



# Church Scaffolding Checklist

## Cover for theft of external metal when scaffolding is to be erected.

The presence of scaffolding on a building can seriously compromise security. Because of this our insurance policies exclude theft of external metal (normally on roofs) when scaffolding is erected. However we can provide cover subject to additional security requirements being implemented.

When a church with external metal is having scaffolding erected for repairs or other building work we will be able to provide insurance cover up to the limit of the property damage section sum insured for theft of external metal and for any subsequent damage.

A church should refer this check list to their Project or Inspecting Architect or Surveyor before any work takes place so that any security requirements can be built into the project.

Due to the technical nature of the requirements your Project or Inspecting Architect or Surveyor must complete this check list.

**For cover to be granted you will need to comply with all the requirements detailed in the checklist.**

**Please note if required we may arrange for one of our Risk Management Surveyors to undertake a site inspection.**

## Before considering the check list below a church must already:

- Have applied SmartWater (or an alternative forensic marker approved by Methodist Insurance), put up the warning signage in a prominent position and registered the product
- For Churches with a metal roof covering the Church must have installed a roof alarm to a specification approved by Methodist Insurance which is linked to a monitoring service and is regularly maintained



## Checklist (check and tick as appropriate)

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

### Scaffolding Specification

- (a) The scaffolding will be fully enclosed by minimum 18mm exterior grade plywood sheeting or steel sheeting hoarding to a minimum height of 4.8 metres. Any plywood sheeting must be fixed to 75mm x 100mm timbers. The timbers must be either clipped to the scaffolding by appropriate scaffold clips, or secured to a substantial stand-alone timber frame complete with adequate internal bracing to prevent collapse if attacked. PLEASE NOTE ORIENTED STRAND BOARD (OSB) IS NOT AN ACCEPTABLE FORM OF HOARDING.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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- (b) All joints of the plywood or steel sheeting facing will be tightly butted to prevent tools being used to prise them apart.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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### Fixing

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

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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- (d) The bottom of the hoarding will follow the contour of the ground leaving no gaps between the hoarding and the ground.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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## Checklist (check and tick as appropriate)

- (e) Where the hoarding abuts a building the plywood or steel sheeting will be cut to match closely the contours of the building to prevent any gaps being formed.

Yes

No


### Doors and access

- (f) All lower level ladders including access ladders to any scaffolding will be removed from the site, or rendered inaccessible at the end of each days working.

Yes

No


- (g) Any doors let into the hoarding will be of exterior grade solid wood type fitted in a purpose built frame. The door and frame must be flush with the exterior face of the hoarding. Heavy duty 75mm x 100mm steel butt hinges will be used to hang the door, the hinge pin being burred over to prevent it being driven out. A minimum of 3 hinges to be fitted to any door.

Yes

No


- (h) A 'Yale' latch type lock will be fitted to all doors. When the site is not attended doors must be secured by a heavy duty locking bar, secured to the door and frame by bolts bolted through. The locking bar must conceal the bolt heads. A heavy duty close shackled padlock conforming to at least BS EN 12320 security grade 4 and designed for external use will be used to secure the locking bar.

Yes

No


### Lighting

- (i) The exterior of the hoarding will have floodlights (500w) angled out and towards the ground at a height of three metres from the ground and not more than four metres apart. These lights must be switched on by 'PIR' detectors during darkness.

Yes

No


## Checklist (check and tick as appropriate)

- (j) The inside of the scaffold will be adequately floodlit with floodlights angled inwards and up through the scaffold illuminating its entire height. These lights must be switched by photo-electric cell for illumination at night only.

Yes

No


### Intruder detection

- (k) The scaffolding will be protected by a scaffolding alarm system installed in accordance with the NSI Code of Practice for the design, installation and maintenance of scaffolding alarm systems NCP 115.

Yes

No


- (l) The system will be installed and maintained by a company on the official list of recognised firms of the NSI or SSAIB Inspectorate bodies and must also appear on the local police force list of compliant companies.

Yes

No


- (m) The system will combine notification locally by an instantaneous audible device activation together with notification to a permanently manned alarm receiving centre conforming to BS 5979 or BS EN 50518 via a minimum Grade 2 alarm transmission system under BS EN 50136. The system must be designed to utilise combined PIR detectors and cameras to detect unauthorised movement. Images from devices must be reviewed by the manned alarm receiving centre and action taken if unlawful activity is identified.

Yes

No


- (n) A copy of the scaffolding alarm system design proposal will be sent to Methodist Insurance for approval. The specification must include confirmation by the alarm company that, either sub-contractors will not be used or specify the extent to which sub-contractors will be used where appropriate.

Yes

No


**To be completed by your Project or Inspecting Architect or Surveyor**

Company name:

Address:

Your Name:

Role:

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

Signature:

**To be completed by a member of the District**

**I confirm that this checklist has been completed by our Project or Inspecting Architect or Surveyor**

Church or Church Hall name:

Policy Number:

Signed:

Print Name:

Your role (e.g. Church Warden):

This checklist should be returned to **Methodist Insurance, St Ann's House, St Ann's Place, Manchester M2 7LP**

Should you need any help with the completion of this form please call us on **0345 606 1331** or email **enquiries@micmail.com**

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Methodist Insurance PLC,  
St Ann's House,  
St Ann's Place,  
Manchester M2 7LP  
Tel: 0345 606 1331 Fax: 0345 604 6302  
**www.methodistinsurance.co.uk**

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