NOTES FOR CHURCH INSPECTORS

Inspection of Churches Measure 1995 (as amended)

DIOCESE OF EXETER
THE CHURCH OF ENGLAND IN DEVON

LEGAL REQUIREMENTS

The person approved as Inspector must carry out the Quinquennial Inspection personally, and must carry adequate professional indemnity insurance of at least £1 million.

A copy of the Quinquennial Inspection report, signed by the Quinquennial Inspector, should be sent to (a) the Incumbent of the parish, (b) the PCC, (c) the Archdeacon and (d) the Secretary of the DAC within 3 calendar months. Where an Inspector undertakes multiple visits to inform their report, the second visit should be carried out within 6 months of the first.

The Inspector should acquaint themselves with the current Church Buildings Council and Ecclesiastical Architects & Surveyors Association guidance on producing such reports, and should ensure that their report covers those items as requested by the current Exeter DAC Guidance.

Use of drones must comply with the requirements of the Civil Aviation Authority.

GOOD PRACTICE

The Inspector must comply with relevant policy guidelines which are issued by the DAC from time to time and is advised to be familiar with the publications of the Church Buildings Council, the Society for the Protection of Ancient Buildings, Historic England and other relevant bodies.

The fees for the inspection shall be paid by the parish council. The Diocese of Exeter leaves the fee for a Quinquennial Inspection to be negotiated between the Inspector and the parish. This should be agreed in advance of the inspection.

In order to assist parishes with the legal requirements of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, as amended by the Church of England (Miscellaneous Provisions) Measure 2020, and the Faculty Jurisdiction (Amendment) Rules 2022/2019/2015, the Church Inspector is required to familiarise him/herself with the procedure adopted in this Diocese for faculty applications (see https://exeter.anglican.org/resources/church-buildings/faculties).

INFORMATION TO REQUEST FROM THE PCC

A list of information to request that the PCC supply at the inspection is provided as Appendix One of the Exeter DAC Guidance for Quinquennial Inspection Reports.

QUINQUENNIAL INSPECTION REPORTS

DIOCESE OF EXETER
THE CHURCH OF ENGLAND IN DEVON

Guidance note for Church Inspectors

Exeter DAC requires the following information to be included on the **front page** of the Quinquennial Inspection Report:

a) Name of diocese, archdeaconry, deanery, church and parish

b) Date(s) the inspection was carried out.

c) Name of the inspector (in addition to any firm's name), including contact details.

d) A photograph showing the general exterior of the church.

CONTENT OF THE REPORT

The report should include the following general information:

- A contents page, and page numbers.
- Weather conditions on the day of the inspection.
- A summary of the general condition of the building.
- Two general photographs of the interior – one looking west, one looking east.
- Two general photographs from the outside of the building, one from the south west and one from the north east.
- Photographs of the surrounding churchyard (where access allows).
- A brief description of the history of the building and its setting.
- Listing details (including any items separately listed within the curtilage).
- Whether the church is within a Conservation Area.
- Whether any trees within the churchyard are subject to Tree Preservation Orders.
- Maintenance responsibilities – the report should state where responsibility for maintenance lies, if not with the PCC, for example if the churchyard is closed and maintained by the Local Authority.
- Limitations of the report – it should state whether difficulties with access prevented a proper survey of the building, and if so whether further work is required.
- Materials of construction.
- Whether an up to date Log Book exists and has been inspected.

- Works carried out since the previous inspection.
- A simple plan of the building with windows numbered, and fixtures such as the font, pulpit, and altar marked.
- Approximate seating capacity.
- Disabled access and parking facilities.
- The date of the last organ, bells and electrical installation inspections.
- A glossary of architectural terms (a suggested list is provided as Appendix Three).

MAIN SECTION OF REPORT

The report should be written clearly and simply, in such a way that it can be easily understood by a churchwarden and translated into a maintenance and repair plan.

For each of the following items in the main section of the report, the inspector should cover the following:

Component	This needs to clearly identify what is being looked at and where it is on the building.

Description	Include materials and construction of all components. Bullet points may be sufficient; lengthy prose is not necessary, particularly if no repairs are needed, and repetition should be avoided.

Condition	Give a general overview, then specifics. i.e. Fair condition, 2-3 broken tiles. It may be appropriate to refer to indicators of hidden or more substantial problems than are immediately apparent.

Repair needs	State repair needed, or what further investigation is required. In particular, identify any specialist advice which the parish should seek, e.g. structural or mechanical engineers, conservators, heating specialists, arboriculturists. Where there is a sustainability dimension, please include details (refer to the Practical Path to Net Zero). State if the repair is mentioned in the previous QI (and is, therefore, outstanding).

Photographs should be used to illustrate particular areas of concern, and should be inserted into the text, or included in an appendix at the end of the report.

MAIN COMPONENTS TO BE COVERED

Roof coverings

Parapets and upstand walls

Rainwater Goods

Below ground drainage

Walls

Windows internal and external

Doors

Tower and spire

Bells, bellframes and clocks

Internal roof structure and ceilings

Upper floors, balconies, access stairways

Partitions, screens, panelling

Floor and platforms

Internal wall finishes

Internal monuments

Fittings, fittings, furniture and moveable articles

Organ

Toilets, kitchens, meeting rooms, vestries

SERVICES AND INSTALLATIONS

Heating (to include fuel type and approximate age of system)

Lighting

Electrical (to include whether single/three phase supply)

Mechanical – e.g. extract fans

Insulation and draught proofing

Water supply, harvesting and conservation

Audio visual and sound (including loop system)

Fire protection

Lightning Protection

Telecommunications installations

Renewable energy

CHURCHYARD

Trees and shrubs – the inspector should note whether further professional advice on trees should be sought

Ruins maintained by PCC

Monuments and tombs – the PCC's attention should be drawn to those which are individually listed and their condition

Lychgates

Walls, hedges and banks

Hardstanding areas – paths, car parks

OTHER MATTERS

- Accessibility – has an audit been carried out?
- Health and Safety (see Appendix Two).
- Security – has Smartwater been applied to external metalwork?
- Presence of bats and other wildlife (see Appendix Two).
- Net-zero and the impact of climate change (see Appendix Two). Quinquennial Inspectors have a key role in guiding PCCs to make their buildings more sustainable. See https://www.easa.org.uk/images/Sustainability/QI_sustainability_BPN_April2021.pdf. The Inspector may like to through the Practical Pathway to Net Zero Carbon with the PCC, and include it as an appendix to the QI report.

MAINTENANCE

The inspector should include any specific recommendations on maintenance.

General advice to PCCs on maintenance is included in Appendix Two.

RECOMMENDATIONS

Recommendations throughout the report should be assigned a category to denote the urgency of the work required. This should be cross-referenced to a summary of recommendations at the end of the report.

The following are given as examples of categories and labelling:

A	Urgent work requiring immediate attention
B	Works needed within one year
C	Works needed within two years
D	Works needed within five years
E	Desirable improvement
F	Works required to improve energy efficiency, disabled access, or safety

It is also recommended that the Inspector identifies in their summary of recommendations which of the works would fall under the Lists A or B (i.e. will not require a faculty), with reference being made to the lists, and how to obtain such approval.

See https://exeter.anglican.org/wp-content/uploads/2022/09/2022-Matters-which-may-be-undertaken-without-a-Faculty.pdf

ADVICE TO THE PCC

The standard information in Appendix Two should be included at the beginning or end of all reports.

GENERAL MATTERS

- It is not expected that the report will cover church halls, and the Inspector should make the PCC aware that should they wish these buildings to be included that a fee for this would need to be negotiated separately.
- The Inspector should be willing to meet with the PCC to go through the report recommendations.
- There is no general guidance on the format of the report, and it is left to the discretion of each Inspector to organise the report as they see fit, depending on the building. It should, however, cover all of the above points.
- The report is mostly read by people without technical knowledge, so the analysis and language should be as accessible as possible.
- An electronic copy only should be provided to the DAC office and the Archdeacon.
- For ease of reading, text in the report should ideally be 12 point and with an easy-to-read font.

APPENDIX ONE

INFORMATION TO REQUEST FROM PCCs FOR INSPECTION

The following documents are required by the Inspecting Architect/Surveyor to enable them to complete the Quinquennial Inspection Report.

The Church Log Book (which should include a schedule of all works undertaken since the last QI).

Copies of the following reports (where applicable):

- Electrical Installation test report
- Lightning conductor test report
- Portable appliance test report
- Asbestos inspection report
- Access and disability audit
- Fire risk assessment
- Health and safety risk assessment
- Gas safety/boiler service report
- Fire appliances (extinguishers) report
- Fire alarm and emergency lighting test report
- Security alarm test report
- Energy Footprint Tool
- Energy audit report
- Tree reports
- Churchyard management plan

A list of defects that have come to light since the last inspection.

On the inspection day, the churchwarden or other responsible person should be prepared to go around with the architect and:

Ensure that keys for all the doors in the church are available (including towers and vestries).

Provide ladders to help reach gutters, roofs, lofts etc making sure they comply with the Work at Height Regulations 2005.

Ensure that the bells are down on the day.

Make sure the documents listed in the table above are available.

APPENDIX TWO

ADVICE TO PCCs – to be included in all reports

- This is a summary report; 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 requested, prepare a specification, seek tenders and oversee the repairs.
- The PCC is advised to seek ongoing advice from the professional adviser on problems with the building.
- The PCC is strongly advised to enter into a contract with a local builder for the cleaning out of gutters and downpipes at least twice a year. This could be done in conjunction with other churches in the Mission Community, leading to cost savings.
- Contact should be made with the insurance company to ensure that cover is adequate.
- The repairs recommended in the report may be subject to Faculty. Guidance can be obtained from the Church Buildings Office.

Maintenance

Maintenance is the routine work needed to keep the fabric of the building in good condition. Planned maintenance helps to limit the deterioration of fabric and prevent problems (and costs) escalating.

A maintenance plan should be in place for the church building, setting out the routine tasks required on an annual basis, allocated to named volunteers or contractors. Templates for maintenance plans are available at

https://www.spab.org.uk/campaigning/maintenance-co-operatives-project/mcp-fim-resources

https://historicengland.org.uk/content/docs/caring-for-heritage/trp-maintenance-checklist/

SPAB have a series of videos aimed at helping churchwardens and other volunteers look after their church buildings. See https://youtu.be/XWdWJuvmVJY?si=jywLi0QQkIKkIuYG

The Churches Conservation Trust also provide information on regular maintenance tasks. See https://www.nationalchurchestrust.org/get-support/buildings-maintenance/regular-maintenance

Fire Safety Advice

From 1 October 2006 the Regulatory Reform (Fire Safety) Order 2005 came in to force. It applies to places of worship and requires a Responsible Person to carry out a comprehensive risk assessment. See https://ecclesiastical.com/risk-management/church-fire-articles/ for further information.

General advice:

- Keep inflammable materials locked in a secure place (ideally they should not be stored in the church).
- Discourage clutter.
- Avoid using portable heaters.
- Have chimneys and flues swept and inspected each year.
- Take extra care when workmen are in the building.

- Do not keep dry powder fire extinguishers in the church, due to the damage they can cause.

Electrical Installation

Any electrical installation should be tested at least every five years in accordance with the recommendations of the Church Buildings Council. The inspection and testing should be carried out in accordance with IET Regulations, Guidance Note No. 3, and an inspection certificate obtained in every case. The testing must be carried out by a Full Scope NICEIC, ECA or NAPIT contractor approved to carry out work on commercial installations. The certificate should be kept with the Church Log Book.

Heating Installation

A proper examination and test should be made of the heating system by a qualified engineer annually before the heating season begins, and the report kept with the Church Log Book.

Lightning Protection

Any lightning conductor should be tested at least every five years in accordance with the current British Standard by a competent engineer. See https://historicengland.org.uk/images-books/publications/lightning-protection/heag182-lightning-protection/. The record of the test results and conditions should be kept with the Church Log Book.

Asbestos

A suitable and sufficient assessment should be made as to whether asbestos is or is liable to be present in the premises. Further details on making an assessment are available on http://www.churchcare.co.uk/churches/guidance-advice/looking-after-your-church/health-safety-security/asbestos

The assessment has not been covered by this report and it is the duty of the PCC to ensure that this has been, or is carried out.

Equality Act

The PCC should ensure that they have understood their responsibilities under the Equality Act 2010. Further details and guidance are available at https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/accessibility

Health and Safety

Overall responsibility for the health and safety of the church and churchyard lies with the incumbent and PCC (they are the 'Duty Holder'). This report may identify areas of risk as part of the inspection, but this does not equate to a thorough and complete risk assessment by the PCC of the building and churchyard.

It is advised that the PCC carry out a thorough risk assessment to identify potential hazards/risks, and implement measures to eliminate or reduce risk (as per requirements for Duty Holders).

The PCC and incumbent must comply with relevant Health and Safety legislation. Churches who employ five or more people must also have a Health and Safety Policy.

See https://parishresources.org.uk/people/health-and-safety/ for more information.

Headstones

Should be checked by hand to ensure that they are secure. An advisory publication on managing the safety of burial grounds has been published by the Ministry of Justice. See http://www.justice.gov.uk/downloads/burials-and-coroners/safety-burial-grounds.pdf to download the document.

Bats and other protected species

The PCC should be aware of its responsibilities where protected species are present in a church. Guidance can be found at:

https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/biodiversity

The PCC are encouraged to record bat activity in their church. See https://batsinchurches.org.uk/wp-content/uploads/2023/02/BiC-Legacy-Monitoring-Your-Church-Web-FINAL.pdf for guidance on carrying out simple surveys.

Sustainability, net zero carbon and biodiversity

The Church of England's General Synod has set an ambitious target to achieve Net Zero Carbon by 2030. This means making churches more energy efficient, reducing heat loss and switching to low carbon energy sources where possible. Questions of sustainability should inform all building related decisions.

All PCCs are encouraged to measure their carbon footprint by completing the Energy Footprint Tool (part of the Online Parish Returns System) and use the Practical Path to Net Zero Carbon document, which contains recommendations to help churches reduce their energy use and associated carbon emissions.

No one church could, or should, do everything. Every church is unique and the right actions for your church will need careful consideration.

The Land and Nature Motion passed by the Church of England's General Synod in February 2024 should inform all churchyard related decisions.

All PCCs are encouraged to register for Eco Church, create a simple land management plan for their churchyard and take part in the annual Churches count on Nature event.

Further guidance is available from: https://www.churchofengland.org/resources/churchcare/net-zero-carbon-church and https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/biodiversity. Contact the Creation Care Team for advice on how to work towards net zero in your church and support available for working towards Eco Church awards (eco@exeter.anglican.org).

Bells and Bell Frames

The Trustees of The Devon Church Bell Restoration Fund are concerned that the bells of this Diocese should be maintained in good working order, in as far as this is possible. In pursuance of this aim, they have offered to arrange for free inspections of bell installations so that parishes may be made aware of any maintenance issues which face them, in order that they may be addressed before major work becomes necessary. Should it be found that major work is already necessary, advice may be given on the alternatives available to the parish, and help that may be made available. See https://devonringers.org.uk/guild/dcbrf

APPENDIX THREE

GLOSSARY OF ARCHITECTURAL AND TECHNICAL TERMS

Aisle: Part of a church alongside the nave or choir divided from it by an arcade.

Apse: A polygonal or semi-circular plan to the sanctuary.

Arcade: A series of arches and supporting columns.

Arris: Sharp edge produced from the meeting of two edges

Ashlar: Masonry of squared blocks with dressed faces and laid in horizontal courses

Aumbry: Wall cupboard for sacred vessels.

Barge board: Timber boarding on the gable end of the roof.

Barrel vault: Internal shape of a simple semicircular shaped roof

Batter: Deliberate inclination of a wall face.

Battlement: A parapet with alternating raised portions (merlons) and spaces (embrasures). Also called crenellation.

Belfry: The chamber, or stage of a tower in which the bells are hung.

Bellcote: Housing for bells on a roof or gable.

Bell fleche: Slender spire usually of wood containing bell(s)

Bell louvres: Horizontal slats in the window type openings within a bell chamber

Bench: Open seat, sometimes with a carved bench end.

Boss: An ornamental carving at the intersection of ribs in a ceiling or vault.

Brace: A subsidiary timber providing stiffness to a frame.

Broaches: Sloping half pyramids adapting an octagonal spire to a square tower

Buttress: Projecting masonry or brickwork built against a wall for additional strength.

Capital: The head of a column.

Cementitious: Made of or containing cement.

Chamfer: The surface made when a square edge is cut away at an angle.

Chancel: The part of the east end of the church containing the altar and reserved for the clergy and choir.

Choir: The part of the church, usually within the chancel, where divine service is sung.

Ciborium: 1. A receptacle used to hold the eucharist. 2. A canopy over the altar.

Cinquefoil: A leaf shaped curve of 5 parts within an arch, window head etc.

Clerestory: Windows located above the arcade.

Communion rail: Low rail around an altar.

Coping: A capping or covering, usually of masonry, to the top of a wall.

Corbel: A projecting block of stone or timber, usually supporting a beam.

Cornice: A projecting moulding along the top of a wall.

Credence: A shelf or table beside the piscina for the sacramental elements.

Crenellation: See battlement.

Crossing: Central space at the junction of nave, chancel and transepts.

Cruciform: In the form of a cross.

Cusps: Projecting points between foils in gothic tracery.

Dado: The lower part of an interior wall, sometimes panelled.

Dressings: Worked stones, with smooth or moulded finish, used round angles or openings in masonry.

Drip: A projecting stone etc from which water drips clear of the face of a building.

Dripstone: See hoodmould.

Easter sepulchre: A decorated recess in the north wall of a chancel used in celebration of the Easter liturgy.

Eaves: Overhanging edge of a roof.

Elevation: Face of a building.

Fascia: Horizontal section usually at the junction of a wall and the lower edge of the roof.

Ferramenta: Metal framing to which window glazing is fixed.

Finial: Ornament at the top of a gable, pinnacle etc.

Flashing: A strip of metal used to seal junctions of roofs with adjacent construction.

Flaunching: Mortar shaped to shed water.

Frontal: Covering for the front of an altar.

Gable: Upper, usually triangular, part of a wall at the end of a pitched roof.

Gargoyle: Projecting rainwater spout, sometimes decorated.

Haunching: A sloping fillet of mortar.

Hip: The external angle formed by the intersection of two roof slopes.

Hoodmould: Projecting moulding above a door or window opening.

Hopper: 1. A box collecting water at the top of a rainwater pipe. 2. An inward opening ventilator in a window.

Jamb: The side of a doorway, window or arch.

Joist: Horizontal timber supporting a floor, ceiling or flat roof.

Kneeler: Block of stone at the foot of a gable slope supporting the coping stones.

Lancet: A tall narrow single light window, usually with a pointed head.

Leading: Strips of lead between individual pieces of glass in a leaded window.

Ledger: Floor slab monument.

Light: A single window opening or compartment of a window between mullions.

Lintel: A beam over an opening.

Louvres: Angled boards or slates in a belfry opening.

Lychgate: Roofed gateway at a churchyard entrance, providing resting place for a

coffin.

Merlon: See battlement.

Moulding: The shaping of a continuous strip of wood or masonry.

Mullion: A vertical member, in wood or stone, dividing a window or other opening into individual lights.

Nave: The body of a church, west of the chancel or crossing.

Newel: Central post to a staircase.

Nosing: Projecting edge of the tread of a stair.

Obelisk: A free standing tapering stone pillar of square or rectangular cross section.

Ogee: A double curve with convex and concave section, occurring in arches, window and door heads and rainwater gutters.

Parapet: A low wall, usually concealing a roof or gutter.

Parclose: A screen enclosing a chapel.

Pew: Enclosed fixed wooden seat.

Pier: A solid masonry support, pillar of square section or masonry between doors and windows.

Pilaster: A shallow pier or square section column projecting from the face of a wall.

Pinnacle: A small pointed turret on a tower, buttress etc.

Piscina: A stone basin with a drain, in a niche near the altar for washing the sacred vessels.

Pointing: Exposed mortar in joints in masonry and brickwork.

Purlin: A horizontal roof timber, usually supporting rafters and spanning between walls and / or trusses.

Quarry: A small diamond shaped or rectangular piece of glass in a leaded window.

Quatrefoil: A leaf shaped curve of 4 parts within an arch, window head etc.

Quoins: Dressed stones at the corners of a building.

Rafter: Sloping roof timbers supporting laths or battens to the roof coverings.

Relieving arch: A rough arch positioned in a wall above a door or window opening to relieve it of structural loading.

Rendering: A coating of mortar on a wall face.

Reredos: A decorated wall or screen behind an altar.

Reveal: The side of a door or window opening or recess.

Rib: A curved member or projecting moulding on the underside of a vault or ceiling.

Ridge roll: Lead dressed capping to the top of a pitched roof

Ringing chamber: The chamber or stage of a tower where the bell ringers stand.

Rood: A crucifix over the entrance to the chancel, usually supported on a rood screen.

Rood stair: A staircase formerly providing access to the rood loft on top of the rood screen.

Rubble: Rough unsquared stones used for walling.

Saddle bar: Horizontal metal bar to which window glazing is attached.

Sanctuary: Area around the main altar.

Sarking: Boards or felt over which roof slating or tiling is laid.

Sedilia: Stone seats for clergy in south wall of chancel.

Shake: A natural cleft or fissure (in timber).

Soaker: A strip of metal interleaved with roofing slates or tiles at junctions with walls etc.

Soffit: Underside of a building element

Spandrel: Triangular area in an arch window or doorway

Squint: An oblique opening through a wall giving a view of the altar.

Stoup: Stone basin for holy water.

Swan neck: A curved section of rainwater pipe connecting to the gutter.

Tingle: A metal clip used to secure a roofing slate or tile.

Tomb chest: Stone monument in the form of a chest.

Tracery: Ornamental stonework in the upper part of a window, screen etc.

Transept: Arm of a cruciform church plan projecting at right angles to the nave.

Transom: Horizontal bar of wood or stone in a window, panel etc.

Tread: Horizontal surface of a step.

Trefoil: A leaf shaped curve of 3 parts within an arch, window head etc.

Truss: Timber framing, spanning between walls, usually part of a roof structure.

Turret: Small tower attached to a building.

Two-centred: A pointed arch shape formed from the intersection of two curves.

Valley: The internal angle formed by the intersection of two roof slopes.

Verge: Junction at the edge of a roof and the wall below

Vice: Small turning stair within the masonry of a wall or tower.

Voussoir: Wedge-shaped stone forming part of an arch.

Wagon roof: A roof structure of closely spaced rafters and arch braces with the internal appearance of the canvas cover to a wagon.

Wallplate: A horizontal timber on the top of a wall, to which a roof structure is fixed.