fitted to any door. Yes No

Comments

- (h) A 'Yale' latch type lock will be fitted to all doors. When the site is not attended, doors must be secured by a heavy-duty locking bar, secured to the door and frame by bolts bolted through. The locking bar must conceal the bolt heads. A heavy-duty close shackled padlock conforming to at least BS EN 12320 security grade 4 and designed for external use will be used to secure the locking bar. Yes No

Comments

- (i) The inside of the scaffold will be adequately floodlit with floodlights angled inwards and up through the scaffold illuminating its entire height. These lights must be switched by photo-electric cell for illumination at night only. Yes No

Comments

Intruder detection

- (j) The scaffolding will be protected by a scaffolding alarm system in accordance with NSI (NCP115) or SSAIB (SS2006) codes of practice for the design, installation and maintenance of scaffolding alarm systems. Yes No

If you currently have an approved roof protection scheme installed, this may be temporarily extended to protect the scaffolding as an alternative to installing a separate scaffolding alarm system. If you decide to do so, simply ask your alarm installer to confirm to us directly in writing quoting your policy number and go to section (m) below.

Comments

- (k) The system will be installed and maintained by a company on the official list of recognised firms of the NSI or SSAIB Inspectorate bodies and must also appear on the local police force list of compliant companies. Yes No

Comments

- (l) The system will combine notification locally by an instantaneous audible device activation together with notification to a permanently manned alarm receiving centre conforming to BS 5979 or BS EN 50518 via a minimum Grade 2 alarm transmission system under BS EN 50136. The system must be designed to utilise combined PIR detectors and cameras to detect unauthorised movement. Images from devices must be reviewed by the manned alarm receiving centre and action taken if unlawful activity is identified. Yes No

Comments

- (m) The scaffolding will be protected by temporarily extending our approved (by Ecclesiastical) roof protection scheme whilst the scaffolding is on site. Yes No

Comments – please name the roof alarm installer

- (n) If the proposed scaffolding alarm protection is not being protected by either an Ecclesiastical approved roof protection scheme temporary extension (as m above) or a scaffolding alarm installed by a NSI (NCP115) or SSAIB (SS206) approved installer, a copy of the scaffolding alarm design proposal is attached for approval by Ecclesiastical. Yes No

To be completed by your Project or Inspecting Architect or Surveyor

Company name:

Address:

Your name:

Role:

I confirm as the Project or Inspecting Architect or Surveyor for this project that we have completed this questionnaire.

Signature

To be completed by a member of the PCC

I confirm that this questionnaire has been completed by our Project or Inspecting Architect or Surveyor.

Church or Church Hall name:

Policy Number:

Signed:

Print name:

Your role (e.g. Church Warden)

The information provided in this form will be used to determine if we can continue to provide theft of metal cover whilst scaffolding is in place. By signing this form, you are confirming that the information is correct to the best of your knowledge.

This checklist should be returned to Church Operations, Ecclesiastical Insurance, Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom.

Should you need any help with the completion of this form, please call us on 0345 777 3322 or email churches@ecclesiastical.com

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.

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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