

## **SOUTHWELL MINSTER**

### **Stewards Brief Health Safety and Security**

Apart from your specific duties as steward, during your period of duty, we are asking for your co-operation to monitor the general safety and security of the Minster.

Our concern is the vandal and arsonist. DO NOT BECOME INVOLVED, but if you have observed someone behaving in a suspicious manner, IMMEDIATELY INFORM THE DUTY VERGER.

#### ***The Church is an ' Easy Target'.***

Potential arsonists and vandals are now seeing churches as ' Easy Targets'.

Drug related crimes - offertory boxes and unattended vestries holding large amounts of cash in cupboards or easily opened safes.

Churches are attractive to the arsonist and vandal because:

1. Isolated locations.
2. Unoccupied for long periods.
3. Easy access for members of the public.
4. Considerable amounts of combustible materials.
5. Funds in short supply - Fire protection receives low priority.
6. ' Open Building ' policy open invitation to would-be arsonists.

FOLLOWING A RISK ASSESSMENT, ACCESS INTO THE MINSTER IS NOW CONTROLLED. IN AN EMERGENCY THE DUTY VERGER WILL ENSURE THAT EGRESS IS READILY AVAILABLE.

#### **MAIN CAUSES OF FIRE IN CHURCHES.**

- 1.10% caused by contractors.
- 2.20% caused by electrical faults.
- 3.70% Arson / fire rising.

Fire started to hide a crime.

Child playing with matches / candles found inside church.

Accidental moving of heater or moving item too close to heater / candle etc.

Lighting fire inside church for warmth by child / vagrant.

Lighting fire against or near wall of building, allowing fire to enter window or reach eaves.

## FIRE LOSSES.

### Anglican Churches:

1. 20 fires per day - small to large.
2. Vandalism - 20,000 claims per year on average.
3. In last ten years fire losses averaged £30 million. Arson losses averaged £15 million.

## ACCIDENTS and INCIDENTS

1. Report all accidents and incidents to duty vergger. Verggers are trained first aiders.
2. If you see anything, which may cause an accident, report it. TO IGNORE IT IS TO CONDONE AN ACCIDENT.

## CONCERTS.

When acting as a concert steward ensure that:

- a) You have been fully briefed by the Duty Vergger.
- b) Always have your torch with you. Does it work?
- c) If you are issued with a radio, can you use it?
- d) Know how to open the doors fully.
- e) Keep the gangways clear.
- f) No loose chairs allowed.
- g) All chairs must be fastened.
- h) Designated area for wheelchairs.

IF YOU HAVE A PROBLEM CALL THE DUTY VERGER.

## TOWER VISITS.

Tower visits are subjected to the following conditions:

1. Maximum parties of 15 persons.
2. Persons under 16 years must be accompanied.
3. No child under 7 years allowed to go up the tower.

## MISCELLANEOUS.

All stewards should have a copy of the SOUTHWELL MINSTER SAFETY POLICY.

AP / PM. March 2003.