

FIRE SAFETY AND SECURITY IN PLACES OF WORSHIP



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FOREWORD

This publication will be invaluable to all those who have responsibility for the care, not just of the fabric of places of worship, but also for the safety of those who worship in them, visit them, and work in them as employees or volunteers. In a time of ever increasing legislation, litigation and more vigorous enforcement of health and safety legislation, not to mention the problems of theft and vandalism, the duties placed on those with responsibility for premises are becoming more and more onerous. The responsibilities can seem so great that not knowing quite where to start means that nothing actually gets done. Unfortunately, doing nothing is no longer an option.

Starting with a background to the relevant legislation, this guide covers the basic principles of fire safety, how to carry out a fire risk assessment and the preparation of a fire emergency plan. Fire, however, is not the only threat to premises and people. Theft, terrorism and assault are also potential hazards which need to be addressed. A basic understanding of crime and how to prevent it are clearly explained.

As the leading faith insurer in the UK, Ecclesiastical strongly recommends that all those with responsibility for places of worship follow this guidance.



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ABOUT BRE GLOBAL

The BRE Group is a world-leading research, consultancy, training, testing and certification organisation, raising sustainability and delivering innovation across the built environment and beyond. Its mission is to 'build a better world'.

BRE Ltd, a major part of the group, provides a complete range of consultancy, testing and commissioned research services, covering all aspects of the built environment and associated industries. It also makes significant contributions to the development of national and international standards for construction and fire safety. Additionally, it provides a complete events management service for BRE and other organisations, with onsite facilities suitable for a range of events, from small meetings through to a fully serviced 190-seat lecture theatre.

BRE Global is another major part of BRE Group. It incorporates LPCB (the Loss Prevention Certification Board) and BREEAM (BRE Environmental Assessment Method). LPCB is an independent third party approvals body, offering certification of fire and security products and

services. It also produces the Red Book, which lists approved services and products, and which is used as a resource by specifiers. Similarly, Green Book Live (see www.greenbooklive.com) brings together listings from BRE Group and a number of other organisations, including the Energy Savings Trust (for energy saving products) and One Planet Products (for products with green credentials). BREEAM provides a family of assessment methods and tools that are designed to help construction professionals understand and mitigate the environmental impacts of the developments they design and build. BRE Global organises training courses and events within the areas of fire, security and sustainability, and their world renowned team of experts and scientists are also involved in providing research and advisory services within their field of knowledge.

BRE Group is a wholly owned subsidiary company of the BRE Trust, which is a registered research and education charity.

BRE: www.bre.co.uk
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- Hare Krishna Temple, Aldenham
- Corus Hotels plc

Disclaimer

Any bad practice illustrated in this guide was deliberately set up for this purpose and is in no way indicative of any of the organisations or places included in this guide.



1 INTRODUCTION

There are approximately 70 000 places of worship in the UK, with millions of people attending every week. Every year there are over 100 major arson attacks on places of worship in the UK, and there are many thousands of incidents of theft and criminal damage. Violent attacks are also an everyday occurrence.

Day-to-day, your place of worship is likely to be a place of safety, contemplation and sanctuary, and every worshipper will have certain expectations when he or she decides to participate in its activities. Implicitly, each one has placed their trust in you. In addition to the risk to life, a fire or breach of security could seriously damage or even destroy your team and its work.

1.1 AIMS OF THIS GUIDE

Throughout this guide, the phrase ‘place of worship’ includes all of the areas and buildings you are responsible for – not just the worship area. For example, you may be responsible for community halls, catering areas and other buildings not used specifically for worship-related activities. The information in this guide applies equally to these non-worship areas.

This guide is intended to provide practical information that will help you to generate a natural culture of fire safety and security awareness within the team responsible for managing your place of worship, and to protect your visitors and worshippers – as well as their property and your assets. It seeks to identify the important issues, and to enable you to foster a culture in which good fire safety and security practice become as familiar and normal to you and your team as your everyday efforts to prepare and care for your place of worship.

The key message in this guide is that excellence in these aspects of the running of your place of worship is achievable, and that you can naturally and easily maximise fire safety and security.

Fires and breaches of security occur and may kill or injure people and damage property for many different reasons. This guide does not aim to tell you everything there is to know about fire safety and security, but it will help you to protect the people and property you are responsible for. If in doubt, you should seek specialist help from an organisation that has the necessary experience and knowledge. One such organisation is the BRE Group, which is owned by the BRE



Trust. Contact details are given at the beginning of this guide.

This guide has been developed for use with existing places of worship. If you are considering building a new place of worship or carrying out extensive internal redesign, you should seek advice from BRE Group (www.bre.co.uk) or your local police architectural liaison officer at www.securedbydesign.com.

1.2 PLACES OF WORSHIP AND THE LAW

The law expects certain things of those who run places of worship. Since the introduction of the Regulatory Reform (Fire Safety) Order 2005 in October 2006, fire certificates are no longer issued. Instead, the onus falls on those termed 'responsible persons' to take appropriate action to prevent fire and protect visitors and staff in the event of a fire. Furthermore, in the event of a fire, responsible persons can be held personally liable for injuries to those using their premises. In this respect the importance of a fire safety management culture, within which sits the fire risk assessment currently required under The Management of Health and Safety at Work and Fire Precautions (Workplace) (Amendment) Regulations 2003, has become paramount.



1.2.1 Fire safety regulations

Until 2006, most buildings belonging to the business and voluntary sector were assessed for fire safety by the fire and rescue service(s) (FRS) which issued fire certificates once the legal requirements had been met. Places of worship were exempt unless they had several employees or they required a public entertainment licence.

The various laws regarding fire safety covering the vast majority of non-domestic buildings in England and Wales have been updated and combined into a single piece of legislation, the Regulatory Reform (Fire Safety) Order 2005, which is commonly referred to as the fire safety order (FSO). The FSO became law in October 2006. As well as bringing the legislation together, it made some fundamental changes to what was previously required.

- The order applies to virtually all premises and covers nearly every type of building, structure and even open spaces, meaning that all places of worship are now included. As a consequence, those responsible for fire safety in places of worship could be held personally liable in law.
- It has more emphasis on prevention.
- Your building(s) no longer needs a fire certificate, something previously issued by the local FRS, but a fire risk assessment must be carried out and kept up-to-date as part of the management of fire safety.
- There will no longer be routine inspections by the FRS, but the FSO does allow them to enter premises (without force) and look for evidence of a fire risk assessment and action on its significant findings, and also for evidence of procedures as well as equipment and systems maintenance. Precautions are to be put in place where necessary, so far as they are reasonable and practicable.

The Communities and Local Government guidance to the FSO treats places of worship in the same way as places of assembly, along with public houses, clubs, dance halls, village halls, community centres, temporary structures, and marquees and tents. Outside gatherings count as public assemblies, and appropriate fire safety measures should be taken. It may be helpful for you to know that separate manses, rectories, vicarages, etc are treated as single family dwellings, to which the FSO does not apply. However, any that are physically attached to a place of worship should be assessed as part of it. Lastly, your place of worship may be involved with running hostels: these are covered by the FSO, and are treated as sleeping accommodation.

A duty of care is also important in law. It is a person's legal obligation to act in a reasonable and considerate way to avoid harm to others. This means that even if a precaution is not explicitly required, if it is common sense to have it – not having it could lead to prosecution.

The government's own detailed guidance is available at:
www.communities.gov.uk/fire/firesafety/firesafetylaw.



The responsible person and the competent person

Under the FSO, premises must have an identified responsible person responsible for fire safety. This person's responsibilities include ensuring that a fire risk assessment is carried out and, if necessary, appointing one or more competent persons to carry out specialised tasks. The FSO states that the responsible person might be the employer with control of the workplace, the person with overall control of a building, the occupier of the premises, the owner of unoccupied premises or the landlord of a multiple occupancy building. In a place of worship, this role is likely to be shared with others within your team; however, it would be prudent to document all responsibilities and to whom they are assigned, as well as confirmation that checks are in place to ensure everything is carried out.

You should understand that even if responsibility is to be shared within a group rather than assigned to an individual, the law may decide that in practice liability should rest with one or more of the members of that group. You should also bear in mind that in shared premises there can be more than one responsible person. If you do have such an arrangement, then it and its terms should be formally agreed and recorded. For the sake of simplicity, from here on in this guide the responsible person will be referred to in the second person, as 'you'.

Should a fire occur anywhere within your place of worship and a subsequent investigation determined that there were failings which should have been addressed under the FSO, then you could be held personally liable.

To help you, you should choose a deputy or deputies who can also deal with fire safety. Somewhat reassuringly, you are not expected to be an expert in anything related to fire safety, although much of what is expected of you is common sense. As mentioned earlier, you may call upon the assistance of a competent person. Such persons, or people, should have sufficient training, experience, knowledge and/or other qualities to be able to fulfil the role for which they are appointed. Their advice or work is likely to affect important decisions and installations. As a consequence, they should count themselves as being legally liable for the work that they do, even if they are undertaking the role on a voluntary basis.

Hire of premises

If some or all of your premises are hired out, then under the FSO the hirer should have their own responsible person. This person should make sure that he or she is familiar with the premises, its fire safety precautions and the duties of any other responsible persons with responsibility for the premises. The fire safety responsibilities of the hirer should be set out in the hire contract. External groups using the premises, eg in hiring a hall the person should be given some of the checking responsibilities under the contract, but you will retain overall responsibility. The same principle applies if your group itself hires premises; it is responsible for conducting its activities in a fire safe manner, and for informing everyone present about what is expected of them.

The main duties of the responsible person

Under the FSO, the main duties of the responsible person – and, indeed, of the competent person – are that he or she must:

- perform a fire risk assessment of your place of worship, including all its associated buildings, in order to identify hazards and risks
- consider who is most at risk from fire
- evaluate any fire hazards and the risks that they present
- remove or reduce the overall fire risk as far as is reasonable, and provide general fire precautions to deal with any remaining risk
- record the findings of the assessment and the measures used if five people or more are employed



- equip the premises with appropriate fire safety equipment, detectors and alarms, where necessary
- if necessary appoint sufficient competent persons to implement the findings of the fire risk assessment
- create an emergency plan – including emergency procedures and drills, and emergency service contacts – and keep a record of it
- inform employees, visiting workers and the employers of visiting workers of the risks and precautions
- ensure that adequate fire safety training for employees is provided
- ensure escape routes are suitable for their purpose and are kept clear
- maintain the premises and fire safety features, including those for the protection or use of firefighters
- where responsibility is shared, work with the other responsible persons to achieve compliance
- review the fire risk assessment regularly and, when the risks change, update the assessment and address the findings
- before employing a child, provide a parent of the child with comprehensible and relevant information on the risks to that child as identified in the fire risk assessment and the preventative and protective measures taken.

Enforcement

The FSO does have ‘teeth’. It is enforced by the fire service, which can enter premises at any reasonable time, without force, to look for evidence of a fire risk assessment and action on its significant findings and procedures, as well as equipment and systems maintenance. If necessary, they can issue improvement and/or prohibition notices. Advice on how to perform a fire risk assessment is given in section 2.3.

1.2.2 Security regulations

This guide is also intended to help you to make sure that your place of worship meets the law’s expectations in respect to the following legislation.

The Health and Safety at Work etc. Act 1974

This act requires employers to provide a secure environment for staff, visitors and contractors.

The Data Protection Act 1998

The Data Protection Act 1998 gives individuals the right to know what information is being held about them, and provides a basis for ensuring that this information is handled properly. The act applies to certain uses of closed circuit television (CCTV), although not all. How the information gained is used is the deciding factor. If your use of CCTV is covered by the Data Protection Act, then you must comply with the obligatory Information Commissioner’s Office code of practice. It has been introduced for ‘areas to which the public have free and unrestricted access’, which could include the space

outside your place of worship. The Information Commissioner's Office website contains a page about the act and its relevance to the use of CCTV: www.ico.gov.uk/Home/for_organisations/topic_specific_guides/cctv.aspx.

The 1998 Crime and Disorder Act

This act established crime and disorder reduction partnerships (community safety partnerships) in every local government area. These partnerships provide extensive resources in order to help you to understand crime patterns in your area and opportunities to engage with wider crime reduction initiatives.



2 FIRE SAFETY

Good fire safety management is at the core of this section of the guide. The records for fires in places of worship from 1996 to 2005, supplied by Communities and Local Government, show an overall decrease in the total number of fires, from 273 to 181, with one associated fatality (in 2004) and 73 casualties – 40 of these were attributable to arson and 10 to fires started by candles.

Deliberate fires make up almost two thirds of recorded fires in places of worship, and they follow the trend described above, decreasing from 175 to 103. Of the other causes, the most common from 1996 to 2005 was electrical distribution and electrical appliances (10 and 17 causes of fire in 2005, respectively), cooking appliances (9) and candles (16). Candles had a relatively large contribution in 2005; from 1996 to 2005 they averaged 7.5 fires per year. Other causes, in decreasing order of occurrence, were central and water heating appliances, blowlamps, welding and cutting apparatus, space heating equipment, smokers' materials and matches.

These statistics show an encouragingly decreasing trend in the number of fires recorded. It is not possible to identify the reason for this from the figures, but one factor may be improved fire safety standards. What the figures certainly reveal is that there is still work to be done. Although candles are far from the greatest cause of non-deliberate fire, they are the greatest cause of injury from it. This means that the fire safety of candles should be treated with great seriousness.

You have the job of ensuring that the normal working of your place of worship is not threatened by fire by putting in place appropriate fire safety measures and making sure that they are being observed. A large part of this involves you coordinating a number of fire safety tasks that you and your team can carry out regularly. While a complex operation as a whole, the individual tasks can quickly become familiar to the individuals undertaking them. Fire safety can and should become routine.



2.1 HOW FIRES START AND SPREAD

Fire does not discriminate. You have to take responsibility for preventing and containing it.

There are many causes of fire. It might appear obvious to you how fires start, but it is unlikely that you will appreciate how frighteningly quickly fires can grow and spread to affect all parts of a building, putting at risk the lives of everyone and the building itself.

Advice from the Arson Prevention Bureau indicates that in places of worship, side rooms are frequently the starting point for arson fires. Consequently, these are areas to which you should pay close attention – without, of course, neglecting others.

2.1.1 Common causes of fire

It is important that you and your team can recognise and act to avoid circumstances that could lead to a fire, but to do so you must have an appreciation of the common causes of fire. A fire needs three things in order to start – heat, fuel and oxygen – and it can break out anywhere that all three are present.

Fires can start anywhere, and may be due to:

- arson
- candles, or other items or equipment that have naked flames
- focused sunlight on combustible materials, eg paper
- children playing with matches and cigarette lighters
- smoking and smokers' materials, eg matches and lighters
- flammable solvents
- accumulation of paper and plastic waste, and other flammable materials, stored outside but too close to a door or window, eg in large plastic roller bins
- seasonal decorations or displays for events etc, which might introduce temporary fire hazards
- personal belongings brought in by members of the team, worshippers or visitors
- drying of clothing or materials that will smoulder and burn if placed over or near heaters
- curtains or other materials in contact with lighting (particularly high temperature halogen lighting) or other sources of heat
- placing portable heaters too close to furniture and curtains
- misuse of heaters, desk lamps, laminators or other electrical equipment, eg audiovisual apparatus



- electrical equipment unnecessarily left switched on
- liquid spills onto electrical equipment, eg water, soft drinks, alcohol, tea, coffee
- faulty electrical or gas-fired equipment, electrical sockets or wiring
- faulty electrical switchgear
- overloading of electrical sockets
- cooking materials (including oil and fat) and associated equipment in kitchens
- obstructed heat ventilators
- contractors having no safe system of working, permit to work or supervision – particularly for ‘hot work’ involving naked flames, welding, etc – during building maintenance
- poor detailing of hot flues, particularly when adjacent to flammable material
- sparks from log or coal fires
- lightning strikes.

2.1.2 Materials that fuel fire

In addition to becoming familiar with the factors that can lead to a fire, it is also important to recognise materials that can contribute to fire spread. These include:

- flammable gases, eg liquefied petroleum gas, propane
- aerosols, eg polish, air freshener
- flammable liquids, eg alcohol, cooking oils, white spirit, paint, adhesives
- flammable solids, eg cooking fats, plastic, rubber, polystyrene, polyurethane (often used in upholstered furniture)
- video tapes, CDs, DVDs
- furniture, furnishings, floor coverings, curtains
- cloth, eg linen, ceremonial clothes
- wood (particularly wood wool or shavings), cane and straw; however, structural timbers, being substantial pieces of wood, will generally resist fire for long enough to allow evacuation since charred wood on the surface often protects the timber underneath
- paper, card, packaging material.

In addition, fires can be fuelled by materials brought into the building for only a short time, for example during festivities. You should assess



what controls are needed in this respect; for example, you may wish to consider excluding certain hazardous materials and equipment from your place of worship.

Your fittings and furnishings should meet the fire safety requirements of the relevant British Standards, eg BS 5867-2: 1980: *Specification for fabrics for curtains and drapes. Flammability requirements.*

2.1.3 How fires spread and what kills

Once a fire has started, it will keep going as long as it has sufficient heat, fuel and oxygen.

A fire in a building is very different from a fire in the open. You may have fond memories of an enormous bonfire, which you and others enjoyed. You may also have experienced the warmth of a real coal or log fire in your home or those of your friends.

A bonfire is often large, but in the open – and people can enjoy the fire from a distance at which they feel comfortable; nevertheless the heat radiation from the fire is often evident in the red cheeks of those that are closest, and smoke is usually taken away by hot gases into the sky.

A log fire in a building is usually contained in a hearth and radiated heat warms the room and those present, while much of the smoke escapes up the chimney. A fire that could occur in your place of worship would be a different and very dangerous proposition. A fire starting in a side room, for example from a lighted candle falling into a waste bin or because of an electrical fault, can quickly involve other materials such as paper, curtains and furnishings. Unlike the bonfire, the heat and smoke cannot easily escape – flames will rise



and begin to spread along the ceiling. Downward heat radiation from these flames and the associated hot gases will cause other materials to catch fire spontaneously, and very quickly – maybe in less than five minutes – the room will become totally engulfed in fire.

If nothing is done and the room is not fully sealed, then flames, heat, smoke and toxic gases will spread into the rest of the building, putting the occupants at risk. No matter where a fire starts, whether it is in the worship area, kitchen, store cupboards or corridors, the effect on the building will be much the same, but the consequences for spread around the building will be dependent upon the effectiveness of that building's fire compartmentation.

Fire compartmentation can be likened to a barrier which prevents the fire spreading to other parts of your place of worship. It relies upon the integrity of the walls, floors, ceilings and closed doors that are included in your buildings. For these to remain effective throughout the life of those buildings, it is essential that you implement a robust fire safety management, operational and maintenance regime (see section 2.2 *Fire safety management*).

Some fires start off as smouldering 'hot spots', eg a burning ember, which falls into contact with a flammable material. These fires do not necessarily grow very quickly nor produce much heat, but they can produce very toxic smoke. However, smouldering fires may suddenly turn into flaming fires and grow very rapidly. They are particularly dangerous in situations where people are asleep.

In fact, the most serious threat to life and/or safety from building fires is not normally the flames and heat but the smoke and toxic gases that are driven ahead of the flames. Smoke and toxic gases are the main cause of death in fires (44% in 2005 in the UK, with a further 19% attributed to a combination of smoke or gas and burns). They can quickly confuse and disable people before, potentially, killing them. It is therefore important that people are able to evacuate the building quickly, and that the spread of fire, smoke and toxic gases is contained or slowed down.

You should now have a better appreciation of the circumstances that can lead to a fire, the materials that are likely to be involved and the consequences should a fire occur.

An appreciation of these simple facts provides the basis upon which a fire safety management strategy can be developed. A properly developed approach to fire safety will encourage a safety culture among your team, worshippers and visitors, which should ensure that the risks of a fire are minimised. It should also ensure that if a fire does occur, a well-understood and rehearsed plan is in place for the safety of all.

In taking this forward, you and your staff should work as a team in the same way as you do in preparing for and delivering the activities of your place of worship.

The most serious threat to life and/or safety from building fires is not normally the flames and heat but the smoke and toxic gases that are driven ahead of the flames

2.2 FIRE SAFETY MANAGEMENT

Successful fire safety management need not be complicated, and you do not need to be a fire expert – it has a lot to do with common sense. Your aim should be ‘fire awareness’ and making fire safety management a part of your team’s normal duties so that it becomes familiar and routine.

It does, however, have to be led and monitored by you, as the responsible person. It would be good practice to have a deputy or deputies to assume this role in your absence, and to record your actions.

Under the Disability Discrimination Act 1995, it is illegal to discriminate against disabled persons in the provision of services. You should, for instance, not deny a service to a disabled person by providing it in a place that he or she cannot access, or should not access because of the difficulty of evacuation in the event of a fire. Thus, you should ensure that the requirements of the disabled – and others, such as the very young and elderly – are taken into account in your fire safety measures and procedures.

You can obtain specific advice on fire safety management from the fire prevention officer at your local FRS, or from BRE Global.

2.2.1 Fire safety tasks

You are expected to make sure that fire safety tasks are carried out either by yourself or by a competent, knowledgeable member of your team. Many of these tasks can be included in the everyday routine of running your place of worship. You should establish a fire safety log book in order to record details of the fire safety tasks you complete.

A checklist would be a good way of recording that these tasks have been carried out as and when required.

These lists of tasks will help you to assess and manage the range of fire risks that are likely to be present in your place of worship.

Immediate tasks

The tasks that should be carried out as soon as they are identified are:

- Move combustible objects away from possible sources of ignition.
 - Keep escape routes clear and usable at all times (no combustible materials or obstructions should be present); this includes having exit doors unlocked while the building is in use.
 - Ensure fire safety signs and instructions are present and clear, especially those that designate fire escape routes.
 - Deal with any tampering to fire safety equipment.
 - Ensure that fire doors are closed or will close automatically in the event of a fire.
 - Keep accessible and clear any designated refuge areas, eg protected rooms or lobbies, which are available to disabled people in the event of a fire.
 - Ensure electrical sockets are not overloaded.
 - Redirect electrical cables that run underneath carpets.
 - Replace damaged electrical cables.
-

- Deal with those who ignore the smoking ban or fire safety measures.
- Know your team and worshippers. In particular, be aware of those with special needs, for example the less able or those with children.
- Record any incidents, including 'near misses'.

Everyday tasks

Everyday tasks and checks are listed below.

Confirmation that these tasks have been performed, any other actions taken and by whom should be recorded in the fire safety log book.

- Check that flammable materials, eg matches and candles, are correctly stored when not in use.
- Ensure that there is no hazardous accumulation of waste paper or other flammable materials either inside or outside any of your buildings.
- Ensure suitable means of fighting fire are provided eg fire extinguishers and fire hose reels, that they are kept in working order to aid safe escape and training is provided in their use. Ask yourself – are they where they should be?
- Follow up evidence of arson attempts.
- Check that fire detectors and alarms are switched on and correctly set.
- Check the function (and charge) of emergency escape lighting as frequently as the manufacturer recommends, or weekly if this is not known.
- Make regular inspections of escape routes, recording and acting on any deficiencies.
- Inspect your fire detection control and indicating panel to check it is working properly – look particularly for fault conditions.
- Ensure routine cleaning, maintenance and testing of fire fighting equipment, fire safety measures and emergency lighting.
- Ensure that electrical equipment is tested for safety by a qualified and competent person.
- Inspect particular fire risks regularly, eg fat build-up in kitchen extraction systems.
- Be aware of your team and worshippers and where on the premises they are likely to be, particularly those with special needs.
- Ensure your team is aware of the disabled people in the building and the nature of their disabilities.
- Ensure that everyone knows what to do in the event of a fire.





Special tasks

There are other tasks that should be undertaken as and when the situation changes, rather than repeated frequently. You should record their completion in the fire safety log book. They are:

- carry out a fire risk assessment
 - train team members on fire safety matters, including all fire safety features and equipment (as to their purpose and use)
 - produce a fire emergency plan, including a contingency plan for the immediate aftermath
 - ensure that everyone knows what the plan is and what it covers
 - ensure that an effective system is in place to warn of a fire and enable escape to a place of safety
- appoint team members to assist disabled people in the event of a fire
 - set up an external fire emergency assembly area for those people evacuated from your place of worship in the event of a fire, and indicate this by signage
 - develop a contingency plan to be implemented in the immediate aftermath of a fire – for the comfort of your worshippers and visitors and to provide continuity of operation of your place of worship
 - ensure that you and your team understand all of the fire safety measures and their purposes
 - if you have not already done so, you should establish a fire safety log book to record details of training, fire drills and the testing and maintenance of fire fighting equipment, fire safety measures and emergency lighting
 - carry out regular fire drills and record them in the fire safety log book
 - regularly test any fire detection and alarm system, if there is one, including the indicating panel, as required by the relevant British Standard (many such tests are done weekly), and record it in the fire safety log book
 - ensure that the relevant authorities are informed of any changes that might affect the fire precautions
 - ensure that fire alarms can be heard everywhere in your building(s)
 - provide simple, clear and correct information about escape routes in all areas of your place of worship
 - maintain the premises, including the exterior and perimeter, to discourage arsonists.

Ceremonies and festivals

Each faith celebrates its own festivals. Many of these include the use of flames, flammable materials or fireworks, and each of these will have its own, albeit temporary, fire safety issues. Because these fire safety issues are not present all year round, it is possible that the specific risks involved may not be included in your fire risk assessment. Hence, it would be good practice to develop a list of your faith's ceremonies and festivals, assess any risks and provide specific guidance and safety awareness for each one.

By way of example the guidance that might be given for the Hindu Havan ceremony could be:

- When conducting the Havan ceremony, it is imperative that an appropriate sized Havan vessel ('kund') is used and just enough firewood and ghee is used for the ceremony.
- It is important to keep the room well ventilated by opening external windows and doors
- Remember to keep all clothing and furnishings well clear of flames during the ceremony itself, especially when ghee and other puja items are added to the fire ('ahuti'). Be particularly aware of the effect of draughts on the fire.
- After the ceremony, the Havan vessel should be removed with extreme care, placed in a safe place outdoors and allowed to extinguish.



Arson

Arson is currently the largest single cause of fire in the UK. Arson is a serious crime, carrying a maximum punishment of a life sentence. It is responsible for approximately 30% of fires in occupied buildings, and is one of the main fire risks for places of worship. Arson is committed for a number of different reasons, including revenge, the covering up of criminal activities and mental illness.

You and your team should be constantly on your guard against arson by taking practical measures to reduce the risk to your place of worship. You should be vigilant of suspicious or unusual behaviour from anyone in the building and its immediate surroundings, and have a method of recording concerns and responding to them. You should take practical measures that would allow you and your team to reduce the risk to your building(s). In this respect, the Arson



Prevention Bureau has identified the five best ways to reduce the risk of arson in places of worship:

- Consider the risks; if you are unsure of how to combat them, ask your local police crime prevention officer to carry out a crime prevention survey of your building.
- Restrict entry to a single prominent door; this will help you to monitor access.
- Do not open suspect packages.
- Report suspicious vehicles to the police.
- Encourage your team to take security seriously and establish regular training for the members. Make them aware of contingency plans and procedures. Make guidelines readily available to all of your team.

The Arson Prevention Bureau has useful guidance for places of worship available on its website:

www.arsonpreventionbureau.org.uk.

Additional precautions include the following measures:

- Alert all of the team to the threat from arson.
- Identify where an arsonist could strike easily or work unseen, eg recesses or the organ loft, and show everybody how they can reduce the risk, eg protect or lock these spaces.
- Give the team members clear guidelines on what to do if they see suspicious behaviour, whether or not to challenge and who to alert, eg the police or yourself.
- Monitor the actions and behaviour of outside contractors.
- Be wary of sabotage, and regularly check that the fire safety equipment – particularly the fire detectors and the fire alarm system – is in good working order.
- Check arson risks daily, along with other fire risks.
- Ask your neighbours to inform the police and you if they see suspicious behaviour.
- Consider fitting CCTV (but not dummy CCTV, which may create a false sense of security).

Many of the checks described earlier for maintaining general fire safety can also help to prevent arson attacks.

Internal checks should include ensuring that:

- no combustible materials are left around

- no unauthorised persons are in your place of worship
- any intruder/automatic fire alarm is switched on
- any flammable liquids are locked away.

External checks should ensure that:

- the perimeter of your building(s) is well maintained and secure
- anyone approaching your place of worship can be seen from the building
- the exterior of your building(s), particularly doors and windows, is well maintained and secured
- where appropriate, entrances are controlled to prevent intruders
- external lighting is switched on and working
- combustible materials, including waste, is not stored near to your building(s)
- wheelie bins are secured and preferably not next to any buildings
- it is not possible for an arsonist to move large amounts of flammable waste in order to create a fire alongside your building(s)
- you look for evidence of arson attempts
- you check that the exterior is secure, eg that doors and windows are locked
- you check that any perimeter wall, fencing and gates are intact and secure.

Relevant tasks that would take longer to carry out are:

- maintaining the premises, including the exterior and perimeter, to discourage arsonists
- considering the control or monitoring of entrances.

Your aim should be to discourage arsonists, to make it difficult for them to collect flammable materials and impossible for them not to be seen, whether inside or outside the building.

If you see the warning signs of arson, such as small fires in and around the building or neighbouring premises, you should tell the police and the fire service immediately. A small, failed fire may only have been the first attempt. See also section 3.4.3 *Security: The exterior – deterring criminals*.

2.3 FIRE RISK ASSESSMENT

A fire risk assessment is an evaluation of the current level of fire safety in your place of worship.

In carrying it out, you should:

- look for and identify potential fire hazards
 - identify the people at risk
 - take action to remove or reduce risks
 - take precautions to protect people in the event of fire
 - make sure everyone knows what to do to prevent fire, and what action to take in the event of fire
-

- keep your risk assessment up-to-date
- record your findings.

This need not be complicated. Your assessment should be documented and stored somewhere away from the buildings to which they relate if there are five or more employees, your premises are licensed or an alterations notice is in force. Even if it is not required, it is good practice to document the assessment. You should bear in mind that your place of worship could regularly hold many more people than this, and that the documents could be your defence should the adequacy of your provision ever be challenged in court.

Before proceeding further, hazard and risk should be explained. A hazard is something that could cause harm, while the risk is a measure of how likely that is to occur. For example, lightning is a hazard, but the risk posed by lightning to a single storey suburban place of worship is relatively low. It is often not possible to remove risk completely, but it should be reduced as far as is reasonably practicable.

If you are reasonably well acquainted with fire safety, you may be capable of completing your own fire risk assessment – particularly if you are responsible for a very small place of worship.

In larger premises, however, the fire hazards are likely to be more varied and complicated, requiring specialist knowledge to produce a risk assessment in the overall context of your building(s). To prepare a risk assessment, you should consider seeking specialist assistance from a competent person. Further advice can be sought from your local FRS.

Alternatively, you can contact an independent reputable organisation such as BRE Global, whose experts on fire safety matters can be consulted on fire risk assessments and fire safety audits (see section 4 *Sources of specialist help, advice and training*). Do remember, however, that you are still responsible for ensuring that an appropriate fire risk assessment is undertaken, continuously reviewed and updated if necessary.

If your place of worship was issued a fire certificate under the previous legislation, then you are likely to have been through a process that examines fire risks. This may be a useful starting point on which to build but you are still required to carry out a fire risk assessment.

How to carry out a walk through is described in section 3 *Security*, but the same principles apply for fire safety. The aim is to look for potential hazards, and, having found them, evaluate the risk to people, remove or reduce those risks, eg by removing flammable waste, and protect from remaining risks, eg stored flammable materials.

Remember that it is good practice to involve your team members. Walk around the premises, involving them in individual or group discussions in order to understand their concerns about fire safety

and any hazards that they may have noticed. Many people will have a very clear understanding of fire risks and may have seen at first hand near misses and poor practices from which lessons can be learned. The fire risk assessment places particular importance on identifying any people at risk from a fire, so any changes to your place of worship in terms of layout, equipment, events and the presence of people with disabilities will require that the fire risk assessment be updated.

Your assessment must account for every person who might be present – including contractors, some of whom might be temporarily working in a remote location such as a tower or basement. Would that person hear a fire alarm, and, if so, would he or she know that it is an emergency and what to do?

The main findings should be recorded, an emergency plan should be written and your team should be informed. The team should also be trained where appropriate. The assessment should be checked when circumstances change, and revised when necessary.

Ways of reducing the risks and protecting from the remaining risks include: informing worshippers of the fire safety measures and plan, maintenance of the fire precautions, installation of fire detection and warning systems, provision of means of fighting fire (for those trained to do so).

As you carry out the assessment, remember that fire extinguishers should be placed so that they can be found and used quickly by those trained to do so, any fire alarm buttons should be prominently placed and the alarm signals should be clearly audible (and perhaps also visible) in all parts of the building. The fire doors should neither be held open (unless by automatic release mechanisms) nor should they be blocked. The instructions for evacuation should be clearly visible and simple.

There are essentially five steps needed to produce a fire risk assessment for your place of worship:

1. **Identify potential fire hazards**

Look for potential causes of a fire (see section 2.1 *How fires start and spread*).

2. **Identify the people at risk, and be aware of their location within your building**

Although everyone in your place of worship would potentially be at risk if a fire broke out, some may be more vulnerable than others: for instance, those who are unfamiliar with the building, the elderly, those with disabilities and children. Decide how they will be warned and how they will escape.



3. Evaluate the risks arising from the hazards in the context of existing fire precautions

Are your existing fire safety measures adequate? Have you minimised and controlled the number of ignition sources/sources of fuel? Are any fire detection and alarm systems adequate to warn all those present?

Are there adequate means of escape and means of fighting a fire? Do you know what to do to ensure everyone is safe if there is a fire?

4. Keep a record of the hazards identified and the actions taken to remove or reduce them

Prepare a fire emergency plan (see section 2.5 *The fire emergency plan*) to be implemented in the event of a fire, and prepare your team

through instruction and training. Make sure everyone knows how to respond and what to do.

5. Keep the fire risk assessment up-to-date

This is a live document that will need reviewing on a regular basis, and updating if there are any changes made to your building(s) or if you experience a 'near miss'. A near miss is evidence of a potential future accident and should be treated seriously.

Although important, the fire risk assessment is only one element of a fire safety management plan. For fire safety management to be successful, it needs to be implemented on a daily basis and requires that you have a basic understanding of fire and of the features in your place of worship that will prevent fire spread. In addition, you must be aware of what fire protection equipment has been installed, how this functions, how it should be maintained and – in the case of automatic fire detection – how this can alert you, your team and worshippers to a fire situation (see section 2.7.2 *Active, or automatic, fire protection*).

Remember: any changes to a place of worship in terms of layout, equipment, events and the presence of people who are less mobile will mean that the fire risk assessment should be updated.

Many people will have a very clear understanding of fire risks and may have seen at first hand near misses and poor practices from which lessons can be learned

2.4 FIRE SAFETY TRAINING

Your team, including casual, temporary and voluntary members, should work with you and recognise that fire safety awareness is an integral part of their daily duties. The training of your team members should involve ensuring that they understand what they need to do to minimise the risk of fire, and what to do if a fire occurs, including the use of fire fighting equipment.

2.4.1 Minimising the risk of fire

Ensure that your team members:

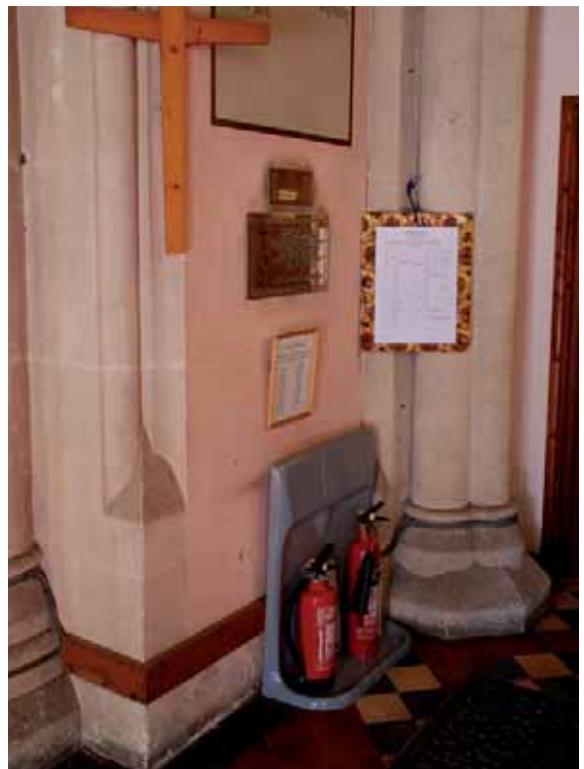
- identify potential fire hazards
- take action to remove or reduce the risk presented by those hazards
- recognise and deal with special hazards, eg in the kitchen or boiler room; extra training for certain roles may be advisable
- recognise the potential risk of a fire associated with work undertaken by contractors, eg redecoration, refurbishment, building alteration, plant and equipment maintenance
- understand how fire resisting doors work, and the importance of ensuring that they are closed (or will close when required to)
- keep all corridors, stairs, fire doors and any other means of escape free from obstruction and other hazards at all times
- practise good housekeeping in order to eliminate the fire hazards from waste and other materials which could catch fire – this includes wheelie bins
- remain vigilant about the risk of arson
- report any concerns about fire safety
- report near misses without fear of blame.



2.4.2 If a fire occurs

In the event of fire, you must ensure that your team members:

- know what to do when discovering, or being alerted to, a fire
- understand the consequences of fire
- understand how any automatic fire detection and alarm systems warn of a fire
- understand how to interpret information displayed on the fire alarm panel
- know where fire fighting equipment is, and how and when to use it – and when not to
- understand how to communicate clearly and calmly with worshippers and visitors
- understand, and can act upon, the fire emergency plan in order to ensure that all worshippers, visitors and staff can escape – and that the FRS have been alerted
- understand the importance of closing doors and windows.



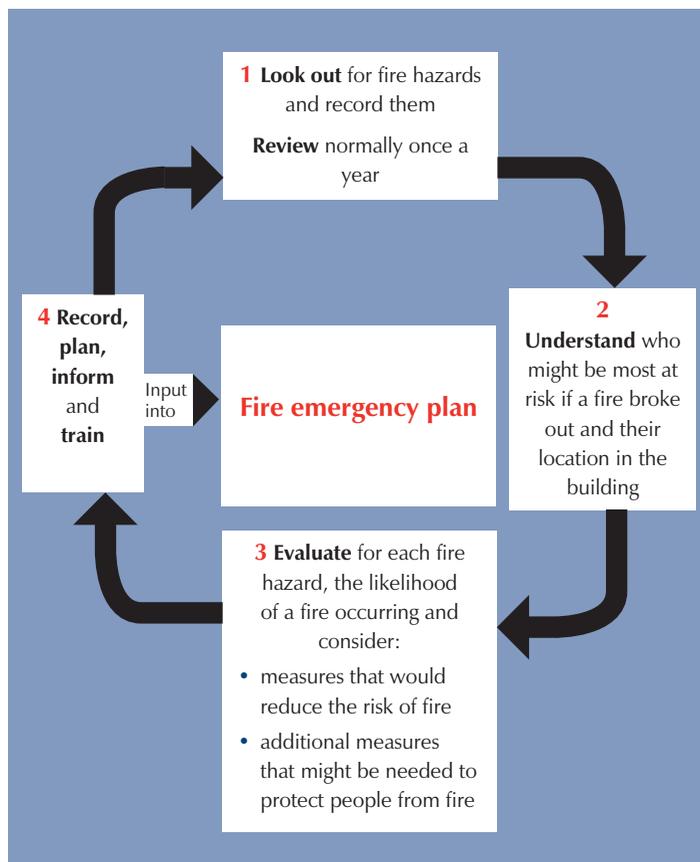


Figure 1: The fire emergency plan

2.5 THE FIRE EMERGENCY PLAN

In the event of a fire in your place of worship, an emergency plan (see Fig. 1 and Box 1) – which will have been developed as a result of your fire risk assessment – must be followed by you and your team. The emergency plan must be understood by all and be capable of being carried out quickly and without fuss. It does not need to be complicated – remember, the key objective is to protect the lives and safety of those in your place of worship.

In developing the emergency plan, you should consult with your team members, explain its purpose, take on board their ideas and encourage them to ask questions. Doing this will help you to achieve the all important ‘buy-in’ from those who will have to implement the emergency plan.

The emergency plan will only need to be implemented if the fire alarm sounds (including for fire drills) or if a fire is reported. You should rehearse the use of your emergency plan and monitor your team’s response to a fire incident in your place of worship. In particular, you should check that the people at greatest risk were warned and that rapid escape was ensured, for instance, less mobile people or those with impaired hearing.

Box 1 The fire emergency plan what should it cover?

- What is the chain of command, and how will you communicate with your team and worshippers?
- Who attends to the fire alarm panel (if you have one) and determines the location of the fire?
- Who calls the fire service and what information is given?
- Who decides whether or not to attempt fire fighting, and how?
- Who meets the fire service on arrival; what information is given, eg plans and/or any registers of building occupants?
- Who oversees the assembling of your team and worshippers?
- Who is responsible for telling those assembled what is happening?
- Who decides which alternative escape routes to use, if necessary, and how is this communicated?
- Who ensures that fire doors and windows are closed, if safe to do so?
- Who goes to which areas of your building(s) and conducts a 'sweep' of the rooms, if safe to do so?
- Who ensures that everyone is leaving the building?
- Who is responsible for assisting the elderly, young or disabled?
- Who is responsible for comforting the distressed?

You should review the emergency plan and team training in the light of this rehearsal, ensuring in particular that it explains how your team should check that people at greatest risk from the fire know they are in danger. Remember that the priority is to protect the safety of the worshippers and team. Take into account what would happen if certain members of the team were away, or facilities failed, eg your electricity supply. Your team and worshippers need to be able to cope with such additional problems. Additionally, it is important that you maintain a log of all false alarms so that underlying problems can be rectified. A high incidence of false alarms can breed indifference and complacency.

Develop, improve and review the emergency plan and the training of your team as appropriate. The fire emergency plan is primarily geared to protecting the lives and safety of your worshippers and team through their evacuation from your place of worship in the event of a fire.

You should also build in the arrangements you will need to ensure that, as far as possible, your worshippers and team are comforted and looked after. You should try to ensure that designated staff help people to a fire assembly point and explain the situation clearly and calmly.



Think of what you will do if there is an evacuation in bad weather conditions. Immediately after people have been evacuated, they are likely to be disoriented and possibly in shock. Shock is a medical condition that paramedics or people qualified in first aid will be trained to assist with. In the event of a fire, shock may be widespread amongst your team and worshippers. In such circumstances, it is important to get people into groups to support each other.

In your plan you should:

- identify what the escape routes are, and where the fire exits are
- identify the location of any refuge area(s)
- ensure that someone communicates with people in refuge areas
- ensure that someone takes overall responsibility, and that everyone knows who this is
- ensure that a member of your team stands at each final exit to reassure and direct people to the fire assembly point
- ensure that there is someone who knows what to do if anyone is unaccounted for, and who passes this information on to the FRS
- have an alternative assembly point if there is bad weather
- have a contingency plan for what to do with personal belongings left behind and which survive the fire
- ensure that there is someone responsible for liaison with the fire service and/or the police, in order to know if or when it is safe to re-enter the premises.

Additionally, if you are responsible for a historic place of worship you should be able to supply your local FRS with information on the hazards and resources of the premises. You should also liaise with the FRS regarding salvage priorities. An identified secure area should be available for salvaged items.

2.6 COMMUNICATING THE FIRE SAFETY MESSAGE

The success or failure of an evacuation depends on the fire awareness of those affected and, more importantly, those responsible for implementing the fire emergency plan. In this respect, you should make sure that the contents of the emergency plan are well known and understood.

You should provide information on fire avoidance and means of escape to those using your place of worship. This may be fixed to the doors or walls of the building(s). Make sure that this information is clear, and that it uses pictures or simple diagrams to explain the key facts. Ask people if they understand it, or if they could suggest improvements. It may not be normal practice to provide worshippers with simple fire safety information, but it should be – and if it is not, you should consider doing this. Briefly explain your fire safety precautions and ask any new worshippers to read and take note of your fire precautions, guidance and evacuation routes. Remind them that important fire safety information will be displayed in each room

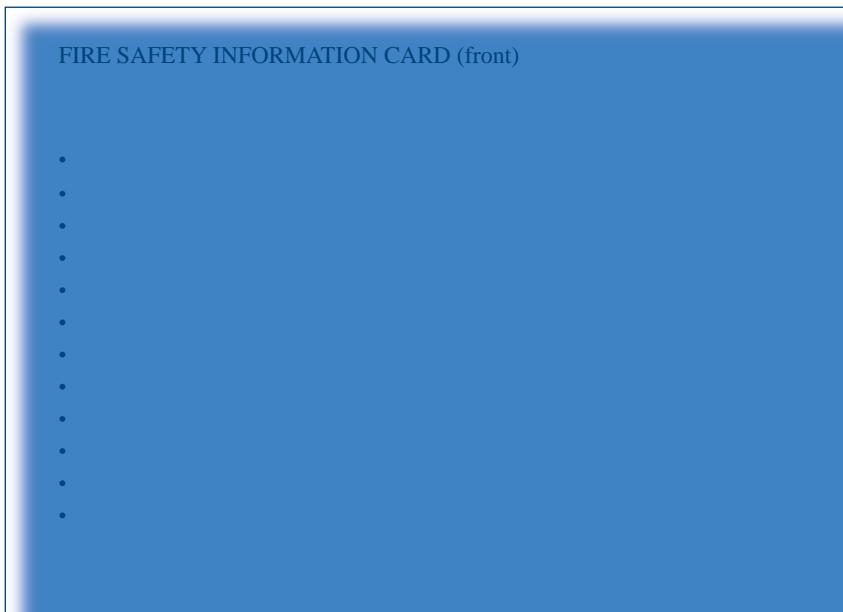


Figure 2: Front of the fire safety information card (see Fig. 4 on page 37 for the reverse of the card)

and ask them to make themselves aware of the fire exits and to let you know of any difficulties or uncertainties they may have.

You probably will not need to inform worshippers of the nature and timing of weekly fire system tests, because these tests are likely to be carried out when they will cause the least disruption, ie when most of the worshippers are not on the premises.

Fire safety management is a positive message to be proud of, and one which you should communicate to new worshippers along with any information on the range of your meetings, events, community work and resources. This information should be communicated in such a way as to give them confidence, and in a form that it is simple and easy to understand and follow. In so doing, you are raising awareness not alarm, and encouraging them to develop a mental picture of their escape options.

Although it may not be the first thing on their mind, new worshippers will appreciate the consideration that you have given to their welfare and should recognise that this is another benefit of joining your place of worship.

In addition to the information you communicate and that which is provided in your building(s), you might consider providing basic fire safety information on a card (Fig. 2) that can be handed to new worshippers. This will act as a demonstration of your commitment to fire safety. The other side of the card could list the actions to follow in the event of a fire (see section 2.8 *Escaping from fire*).

Where appropriate, make every attempt to allocate ground floor rooms to groups according to need, eg disability or youth. It is worth remembering that if you have lifts in your place of worship, most systems will automatically bring them to the ground floor and



Figure 3: A fire evacuation notice

immobilise them when the fire alarms are triggered. It is therefore important that you allocate ground floor rooms to groups with, for example, elderly, infirm or disabled people, who will take longer to respond to an alarm, and to which the team can quickly go and offer assistance if needed.

Above all, you and your team must remember that visitors are not familiar with the layout of your place of worship in the way that regular attenders are. It is essential, therefore, for you to be confident that however you communicate the fire safety information to members, the information you provide will ensure that they know what to do if they hear the fire alarm and can escape from a fire at any time. For example, an evacuation notice (Fig. 3) should be ready to be shown on any display screen(s) used. Check with some of the worshippers to see if they really do find this information clear.

2.7 FIRE SAFETY FEATURES

In order to best ensure fire safety, you should have an understanding of how different fire safety features will warn of, prevent or reduce the spread of fire, smoke and toxic fumes, and of how your own fire protection equipment works.

Your place of worship may well have fire safety features deliberately built into it. When it was first built, its design will have satisfied any fire safety requirements that may have been in place at the time. All new buildings in the UK have to be designed in line with the current, relevant Building Regulations.

It is essential that the inherent and structural fire safety measures (often referred to as 'passive fire protection') are not compromised, and that materials subsequently introduced, or work undertaken, do not undermine the basis on which the fire safety requirements of the Building Regulations were originally satisfied.

Local Authority Building Control approval is normally required for any refurbishment involving the structure and/or internal compartments of your place of worship. However, even minor changes that do not require such approval can compromise the inbuilt passive fire protection, which includes the fire compartmentation referred to earlier. To ensure their effectiveness, the measures you use should be third party approved, and maintained by a certified maintenance company.

Historic buildings do need to be protected, although to preserve their character the means of protection may differ. The advice and/or consent of a Building Control body and, if the building is listed, a designating body, eg Cadw, English Heritage and Historic Scotland, should be consulted. It may be possible to make sympathetic changes.

2.7.1 Passive fire protection

Passive fire protection is so called because in the event of a fire these measures, if maintained, are ever present and will greatly restrict the spread of that fire, giving people more time to reach and use the escape routes. It does not 'act' to warn of a fire or suppress (stop) that fire.

The passive fire protection in your place of worship should:

- be capable of preventing the rapid spread of smoke and fire from where it starts into the fire escape routes (this is called compartmentation)
- maintain its stability and integrity during a fire for well-defined periods, so that the building does not collapse (this is often referred to as 'fire resistance')
- include wall and ceiling materials and finishes that do not contribute to the development and spread of the fire.



Your buildings will have passive fire protection measures which may include:

- structural elements: steel, concrete brickwork, timber
- fire resisting walls and partitions
- fire doors
- protection of essential services
- cavity barriers
- fire stopping (final sealing of gaps in fire barriers)
- shutters and hatches.

These built-in features physically limit the spread and effects of the fire, protect escape routes against heat and smoke and stop the building from collapsing. Barriers or compartmentation are put in place to prevent or reduce the spread of fire and smoke – particularly between rooms, along corridors and stairwells, through ducting or lift shafts.

Fire and smoke can spread very quickly, injuring or killing people. Compartmentation – dividing a building into 'fire tight' sections – can slow down or even stop the spread of fire and smoke, allowing more time for evacuation. This method of fire protection relies on the walls, floors, ceilings and closed doors resisting the fire. Compartmentation should include cavities and hidden spaces, for example above suspended ceilings, below hollow floors and in hollow walls. Large cavities must be protected, for example by being subdivided and/or sealed.

Passive fire protection measures are, unfortunately, too frequently compromised – not deliberately, but often by the actions of contractors who do not understand or appreciate the importance of,

for example, compartmentation. They are often undermined by the installation of new services, such as cables and ducts, which penetrate floors, walls and ceilings, that are then not appropriately sealed in order to retain the integrity of the compartments. Wherever possible, you should seek to use specialist contractors and/or installers who have been approved by an accredited third party certification body such as the Loss Prevention Certification Board (LPCB): further details of services can be found at www.redbooklive.com.

Wall and ceiling materials may have been incorporated into the original design in such a way as to ensure that they do not contribute to the development of a fire. Any replacement by you of these materials, or refurbishment involving the introduction of new materials, should ensure that the materials specified continue to meet fire safety requirements. For advice on procurement and testing, you should contact an organisation such as the LPCB at www.redbooklive.com.

Successful fire safety management need not be complicated, and you do not need to be a fire expert – it has a lot to do with common sense

The role of doors in your place of worship goes far beyond merely acting as a means of security or access to the various areas of your building(s). All of the doors connecting fire compartments should be fire resisting doors, and labelled as 'fire doors'. They are designed to withstand the spread of fire, prevent significant heat and smoke from entering other parts of the building and help starve the fire of air, so enabling people to escape quickly and safely without assistance from the FRS. The fire doors in corridors may be held open by devices such as electromagnets controlled by the fire detection system, which causes them to close in the event of a fire. These doors should normally close automatically at night, and on the alarm being set off. Other fire doors should not be left open. All doors designated as fire doors have a crucial role to play in the event of a fire, so make sure that the team members understand their importance.

Fire doors are only effective if they are fully closed and maintained. If they are a poor fit, warped or damaged in some other way then they should be replaced by a certified installer.

You should check passive fire protection measures from time to time to make sure that they are still 'working' and suitable. It is also important that you do nothing to interfere with the integrity and safe working of the measures. You should:

- ensure that fire doors are kept closed or that they will close when needed, that they are not distorted and that there are no gaps
- never lock fire doors or escape doors in ways which could impede or prevent escape
- use a certificated installer of fire doors, such as those listed in the LPCB Red Book (www.redbooklive.com)
- consider having a regular service and maintenance contract with a certificated contractor
- ensure that, when installing any wiring or services, any gaps or

openings are properly fire stopped with fire resisting material; it is recommended that you use an approved installer and materials

- if extending or modifying your premises, obtain Building Control approval before you start, seek advice from your insurer about additional fire protection measures and use materials that meet fire safety requirements.

Whilst all these measures are designed to protect life adequately, you may wish to consider additional precautions. In existing buildings, the options may be limited to measures such as:

- adding fire doors
- retrofitting a sprinkler system
- selecting fire resistant coatings and fabrics
- fitting extraction systems in kitchens
- enclosing staircases.

However, for new buildings or extensions to existing ones you may wish to consider designing the building in accordance with the Fire Protection Association's *FPA Design Guide for the Fire Protection of Buildings*, which has been developed in order to minimise property damage and help 'business continuity' in the event of a fire.

2.7.2 Active, or automatic, fire protection

In addition to any 'built-in' passive fire protection measures, your place of worship may have one or more forms of active fire protection. They are referred to as 'active' or 'automatic' since they may act automatically in response to the breakout of fire, either to warn of a fire or to 'actively' suppress the fire (as in the case of a sprinkler system).

To ensure that these products meet the exacting levels of safety and reliability needed, you should seek third party approval. Having read the earlier sections of this guide, you will be aware that fires can develop quickly and spread smoke rapidly.

Automatic fire detection and alarm systems

In some cases, particularly in small buildings, it may be sufficient to raise the alarm in person. However, automatic detection and warning of fire can allow more time for evacuation while escape routes are still clear of smoke. This enables your team and worshippers, some of whom may be infirm and in need of assistance, to make their way to a place of safety, normally outside the building. Consequently, the installation of an automatic fire detection system should be considered, if one is not already present.

If automatic fire detection is installed, it is crucial that you do all that you can to eliminate



false alarms occurring in your place of worship. These unwanted alarms divert important resources, and frequent false alarms could pre-condition your team and worshippers to delay evacuating the building(s) or to ignore them completely.

It is important that you maintain a log of all false alarms, so that underlying problems can be rectified using the guidance in BS 5839-1 *Fire detection and alarm systems for buildings*.

If your place of worship needs a new automatic fire detection system, then it should be designed, installed, commissioned and maintained to BS 5839-1 by an approved third party. The component parts of the system (detectors, sounders, etc) should also be third party approved to the relevant standards. Whilst it is possible for the requirements of this standard to be met by separate companies, there is less risk of your system failing if the whole process is managed by one specialist firm.

All of your components should meet the relevant British (BS), European (EN) or LPS and should be certified by a recognised third party such as the LPCB. A list of approved products and approved firms offering the complete service can be found in the LPCB's Red Book list of approved fire and security products and services (see www.redbooklive.com).

It is essential that you and your team should understand the basic principles of your chosen fire detection system. Automatic fire detection and alarm systems have three main parts: detectors for smoke, flame, heat or gases; control and indicating panels; and alarms and sounders. In addition, there should be manual call points and emergency lighting, which may be linked to the fire alarm system.

Automatic fire detectors are normally ceiling mounted, though it is also possible to position some detectors towards the top of walls. The installers should give careful attention to the correct siting of

detectors in order to ensure that their performance is not adversely affected by obstructions such as structural beams, or that they are not too close to adjacent walls, corners or air vents that may deflect or obstruct the flow of fire gases. Smoke detectors, for example, are typically installed so that no part of the ceiling is more than 7.5 metres away from them. Detectors should not be painted, obstructed or compromised in any way that would hamper their operation.

Detectors should be sited throughout the building, preferably in every room and work area and most definitely in every escape route. Your fire risk assessment may reveal that



some areas, such as toilets and small cupboards, present a lower risk and therefore may not need individual detectors. Make sure that you and your team know where the detectors are located, what they are for and how to recognise if they have been activated.

The fire alarm control and indicating panel is a crucial component of an automatic fire detection and alarm system. You and your team should be familiar with it and be able quickly to identify the location of a fire from it. Simple fire alarm panels, in addition to sounding the alarm, may just give an indication of the zone or area where a fire detector has been activated. More complex panels may give the exact room or location of the individual detector that has triggered the alarm, and may also produce an electronic or paper log of events.

It is important that you and your team are familiar with the fire alarm control and indicating panel and are able quickly to identify the location of a fire from the displayed information.

The fire detection and alarm system may carry out additional functions in order to render your place of worship safer in the event of a fire. These may include automatically closing fire doors, turning on emergency lighting, returning lifts to the ground floor and disabling them, and activating smoke extraction or smoke control systems. In addition, it may have a direct link to a call centre or the FRS in order to minimise the time taken for the FRS to arrive.

Some fire detection and alarm systems are monitored by an alarm receiving centre, which will pass the signal to the FRS. These systems can make a significant contribution to fire safety by enabling an early response to an alarm by the FRS. Current fire legislation does not demand remote monitoring of fire alarms, but your insurer may require it. The LPCB offer an approval scheme for ARCs against LPS 1020 *Requirements for alarm receiving centres* (see www.redbooklive.com).

Alarms, other than sounders, may be specified for certain parts of the building. An additional visual alarm, such as a red flashing strobe, might be appropriate for any noisy areas. A non-audio alarm would also be appropriate for people with hearing disabilities, eg a red flashing strobe or a vibrating alarm that can be worn about the body.

Voice alarm/intercom systems are available that alert occupants should the fire alarm system be activated. These can provide not only a confirmation of the fire alarm's significance but also some basic instructions – this measure is known to increase the chances of people responding. It is essential that you give careful consideration to how clear the message is in order to ensure that visitors, for example, do not misinterpret the instruction.

You must regularly test and service the fire detection and alarm system in order to ensure that it continues to function correctly. This process may include activating the alarm system on a weekly basis, monitoring the functioning of manual call points, checking the correct release of doors that should close in the event of a fire or of a power failure, and cleaning and checking the performance of smoke detectors. A service and maintenance contract with a third party approved firm is recommended.

Failure to keep the alarm system in good working order puts the lives of everyone in the building at risk and could constitute a criminal offence.

When the alarm sounds, you or a designated responsible team member should go to the fire control and indicating panel to find out where the fire is located. You should instruct your team to assume that all unexpected alarms arise from an actual fire. This will also provide a means of 'testing' your fire emergency plan and an opportunity to improve it, as necessary, as a result of lessons learned.

Fire suppression: sprinkler systems

A sprinkler system is activated when the heat from a fire causes a sprinkler head – a glass bulb or fusible link – to break, releasing water in a pre-defined pattern in order to drench surfaces and slow the growth of the fire. If the fire is brought under control by one sprinkler, then no more will be activated; however, if the fire grows then more sprinkler heads will operate.

New buildings are constructed in accordance with the Building Regulations. In some cases, sprinklers may be installed during construction in order to compensate for other features, such as large compartments or long distances to the final exit doors. You should be aware that sprinklers require regular maintenance.

There are currently no general legal requirements in the UK for the installation of sprinklers in buildings, although in some instances sprinkler protection may be required in order to aid escape from fire. They may not be necessary for small or medium sized places of worship.

In the absence of legislation, you may wish to install sprinklers to protect your place of worship and the work you do within it. This would be recommended if your fire risk assessment revealed that there is a high risk of fire, perhaps owing to a change of use of the building, and that sprinklers are the best solution. In such a case, you should consult your lead fire insurer before the sprinkler contract is let, in order to agree the full details of protection required. As well as involving your insurer, you should consult the local Building Control department.

It is imperative that sprinklers are installed and maintained to a recognised standard in order to ensure their continued effectiveness. Details of how a sprinkler system should be maintained will be provided to you in the installation specification and documentation supplied by the sprinkler installation company. Whether you are concerned with the maintenance or replacement of an existing sprinkler system, or are contemplating fitting one for the first time, it is important that sprinkler systems are installed to a recognised standard.

You should seek specialist advice on approved sprinkler products and sprinkler installation companies. A list of these may be found in the LPCB Red Book list of approved fire and security products and services (see www.redbooklive.com).



It should be remembered that the provision of a sprinkler system does not remove the need for a fire detection and alarm system, the maintenance of passive fire protection measures, fire safety management or a culture of fire safety awareness.

2.7.3 Fire fighting equipment

Your place of worship should be provided with a means of fighting fire; the type of equipment and its location should be specified in your fire risk assessment.

The equipment should be clearly visible, safely mounted and easily reached. Preferred locations are close to exits, and close to the risks for which they are intended.

Firms that are members of the Fire Industry Association (FIA) or British Approvals for Fire Equipment (BAFE) can offer expert advice, maintenance facilities and appliances that have been approved by the LPCB. Your supplier, or your local FRS, should be able to arrange a practical training session.

It is a requirement that fire fighting equipment be certificated and regularly inspected and maintained by a reputable company, such as those approved by the LPCB (see www.redbooklive.com).

Fire fighting equipment comprises the elements that follow.

Portable fire extinguishers

There are four main types of these, distinguished by colour: red for water, black for carbon dioxide, blue for dry powder and cream for foam. There is a fifth, less common, type: wet chemical, which is distinguished by a canary yellow colour. Each type is best suited for a certain kind of fire, and will be less suitable or totally unsuitable for others, as described here and shown in Table 1.

It is essential that you procure and install extinguishers that are appropriate for the type of fire most likely to occur in particular areas. New fire extinguishers should conform to BS EN3 *Portable fire extinguishers*, and it is strongly recommended that you install independently tested and certificated fire extinguishers which meet this standard.

Water

Water extinguishers are suitable for solid materials, eg wood, paper, textiles and candles. Water extinguishers are easy to use.

Note: They should never be used against fires involving liquid materials such as petrol, paraffin, cooking oils or hot fat, or fires involving live electrical equipment.

Carbon dioxide

Carbon dioxide (CO₂) extinguishers are suitable for use on electrical apparatus, eg audiovisual equipment and computers. They leave no lasting residue, but are likely to leave condensed water behind because of the low temperature of the CO₂. Because of this very low discharge temperature they need to be handled carefully. They are much less efficient than water against fires involving solid materials.

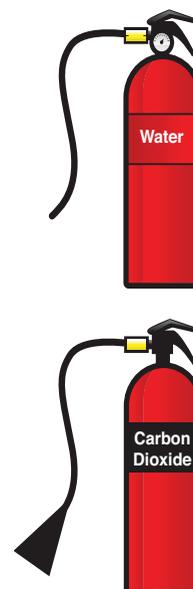


Table 1: Different types of fire extinguisher, suitability and colour codes

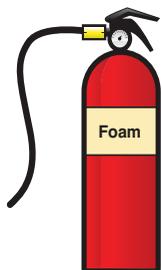
Type	Wood and paper	Electrical equipment plastics, textiles	Cooking oils	Flammable liquids and fats	Flammable gases
Water	✓				
Carbon dioxide	✓			✓	
Dry powder	✓	✓		✓	✓
Foam	✓			✓	
Wet chemical	✓		✓		



Dry powder

Dry powder extinguishers are useful against fires involving petrol, paraffin, oil, etc, but are less efficient than water against fires involving solid materials.

Note: dry powder can be corrosive, especially where it may become moist. Consequently, for general use you should use water and carbon dioxide extinguishers over dry powder ones. Existing dry powder extinguishers should not be placed where their use would cause expensive damage, eg where there are valuable cloth, metal, or historic items nearby.

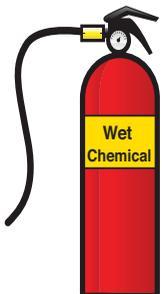


Foam

Foam extinguishers are well suited to fires involving oil or other flammable liquids. They are also suitable for use on solid materials such as wood, paper or textiles. They should not be used on fires involving electricity.

Wet chemical

Wet chemical extinguishers are the most effective extinguishers for deep fat and cooking oil fires. They are also usable on wood, paper or textiles, but they should not be used on electrical fires.



Fire hose reels

You should ensure that your fire hose reels are checked regularly so that they will operate effectively in case of fire.

Fire hose reels should be used in the same way as portable water extinguishers. They will deliver much more water, but their range is restricted by the length of the hose and the pressure of the water.

Whatever the type, it is essential that you have your fire fighting equipment regularly maintained by a reputable company such as those approved by the LPCB.

Fire blankets

Fire blankets are simply fire resistant sheets of material that are designed to smother small, contained fires, eg cooking oil fires, by starving them of air; they are suitable for areas such as kitchens.

Fire signage

The most important fire safety signs are those that indicate escape routes and exit doors. They should be clearly visible and conspicuous, not obstructed by seasonal or other event decorations and, should the normal lighting fail, be capable of being lit by emergency lighting. They should comply with BS 5499 *Safety signs*.



2.8 ESCAPING FROM FIRE

If, despite the use of effective fire prevention precautions, a fire should break out in your place of worship, the fire emergency plan will need to be put into action by you and your team.

The success or failure of the evacuation depends largely on the behaviour of everyone once alerted to a fire. This behaviour is strongly influenced by their level of fire awareness.

The emphasis on creating ‘fire awareness’ within your team and worshippers has been a common theme in this guide, and now is the time that both the training of your team and the effectiveness of your fire emergency plan will be tested.

The value of giving new worshippers fire safety information, putting up fire safety notices in rooms, reminding everyone of where the fire exits are and encouraging them to develop a mental picture of the escape options, will now be tested by the fire.

The fire safety card that covers fire safety awareness and prevention on one side (see section 2.6 *Communicating the fire safety message*) could detail what to do in the event of a fire on the other side, as shown in Figure 4.

For various reasons, people may not respond quickly to a fire alarm. Some people

Figure 4: Reverse of the fire safety information card (see Fig. 2 on page 27 for the front of the card)

FIRE SAFETY INFORMATION CARD (reverse)

-
-
-
-
-
-
-

may not hear it at all; others may not sense the urgency, or assume that it is a fire drill; and others may not be physically able to respond quickly. These people could become trapped by fire even if your place of worship is well designed and equipped. It is therefore vital to ensure that they receive every possible warning in addition to the fire alarm as an essential part of your fire emergency plan.

Providing it is safe to do so, the most effective method for ensuring evacuation is for your staff to instruct occupants to leave directly. If necessary, assist the less mobile as part of the comprehensive sweep of other parts of your place of worship set out in your fire emergency plan.

Your general message should be to evacuate the building(s) immediately after the alarm is sounded, provided the escape route is clear – leaving personal belongings behind, except perhaps small valuables, coats and shoes, which must be collected quickly.

The evacuation strategy used in the UK is simultaneous evacuation of all occupants to a place of safety outside the building. In any fire incident, safety depends upon the outcome of two competing processes:

- The rate and course of the growing fire hazard as flames, heat and smoke spread from the location of the fire
- The time required for occupants to escape.

In the event of the fire alarm sounding, all occupants should be evacuated to a place of safety outside the building. For most small- and medium-sized places of worship, evacuation should be simultaneous, but you should assess whether or not the escape routes are adequate for this.

The team should instruct people to leave the building immediately. Team members should instruct occupants closest to the fire to evacuate first. They should then carry out a comprehensive sweep of the rest of the building. They should advise, and if necessary assist, the less mobile. Newcomers are particularly at risk during fire incidents, since they are likely to be unfamiliar with the building and its systems of alarms and escape routes; the team should be ready to point them in the right direction.

If escape routes are badly affected by smoke, heat or flames, then each of the unaffected fire compartments should provide a safe refuge for those awaiting rescue, with a reasonable degree of protection from the fire. Anyone trapped should try to notify the team or the emergency services.

Immediately after people have evacuated the building, the first priority is for those with physical injuries to receive medical assistance, which paramedics or those qualified in first aid will be trained to assist with. Some people may be distressed or in emotional shock. It is important to consider this, and to ensure that those affected are comforted. You should gather people into groups so that the distressed can be supported. You should also build into your fire emergency plan arrangements for, as far as possible, people to be comforted and looked after.

You should ensure that designated team members will help people to the fire assembly point and explain the situation calmly. Think of what you would do if everyone has to be evacuated in bad weather conditions.

A designated person should liaise with the fire and rescue service officer in charge and with the police, if present, to agree if or when it is safe to re-enter the building. Remember to keep everyone informed of developments.

2.9 HOW SAFE IS YOUR PLACE OF WORSHIP?

With good fire safety management in place, you have done a great deal to prevent a fire from starting and spreading; still, ask yourself – how safe is your place of worship?

- Have you done everything you can to prevent fires from starting?
- Do you need a reliable fire detection and alarm system in place in order to detect a fire and warn people about it?
- Have you ensured that everyone can escape safely from a fire?

Imagine it is 10.45 am on your day of rest and a fire has broken out in a cleaning cupboard. Dense toxic smoke is starting to accumulate in the adjacent corridor and has begun to seep into the worship area. You are away and your deputy must take charge.

- Can you be sure that your deputy and the team will know what they must do to ensure the safety of everyone?
- Will they follow the fire emergency plan?
- Will they know what action to take in order to minimise the impact of the fire?

If there was clear advice to every team member, appropriate fire safety training and a fully understood and well rehearsed fire emergency plan, you may well have avoided an experience that could have been on your conscience for the rest of your life. You may also have avoided a prosecution for lack of adequate fire precautions. In addition, you may have saved your place of worship from disaster.

2.10 FIRE SAFETY CHECKLIST

The checklist on pages 40 and 41 is intended to act as a reminder or prompt to enable you to assure yourself and others that appropriate procedures are in place and are being implemented to help reduce the risk of a fire in your place of worship. The checklist is generic and therefore not intended to cover every eventuality and requirement. It has no legal standing and there is no liability accepted for its use. It should be regarded as a basis on which to build, and you are invited to customise it in order to cover specific issues relevant to your particular place of worship.

Fire safety checklist

	✓/X	Priority	Target date
THINGS WHICH NEED TO BE IN PLACE			
Has a responsible person and a deputy been appointed?			
Have you undertaken a fire risk assessment, and is it kept under review?			
Have you a fire emergency plan, which will be implemented in the event of a fire, and do you keep it under review?			
Do you and your team undertake daily checks for fire safety as an integral part of your daily tasks?			
Do you have a fire safety log book and do you keep it up-to-date?			
TEAM AWARENESS AND TRAINING			
Has your team been trained to know what to do in order to minimise the risk of a fire?			
Has your team been trained to know what to do in the event of a fire?			
Are you and your team aware of the circumstances which can lead to a fire?			
Are you and your team aware of the way in which a fire can grow?			
Does your team know when and how to use fire extinguishers, fire blankets and fire hoses?			
Do you and your team understand the function of the passive (built-in) fire safety precautions of your building – and why their integrity should not be compromised?			
If your building has automatic fire protection systems, do you and your team know how they work and what to do if the fire alarm sounds?			
Does your team know how to assist everyone within your building(s) in the event of a fire?			
Is your team familiar with the fire emergency plan and their specific roles within it – have you rehearsed it with them?			
GOOD HOUSEKEEPING			
Do you have a system in place which ensures and records that team members regularly walk through your place of worship performing routine fire safety checks?			
Are fire doors, exits, fire equipment and fire notices within your building(s) kept unobstructed?			
Is your building(s) premises kept clear of combustible waste and refuse?			
Are quantities of flammable liquids and aerosols kept to a minimum, and when not required returned to safe storage?			
Are flammable liquids and aerosols kept away from possible sources of ignition?			
Are materials in the building (eg curtains) kept clear of lighting and heating equipment?			
Are fabrics and furnishings in good condition, and do they meet the appropriate British Standard performance requirements for fire safety?			
Is the building's electrical wiring a fire hazard – have you checked for loose and overloaded sockets, exposed wires, damaged plugs, etc?			
Are there restrictions on using unauthorised electrical equipment?			
INFORMATION AND COMMUNICATION			
Have you sought advice from a competent person?			
Have worshippers been clearly informed, on a regular basis, about fire safety, what to do and how to escape in the event of a fire?			
Is the information about fire safety, which is displayed on notice boards, clear and easy for everyone to understand and follow?			
Are notices informing everyone what to do in the event of a fire prominently displayed?			

Fire safety checklist (contd)

	✓/X	Priority	Target date
On leaving any room within your building, are the fire escape routes clearly and prominently displayed in order to ensure that everyone goes in the right direction?			
Are the no-smoking regulations communicated and strictly enforced?			
DISABILITY ISSUES			
Are there refuge areas (eg protected rooms) available to the disabled and infirm while waiting for help to escape to a final exit?			
Is there two-way communication available between your team and those waiting in any designated refuge area?			
Is your team conscious of the need to be aware of disabled people, and the nature of their disabilities, in your place of worship?			
Is someone in your team designated/trained to help disabled people in the event of a fire?			
Are team members trained in the techniques for evacuating disabled people?			
MAINTAINING FIRE SAFETY			
Is any automatic fire detection and alarm system properly maintained by a reputable organisation?			
Are any heating, ventilation and air-conditioning units, fire dampers and smoke management systems maintained by a reputable organisation/competent company?			
Is any fire alarm tested weekly?			
Have you undertaken a fire drill at least once in the last 12 months?			
Is any emergency lighting maintained and tested?			
Is your first aid and fire fighting equipment (fire hoses, extinguishers, etc.) regularly maintained by a reputable organisation?			
Are fire doors kept closed, or will they close when needed if linked to a fire detection system?			
Are final exit doors kept unlocked from the inside, or can they be easily opened?			
Has any electrical equipment been tested for safety at least once in the last 12 months?			
Is any kitchen equipment well maintained and any extract ducts and filters regularly cleaned to avoid the build-up of flammable deposits?			
Is any kitchen properly supervised and staffed at appropriate times?			
Are all proposed modifications and changes to your building assessed by someone competent to ensure they do not impact upon the fire safety measures, and have these been approved by the relevant authorities and recorded?			
CONTRACTORS			
Are contractors, tradesmen, etc, fully supervised when carrying out maintenance or building work – and are permits to work, where appropriate, enforced?			
SPECIALIST HELP AND ADVICE			
Have you taken appropriate specialist help or advice?			



3 SECURITY

Every year there are many thousands of incidents of theft from, and criminal damage to, places of worship; however, because not all police forces record crime statistics specifically for places of worship, figures for crime and security are difficult to establish.

The loss and damage to property and possible increase in insurance costs arising from security breaches at your place of worship are undesirable, but there is often an emotional price to pay as well. The building's security fittings and the actions of you and your team should look to discourage criminals by making them feel exposed. Many crimes are opportunistic, and it can be a relatively simple matter to deny criminals such opportunities.

This part of the guide is intended to help you to minimise the risk of a crime being committed in and around your place of worship, thus protecting your property and the people who use it. It aims to provide you with straightforward, practical information on how you can make your place of worship a secure place for your worshippers, visitors and team. It encourages you to take an overall view of security in your place of worship and to generate a coordinated approach, which embraces best practice in security management.

It begins by introducing the types of crime you might experience, alerts you to the ways in which your place of worship might deter a criminal and summarises the role you should take in managing security – giving you an understanding of crime and how it can be prevented.

With this background, you will then be well prepared for the next step, the walk through. A walk through is crucial in assessing how secure your place of worship is. For example, does your place of worship have security rated doors and windows that can resist forced entry, and is your team vigilant and trained to recognise intruders? The purpose of the walk through is to build an understanding of your current level of security.

Having completed a walk through, something which might be best carried out with the assistance of your local police crime reduction officer, this guide



then reviews a number of actions that you might wish to take in response to what you have seen. It also includes a section on the wider processes of security management and what needs to be done to keep your place of worship secure.

A simple checklist is included in order to help you assess security in your place of worship and keep priority actions under review.

There are three factors in securing your place of worship: the team, electronic security measures and physical ones. All of the members of your team can play an important role in maintaining security throughout the premises. However, they cannot be everywhere at once. Electronic security is vital in detecting intruders, and physical security is crucial in resisting the determined criminal.

3.1 SECURITY AND UNDERSTANDING CRIME

Crime can range from petty theft to armed robbery, murder and terrorist attack; even the smallest crime causes harm of some kind to society. Criminal damage, such as arson and vandalism, is committed for a number of different reasons, including revenge and the covering-up of other crimes. It may be indiscriminate and unprovoked. Theft may be committed out of greed or need, perhaps to fund a drug habit or because of poverty. Types of crime and their frequency vary markedly from place to place, so security arrangements appropriate for one location may not be suitable for another.

Criminals may work alone, surreptitiously, or together, eg using distraction tactics. Criminals do not like to be noticed, and will use blind spots to commit crime. If they are spoken to, or know that they are visible, they are less likely to commit a crime. They may wear baggy clothes or carry props to hide stolen property. If there are barriers or impediments, then they will know that their escape will be slower than otherwise, and might be discouraged. They prefer multiple exits, because if there is only one then their escape is more likely to be stopped or seen. They will be unnerved by security they do not understand.

Understanding crime, and the people who commit it, will help you to deter them and protect your place of worship and everyone who uses it. It is important to understand the different types of crime that could impact on your place of worship, and to recognise the sort of things that deter criminals. This section aims to help you to understand a criminal viewpoint and to implement appropriate and effective countermeasures.

3.1.1 Terrorist activity

There is an increasing risk of terrorism in today's world. While it is unlikely that your place of worship will be targeted, you need to be aware of this risk. You should seek advice from the police if you have any reason to suspect your place of worship might be a terrorist target. If you are indeed at risk, you should develop advice for your

team on how to respond to terrorism – whether this be a threatened attack, suspicions of an attack or the aftermath of an attack on your premises or a nearby building. Dealing with the threat of terrorism is covered in more detail in section 3.5.1 *Addressing the threat of terrorism*.

3.1.2 Assault

'Assault' covers a range of crimes, ranging from verbal abuse and physical attacks on people, up to and including rape. It is an under-reported crime; however, it usually has a traumatic impact on the lives of its victims. An assault may be spontaneous in nature, perhaps following a disagreement, or may be premeditated, as in a revenge attack. If there has been an assault in your place of worship, this should be reported to the police.

The members of your team should avoid risky situations. There is a risk to any team member in being alone with a stranger, even in a place of worship. No one should dismiss the risk of attack. You may wish to arrange personal safety training for your team or encourage the team to develop personal safety plans (www.homeoffice.gov.uk/documents/Keep-safe-booklet?view=Binary).

Your team should be ready to take steps to protect the vulnerable, eg by escorting them to their car. They should be able to help those who feel threatened, offering advice and assistance. You may or may not wish to brief worshippers on how to respond to threatening situations; there is a fine line between alerting people to a danger and causing undue concern, but the team should have procedures for protecting everyone who uses the building(s).

Understanding crime, and the people who commit it, will help you to deter them and protect your place of worship and everyone who uses it

3.1.3 Robbery and armed robbery

Robbery involves stealing something while physically threatening the victim. This may be achieved by threatening behaviour alone but often involves the use of a weapon of some sort, including heavy implements, knives or firearms.

You need to ensure that your team, particularly those members handling cash, know what to do if a robbery is attempted. There is evidence that specific people may be selected as targets for robbery, with criminals following their movements and confronting their victims in person.

3.1.4 Theft by those who use your building

Books, stationery, crockery, linen, etc may be small value items individually, but the overall cost of replacement can have a significant impact on your budget. Introducing practical measures and good management will help minimise such losses.

It is impractical to protect everything; however, reasonable precautions can be taken, such as safeguarding cash donations,

locking away valuables when not in use and marking other valuables. Marking items that are known to be attractive to thieves would be advisable. As far as possible, the doors to private rooms should be locked and personal property should not be left unattended. If there is theft, then you should at least remind everyone to keep their valuables with them. You should consider involving the police.

3.1.5 Theft of property by the team

Theft by one of your team members would be surprising and regrettable, but you should bear in mind that it is possible and may be a bigger problem than you expect. It is worth investigating if you notice any unexpected changes or simply if you suspect team members are stealing. Small scale theft that can be countered with local measures (such as a warning). However, if more serious theft has taken place – say, of money or valuable items – then this should be investigated and referred to the police.

3.1.6 Theft from team members

Theft from colleagues is an especially damaging crime, which seriously undermines trust. You should tackle any occurrence urgently and thoroughly. You or your team should not be afraid to involve the police.

The team should be encouraged to follow some basic principles, such as never leaving attractive or valuable possessions unattended and taking special care over the security of collected money. You should screen team members carefully.

3.1.7 Burglary

Burglary may be defined as the unlawful entry to a building with the intention of stealing.

Many burglaries are opportunistic, with thieves taking advantage of a window or door that has been left open to steal from premises. Simple security checks can play a major part in reducing this type of crime. It is possible to deter burglars by making all entrances to the building more secure, as well as making it difficult for them to physically remove desirable objects. The police will be happy to give advice in order to help you to make the building as a whole more secure. All incidents of burglary should be reported to the police.

3.1.8 Vandalism

Vandalism involves damage to property, and is rarely associated with material gain. It is most often linked to complex social issues and to the general quality of the built environment in a given area.

Vandalism is rarely associated with theft, and generally arises from disaffection or ill will. If the building has been vandalised in any way, you should quickly repair the damage in order to minimise copy cat behaviour.



3.1.9 Arson

The risk of arson and the measures that may be taken to prevent it were described in section 2 *Fire safety* of this guide.

3.1.10 Computer crime

Computer crime, including internet crime, is growing. The potential damage of computer crime to your place of worship's ministry could be catastrophic. You should protect your computers and the information on them, in the first instance by keeping them in a secure room and setting passwords for them. You should use good quality door locks. (While LPCB does not certificate locks on their own, it does as part of full door or window sets.) Accessible, opening ground floor and first floor windows should be protected by key operated window locks.

If possible, computer equipment should be placed so that it is not readily visible from outside the building. Computers, monitors and printers should be prominently and permanently marked with an identifying name and postcode. It will be worth considering the use of an asset marking system (one that meets LPS 1225 is recommended). Lockdown plates and enclosure devices (preferably accredited to LPS 1214) can be used to secure equipment.

Your systems should have up-to-date firewall, spyware and virus protection. If your computer virus protection is inadequate, or not properly updated, your systems may be vulnerable to disruption or fraud. Many organisations have firewalls in order to protect secure parts of their systems, such as confidential personal information. Any of your team with access to such information should be fully trained in keeping it secure.

3.2 ORGANISING SECURITY IN ORDER TO REDUCE CRIME

Opportunities for crime occur mainly through:

- weaknesses in the security provided
- lapses in the management of security
- poor layout of buildings and their facilities.

To reduce the opportunities for crime in your place of worship, you will need to manage a complex range of security issues related to:

- assets
- buildings and facilities
- worshippers
- contractors
- security equipment
- your team
- visitors.

Many crimes are opportunistic, and it can be a relatively simple matter to deny criminals such opportunities

For your security policy to be most effective, you should understand how different security measures work and how they fit in with each other.

There are four categories of security measure that are known to deter criminals or criminal behaviour.

1 Measures that increase the effort needed to commit a crime

Criminals can be deterred by making it physically difficult to commit a crime. Such measures include:

- secure windows and doors
- controlled access
- screening of new team members
- vehicle entrance barriers.

2 Measures that increase the risk of detection

Criminals can be deterred if they are made to feel more vulnerable or visible. This can be done by:

- ensuring that the team is vigilant and trained in crime prevention
- frequent, irregular 'walk arounds'
- reducing anonymity, eg by providing ID badges for the team, or challenging visitors in private areas
- using effective lighting and ensuring clear lines of sight
- strengthening formal surveillance, eg CCTV.

3 Measures that minimise any reward for criminals

Concealing items and making attractive goods less transferable can deter criminals and can be achieved by:

- providing and using lockers, safes, etc
- physically immobilising valuable items
- marking items, so that it is obvious if they have been stolen
- substituting valuable items with inexpensive replicas

- using products that do not fit in with everyday household use, eg plastic stackable chairs.

4 Measures that encourage a good code of behaviour

Counter criminal instincts, deter criminal behaviour and appeal to people's better natures by:

- training the team in forestalling and resolving disputes
- setting out house rules
- helping people to engage with your security strategy
- asking worshippers to:
 - welcome visitors
 - look out for suspicious behaviour
 - politely and carefully challenge anyone behaving suspiciously, possibly seeking assistance first
 - look after valuables
 - hand in lost property
 - close doors and windows when leaving rooms.

3.2.1 Your role in the management of security

The preceding parts of this section should help you to become 'crime aware' and to begin to appreciate the role of managing security. For reference, at the end of this guide there is a more detailed breakdown of what should be included in a comprehensive strategy for the management of security.

There are three basic activities that should be undertaken, and which contribute to an overall security strategy. Every place of worship needs someone to coordinate and manage these activities, and to monitor and evaluate the results of any security management initiatives implemented.

- Complete a review of crime. This should be completed before you commence your walk through (see section 3.3 *The walk through* for guidance).
- Complete a security risk assessment. Risk assessment is given prominence in this guide. Section 3.3 helps you to recognise security risks in your place of worship, and section 3.4 *Responding to the findings of your walk through* suggests actions that you might take to respond to any security weakness identified.
- Develop a security emergency plan. This ensures that people in the place of worship will know how to respond to a security emergency; there are more details in section 3.6 *Security management – a suggested approach*.

3.3 THE WALK THROUGH

3.3.1 What is a walk through?

A walk through is a simple way of building up a picture of the premises – in this case a picture of security, but it can also be used

to assess fire safety. As the name suggests, it involves walking around the exterior and through the interior to see the measures already in place and those that may be needed. One of the best ways of doing this is to imagine the building through the eyes of criminals, for example arsonists and burglars. You should look for anything that might be exploited, such as physical weaknesses of the building, lack of surveillance or team members who might be inadequately trained.

Each place of worship is likely to differ from others in terms of structure, facilities, fittings, furnishings and the way in which people use it. You should therefore use this walk through advice as a guide, and not be unduly concerned if it does not match your own circumstances completely.

You should involve your team members in the walk through, engaging them in discussion in order to understand their concerns about security. It is possible that they have a well-developed understanding of security weaknesses and can make valuable observations.

3.3.2 Carrying out a walk through

To do this well you need to 'walk through' your place of worship and its immediate surroundings at several key times in order to build up an overall picture of your existing security arrangements. So, for example, you need to know how your place of worship appears to the criminal during:

- busy periods, such as when the greatest number of people are arriving or leaving
- opening up and locking up times
- night time
- unusual situations or emergencies.

At each of these times, and possibly others, you need to understand how well security is managed and what security (such as CCTV and electronic access control) is in place in order to support your team. Later, you will see that your walk through is an initial part of a wider security risk assessment process that you should undertake. The overall risk assessment process is introduced in section 3.6.3 *Security risk assessment*.

You can get off to a good start by inviting your local police crime reduction officer to assist during an initial walk through exercise. The crime reduction officer will have been specially trained to recognise any security weaknesses that might be exploited by different types of criminal. He or she will also be able to help you to appreciate security issues that you should look out for at other key times.

Check details of your insurance cover, and specifically the levels of security required by your policy. Have these to hand when meeting your crime reduction officer. You should also have available any records of crimes or patterns of crimes in your place of worship for the last 12 months or so; these can provide a useful focus for the walk through. Finally, you should have with you a copy of the training

records for the team. If you would like to investigate principles of crime reduction yourself, you can visit www.crimereduction.gov.uk.

Your walk through should include attention to five key 'zones':

Zone 1: The neighbourhood and local environment

Zone 2: The perimeter and grounds

Zone 3: The exterior of your building(s)

Zone 4: The interior – communal areas

Zone 5: The interior – private areas.

As you work your way through each zone, involve everyone in the team in the process by asking for their views on the current arrangements and whether they have any observations or thoughts that might be helpful in reducing the risk of crime.

Zone 1: The neighbourhood and local environment

Neighbourhoods that give an impression of being cared for can deter some criminals.

Approach the building from each possible direction. What are your general impressions? Note anything that could make the area look neglected, such as litter, graffiti, inadequate maintenance or dilapidation.

Zone 2: The perimeter and grounds

Now have a look at the perimeter and grounds of your place of worship. Imagine you are arriving for the first time, both on foot and by car. The first impression you want to give is that the place is well maintained. Poor maintenance or inadequate upkeep will suggest a lack of commitment to security. Particularly, look at the condition of any external signage and boundary walls, fences or hedges as viewed from the road.

If you have a private drive and grounds on the approach to the building, look at how well these are maintained. Walk the entire perimeter and make a note of places that could allow undetected entry. Any perimeter boundaries should be sufficiently high and robust: perimeter barriers should be at least 2.5 m high where there is limited visibility or no surveillance. Consider whether or not any doors or gates should be locked. Should you have 'Private' signs? Do your perimeter barriers meet appropriate standards, such as LPS 1175? (See LPCB's website at www.redbooklive.com.)

Car access and car parking

Any car park you might have is usually regarded as part of the perimeter. Even if it rarely contains high value cars (and potentially valuable



contents), criminals may well try to steal what is there. It should be well maintained, including any control barriers. Try approaching it and negotiating the entrance and any control barriers. Observe the operation of the barrier at busy times of arrival or departure. If people are frequently requesting help in getting past the barrier, this should be investigated as a possible deficiency or malfunction – something that could be taken advantage of by criminals. Consider how visible your own approach has been.

In the car park itself: is there CCTV, good lighting and clear lines of sight to all parking positions, including overspill areas? If you have car parking screening, this should not make it easy for criminals to operate. Look at any concealed or semi-concealed car parking spaces; do you think any of these positions might be vulnerable to car crime? If you use CCTV, are there clear signs as people approach the car park, and in the car park itself, that indicate CCTV is in operation? Are there clear signs instructing drivers to lock their cars and remove valuables? Look out for any signs of unauthorised people using the car park for criminal activities such as drug dealing.

The car park should be safe for everyone to use at all times. Put yourself in the position of a vulnerable person, arriving or leaving alone at your place of worship in the dark. Ask yourself, how secure

they would feel parking their car (possibly in the most distant car parking place) and then making their way to the main entrance, possibly with some bags and personal effects. You should check your procedures for ensuring people's safety. For example: is the lighting sufficient, and are there any places where attackers might conceal themselves?



Zone 3: The exterior of your building(s)

Having taken a close look at the perimeter area, you should now look at the exterior of your building(s) – often referred to as the ‘building envelope’. Criminals can be highly skilled at recognising weaknesses in the outsides of a building. Is it well maintained? Would it resist an attempt at forced entry? Is there an obvious intruder alarm? Could an arsonist assemble fuel unseen? If criminals believe that they can quickly and quietly force an entrance to the building without being observed, then it is at high risk.

You should pay special attention to the ground floor, and whether there are any doors or windows that criminals could approach unseen – particularly under cover of darkness. Include any cellar and basement doors, but do not focus only on the doors and windows: some burglaries are committed by creating holes in walls or roofs. Also, do not forget to include any outbuildings in this part of the walk through.

It is important to involve your crime reduction officer during this part of your walk through. They will be able to help you to assess the level of security provided by the building – for example, the adequacy of your current doors and windows in resisting forced entry – which may be difficult for you to do without professional advice. If new doors, shutters or windows are necessary, you should consider using ones that meet an appropriate standard, such as LPCB's LPS 1175.

The main entrance

Check any access control measures you may have in place. Can they be foiled?

The status of the main entrance indicates how seriously security is taken at your place of worship. Is it well maintained? It should have a security rated door – or at the very least, one that is robust enough for the local level of crime. When is the door locked, if ever? Is it designed to control the flow of people at busy times? Is the door always attended before, during and after services?





You probably want to make the reception area as welcoming as possible, but it is important that the main entrance does not give the impression that anyone can walk in without challenge, or break in at night. The main entrance should be clearly visible to the welcome team. You should consider putting CCTV in place.

Other entrances

Look carefully at all other entrances. Do you think these are secure against intruders? Check the access control method used. Again, ask yourself can they be foiled? Also, check your fire emergency exit doors. Are these alarmed and only openable from the inside?

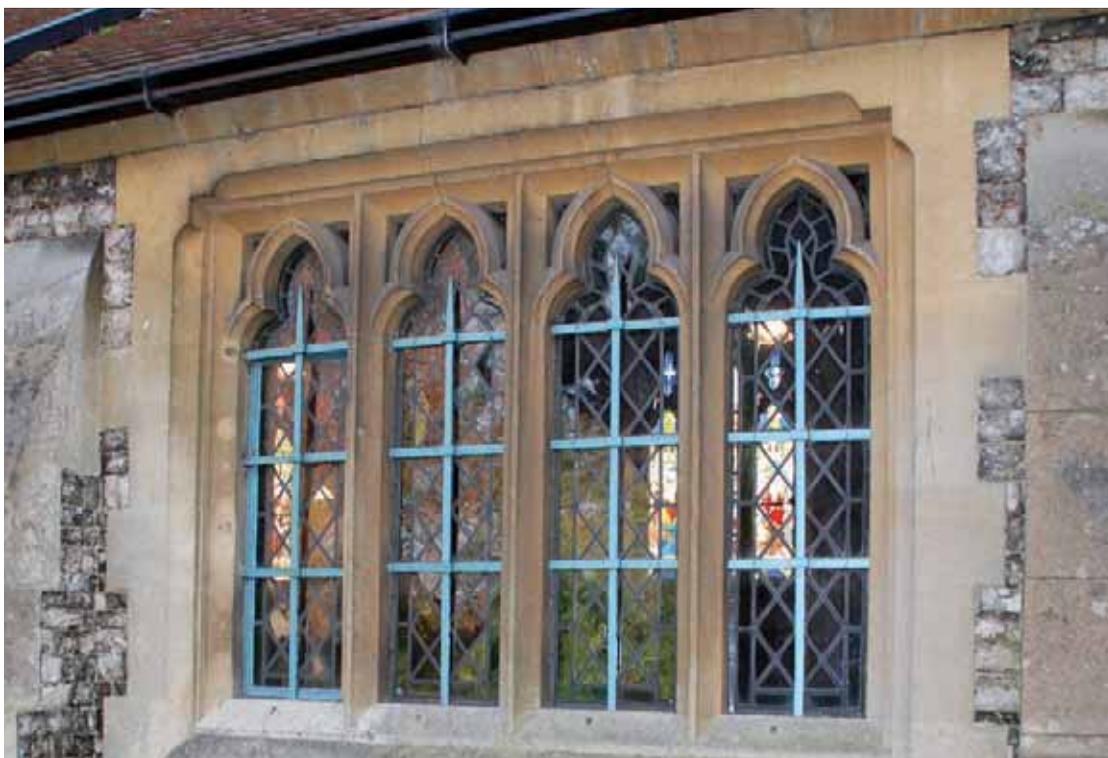
Finally, if you have any additional entrances that anyone could use, for example a rear entrance from a car park, you should give careful thought as to how this might be taken advantage of by a criminal. You should consider this alongside observations you make later on the internal plan of your building, and on whether the additional entrances enable people to enter without being seen.

Make a note of any details stamped on external doors and associated locks and ironmongery. You should specifically ask your crime reduction officer for a view on the resistance of all your existing external doors to intruders, and whether this is adequate for your location.

Windows

Windows, like doors, are openings in the building which criminals can exploit. Make a note of any that are on the ground floor or that could be reached easily by anyone climbing on a wall or low roof. (From the inside, you should check the kinds of locks/opening restrictors that may be fitted to these windows and remind everyone to lock windows and draw any blinds or curtains when leaving.) Windows should appear well maintained from the outside. Consider, in particular, any windows that are in concealed places and what kind of surveillance is provided, if any.

If you have external glazed doors, look for evidence of any approval to standards such as LPS 1175 – which assesses the complete doorset, including the door leaf, lock, glazing and frame. If you cannot find any, ask your crime reduction officer for advice. Remember that an increase in security should not compromise a fire escape route.



Other openings

Criminals will be aware that 'openings' such as skylights on roofs, access doors to roofs and service entrances are sometimes inadequately secured. You should make a note of any such openings, the way in which these are secured and whether they could be vulnerable to a determined criminal.

The roof

The roof itself should be inaccessible to criminals. Flat roofs are notorious in assisting a criminal in gaining entry into a building, and you should ask your crime reduction officer for advice if the building has one.

Walling and roofing materials

These are generally sufficiently robust and difficult for a criminal to break through. However, some types of wall cladding and roofing finish can represent a weakness. So make a note if you have any places in which lightweight claddings or roofing materials have been used and ask your crime reduction officer if these are sufficiently secure against intruders.

Some materials, such as lead and copper, are valuable in their own right. Consider whether or not they are secure and inaccessible. Less financially attractive substitutes are becoming available.

Arson

Give special consideration to how an arsonist might view the exterior of your place of worship. You should look out for, and make a note of, any rubbish left lying about or not securely stored away from the building. Also make a note of any places that an arsonist might be able to use as a place for starting a fire, such as alcoves, or places where lighted materials might be forced through small openings, such as letterboxes, grilles, vents or extractor exhaust points. See also section 2.2 *Fire safety management*.



Zone 4: The interior – communal areas

The entrance area

The area immediately inside the main entrance is an important one. It can be the most vulnerable point, and criminals know this. They have perfected many ploys and ways of distracting attention so that they can progress past the entrance area and reach other parts of the building. For this reason, it is worth spending a good period of time observing what goes on here.

Before a service, gathering or meeting, look to see if the right kind of welcome is offered to people, while being alert to security risks and suspicious behaviour. You should also be looking to see if there are any physical characteristics of the area that might make it difficult for your team to observe arrivals and departures. Is there anything portable and valuable that should be secured or locked away, eg boxes containing cash donations? Also check that electronic surveillance, if used, is properly positioned in order to back up the efforts of your team.

Vigilance

Vigilance has a major impact on crime, and this topic is dealt with in more detail in section 3.4.4. When people arrive, they should be given the impression that those greeting them are both alert and politely inquisitive about each visitor. Are the belongings of those attending always safe? Is help readily available for them if they are overwhelmed? Ideally, all of those on duty should be trained to identify suspicious behaviour, and you should be confident that nobody could pass through un-noticed. Do you think your team is achieving sufficient visual and verbal contact in order to maintain the right level of vigilance? Would they know what to do if they spotted a package left in the entrance area?



The physical presence of the team

There should be sufficient team members on duty at busy times to offer guidance and, despite the distractions, to maintain security. At these busy times, people may need help, eg finding their children's activity rooms or getting their pushchairs tidied away. What, in practice, happens at your place of worship at such times? Do you have a way of ensuring that additional people are available to assist?

Good visibility

You should note any obstructions that prevent clear lines of sight and that may provide routes for intruders to enter without detection. It is a useful exercise to see whether it is possible to proceed through an entrance area without detection. Make a note of any such routes, particularly those that might be via secondary entrances. The use of CCTV or surveillance mirrors may help if there is a weakness. Is the lighting sufficient? Good lighting makes observing criminals easier, and is a significant deterrent in itself.

Electronic surveillance and access control

Take a careful look at the security technology that is available to back up and support the efforts of your team. If electronic surveillance is used, check the positions of any CCTV cameras: are they properly positioned in order to assist the efforts of your team? Are the cameras and the CCTV notices obvious? There is a code of practice for the use of CCTV: see www.ico.gov.uk/Home/for_organisations/topic_specific_guides/cctv.aspx.

In addition, note any signs related to the permitted limits of movement of your worshippers or visitors, and any access control into the entrance area or between communal and private areas. If you have an electronic access control system, you should observe very carefully the operation of all team members who have a responsibility for providing cards or keys or have an involvement in programming cards or keys. Note the location of the programming equipment.

Do you think your CCTV system is likely to make a criminal feel exposed, and is the access control likely to slow-up or deter the criminal? Again, with the help of your crime reduction officer you should be able to answer these questions. Lastly, is your safe – if you have one – covered by electronic surveillance and protected by access control?



Zone 5: The interior – private areas

This zone is likely to include any office, interview rooms, kitchen, dressing rooms and boiler room. In larger places of worship, it may be necessary to divide the review of this zone into smaller sections, with which individual team members can assist.

In this zone are found the principal targets for the criminal, who will be seeking out any security weakness in order to gain access to valuable items or equipment. Importantly, the area includes the office which may contain amounts of cash or valuables. Your crime reduction officer should therefore be closely involved. Naturally, the security considerations that apply to the public areas are also applicable here.

Your walk through of this zone should start in the entrance area and explore one by one all routes from there to other parts of the building. While following these routes, you should note any security issues, for example:

- Presence and alertness of team members.
- Any access control to private areas.

- Door and window security.
- Security of the private areas, including the office, and storage and plant rooms, eg method of access. Could intruders hide in unlocked rooms or cupboards until the congregation have gone?
- Security of the fixtures, fittings and equipment for all rooms.
- CCTV and CCTV notices.
- The safe, and the amount of cash left in it.
- Lighting.

Your crime reduction officer will be able to advise you on the adequacy of the measures in each case. Special consideration should be given to the security provided by your internal doors and any ground floor windows; for these you should seek specific guidance from your crime reduction officer on how satisfactory your current security arrangements are.

3.4 Responding to the findings of your walk through

The walk through should identify features of your place of worship that need to be addressed in order to make it sufficiently secure. The key thing that you should establish after the walk through is whether:

1. you can achieve adequate security by addressing a few areas of weakness, or
2. you need to take on board a substantial range of security measures in order to make the premises secure.

If you fall into category 1, your crime reduction officer may be able to help you to decide on what to do and which issues to tackle first. If you fall into category 2, you may wish to seek independent advice on how best to proceed before making any major investment.

You may be able to adapt your existing security arrangements, or there may be advantages in carrying out a complete overhaul of your place of worship's security, perhaps considering taking on board some of the newer advances in security technology. Independent advice can be obtained from BRE Global at www.redbooklive.com. It is important to ensure that security measures do not undermine compliance with the existing fire safety regulations, something in which BRE Global also has expertise.

In the following sections, a range of ideas are listed; however, in considering these you should appreciate that the security you achieve in your place of worship will be maximised if you take a holistic approach to security, in which you aim to integrate a range of physical and managerial measures.

You should bear in mind that your insurer may wish to be contacted before security devices are installed, in order to agree on specifications.

3.4.1 Improving the local environment

If you are concerned about local crime, you could take an active part in existing neighbourhood initiatives – for example, your local Crime

and Disorder Reduction Partnership – or contribute to the setting up of new ones.

You can visit www.crimereduction.gov.uk to find out what is going on in your area to counter crime. Police and local authority representation is high on many of these partnerships, but representation from parish councils is also required and community groups may be invited to become involved. Schemes developed by these partnerships have been very effective in reducing crime in towns and cities, many relying on a range of steps to enhance the local environment.

Alternatively, a Place of Worship Watch or Neighbourhood Watch scheme may be possible (www.nationalchurchwatch.com, www.neighbourhoodwatch.net). It may also be a simple matter to ask your neighbours to tell you or the police if they see suspicious behaviour.

Making the perimeter and grounds secure

It is worth investing in the approach to your building to make sure that it looks well managed and properly maintained. If your signs look jaded, refurbish them as soon as possible. Check your perimeter boundary fences, hedges and walls every week to ensure that these have not been damaged. Carry out urgent repairs to any damaged area and remove any signs that indicate unlawful behaviour – for example, graffiti. If you suspect that people are entering the grounds via an ‘unofficial’ route, repair any boundaries and put up signs pointing out that this is not an entry point. In certain situations in which the risk of crime is high, you might consider removing any extensive low cover, eg shrubbery, that might enable intruders to easily approach the building without detection. The LPCB standard LPS 1175, for fences and perimeter barriers and gates, can be used to specify levels of resistance to attack (see www.redbooklive.com).

You should ensure that outbuildings are reasonably sound, and fit good quality padlocks and locking bars to doors in order to safeguard



their contents, eg tools that could be used to burgle the main building. Flammable material should be locked up in secure stores.

Good lighting is a key deterrent to criminals. If you wish to install or replace floodlighting, you should consider fitting heat/motion sensors, so that the lights come on only when heat or motion is detected, and using them to illuminate specific areas like the doors or the roof, rather than the whole building at once. This will reduce the power consumed, and so reduce the impact on the environment, while still protecting the building. Alternatively, simple time switches are readily available. Siting floodlights at height protects them from vandalism. You should consult your local authority, which may have light pollution guidelines.

Car access and car parking

Vehicle crime has dropped by 51% since 1997. However, there were some 1.7 million vehicle related thefts during 2005–06 (www.homeoffice.gov.uk: 'Crime in England and Wales 2005–06'). The British Crime Survey 2000 showed that 17% of all vehicle related crime – and 40% of all daytime thefts – took place in public car parks. Your walk through may have revealed security weaknesses associated with your car park. If your car park is vulnerable to crime it will probably worry your worshippers and discourage visitors.

If you are considering replacing your vehicle access barrier, or installing one for the first time, you should seek independent advice on the range of types available, including rising bollards, rising kerbs and barrier arm types. Many modern barriers can be linked in with an extensive range of access control systems, remote manned operation or open/closed inductive loop vehicle detectors, which automatically detect the presence of a vehicle. BSI publications PAS 68 and PAS 69 cover the performance and layout of vehicle barriers.

If your car entrance/exit system relies on exit codes or cards, these should be kept secure. Change the code regularly if you can. Change it immediately if there has been a vehicle-related theft, or an attempted theft, from your car park.

You should be alert to some of the standard methods that criminals use in order to steal cars. For example, a criminal might arrive in a low value car, secure the exit code and then depart with a stolen high value car. You may not be able to prevent this from happening, but your CCTV surveillance may deter the thief and provide you with evidence if someone appears to be stealing a car. You need to have a very clear procedure for dealing with an attempted car theft. This procedure should not put any team member in danger, but should ensure that the police are informed immediately.

While car park CCTV is usually added as a deterrent against car theft, some CCTV systems can be set up to provide facial recognition and to provide legal evidence of a crime. Good lighting that extends to all reaches of the car park is also a key deterrent. Keep your car park well maintained and free from litter. Make sure that it is only used as a car park, and does not provide a place for people to carry

out any kind of illicit activities. You should inspect the car park daily, and ask the police to investigate any suspicious behaviour or activities in or around it.

Signage should warn drivers not to leave valuables in their cars and, if it is present, announce the use of CCTV.

The existence of secure car parking facilities can greatly reassure your worshippers and visitors. If you would like to know more about how to make your car park secure, visit www.britishparking.co.uk. The website includes a section on the Safer Parking Scheme, an initiative of the Association of Chief Police Officers (see also www.saferparking.com). Through the Safer Parking Scheme, the police can help in assessing your car park, and if it meets certain criteria you may receive a Safer Parking Award, called Park Mark. Your place of worship can then be included on a national list of organisations that provide secure parking. Parking areas which have received the Park Mark award have seen major decreases in car crime of up to 80%.

If you think that anyone arriving after dark might be vulnerable to robbery or physical assault before they reach the relative safety of the building, you should consider:

- improving the lighting in and around the car park
- improving the boundaries around the car park
- providing a short term parking zone adjacent to the place of worship in order to enable drivers to come in and request someone to escort them safely back once they have parked
- inviting drivers to phone for someone to escort them from their cars to your building(s)
- arranging for the team to be automatically alerted to late arrivals in the car park.

3.4.2 CCTV and the law

If you already have CCTV, or are considering installing it, you should be aware of the guidelines that you should follow in order to stay within the law. Firstly, ask yourself: what exactly is the purpose of the system?

- Is it intended to detect crime?
- Will it be used in the apprehension or prosecution of criminals?
- Does it have a role in the safety of your team, monitoring of activities or security of your premises?

Use of CCTV needs to follow specific guidelines depending on the intended use. Visit www.dataprotection.gov for guidance, including a CCTV code of practice, which shows how to comply with the Data Protection Act.

3.4.3 The exterior – deterring criminals

Around the main entrance

Ideally, people approaching the main entrance to your premises should be visible to team members inside. If this is not possible, you



should consider placing CCTV so that they are. CCTV near the main entrance is especially helpful when used in conjunction with an entry phone or door bell – particularly after nightfall.

Although it is desirable that places of worship should always be open to visitors, whether for prayer or tourism, you should assess the risks and benefits of this practice. There should be people present in order to welcome visitors and watch over the building, which will reduce a sense of anonymity, and you may be able to arrange a 'place of worship-sitting' rota – or frequent, but irregular, checks. CCTV would allow remote or subsequent observation of movements, which may be a sufficient deterrent to criminals. If the building is kept locked, however, your neighbours may be willing to keep a key for authorised visitors.

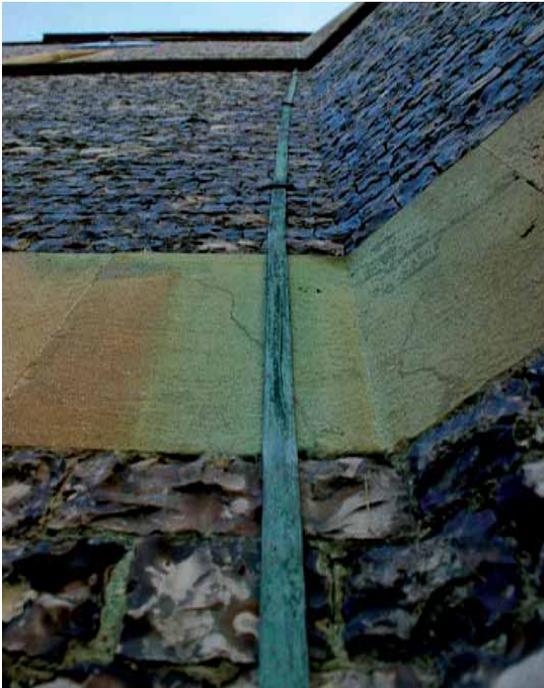
External doors and windows

During your walk through, your crime reduction officer will have offered a view on the security rating of your existing external doors and windows. They may have been satisfied that the level of security provided was adequate, or may have made some recommendations for upgrading it. This might involve increasing the security of ironmongery, such as locks and opening restrictors; the installation of bars, grilles or clear sheet polycarbonate; or may involve more radical changes, such as replacement of doors or frames that are weak.

By following these recommendations, you will be ensuring that your windows and doors provide sufficient resistance to forced entry by a criminal. If you would like to know more about the importance of security ratings of doors and windows, there are three useful websites that will help you to how understand how the risk of burglary can be reduced by choosing suitably secure windows and doors: www.redbooklive.com, www.securedbydesign.com and www.bsia.co.uk.

If your existing external doors or windows need to be replaced because they are inadequately secure, you should select replacements that are approved to meet the security ratings specified by your crime reduction officer and possibly your insurers. Typically, it will be suggested that the new components should meet a standard security rating, for example the LPCB standard LPS 1175 or British Standard PAS 24 rating.

Often, other changes to your place of worship can also contribute to door and window security – particularly lighting. So, for example, doors providing alternative entrance points should be well lit at night or provided with automatic lighting. You may be considering new or revised access control systems; these will also contribute to the overall level of security. The inclusion of certain security measures may in some cases provide an alternative to upgrading door or window security, but you should ensure that this does not affect your insurance cover. Remember that many burglaries are opportunistic crimes. It is a relatively simple step to ensure that all users of the building are reminded to close doors and windows when they leave, and not to leave valuables unattended.



The roof

Moveable ladders should be locked away when not in use, and fixed ones should start well above head height and preferably be blocked at the bottom by a padlocked metal cover. You should consider protecting the roof with anti-climb paint, barbed wire or similar anti-climb devices on drainpipes and guttering. If you do use such measures, you should put up signs to advertise their presence.

Theft of metals is an increasing problem. Many places of worship have metal fittings that have high scrap value – such as brass plaques, copper lightning conductors, iron gates, and lead flashing and roofing. In 2007, over 2000 claims were recorded that involved the theft of metal from places of worship – with each claim averaging in excess of £3600.

The measures described above will deter many metal thieves. Other deterrents are CCTV, floodlighting and vigilance, including that of your neighbours. Alternatives to these valuable materials are becoming available.

3.4.4 The interior – the importance of training

In this and the following section, ‘interior’ refers to all internal areas of your place of worship, but is particularly relevant to the private areas.

In security terms, the building can be likened to a castle with several layers of defence, in which sense the team is the ‘defending garrison’. It needs to be trained and equipped, even if its weapons are ‘only’ words.

The members of your welcome team will usually be the first people seen by anyone entering your place of worship. By appearing alert, vigilant and well trained they will reassure members and genuine visitors, and deter anyone with criminal intent. Security training is particularly important for your team members, who have a crucial role in managing who comes into the building and how they are dealt with.

In exercising vigilance, the team should be able to recognise anything suspicious that might threaten the security of the premises and to know immediately what to do in specific situations. This is a major responsibility, requiring a set of advanced skills. You may have your training under constant review, with team members receiving regular refresher courses. If not, you might wish to compare the security training you currently offer with the following list, which outlines essential abilities for team members including:

- Personal safety – knowing what to do to protect themselves from physical attack.
- Basic security awareness and security responsibilities.

- Recognising suspicious or criminal activity – knowing the ploys, distractions and activities that criminals adopt in order to gain unauthorised access to the interior.
- Recognising the body language of criminals – lack of eye contact, discomfort at being engaged in conversation, clothing style and personal appearance.
- Handling security emergencies – knowing what to do, who to contact and what to say.
- Assertiveness – knowing when and how to deal with challenging situations that might affect the security of the premises.
- Dispute resolution/conflict management – knowing what to do to avoid a problem escalating.
- Secure handling of keys or electronic access control.
- Understanding the vulnerabilities of certain categories of worshipper or visitor – in particular, women attending alone or the disabled – and how to ensure that they are protected against assault.

Without training or considerable experience in these areas, it will be unlikely that your team will be able to offer an appropriate level of vigilance. A set of guidelines might well prove invaluable, eg on when and how to challenge a stranger.

The team should be made aware of the security measures used in the premises, and how they work. At the end of a service, for example, it should be possible for the welcome team to talk to new worshippers, find out about them, tell them about your place of worship and invite them back. This is simply hospitable, but does also benefit security. By obviously being alert and attentive, the welcome team will help to deter anyone with criminal intent.

Maintaining a state of vigilance

There are several practical steps you can take to help encourage your team and sustain vigilance:

- Ensure that the team has clear guidance on security, and that it understands and implements this. For example, those responsible for managing any electronic keys or passwords should follow a strict security protocol in the use of reprogramming equipment, etc. Remind them of this from time to time.
 - Ensure that your team members each observe and take notice of reminders for the need for vigilance.
 - Seek constructive feedback on any security incident or near miss.
 - Praise, and possibly reward, anyone who does provide feedback on a security incident.
 - Raise the state of vigilance when necessary – for example, following a security breach in the neighbourhood – and ensure that all of the team observes and takes notice. Point out what differences in behaviour and or response are required at these times, and the particular things to be on the alert for. Remember that your worshippers can also play a major role in crime
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prevention. All new worshippers should be given security advice – for example, as part of a welcome pack – encouraging them to report anything suspicious.

- Update your guidance on crime prevention in response to intelligence on the local pattern of crime. Consider putting up police awareness notices.
- Minimise the risk of your team becoming the victims of crime. Encourage the team to act with confidence, based on a state of being prepared, and to develop personal safety plans. Good advice on personal safety is available from the Home Office: (www.homeoffice.gov.uk/documents/Keep-safe-booklet?).
- Set an example. If you are constantly vigilant, active in reviewing security measures and responsive to security concerns within your place of worship, then this provides a model for everyone. Show your team that you are not complacent to the risks of crime.

Reducing anonymity

Many crimes are committed by people posing as innocent visitors, or as contractors such as cleaners, maintenance or construction workers. You might wish to consider introducing an identity badge scheme for all of the team and contractors, especially if you are responsible for a large place of worship, and announcing any imminent maintenance or construction work.

Any measures that make it difficult for an intruder to progress unobserved within your place of worship will also help to reduce anonymity. Consider the use of access control systems to prevent unauthorised entry to private areas. Your team can play a part in reducing anonymity by merely acknowledging the presence of, and making eye contact with, every individual they encounter, eg by acknowledging strangers in the public areas and redirecting them should they stray into the private areas. All of your team members should be trained in how to explore the identity of any individual seen to be behaving suspiciously, or to involve a senior colleague or team member in the management of the situation.

You and your team should make an effort to welcome strangers, primarily because this is hospitable but also because it will make it difficult for would-be criminals to escape notice.

Access control

Access control, whether this involves the use of traditional keys or advanced electronic systems, will often be something that an administrator manages on a day-to-day basis. While procedures



for handling and keeping keys secure should be well established, do check that there is a process for dealing with lost keys.

If you wish to continue to rely on traditional locks and keys, you can overcome one of the main concerns – the copying of a key – by ensuring that your key design is one that cannot be copied by an unauthorised person. For example, keys and associated locks that meet recognised standards, like LPS 1242 and BS 3621, are listed in the LPCB Red Book (see www.redbooklive.com).

Keys should be kept in the personal custody of a responsible official, or in a secure place away from the premises. They should never be hidden in or around the building, and the number of duplicates available should be kept to an absolute minimum. Safe keys, in particular, should never be kept in your place of worship when it is unoccupied. A register should be maintained of everyone who holds a key, and this should be kept up-to-date. It is possible to fit locks with different keys to different rooms. However, in practice, you may find that issuing identical, universal keys to all key holders avoids issuing and taking back different keys as responsibilities change. At the risk of stating the obvious, keys should never be left in the lock.

Many electronic access control systems have access cards or keys with programmable microchips in them that give access only to certain sections of a building, eg the main area of worship but not the offices. These systems can also provide a complete breakdown of all movements through the building (including key holder's name, time and date) in the case of a dispute or if a security incident needs to be investigated.

There is a multitude of systems on the market. These range from those simple-to-use arrangements, capable of being run on standard computers, which would be suitable for smaller buildings, right up to systems that provide almost total integration of fire safety and security. Some systems do not require keys or cards at all, but operate on a push button security code. Also coming onto the market are systems built around a microchip plus personal verification via keypad number, or biometrics, eg fingerprint, face or voice recognition. These are similar to normal chip and pin security.

Just as for conventional keys it is crucial that all electronic key holders are made aware of good security practice, and that they ensure that their card/key does not fall into the wrong hands at any time.

Team access rights to the card programming system should be very carefully controlled, and a strict security procedure followed in order to ensure that no unauthorised person gains access to the system or can see how it is used. Specific training should be provided for those who have different levels of responsibility for the access control system – whether administrative, maintenance, monitoring or management of the system.

In continental Europe, access control systems are covered by the EN 50133 set of standards (*Alarm systems. Access control systems for use in security applications*). These are published in



order to assist in the selection of appropriate systems, which might also include physical measures such as barriers and turnstiles (see www.redbooklive.com for full details).

CCTV inside the building

If you have installed CCTV, it should at least monitor people in the entrance area and be able to offer facial recognition. You also should consider installing CCTV in order to monitor movements of people from the entrance area to other parts of the building, and on any routes that might be difficult for people in the office to observe.

Panic alarms

Those team members responsible for handling cash, or who may be on duty in the entrance area at service times, should have a way of indicating that they need immediate assistance or support in the event of an incident or if they think they are at risk.

3.4.5 The interior – security inside the building

All of the team plays a role in maintaining a secure environment throughout your building(s). However, electronic security is vital in detecting intruders and physical security is crucial in resisting the determined criminal, who might, for example, be seeking valuables in the worship area, the office or the cloakrooms.

The team

During your walk through, you will have made a point of observing the normal activities of everyone who has a responsibility for looking after worshippers, visitors and the building(s), including the welcome team, cleaners and doorkeepers. Many crimes are opportunistic, and there is evidence that criminals frequently take advantage of doors left ajar or unlocked during cleaning. A cleaner might be asked to open a door under a false pretence, eg of someone having left an item behind. A simple set of rules can help the team to keep the building secure. Check how the team operates, and if it does not have a set of guidelines for security help it to develop one. In particular, help the team members to understand when they should ask a stranger for identification. Having a system of such guidelines is particularly important at night, when few team members will be present.

Screening new team members

Whether you are seeking new permanent or temporary members of your team or voluntary help, it is important to check the background of applicants. Everyone faces temptations: different ones affect different people. Filtering out those unsuitable for certain roles will spare them, their potential victims and your place of worship any consequences. If your place of worship does not have the experience or resources to undertake this work, a number of organisations – such as Security Watchdog (www.securitywatchdog.org.uk) – can carry out appropriate security checks for a fee.

As a minimum, you should check proof of identity of individuals and follow up references with previous employers. During screening, ensure that you quiz applicants in detail about their attitude to security issues. Anyone who will be working with young people and children should complete a criminal records bureau check. If you have any doubts about local applicants you can ask your local police for any history of past convictions. In the rare instance in which people are going to be employed in a security capacity, such as door control 'bouncer', then they must be licensed by the Security Industry Authority (see www.the-sia.org.uk).

It is acknowledged that at busy times of year, or in response to unexpected events, there is pressure to bring in people quickly to meet the need for additional help. Nonetheless, if you relax your screening and criminals or those with a lax attitude to security join your team, they could potentially harm your place of worship's work and reputation.

Security patrols

Security patrols of your place of worship may well be carried out as part of your security arrangements. They serve two purposes. Firstly, they can help to reduce the risk of opportunistic crime by identifying security weaknesses or oversights. Secondly, they play an important part in identifying anything that might be suspicious and can, because of their visibility, deter anyone with criminal intent.

While security patrols should be thorough, they should not be too predictable. Those who carry out your security patrols should be trained in what to do if they encounter a criminal or intruder.

Electronic surveillance and intruder alarms

CCTV technology has greatly improved in recent years, and the availability of unobtrusive cameras means that it is possible to install surveillance equipment without the 'big brother' effect created by earlier systems. This means that it is possible to observe events at key points on your premises remote from the entrance area – such as in corridors outside private and vulnerable zones. CCTV may not be expensive to install and might be suggested by your crime reduction officer as a worthwhile investment, particularly if you currently have no access control.

If you decide to install CCTV, you should work out what you want from it and the conditions in which it will be operating. Do you want to recognise the people using a certain door during office hours, for example, or to record activity in the car park throughout the day and night?

You would need to erect signs that announce the use of CCTV, and make sure that the system is working effectively; for the latter, a maintenance contract would be advisable. There are various factors involved in specifying a CCTV system, and



your best course of action is likely to be to use an installer approved by a United Kingdom Accreditation Service (UKAS) accredited assessor.

As mentioned earlier, there are rules governing the gathering, storage and use of images of people, and you must be sure that you comply with the Data Protection Act.

The presence of an intruder alarm can be a deterrent to criminals. Even if you do not leave valuables within the building, the damage caused by criminals looking for them could be substantial. Intruder alarm systems are appropriate for many places of worship, which lie unoccupied for periods of time. The system would be activated at such times, or in areas of the building in which people would not be expected to be present. Such a system would raise an alarm to the presence or movement of an intruder.

You should carefully review the benefits and need for an intruder detection system with your police crime reduction officer. If you decide to install a system, European Standards and recommendations from the police and insurers place emphasis on the need for that system to be properly tested and certified. A system alarm with remote signalling could notify an alarm receiving centre, which would assess the signal and respond appropriately. Your insurer may require a survey before approving any specification. The current standard is EN 50131, which is superseding BS 4737. Ideally, the system should be installed and maintained by a company on the list of recognised firms of a UKAS-accredited inspectorate.

Because of the ever-increasing number of false alarms from poor quality, incorrectly installed or poorly maintained systems, the police no longer respond to security alarms that are not manufactured, installed and maintained to standards established by ACPO. Installers of security alarm equipment and companies who monitor and maintain this equipment should be approved by the National Security Inspectorate (www.nsi.org.uk) or the Security Systems and Alarm Inspection Board (www.ssaib.co.uk) – or other organisations recognised by ACPO – and registered with the local police force. A requirement of these approved alarms is that they must be monitored by alarm receiving centres.

Selecting effective physical and electronic security solutions

Many products on the market fail to provide the defined minimum standard of security set by certification and standards bodies such as the LPCB.

Therefore, if you are investing in security for your premises you should only consider those security products and systems that have been comprehensively evaluated and tested, such as those listed in the LPCB Red Book. The Red Book is available free from the LPCB in hard copy form or online at www.redbooklive.com.

Protecting the vulnerable

In the case of people who are elderly, particularly young, disabled or

women worshipping alone, you can take steps to protect them from possible attack. Team members should be available to escort them to and from their cars, and to explain the security and safety procedures in place in order to help them to stay safe while in your place of worship.

The team members should ensure that the vulnerable understand what they should do if they feel they are being followed or if they feel threatened. There is a fine line between alerting people to a danger and the risk of causing undue concern in their minds. However, it is good for people to know that there are procedures for their protection.

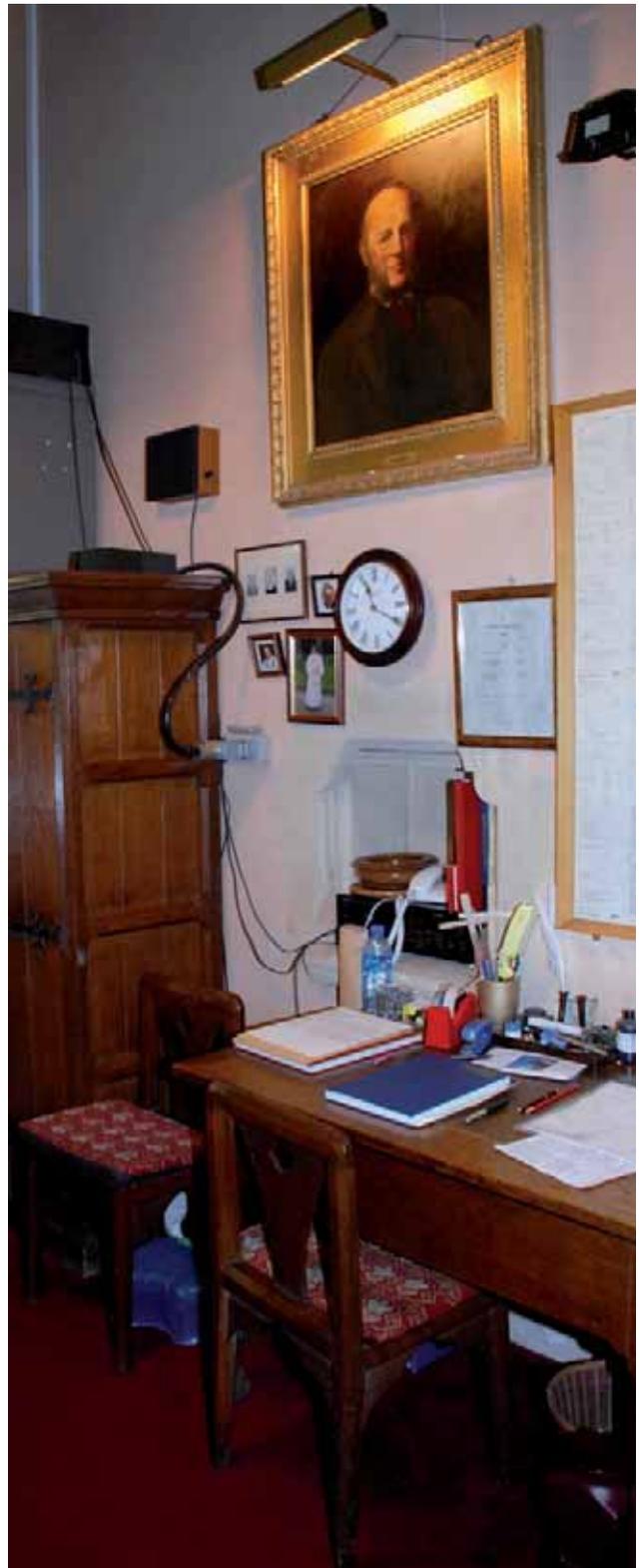
If there has been an assault in your building or elsewhere on the premises, you should inform the police and seek their advice on what to do to reduce the risk of further attacks and how to modify your current security risk assessment.

The office

You should have looked at security of your office during the walk through. Ideally, any office would be located away from the normal routes for worshippers or visitors. It should be of solid construction and be approved to LPS 1175. The office often contains a safe. You should check the arrangements for the office safe keys, and ensure that these are kept secure at all times. Installing CCTV in the office will afford extra protection and it is a logical place in which to include an intruder alarm. If the office has any external windows, your crime reduction officer may recommend strengthening their frames, reglazing with higher specification glass or otherwise protecting them against forced entry.

Secure storage of valuables

Some places of worship will have objects of great value that should be stored securely. Many will have documents, such as a register of marriages, which should also be kept secure. If you already have a safe, you should check that it is adequate





for your needs. If you do not have a central high security safe and feel that this would benefit your place of worship, purchase one certificated to either LPS 1183 or EN 1143. You should replace your safe if your crime reduction officer or insurer considers this to be necessary.

Your safe should have a cash/valuables rating that provides sufficient protection for what is stored in it. As a rough guide, valuables are deemed to have a cash value equivalent to a tenth of their actual value, eg £500 in cash and valuables worth £5000 could reasonably be placed in a safe rated at £1000. This rating should only be used as a guide, since insurers

define their own ratings depending on the performance of safes and the situations in which they are to be used.

It is important to ensure that safes are installed in accordance with the manufacturer's instructions, and that all exposed fixings, the substrate into which the device is fitted and the locking mechanisms are regularly checked to ensure that they are in good condition and that they have not been tampered with.

Internal doors

While some crimes are opportunistic – for example, taking advantage of an open door – others involve forced entry by interfering with the lock or breaking the door. Criminals have a range of strategies for gaining entry. They have methods for overcoming the security features of many doors, and unfortunately there are plenty of doors in use that offer only token resistance to the determined burglar.

To minimise the risk of burglary – or the potentially more dangerous crime of robbery, or theft involving personal attack – you should respond as soon as possible to any recommendations offered by your crime reduction officer after the walk through.

If a burglary or robbery has occurred recently in your place of worship that involved a criminal breaking in through a door or window, it is crucial to take action and implement any recommendations as a top priority to avoid becoming a victim of repeat crime. The LPCB has long recognised the crucial role of robust doors, door frames, locks and hinges in providing security. You can now specify complete doorsets that have been rigorously tested to meet recognised security standards and that also meet the required fire resistance. These are listed in the LPCB Red Book.

If you are considering investment in new doorsets, remember that even doors of a high security rating will be of limited value if the team and worshippers fail to follow recognised security guidelines – so do not invest in physical security while neglecting training.

Vulnerable windows

Ground floor windows and those that can be reached from flat roofs, balconies and fire escapes can be especially at risk, and normally warrant additional security. They can be fitted with opening restrictors or be non-opening, with room ventilation provided by other means, but the final design should be based primarily on considerations related to their use as a means of escape in case of fire. The security of any vulnerable windows should be reviewed with your crime reduction officer.

Making desirable items secure

In reviewing the history of crime in your place of worship with your crime reduction officer, you may have discussed the theft of items from your place of worship. A typical place of worship might experience the loss of numbers of low value items – things like books, stationery, crockery and linen – which would be difficult to protect individually. The volume of theft of such items might mean that the total cost accumulates to a large amount.

There are a number of ways of making everyday items more secure:

- Buy items that would be out of place elsewhere, eg plastic stackable chairs
- Mark items with, for example, your place of worship's insignia, crest, name or an asset mark that is recorded within an approved (LPS 1224 and LPS 1225) database
- Publicise the fact that you carry out random checks
- Use radio frequency identification or electronic article surveillance equipment in order to register valuable items, and carry out targeted checks.

Your place of worship may have high value items. For example, computers for the running of its business – or the worship area may contain high value artefacts or audiovisual apparatus. Expensive equipment is vulnerable to theft during breaks in proceedings, and if it cannot be physically secured it should not be left unattended. You should consider storing it safely while not in use, or, if this is not possible, securing and labelling it.

Lockdown plates and enclosure devices (preferably certificated to LPS 1214) can be used to secure equipment. An additional security measure is labelling. It reduces transferability, and therefore the value of an item to a thief, so discouraging theft. An extension of labelling is asset marking and registering, which is a common way in which to protect such items as computers and projectors.



Valuable items should carry a warning that they are registered, so reducing their value to criminals who will know the items are traceable in the event of theft. By registering items on an approved database (for example, those provided by LPS 1224 and LPS 1225), rightful ownership can be quickly confirmed and property can be more easily returned should it be recovered following loss or theft. Such databases, which should be held remotely from your place of worship, have also been found advantageous in other situations, for example fire or flood. More details of asset marking systems are available from LPCB (see www.redbooklive.com).

Valuable items should carry a warning that they are registered, so reducing their value to criminals

You may wish to consider loaning particularly valuable items to a museum and replacing them with copies or substitutes.

The object ID standard is the international standard that police forces use for their stolen property databases. Further information can be obtained from www.object-id.com.

3.5 SPECIAL CONSIDERATIONS

3.5.1 Addressing the threat of terrorism

In the UK, the Home Office (www.homeoffice.gov.uk) and the security service MI5 (www.MI5.gov.uk) issue guidance on how to assess the risk of terrorist attack, and how to protect people and property in the event of a suspected or an actual act of terrorism.

You should seek advice from the police if you have any reason to suspect that there is the risk of a terrorist attack – whether this comes from a threat, suspicious behaviour, information received or previous attacks on your building or on buildings nearby – and should act on any advice offered by the police or other authorities.

Assessing the risk of attack

First, you should assess the threat. If you need help, you should seek the advice of your regional police counter terrorism security advisor about the local risk of attack. Consider the possible presence of high profile visitors or the proximity of your building to obvious potential targets.

If, after reviewing the threat, you believe that your place of worship could be a target for a terrorist attack, you should review – again, with the police – how vulnerable you are to the threat. You should then implement any recommendations made by the police in order to minimise the possibility of an attack, whether this involves increasing physical security or implementing new security procedures.

Primary recommendations will focus on preventative measures that you and your team can take to recognise and deter a terrorist. However, in the unlikely event of there being terrorist action in or

near your place of worship, you need to have contingency plans in place. These should ensure that your team knows:

- what protective security measures should be implemented in order to protect people, property and confidential information
- how to deal with a telephoned bomb threat, which might be from a terrorist organisation or from a malicious hoaxer
- how to plan and carry out a search in order to detect suspect items and people
- how to recognise and deal with a suspect package, whether this arrives in the post or is left on the premises
- how to evacuate your building(s) in the event of a threatened bomb attack
- how to communicate with concerned relatives or friends.

In each of these situations, one of the most important considerations for you is how you establish and maintain clear lines of communication on the nature of the threat or incident with your team members, worshippers and visitors – and what they should do to minimise the risk of injury.

3.5.2 Tackling arson

The important issue of tackling arson is covered in section 2 *Fire Safety* and in section 3.3 *The walk through*.

3.6 SECURITY MANAGEMENT – A SUGGESTED APPROACH

As can be appreciated from the preceding sections, there is a range of measures that will contribute to successful security management. While you do not need to be an expert in crime or security in order to take on this management role, it is important for you to build sufficient understanding to become ‘crime aware’ and to integrate security management into your team’s day-to-day activities, so that it becomes routine and familiar. To do this effectively, you need to develop an overall framework for keeping your place of worship secure. This framework – a security strategy – should be an integral part of your place of worship’s plan of activities.

3.6.1 Who manages security?

Every place of worship needs someone in authority to take responsibility for security. This person will be responsible for the security strategy, and for leading, monitoring and evaluating the results of any security management initiatives implemented. For the purposes of this guide, this is you – but it may instead be the building owner, the administrator or someone specifically delegated to manage security. As with fire safety, whoever takes on this responsibility will probably need to designate a deputy or deputies who are also capable of dealing with security issues in or around your building(s). Each of these people will need to work closely with your

local police crime reduction officer or, in the case of new places of worship, with the architectural liaison officer (www.securedbydesign.com/about/faqs.aspx), particularly in the early stages of the development of their role. A crucial part of the strategy is ensuring that clear lines of communication are developed and sustained throughout your team, and, where appropriate, with worshippers. Major places of worship may have a dedicated security manager who can advise other managers on security.

There are three activities that should be undertaken, which together act to reduce opportunities for crime in your place of worship:

1. Carry out a review of local crime incidents. Its strategic purpose should be to ensure that security measures focus on tackling the prevalent types of crime in your location.
2. Complete a security risk assessment. Its strategic purpose should be to detect any security weaknesses and to identify appropriate action in order to reduce crime.
3. Develop a security emergency plan. Its strategic purpose should be to ensure that the team and your worshippers know what to do if there is a security alert or emergency.

These activities should ensure that the security issues you face are addressed, and that the measures introduced are appropriate. The review of local crime and security risk assessment, in particular, help you to devise your strategy for reducing crime and for prioritising the introduction of security measures.

3.6.2 Crime review

The first stage in reducing the opportunities for crime in your place of worship is to conduct a local crime review. This involves reviewing the crimes that have occurred within and around your place of worship, particularly in other places of worship and public buildings nearby. This helps to focus security measures on tackling the relevant types of crime, given your location and history. Your local police crime reduction officer (contact your local police station) or architectural liaison officer (see www.securedbydesign.com/forces/index.aspx) can offer guidance and advice on carrying out an appropriate level of crime review. A well-conducted crime review will provide you with an update or an early warning of trends in crime in your area. It should be repeated regularly (preferably every year), so that any new risks can be taken account of in your security risk assessment and security emergency plans. Links with your local community safety partnership can provide informative, regular updates of crime patterns in your location (www.crimereduction.gov.uk).

3.6.3 Security risk assessment

This involves an assessment of the security of your place of worship, evaluating your current security arrangements and helping to establish the priorities for improving them. If you are well acquainted with

security, you may be capable of completing your own security risk assessment; however, do seek the advice of your local police crime reduction officer in the first instance.

If you are responsible for a large place of worship, which probably has a wide range of worshippers, facilities and services, the opportunities for crime are likely to be more varied and complicated, requiring specialist knowledge to produce a security risk assessment. You should consider seeking specialist assistance from a competent person or from your local police architectural liaison officer or police counter terrorism security advisor.

It is also good practice to involve your team in the security risk assessment. Walk around your place of worship, engaging the team in individual or group discussions, working to understand their concerns about security. Many on the team will have a very clear understanding of crime opportunities in your place of worship, and may have made valuable observations from which lessons can be learned.

The security risk assessment places particular importance on identifying people and property at risk from crime. It is a live document that will need to be reviewed and updated on a regular basis – particularly if, for example, you make changes to your building(s) or if you experience, or think you could fall victim to, additional categories of crime.

If you need help or advice on how to undertake risk assessments, you can contact BRE Global, whose experts on security management can be consulted. (See section 4 *Sources of specialist help, advice and training.*)

Risk assessment process

There are essentially seven steps needed to establish and maintain a security risk assessment for your place of worship:

1. Identify the opportunities for crime, for example, vulnerable people, items, artefacts or possessions that might be attractive to criminals
2. Identify where these opportunities are and when they occur; essentially this is a security survey, in which you are seeking to identify any features of your place of worship that may make it vulnerable to crime. The walk through section in this guide has been drawn up to help you with this
3. Evaluate opportunities for crime in the context of your current security measures. Consider whether the existing security measures are adequate (your crime reduction officer or an independent advisory body will be able to help). In particular:
 - Can you make it more difficult for items to be stolen?
 - Would an intruder in a given location be seen?
 - Are doors, windows and locks strong enough?
 - Are there proper, effective procedures for keeping people safe if a serious crime or terrorist attack happens?

You may need help from your CRO or an independent advisory body in assessing the adequacy of your existing security measures.



4. Prepare a prioritised action list in order to address the security changes needed, and set completion dates against the budget available
5. Prepare a security emergency plan to be followed in the event of a security incident or alert, and make sure that everyone knows how to respond and what to do
6. Keep the security risk assessment up-to-date; keep a record of the security risks identified and the actions taken in order to manage and reduce them. The security checklist in this guide can be taken as a starting point, but you should adapt it to meet the specific security risks in your own place of worship.

Security technology

In addition, to keep your place of worship secure it is essential that you are aware of:

- what security equipment has been installed
 - how it functions, and how it should be maintained
- how it can alert you and your team
 - how to respond if something happens.

It is vital to ensure that both physical and electronic security systems are manufactured and installed appropriately, are fully and professionally maintained and that their functionality is not compromised – either inadvertently or deliberately.

For further information and advice on approved products, installers and maintenance companies, contact LPCB (see www.redbooklive.com).

Fire safety

Although this guide is concerned with existing places of worship, all places of worship in the UK – and, indeed, all buildings – have to be designed to comply with the relevant Building Regulations. While these do not currently address security directly, it is important to ensure that security measures do not undermine compliance with the existing fire safety regulations, including:

- In England and Wales, Approved Document B (Fire Safety), which provides guidance on meeting the fire safety requirements under the Building Regulations for England and Wales (see www.communities.gov.uk).

- In Scotland, Technical Standards Parts D and E, which provide guidance on meeting the fire safety requirements under the Building Standards (Scotland) Regulations (see www.sbsa.gov.uk).
- In Northern Ireland, Part E and Technical Booklet E, which provide guidance on meeting the fire safety requirements under the Building Regulations for Northern Ireland (see www.dfpni.gov.uk).

3.6.4 Security emergency plan

Dealing with a crime or suspected crime

The security emergency plan should ensure that every team member knows what to do in particular security situations or emergencies. It is important that the right people are summoned quickly, in order to avert the development of a more serious incident or to assist colleagues.

It is crucial that only properly trained people deal with a security emergency, whether this is a potentially dangerous criminal in your place of worship or a terrorist alert. Please see the specific guidance in section 3.1.1 *Terrorist activity* for dealing with a terrorist alert or threat.

Your security emergency plan should set out clearly and simply what the team should do to protect worshippers, themselves and the building in an emergency. In developing it, you should involve the team, explain the purpose of the plan, take on board their ideas and encourage them to ask questions. Doing this will help you to achieve the all-important 'buy in' of those who will have to implement the plan.

You should rehearse your security emergency plan for a number of scenarios, and assess your team's ability to follow it. Rehearsals are valuable because they will help to identify unforeseen practical problems and ensure that everyone involved is given a chance to present their views; you will be able to use their insight together with your own observations to refine the plan and/or provide additional training.

You should also build into your security emergency plan arrangements to comfort victims of crime. You should try to ensure that there are designated team members who can explain the situation calmly to those who need to be informed of a security incident, or those who might be enquiring about an incident.

After a crime, the first priority is to ensure that anybody with physical injuries receives medical assistance, which paramedics or those qualified in first aid will be trained to assist with. Some people may be distressed, or in emotional shock. This may affect not only the victims but others who become aware that a crime has occurred. It is important to consider this when dealing with those who are around, and to ensure that those suffering from shock receive medical assistance.

It is crucial that only properly trained people deal with a security emergency, whether this is a potentially dangerous criminal in your place of worship or a terrorist alert

In your security emergency plan, you should therefore:

- ensure that there is always someone who can take overall responsibility in the event of a security emergency who, in the absence of the person with primary responsibility, may be a deputy, and that the team knows who this is
- have a contingency plan for the management of personal belongings, and for accommodating people if the building is unusable
- ensure that you liaise with the police and, if required, other emergency services
- ensure that there is a way of keeping people informed of developments
- keep your public-relations officer informed, if you have one
- identify a place that could be used for crisis recovery.

Levels of response and issues

In drawing up a security emergency plan, it is important that the document distinguishes at least three levels of response:

1. To minor crimes and threats that are not likely to result in a physical attack on an individual.
2. To crimes that could result in physical attack on an individual.
3. To crimes that could result in physical attack on several people.

The security emergency plan should cover the following issues:

- The chain of command, and how you will communicate with your team, worshippers and visitors.
- Who decides when to call the police, who makes the calls and what information is given.
- Who decides if other emergency services (such as paramedics) are needed, and who calls.
- Who decides whether or not to confront criminals, and how.
- Who meets the emergency services on their arrival, and what information is given.
- Who is responsible for comforting the victim(s) and the distressed
- In the case of a major security alert:
 - who is responsible for alerting the worshippers, ensuring their safety and, if necessary, ordering an evacuation
 - where the worshippers can take shelter
 - how people are informed of developments.
- A location that could be used for crisis recovery
- Who manages the office, and under what circumstances.

3.7 CE MARKS AND CERTIFICATION MARKS

There is no simple way of knowing whether or not unapproved products would meet the minimum standards of safety set by independent, third party certification and standards bodies, such as the LPCB. However, you can be confident of products, systems

and installers that have been approved by an accredited third party certification body after passing comprehensive evaluation and tests.

There are many EC directives and CE markings that are applicable to fire detection and alarm, fire fighting, fire protection and, indeed, security products. However, a CE mark is not a quality mark and usually only means that the product meets basic safety requirements rather than being 'fit for purpose'. Consequently, to be confident of fitness for purpose you should look for third party certification marks rather than CE marks.

Certification marks are issued by certification bodies for approved products, systems and installers. At its best, the term certification stands for independent third party confirmation that the subject of the test meets the appropriate standards. Proper third party certification involves regular testing and audits of products, processes, management systems, competence and factory controls in order to ensure that the subject continues to comply with the relevant standards.

A certification mark gives peace of mind that the product meets the appropriate standard. To ensure this, you should only select products and systems that are approved by a reputable, independent certification body, such as LPCB.

If you would like to learn more about the importance of security ratings, then visit www.redbooklive.com.

3.8 SECURITY CHECKLIST

The security checklist on pages 82 and 83 is intended to act as a prompt, enabling you to assure yourself and others that appropriate procedures are in place and are being implemented in order to help reduce the risk of a crime being committed in your place of worship.

The checklist is generic, and therefore not intended to cover every eventuality and requirement. It has no legal standing and no liability is accepted for its use.

Security checklist

	✓/X	Priority	Target date
CORE SECURITY MANAGEMENT			
Have you completed a crime review for your place of worship and is it kept under review?			
Have you undertaken a security risk assessment and is it kept under review?			
Do you have a security emergency plan to be implemented for a security incident/alert and is it kept under review?			
Does someone have overall responsibility for security and is there a deputy(s) to attend to security issues in their absence?			
Do you have a security incident log book and do you keep it up-to-date?			
Do you carry out security checks as part of the recruitment process of new team members?			
Do you have a signing in policy for guests and contractors?			
TEAM AWARENESS AND TRAINING			
Has all of the team received basic training in crime prevention?			
Has the team been given training in recognising and responding to crimes or criminal intent that they might encounter?			
Has the team been trained to respond to any aggressive behaviour in a way that defuses the situation?			
Is the team trained to carry out duties assigned to them in your security emergency plan, including caring for victims of crime?			
Is the team trained to present an alert and confident impression?			
Are team members trained to ensure total security of keys and access cards?			
Do you have team members dedicated to understanding how security alarms and CCTV work and how they provide/ensure an appropriate response to crime?			
Does the team know how to respond to particular states of alert, eg for a high profile guest or terrorist threat?			
Is the team aware of the consequences of crime and encouraged to reject any invitation to engage in crime?			
If you employ security staff are their services third party approved?			
SECURE PREMISES			
Are any physical and electronic security products and systems third party tested and approved and properly maintained?			
Have you asked the police for their assessment of your place of worship's security, both internally and externally?			
Are your keys/key fobs anonymous, in case they get lost?			
Are any perimeter walls, gates, hedges and fences well maintained and secure?			
Are the grounds and pathways well lit and easily observed/monitored by any CCTV?			
Does your entrance area indicate the presence of surveillance/CCTV to ensure the security of the premises?			
Is the entrance/exit from your car park controlled by a barrier and CCTV?			
Could anyone enter your place of worship and gain access to private areas without raising suspicion?			
Is there a panic alarm for team members who handle cash or work in remote areas of the building?			
Do you have effective controlled access to your building and private areas?			
Are your doors, windows and locks sufficiently robust?			
Are ground floor windows secured with opening limiters to prevent intruder entry?			
Are fire escape routes uncompromised by security measures and can exit doors be opened from the inside with ease in the event of a fire?			
Are any arrangements for receiving deliveries, including post, organised with security in mind?			

Security checklist (contd)

	✓/X	Priority	Target date
GOOD HOUSEKEEPING			
Do you check that your CCTV (if you have one) is in proper working order?			
If you have a burglar alarm, do you test it regularly?			
If you have a car park, is it well lit and does it have access control?			
INFORMATION AND COMMUNICATION			
Do you have regular liaison meetings with your local crime reduction officer?			
Do you discuss crime prevention with other faith leaders in the area?			
Do you discuss security issues with those who have special security needs?			
Worshippers			
Can you communicate with users of your building(s) in the event of a security incident or alert, to warn them either about the danger or to leave the building?			
Do you issue guidance to worshippers on basic crime prevention measures they should take?			
Do you advise worshippers on what to do if they notice anything suspicious?			
Have you advised worshippers and team members about their personal security or the security of their possessions?			
Contractors			
Do you provide ID for all contractors working in your building, including those working only for short periods?			
Do you advise all team members of the presence of contractors?			
SPECIALIST HELP AND ADVICE			
Appropriate specialist help or advice taken			

4 SOURCES OF SPECIALIST HELP, ADVICE AND TRAINING

Besides BRE and BRE Global, the following organisations are likely to be helpful to you in ensuring the fire safety and security of your place of worship:

Arson Prevention Bureau

www.arsonpreventionbureau.org.uk

BRE Bookshop

www.brebookshop.com

Crime reduction website, helping practitioners to reduce crime and disorder

www.crimereduction.gov.uk

Department of Communities and Local Government

www.communities.gov.uk

Home Office

www.homeoffice.gov.uk

Information Commissioner's Office

www.ico.gov.uk

LPCB (Red Book Live)

www.redbooklive.com

MI5

www.MI5.gov.uk

National Church Watch

www.nationalchurchwatch.com

National Security Inspectorate

www.nsi.org.uk

Neighbourhood Watch

www.neighbourhoodwatch.net

Object ID, international standard for describing art, antiques and antiquities

www.object-id.com

Public services, all in one place

www.direct.gov.uk

Safer Parking Scheme

www.saferparking.com

Secured by Design: UK police initiative in effective crime prevention and security

www.securedbydesign.com

Security Systems and Alarm

www.ssaib.co.uk

Security Watchdog, onsite auditing body for the staffed guarding industry

www.securitywatchdog.org.uk

REFERENCES

Legislation

Crime and Disorder Act 1998
Data Protection Act 1998
Disability Discrimination Act 1995
The Management of Health and Safety at Work and Fire Precautions
(Workplace) (Amendment) Regulations 2003
Health and Safety at Work etc. Act 1974
The Regulatory Reform (Fire Safety) Order 2005

Building Regulations on fire safety

England and Wales: Approved Document B (Fire Safety)
Scotland: Technical Standards Parts D and E
Northern Ireland: Part E and Technical Booklet E

Standards

British

BS 3621. Thief resistant lock assembly. Key egress.
BS 4737-4.3:1988. Intruder alarm systems. Code of practice for exterior alarm systems (currently being superseded by EN 50131: 2008 Alarm systems. Intrusion and hold-up systems. Power supplies).
BS 5499-10:2006. Safety signs, including fire safety signs. Code of practice for the use of safety signs, including fire safety signs.
BS 5839-1:2002+A2:2008. Fire detection and fire alarm systems for buildings. Code of practice for system design, installation, commissioning and maintenance.
BS 5867-2:2008. Fabrics for curtains, drapes and window blinds. Flammability requirements. Specification.
BS 5867-2:1980. Specification for fabrics for curtains and drapes. Flammability requirements (no longer current but cited in Building Regulations).
BS EN 3:2006. Portable fire extinguishers.
PAS 24:2007. Enhanced security performance requirements for door assemblies. Single and double leaf, hinged external door assemblies to dwellings.
PAS 68:2007. Specification for vehicle security barriers.
PAS 69:2006. Guidance for the selection, installation and use of vehicle security barriers.

European

- EN 1143:2005. Secure storage units. Requirements, classification and methods of test for resistance to burglary. Safes, ATM safes, strongroom doors and strongrooms.
- EN 50131:2008. Alarm systems. Intrusion and hold-up systems. Power supplies (superseding BS 4737-4.3:1988 Intruder alarm systems. Code of practice for exterior alarm systems).
- EN 50133-7:1999. Alarm systems. Access control systems for use in security applications. Application guidelines.

Guides/information

BRE Global

- Loss Prevention Standard 1020 Requirements for alarm receiving centres. 2005.
- Loss Prevention Standard 1175. Requirements and testing procedures for the LPCB approval and listing of intruder resistant building components, strongpoints, security enclosures and free-standing barriers 2007.
- Loss Prevention Standard 1183. Requirements and testing procedures for the LPCB approval and listing of safe storage units. 2005.
- Loss Prevention Standard 1214. Specification for testing and classifying physical protection devices for personal computers and similar equipment. 2005.
- Loss Prevention Standard 1224. Requirements for secure database registers. 2005.
- Loss Prevention Standard 1225. Requirements for the LPCB approval and listing of asset marking systems. 2005.
- Loss Prevention Standard 1242. Requirements and testing procedures for the LPCB approval and listing of cylinders for locks. 2005.

Other organisations

- Fire Protection Association, 2000. FPA Design guide for the fire protection of buildings.
- Home Office, 2007. Crime in England and Wales 2005–06.
- Home Office, 2000. The British Crime Survey 2000.
- Loss Prevention Certification Board. Red Book List of approved fire and security products and services.

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 - BS 5839-1 *Fire detection and alarm systems for buildings* 32
 - BS 5867-2 *Specification for fabrics for curtains and drapes. Flammability requirements* 12
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 - PAS 24 *Enhanced security performance requirements for door assemblies* 63
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 - EN 50131 *Alarm systems. Intrusion and hold-up systems* 70
 - EN 50133 *Alarm systems. Access control systems*

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