

This document is designed to provide a summary of the requirements for quinquennial inspections in our diocese. Full details of the scope of quinquennial inspections for the Diocese of Gloucester can be found in the Scheme for the Inspection of Churches 2019, a copy of which can be obtained from our website.

SECTION 1: SUMMARY OF THE 'SCHEME'

The legal basis for the five-yearly inspection of churches is the Inspection of Churches Measure 1955, as amended. Under this legislation:

1. All parish churches, all other consecrated churches and chapels, together where directed with other articles, trees and ruins, should be inspected at five-yearly intervals.
2. Inspections are commissioned by the PCC.
3. Quinquennial inspections should be visual, and such as can be made from ground level ladders or accessible roofs, galleries or scaffolding. Parts of the structure which are inaccessible, enclosed or covered will not be opened up unless this is specifically requested. The inspection is to include, so far as is practicable, all features of the building, and to cover all aspects of conservation and repair. The PCC shall provide ladders and any other assistance, as the inspector considers necessary.
4. From the notes taken during the inspection, the appointed person should prepare a report along the lines of the pro-forma on the Church of England website and the Online Faculty System (see section 6). This format is provided as guidance.
5. Within two months of completing the inspection, the inspecting architect or surveyor should produce and distribute four copies of the report to the Incumbent, the PCC, the relevant Archdeacon and the DAC Secretary.
6. It is best practice for the appointed inspector to meet with the Churchwardens and PCC after producing the report to discuss its contents and advise on work arising from it. Any costs pertaining to this meeting are the responsibility of the PCC and should be clearly established prior to a meeting taking place.
7. After completion and submission of the report the invoice for its production should be submitted to the PCC for payment. Details of the current fee structure can be found in the scheme, and information on the specific band occupied by a given church or site can be obtained from the DAC Secretary. Any other services provided by the architect or surveyor are the responsibility of the PCC and should be invoiced accordingly.
8. The DAC Secretary maintains a database of those buildings and sites which are covered by the scheme and of all currently appointed inspectors who review the buildings on a five-yearly cycle.

SECTION 2: CHECKLIST OF ITEMS REQUIRED BY THE QUINQUENNIAL INSPECTOR TO COMPLETE THE REPORT

Prior to a quinquennial inspection taking place, the PCC should be asked to make available the following items:

- The church logbook
- Copy of the previous quinquennial inspection report (to be sent to a newly appointed person in advance of their first inspection)
- Schedule of all works / installations/ repairs (including insurance claims) undertaken since the last inspection (ideally to be incorporated in the first section of the new report)
- Copy of any tree reports, noting Tree Preservation Orders – Where possible a copy should be enclosed with the final quinquennial report.
- Copies of any specialist reports or advice received since the last inspection, such as conservation reports, or structural engineer reports.
- Copies of Test Reports (where applicable and available):
 - Electrical Installation Test report – Where possible a copy should be enclosed with the final quinquennial report.
 - Lightning Conductor Test Report
 - Portable Appliance Test Report § Asbestos Inspection Report
 - Access and Disability Audit Report
 - Fire Risk Assessment § Health & Safety Risk Assessment
 - Gas Safety / Boiler Service Report
 - Fire Appliances (extinguishers) Test Report
 - Fire Alarm & Emergency Lighting Test Report
 - Security Alarm Test Report
- The church's buildings insurance policy
- Any recommendations from insurers regarding security
- Inventory of fixtures, fittings and furniture
- Any licences permitting use by others of part of the premises for any fixed installation, together with certificates of electrical and /or any other test in respect of this

SECTION 3: ACCESS

In addition to providing the items listed in section 2, the PCC should be asked to provide full access to all parts of the building, including the roof, loft voids, bell chambers, tower rooms, ringing floors, vestries, and any other parts of the building which would ordinarily be locked. If ladders are required, these should be in good working order and operated safely. Where possible, the combination of a gutter clearance and a QI can be hugely beneficial, enabling the inspector to gain access to and report on the most difficult to reach areas, which most commonly suffer from maintenance problems.

Bells should be down on the day of inspection, and where possible the ringers should be asked in advance to report on any problems with the ring.

SECTION 4: ITEMS TO INCLUDE IN AN INSPECTION REPORT

A quinquennial report should make clear the current condition of the building(s) and churchyard, and provide a clear plan for maintenance and further works over the next five years. Reports should cover as much of the church as is made available on the day of inspection and incorporate photographs or illustrations to highlight particular areas or issues. Although inspectors produce reports in different ways, the topics and areas they cover should be the same, including the broad headings listed below. A pro-forma inspection report is available from the Church of England website and also via the Online Faculty System (see section 6) for those who wish to use it.

Broad headings and content for a QI include:

Preliminary information; including name of church, diocese and archdeaconry details of QI architect/surveyor, date of inspection and report, record of weather conditions. Brief description of the building, list the trees in the churchyard noting any subject to tree preservation orders (see section 3), is the church within a conservation area, the church's historical background, brief architectural history, materials used in construction, site access, provision for disabled people, parking facilities, whether the church is open to the public during the week, and details of any other organisations which use the building. A schedule of works completed since the last QI should also be included along with a statement about the general condition of building (executive summary).

Limitations; A statement about what was accessible/visible during the inspection, and what was not

External; Roof Coverings, rainwater goods and disposal systems, below ground drainage, parapets and upstand walls, walling, porches, doors and canopies, windows.

Internal; Towers, spires, clocks and their enclosures, roof and ceiling voids, roof structures and ceilings, upper floors, balconies, access stairs, partitions, screens, panelling, doors and door furniture, ground floor structure, timber platforms, internal finishes, fittings and fixtures, furniture, Toilets, kitchens, vestries etc, organs and other musical instruments, monuments, tombs and plaques etc, service installations generally, heating installation, electrical installation, lighting System, sound system, lightning conductor, Fire precautions, disabled provision and access, safety, bats.

Curtilage; Churchyard, ruins, monuments, tombs and vaults, boundary walls, lychgates and fencing, trees and shrubs, hardstanding areas, miscellaneous, logbook and any other reports/test certificates (see section 2).

SECTION 5: RECOMMENDATIONS

Works to the building identified as necessary during the course of the inspection, should be listed in order of priority, with mention made of whether tasks might safely be entrusted to unskilled labour and others which may qualify for grant aid. It would be helpful for the purposes of comparison if all inspectors used the same categories of priority as follows:

1. Urgent works requiring immediate attention
2. Works recommended to be carried out during the next twelve months
3. Works recommended to be carried out during the quinquennial period
4. Works needing consideration beyond the quinquennial period

Where possible, budget costs should be indicated, though it should be made clear that these are only indicative and will be subject to tender. It should also be made clear that the report is not a specification for works and it does not give permission for them to be carried out.

SECTION 6: ADDITIONAL RESOURCES

Further information about quinquennial reports can be found on the Church of England website at:

- www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/quinquennial-inspections, or
- www.churchofengland.org/sites/default/files/2018-12/CCB_Commissioning-quinquennial-inspection-reports_Nov-2018.pdf

In addition, quinquennial inspection reports can be uploaded and reviewed online via the Online Faculty System at: <https://facultyonline.churchofengland.org/home>

A separate document, entitled 'Organs, Bells and Clocks survey' is available to download from our own website at: www.gloucester.anglican.org/content/pages/documents/1352755612.pdf

The completion of this survey is optional and the document is provided for the assistance of those undertaking on-site inspections.

If you need any help or support with quinquennial inspections,
please contact us at Church House on 01452 410022 or
by email at dac@glosdioc.org.uk