

DAC

Diocesan Advisory Committee
for the Care of Churches



Arrangements for the Quinquennial Inspection

INTRODUCTION

Under the provisions of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, as amended by the Church of England (Miscellaneous Provisions) Measure 2019, referred to hereafter as “the Measure”, all parish churches in the Diocese, all other consecrated churches and chapels including licenced places of worship opted in under paras 38 to 44 of the Measure (previously the Care of Places of Worship Measure 1999), and buildings licensed for public worship, must be inspected at least once in any five-year period.

The Diocesan Scheme which follows should be studied carefully with the DAC Guidance which follows it and with the guidance from the Church Buildings Council (“the CBC”) found at <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/quinquennial-inspections>. The latest version of this scheme and further guidance and resources can be found on the DAC web pages at <http://www.dioceseofcoventry.org/ChurchBuildings/QIs>.

THE DIOCESAN SCHEME

- 1 This scheme was established by the Diocesan Synod by a resolution of 14 November 2020 and it supersedes all previous schemes. It comes into operation on 1 January 2021.
- 2 The Scheme shall be administered through the Diocesan Advisory Committee (the DAC). All correspondence concerning matters dealt with under the Scheme should be addressed to the DAC Secretary.
- 3 The fees for the inspection of churches in the Diocese under the terms of this Scheme shall be paid by the Parochial Church Council of each parish.
- 4 Nothing in this Scheme affects the legal responsibility of every PCC for the proper care of each church under its authority, and its duty to apply for a Faculty or for permission under Schedule 1 of the Faculty Jurisdiction Rules (2015) before any work is commissioned.
- 5 All parish churches in the Diocese, as well as all other consecrated churches and chapels and buildings licensed for public worship, which are required to be inspected under The Measure, shall be inspected at least once in any five-year period (“the Quinquennial Inspection”) under this Scheme. For the avoidance of doubt, where a Quinquennial Inspection has taken place under a previous Diocesan Scheme the five-year period shall commence from the date of that previous report.

The scope and contents of the report

- 6 The Quinquennial Inspection shall be completed in accordance with the current guidance of the DAC. There is an interactive report template within the Church Heritage Record entry for each church which may be used, although reports submitted in a digital format which is compliant with the Scheme and the accompanying DAC guidance will be accepted.

- 7 The structure and content of the Quinquennial Inspection Report shall follow the recommendations set out in the DAC guidance.
- 8 The report shall summarise the works needed in the following categories:
 - 1 - Urgent, requiring immediate attention
 - 2 - Requires attention within 12 months
 - 3 - Requires attention within the next 12 – 24 months
 - 4 - Requires attention within the quinquennial period
 - 5 - A desirable improvement with no timescale (as agreed with the PCC)

Appointing and reviewing the Inspector

- 9 Advice on appointing a new inspecting professional can be found in the DAC Guidance and the CBC Guidance and the PCC is required to have regard to this guidance when appointing a Quinquennial Inspector. The DAC Secretary holds a register with details of current Quinquennial Inspectors within the diocese and can offer advice on the appointment process. A suitably experienced and where appropriate accredited professional who is not presently on the register can be employed as a Quinquennial Inspector, but the PCC are required to seek the advice of the DAC and have regard to that advice in relation to any proposed Inspector, whether or not currently included in the register, before making an appointment. The means of seeking this advice is set out in the DAC Guidance.
- 10 The DAC encourages parishes to periodically review the appointment of their Quinquennial Inspector in a competitive tendering process, and the most appropriate time would be when the next inspection is due. Reviewing the appointment does not imply that the PCC must change their inspector, but offers the opportunity to reflect on whether the PCC is receiving good quality service and best value, and has a good relationship with the inspector.
- 11 Many parishes find that there is advantage in renewing an appointment, as an ongoing relationship with an experienced inspector who fully understands the building and its ongoing needs, and has a good relationship with the PCC and Churchwardens, is invaluable.

Appointing for project work recommended in the report

- 12 It is for the PCC to decide who to commission to undertake any project work identified in the report, for which a separate agreement would be needed. If the PCC wishes to carry out any publicly funded works which require tendering (over £10,000) under the supervision of the Inspector it will need to be able to demonstrate that the Inspector was appointed or re-appointed (see 10 above) within the last 5 years through a competitive tendering process.

Duties and responsibilities of the PCC, Inspector, DAC and Archdeacon

- 13 All Quinquennial Inspectors shall be responsible for entering into and maintaining adequate and appropriate Professional Indemnity Insurance cover, and shall provide written evidence thereof.
- 14 A person who is appointed as a Quinquennial Inspector shall enter into agreement with the PCC of the church (or body acting on their behalf) which they are to inspect. The DAC Secretary can provide advice if requested.
- 15 Agreement of the fee to be charged, including the preparation and issue of the report shall be included in the contract between the PCC (the client) and the Quinquennial Inspector (the service provider) before the inspection takes place. If the inspection necessitates additional professional

services, access provision, or work which necessitates a higher fee, additional contracts or a variation must be entered into by the PCC beforehand.

- 16 Within two months of making the inspection, the Quinquennial Inspector shall send copies of the report in digital format, and where requested in paper format, to the relevant Archdeacon, the PCC of the parish in which the church is situated, the Incumbent or Priest in Charge, and to the DAC Secretary. The report will be uploaded to the Church Heritage Record by the DAC Secretary, if it has not been compiled on the template there.
- 17 The DAC Secretary is responsible, as per the Measure, for keeping a register of those buildings which are covered by the Scheme, containing details of the current Quinquennial Inspector and dates of inspection. The PCC Secretary shall inform the DAC Secretary of the date of the inspection. If the PCC finds it difficult to agree a date with the Quinquennial Inspector they should consult the DAC Secretary who will offer support.
- 18 Nothing in this Scheme shall affect the powers of an Archdeacon to ensure the inspection of every church in their archdeaconry once in five years, as laid down in Sections 2 and 3 of The Measure.
- 19 In order to provide for the cost of inspections and therein recommended works, every PCC should budget for the report and fabric repairs. They should not, however, use the report as a specification for such works.

Interpretation and Amendment of the Scheme

- 20 Any questions which arise concerning the interpretation of this Scheme shall be referred to the Registrar, whose decision shall be binding.
- 21 This Scheme shall be subject to amendment only by means of a formal motion, presented after due notice to the Diocesan Synod, and approved by it.

DAC GUIDANCE FOR QUINQUENNIAL INSPECTIONS

The Quinquennial Inspection is a requirement under the provision of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, as amended by the Church of England (Miscellaneous Provisions) Measure 2019 (“the Measure”), in which all parish churches in the Diocese and all other consecrated churches and chapels and buildings licensed for public worship, together where directed with articles, trees and ruins, are required to be inspected under the Measure at five yearly intervals.

PCCs may appoint as an Inspector any suitably experienced and where appropriate accredited professional, but the PCC is required to seek and have regard to the advice of the DAC before making an appointment. For those currently on the Register the advice of the DAC should be sought by providing the name of the prospective Inspector and the name of the church to the DAC secretary.

Where a PCC wishes to appoint an Inspector who has not previously submitted his or her details to the DAC it will be necessary for the prospective Inspector to submit those details to the DAC in the form provided so that the DAC’s advice may be given. Until this has been done it will not be possible for the DAC to offer advice on the prospective Inspector and thus the PCC will not be in a position lawfully to appoint the person. The form for submitting details about new Inspectors (or updating details of existing Inspectors) can be downloaded from the website at <http://www.dioceseofcoventry.org/ChurchBuildings/QIs> or is available from the DAC Secretary.

In carrying out their functions under the Measure PCCs are required to have regard to this DAC guidance and to the guidance issued by the Church Buildings Council, which can be found on their web pages at <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/quinquennial-inspections>. The CBC Guidance includes resources for appointing a suitable Inspector.

The inspection of the church is to be visual, and such as can be made from ground level ladders or accessible roofs, galleries or stagings. Parts of the structure which are inaccessible enclosed, or covered will not be opened up unless specifically requested. The inspection is to include, so far as practicable, all features of the building, and to cover all aspects of conservation and repair. The PCC shall provide ladders and any other assistance as the Inspector considers necessary.

From the notes taken at the inspection, the Inspector should prepare a report following the outline as set out in Appendix 1 or similar and submit:

- An electronic copy of the report to the PCC Secretary, and where requested by the PCC two paper copies (one for the churchwardens and one for the incumbent)
- An electronic copy to the DAC Secretary via email (or posted on a USB stick). The Archdeacon Pastor will be forwarded a copy by the DAC Secretary.

The report should be completed and submitted within two calendar months of the date of inspection

The Secretary of the DAC keeps a register of those buildings that are covered by the inspection requirements and of current Inspectors in the diocese. The register also includes the last date of inspection and report.

Each PCC is responsible for arranging the Inspection with its Inspector in accordance with the provisions of the Measure and the diocesan scheme and also for the negotiation and payment of inspection fees.

The Archdeacon Pastor has the power to ensure the inspection of every church in the Diocese once in five years, as laid down in Sections 2 and 3 of the Measure.

Appendix 1: Outline Quinquennial Inspection Report

Preliminary information

Name of Church and Diocese

Name of professional adviser carrying out the inspection, name of firm if applicable, address, telephone number and email address.

Date of inspection (dd/mm/yy); date and author of the report; date of previous inspections; record of weather conditions.

Key plan, drawn to scale where possible, with photographs of problem areas referred to in the report.

Relevant photographs highlighting items to which the Report is drawing attention

Brief description of the building, including orientation

Completed Quinquennial Inspection Report Checklist

List the trees in the churchyard, noting any subject to tree preservation orders, note whether the church is within a conservation area, the church's historical background, brief architectural history, materials used in the construction, seating capacity, site access, provision for disabled people, parking facilities.

Limitations

State limitations of the report.

Whether it is made from the ground or from other accessible floor levels, ladders and readily accessible locations.

That the inspections are visual. Opening up of enclosed spaces is excluded, even if further inspection of these spaces may be recommended.

If appropriate, list items not inspected.

Note that the report is restricted to general condition of the building and its defects.

1. Schedule of works completed since previous Quinquennial Inspection Report

List repairs carried out since the last inspection:

- Works recommended in the last report
- Items of emergency repair
- Alterations, additions and demolitions

2. General Condition

Describe the general condition of the building noting:

- Any particular movements
- Subsidence and settlement
- Areas of damp penetration
- General areas of damage and decay
- Any particular work undertaken outside the churchyard which might have an impact on the church and its setting.

External

3. **Roof Coverings** Systematically record materials, construction, general condition, including ridges, hips, valleys, parapet wall gutters, cess boxes, chutes, flashings, and any special features.
4. **Rainwater goods and disposal systems** Record materials, condition and cleanliness, assess whether adequate.
5. **Below ground drainage** Comment on storm drains, soakaways, foul drains, inspection chambers and rodding eyes and their condition.
6. **Parapets and upstand walls** Construction and condition of parapets, copings, cappings, finials, crosses.
7. **Walling**
Record materials and general condition of all walling to towers and spires, walls, crossing walls, referring to buttresses, to stonework details such as cills, mullions, stringcourses, arches, lintels, carved and moulded features.

Plinths, gratings, air bricks.

Note the condition of pointing.
8. **Timber porches, doors and canopies** Comment on the materials and general condition of all timber structures, including doors and their frames, timber and metal window frames, commenting on external finishes.
9. **Windows** Comment on the condition of external window openings, stonework, saddlebars, and glazing, including the leading, condensation trays and ferramenta.

Internal

10. **Towers, spires**
Comment on the condition of the tower internal walling and spire from nearest accessible point internally.

Note general condition of bells and bellframe, headstocks and rope guards and whether specialist advice is necessary.

Timber floors, supporting structures, noting any beam-ends which need further investigation.

Louvres and bird mesh.

Access provision, ladders, trapdoors etc.
11. **Clocks and their enclosures** Note general condition of external enclosures, any evidence of routine maintenance, and general information on condition.

12. **Roof and ceiling voids** Where accessible, note general condition.
- Include signs of water penetration, structural failure, rot and insect attack.
- Where suspended ceilings exist, comment on materials and general condition.
- Where possibility of asbestos exists, its condition and implications for its removal.
13. **Roof structures, ceilings, ceillures** Comment on materials and general condition of all exposed elements.
- Include braces, fixing methods, decorative panels.
14. **Upper floors, balconies, access stairs** Comment on the construction and condition of upper floors within the main building. Note requirements for ventilation.
- Report on general condition of balconies, stairways and balustradings, noting any particular areas needing improvement under Health & Safety legislation.
15. **Partitions, screens, panelling, doors and door furniture** Comment on materials and general condition of all screens, panelling, partitions, doors, frames and ironmongery.
- Comment on any carved items, painted panels and other items of particular merit.
16. **Ground floor structure, timber platforms** Comment on materials and general condition, ventilation and adequacy.
- Report on general conditions of timber platforms, pew platforms.
17. **Internal finishes** Comment on materials and condition of wall and ceiling finishes.
- Note dampness, areas of decayed plaster and any other apparent defects.
18. **Fittings, fixtures, furniture and movable articles** Comment on condition of important fittings, fixtures and movable articles.
- Note particularly any designated by the archdeacon for inspection (in a separate letter).
- Note defects and make recommendations for improving security (in a separate letter).
- Note whether conservation or other specialist advice is required.
19. **Toilets, kitchens, vestries, etc.** General condition, fitness for purpose, cleanliness.
20. **Organs and other musical instruments** Comment on general condition and access provision.
21. **Monuments, tombs, plaques, etc** Comment briefly on condition and make recommendations for specialist advice where necessary.
22. **Service installations generally** Note that the report and comments are based on a visual examination only and that no tests of services have been undertaken. Make recommendations for

testing, as appropriate.

23. **Heating installation** State type of system installed, fuel, age, apparent condition and existence of maintenance agreements (PCC to advise).
24. **Electrical installation** Note location and apparent condition of incoming mains, meters and distribution boards. Note last inspection by NICEIC contractor (PCC to advise).
25. **Sound system** Comment on the provision and condition of sound systems, loop systems, whether regularly maintained under a maintenance agreement.
26. **Lightning conductor** Comment on condition, when last inspected; make recommendations for testing and improvement in accordance with the latest British Standard.
27. **Fire precautions** Note number, position and types of fire extinguishers provided. Examine records of maintenance for appliances.
28. **Disabled provision and access** Comment on provision for the disabled, including access to various parts of the church and recommendations for necessary improvements, bearing in mind statutory requirements.
29. **Safety** Comment in general on the safety of the church for its users and visitors, including reference to the Asbestos Assessment and the Fire Risk Assessment by the PCC.
30. **Bats** Comment on any known locations of bats, reports known from any bat groups, likely bat roosts, and implications for future repairs.
Advise Parish to obtain report from English Nature or other bat group if any works are liable to have a detrimental effect on bats. If in any doubt, refer parish to English Nature.

Curtilage

31. **Churchyard** Comment on general condition of the grassed and planted areas.
32. **Ruins** Inspect and comment on any ruin in the churchyard, noting any known to be designated as being of outstanding architectural, artistic, historical or archaeological value (PCC to advise).
33. **Monuments, Tombs and Vaults** Comment on general condition, making specific reference to any obvious defects, health & safety risks and any necessity for a programme of action to address longer term problems.
34. **Boundary Walls, Lychgates and Fencing** Briefly describe in general terms materials and condition of all elements.
35. **Trees and Shrubs** Note any trees or shrubs likely to injure persons or damage the fabric of the building, if so inspect any trees subject to Tree Preservation Orders (PCC to advise). The latest quinquennial tree report to be annexed to the Quinquennial Inspection Report.
36. **Hardstanding Areas** Comment on general condition of paths, paving, hardstandings, steps, car parking areas and surface water drainage.

Appendix 2: Standard Explanatory Notes to be added to all inspection reports

- A. Any electrical installation should be tested at least every quinquennium by a registered NICEIC electrician, and a resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept with the church Log Book. This present report is based upon a visual inspection of the main switchboard and of certain sections of the wiring selected at random, without the use of instruments.
- B. Any lightning conductor should be tested every quinquennium in accordance with the current British Standard by a competent engineer, and the record of the test results and conditions should be kept with the church Log Book.
- C. A proper examination and test should be made of the heating apparatus by a qualified engineer, each summer before the heating season begins.
- D. A minimum of two water type fire extinguishers (sited adjacent to each exit) should be provided plus additional special extinguishers for the organ and boiler house, as detailed below.

Large churches will require more extinguishers. As a general rule of thumb, one water extinguisher should be provided for every 250 square metres of floor area.

Summary

<i>Location</i>	<i>Type of Extinguisher</i>
General area	Water
Organ	Carbon Dioxide
Boiler House:	
Solid fuel boiler	Water
Gas fired boiler	Dry powder
Oil fired boiler	Foam (or dry powder if electricity supply to boiler room cannot easily be isolated).

All extinguishers should be inspected annually by a competent engineer to ensure they are in good working order.

Further advice can be obtained from the Fire Prevention Officer of the local Fire Brigade and from your insurers.

- E. **This is a summary report only, as it is required by the Inspection of Churches Measure; it is not a specification for the execution of the work and must not be used as such.**

The professional adviser is willing to advise the PCC on implementing the recommendations, and will if so requested prepare a specification, seek tenders and direct the repairs.

- F. Although the Measure requires the church to be inspected every five years, it should be realised that serious trouble may develop in between these surveys if minor defects are left unattended. Churchwardens are required by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 to make an **annual** inspection of the fabric and furnishings of the church, and to prepare a report for consideration by the meeting of the PCC before the Annual Parochial Church Meeting. This then must be presented with any amendments made by the PCC, to the Annual Parochial Church Meeting. **The PCC are strongly advised to enter into a contract with a local builder for the cleaning-out of gutters and downpipes twice a year.**
- G. Woodwork or other parts of the building that are covered, unexposed or inaccessible have not been inspected. Your professional adviser cannot therefore report that any such part of the building is free from defect.
- H. Works of routine repairs and maintenance may usually be undertaken without Faculty under **List B** if the Archdeacon has been consulted and has given notice in writing that the matter may be undertaken without a Faculty. The Archdeacon will consult with the DAC, or with its members or officers as he or she sees fit before deciding to give his authorisation, and the proposals may be subject to conditions. The Archdeacon can decline to authorise the application if he or she believes the works proposed do not fall under List B, or that for some reason it ought to be subject to the full Faculty procedure including formal DAC consultation and the statutory Public Notice period. This could be, for example, if the proposals are particularly complex or could be controversial.
- I. If you have any doubts about, or are uncertain as to these aspects please consult the Secretary of the Diocesan Advisory Committee.
- J. The PCC are reminded that insurance cover should be index-linked so that adequate cover is maintained against inflation of building costs. Contact should be made with the Insurance Company to ensure that insurance cover is adequate.

Further guidance on the inspection and statutory responsibilities can be found on the Churchcare web pages at <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/quinquennial-inspections>.

Advisory Committee for the Care of Churches of the Diocese of Coventry

Checklist of items required by the Inspecting Architect from the PCC to enable him/her to complete the Quinquennial Inspection Report

	Seen	Unavailable
• The Church Log Book		
• Copy of the previous Quinquennial Inspection (to be sent to a newly appointed architect in advance of the inspection)		
• Schedule of all works / installations / repairs (including insurance claims) undertaken since the last Quinquennial Inspection (to be incorporated in Section 1 of the Report)		

	Enclosed	Unavailable	Not applicable
• Copy of Electrical Installation Test Report			
• Copy of Quinquennial Tree Report (noting any TPOs)			

	Seen	Unavailable	Not applicable
• Copies of Test Reports etc.: -			
➢ Lightning Conductor Test Report			
➢ Portable Appliance Test Report			
➢ Asbestos Inspection Report			
➢ Access and Disability Audit Report			
➢ Fire Risk Assessment			
➢ Health & Safety Risk Assessment			
➢ Gas Safety / Boiler Service Report			
➢ Fire Appliances (extinguishers) Test Report			
➢ Fire Alarm & Emergency Lighting Test Report			
➢ Security Alarm Test Report			
➢ Any recommendations from insurers regarding security			
➢ Inventory of fixtures, fittings and furniture			
➢ Energy Footprint Tool			

- In order for the Quinquennial Inspection Report to be as thorough as possible, the above information should be made available to the Inspecting Architect before or on the date of the inspection, where relevant.
- The Inspecting Architect is required to incorporate this record sheet **as the last item** in the Quinquennial Report. Copies can be downloaded from:
<http://www.dioceseofcoventry.org/ChurchBuildings/QIs>
- **The Inspecting Architect is unable to complete the Quinquennial Inspection Report without having seen the up-to-date Church Log Book**