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QUINQUENNIAL INSPECTION REPORT 2022

TILEHOUSE STREET BAPTIST CHURCH HALLS, HITCHIN, SG5 2EE

DATE OF SURVEY: 11th of August 2022
NAME OF SURVEYOR: Adam Grant

DATE OF ISSUE: 19/12/22
REVISION: -
DETAILS: DRAFT ISSUED TO CHURCH

DATE OF ISSUE: 23/12/22
REVISION: A
DETAILS: ISSUED TO CHURCH WITH UPDATES

CONTENTS

1. INTRODUCTION

i) It was a pleasure to be shown round the Church by Sam Hallas and survey the Church and halls.
ii) Following the receipt of the report, the church can use the recommended actions to form a strategy for the future of the building
iii) After digesting the content of the report, please contact me to arrange a follow up meeting for any questions you may have.
iv) A run through the report explaining the order and where to find key elements
v) The report was undertaken on 11th of August 2022 in the morning. The weather was warm and sunny, there was no rain.

Additional Notes

- This QI report is a summary and not a specification for undertaking works to the buildings.
- The inspection of the church is visual, and such was made from ground level.
- Only selected areas will be examined in detail. Parts of the structure which are inaccessible, enclosed or covered will not normally be opened up unless specifically requested.
- If any timbers are inspected and any potential areas of timber decay noted, I am not able to give any assurances of extend of timber decay and structural integrity. I advise a structural engineer is appointed to assess this area if any suspect areas are identified.

2. GENERAL DETAILS OF THE CHURCH AND HALLS

The church halls sit within the curtlidge of the listed chapel and gateway. It was consturcted later in 1924 and then extended in the 1980's.

The chapel and gateway are grade II listed and the details are as follows:

1. 5255 TILEHOUSE STREET (South Side) Baptist Chapel TL 1829 SW 1/1 13.4.51. TL 1828 NW 2/1

II GV 2. 1838 in Neoclassical style replacing building of 1669. Stucco road end elevation, grey brick back and side elevations. Front has monumental tetrastyle pseudo-portico with attached columns, 3 round headed doorways under 3 tall windows in architrave surrounds with friezes and cornices.

Baptist Chapel and Gateway form a group.

Listing NGR: TL1804928990

The gateway to the Baptist chapel is listed in its own right, and is grouped with the Chapel.

1. 5255 TILEHOUSE STREET (South Side) Gateway to Baptist Chapel TL 1829 SW 1/1A

II GV 2. 1838 cast iron gateway with spearhead gates, pierced gateposts, curved overthrow. Included for group value.

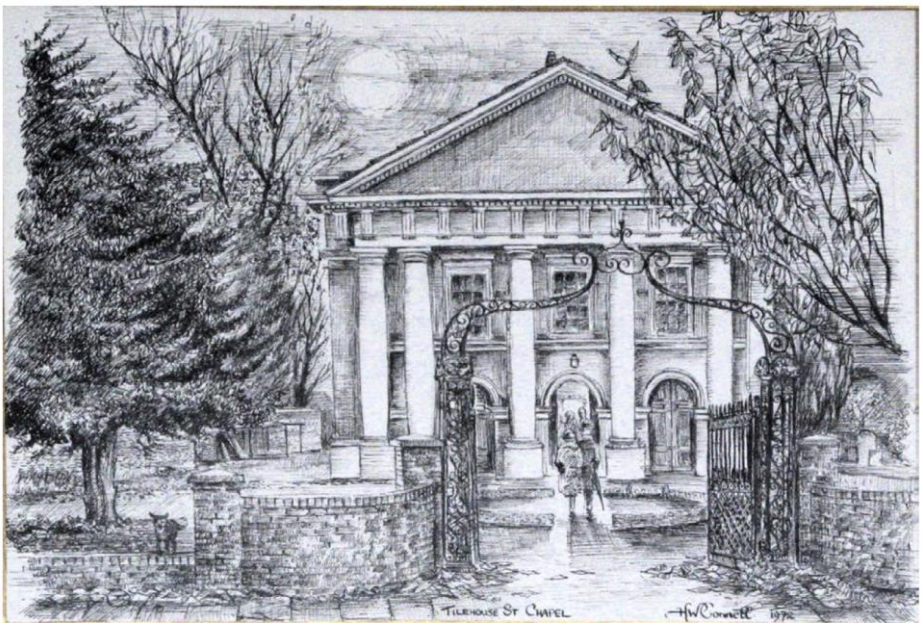
Baptist Chapel and Gateway form a group.

Listing NGR: TL1804429034

The chapel was designed by John Davis Architect and opened in 1844 after the previous chapel became too small under the preaching of John broad, who was the minister from 1841 -1857.

Image below is a watercolour of the earlier 1669 chapel.

The sketch below (from 1972) shows the gateway in position.



3. SUMMARY OF WORK CARRIED OUT SINCE THE LAST INSPECTION

The church is proactive when it comes to the maintenance of the buildings and are aware of the deeper issues with the building which routine maintenance would not address.

Tilehouse Baptist Chapel and Halls – Quinquennial Log – 2017 -2022

Date	Description of work	Reference to Quinquennial Inspection Report	Contractor	Cost of works including fees	Grants (if any)	Location & reference of Specifications and Drawings
2022	East side boundary wall collapsed in gales in mid-February. Insurers advised, estimates received and contract let. Work started November. Expected completion Spring 2023.					
2022	Electrical inspection due, but deferred into next financial year					
2021 -2022	Church exterior repainted. Window sills repaired - finished in 2022					
2021	Halls Kitchen boiler replaced			£2100		
2019	Tree surgery yew trees in graveyard.			£1248		
2019	Rat damage to disabled toilet repaired and water feed pipe re-plumbed			£208		
2019	Door chain fitted pre-school to kitchen, broken and then replaced…					
2018	Church: 1st floor South and scout kitchen west windows replaced					
2018	Painting windows with cherry picker			£4002		
2018	Halls: Flat roof renewed entirely due to leaking			£28,752		
2018	Fire escape and entrance gate pillars repainted					
2018	Halls partial repainting of walls – corridor, staircase & main hall.					
2018	Manse: Shower control unit replaced					
2018	Fluorescent tubes replaced by LED types as they failed					
2018	Organ humidifier turned off due to leaking – damage to exterior concrete and vestibule paintwork					
2018	Water baths placed inside organ to re-humidify. Humidifier repaired					
2018	Coffee percolator repaired					
2018	Vent cowl replaced on halls toilet roof					
2018	Photocell for external lights replaced					
2018	Halls kitchen boiler repaired – temporary fan heaters purchased for use during outage					
2018	Manse 56 Pirton Road: Combi ladder purchased for loft access					

2018	Manse: gutters cleaned			£160		
2018	Fire protection equipment serviced and expired items replaced					
2018	Boilers domestic & industrial serviced					
2017	Scout West wall painted once new plaster had dried out					
2017	Banners for fence obtained and fixed to front railings					
2017	New main notice board and wall-mounted display boards fitted					
2017	Halls external doors revarnished					
2017	Car park lights repaired and later converted to LED bulbs					
2017	New main notice board and minor display boards fitted					
2017	Floodlights replaced with LED fittings of lower power, but brighter and white					
2017	Halls external doors revarnished					
2017	Steel railings painted around church boiler room and vestry (east) side door					
2017	Electrical feed to church rear and associated consumer unit replaced, other non-compliances corrected.					
2017	Quinquennial survey of buildings & curtilage commissioned					
2017	Electrical 5-year tests conducted. Failures corrected as above					
2017	Pre-school toilet floor renewed					
2017	Old noticeboard broken up after storm damage					
2017	Thumb turn lock on halls door to car park replaced Relief valve on pre-school toilet water heater replaced					
2017	Additional monitor screen on dais for worship leader					
2017	Asbestos register created from earlier report. Labels fixed to known sites					
2017	Float valve in halls loft replaced					
2017	Various minor plumbing repairs to toilets					
2017	Minor repairs to church roof following storm damage					
2017	Pre-school heating repair to motorised valve					
2017	Dishwasher pump replaced					
2017	Gas boilers serviced					
2017	Fire protection equipment serviced					
2017	The window in the church first floor, South end, scout kitchen, fell out in the autumn and was boarded up while estimates were obtained for repairs to all the sash windows at risk.					

4. GENERAL CONDITION OF THE FABRIC

The Halls

The overall fabric of the halls are in good condition, with areas requiring maintenance, highlighted in this report.

5. THE LEVEL AND SCOPE OF THE REPORT

The survey was undertaken on a dry day, and was a visual inspection only, no opening up was undertaken, and is an overview of elements, as such not exhaustive.

Access to the roof was via a ground level visual inspection and was undertaken outside the church.

No assurances are given in relation to timber/structural condition as it is outside the scope of this report and expertise.

Any suggested cost bands are purely indicative, if any further cost advice is required, I would advise you seek guidance from a Quantity Surveyor as Architects are not qualified as cost consultants. I can put you in touch with Quantity Surveyors I work with if required.

6. INSPECTION APPROACH

Breakdown of the church by element

Inspection of the church broken down into different elements (e.g. roofs, walls, rainwater system) and parts of those elements, and other topics (e.g. services, security and churchyard) and their parts. This includes a brief description of the general character and condition of each element if helpful; a brief description of parts of elements, their condition, and recommended actions if any (e.g. further investigation or specialist advice, maintenance or repair).

Further investigation

Further investigation may be recommended when extra information is required to complete the survey, including any uncovering of concealed spaces which is considered prudent, subject to the obtaining of any necessary authority. I will also note where specialist investigation or advice is required, e.g. in relation to the causes of damp, the presence of asbestos or bats.

Key

Category A: Urgent - requiring immediate attention
Category B: Urgent - organise, fund and start within the next 6 to 12months
Category C: Urgent/essential – organise, fund and start within the next 12 to 24 months
Category D: Carry out within the next five years
Category E: Carry out in the next ten years or longer as noted
Category X: Items requiring routine maintenance, investigation & specialist advice

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Routine maintenance: RM **Investigation:** I **Specialist advice**: SA

Categories of actions

Recommended actions are broken down into these five categories:

- Category A: Urgent - requiring immediate attention
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The action categories are shown at the footer of each page for reference.

Routine maintenance, investigation and specialist advice

Items of routine maintenance will be distinguished within Categories A – X above by the letters RM.

The maintenance items are likely to fall within one of the following definitions and do not need formal authorisation:

- Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building.
- Works of repair not materially affecting the fabric or any historic material.

Items requiring further investigation or specialist advice will be identified by (I) or (SA) within the five categories.

Photographs

Photographs illustrating particular issues and where repairs are needed will be included in the report.

Costs

Approximate costs may be included in the report. The aim is to help churches have an understanding of the cost of the recommended work and the costs can be grouped by level of priority over time.

Cost bands are shown at the footer of each page for reference.

The figures given are indications of likely costs rather than precise or firm prices. The cost of an actual package of works will also depend on the way different elements are combined.

Please note, architects / Quinquennial inspectors are not qualified as cost consultants, and these figures are an approximate indication of cost. I recommend cost advise sought from a professional cost consultant – a Quantity Surveyor.

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Routine maintenance: RM **Investigation:** I **Specialist advice**: SA

7. ASSESSMENT OF THE HALL BUILDING ELEMENTS AND RECOMMENDATIONS

NO.	TILEHOUSE STREET BAPTIST CHURCH HALLS BUILDING ELEMENT	ROUTINE MAINTENANCE, INVESTIGATION, & SPECIALIST ADVICE (RM, I & SA)	CATEGORY OF ACTION	COST BAND
7.1	*Roofs, including coverings, structures and ceilings but excluding tower*			
	i) NORTH ELEVATION  Inspection from ground level appear sound, with verges pointed. Junction with flat roofed extension to be checked of debris and cleared. Advise a drone survey is carried out to inspect the roof to prevent issues building.	RM	E	1

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Routine maintenance: RM **Investigation:** I **Specialist advice**: SA

		EAST ELEVATION ROOF   Inspection from ground level appear sound. Advise a drone survey is carried out to inspect the roof to prevent issues building.	RM	E	1
	ii)	WEST ELEVATION ROOF  Inspection from ground level appear sound. Advise a drone survey is carried out to inspect the roof to prevent issues building.	RM	E	1

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Routine maintenance: RM **Investigation:** I **Specialist advice**: SA

	iii)	SOUTH ELEVATION ROOF    Inspection from ground level appear sound. Advise a drone survey is carried out to inspect the roof to prevent issues building.	RM	E	1

7.2	*Rainwater gutters, downpipes, and surface water drainage systems*				
	i)	 Suggest all gutter joints and ends are checked for leaks and gutters cleared of debris. This hopper is located on the West Elevation and needs to be cleared. Advise a drone survey is carried out to inspect the rainwater goods to prevent issues building.	RM	B	1

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Routine maintenance: RM **Investigation:** I **Specialist advice**: SA

7.3	*Outside walls, (including masonry of windows and doors, but excluding tower and/or spire) with notes on foundations, buttresses, stability, dampness etc.*				
	i)	FRONT NORTH ELEVATION   The overall condition of the front elevation is good. Note - suggest altering the tarmac so there is a drainage gap/gravel abutment to the masonry to reduce rainwater splashback. A specification / detail can be supplied if requested.	RM	E	1
	ii)	EAST WALL    The overall condition of the front elevation is good, except that there is some loose brickwork to the brick arch above the first window adjacent the North Elevation. Suggest inspect and possibly repair with air/hot lime mortar, if no other structural movement detected. Note - suggest altering the tarmac so there is a drainage gap/gravel abutment to the masonry to reduce rainwater splashback. A specification / detail can be supplied if requested.	SA	A	1

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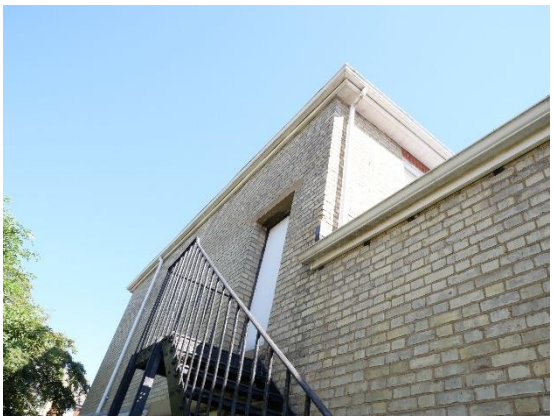
Routine maintenance: RM **Investigation:** I **Specialist advice**: SA

		Note - suggest altering the tarmac so there is a drainage gap/gravel abutment to the masonry to reduce rainwater splashback. A specification / detail can be supplied if requested. Advise a drone survey is carried out to inspect the rainwater goods to prevent issues building.			
	iv)	WEST WALL   Note - suggest altering the tarmac so there is a drainage gap/gravel abutment to the masonry to reduce rainwater splashback. A specification / detail can be supplied if requested.	RM	E	1

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Routine maintenance: RM **Investigation:** I **Specialist advice**: SA

	v)	SOUTH WALL   Note - suggest altering the tarmac so there is a drainage gap/gravel abutment to the masonry to reduce rainwater splashback. A specification / detail can be supplied if requested.	RM	B	1

7.4	*Windows, Glazing and Ventilation*				
	i)	The external windows are a mix of timber sashes on the East Elevation, stained timber casements on the 1980's extension and the remainder u-pvc. As the building is likely curtilage listed, a listed building may be required to apply for this alteration.  	RM	B	1

7.5	*Tower and Spire*				
	i)	N/A			

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Routine maintenance: RM **Investigation:** I **Specialist advice**: SA

7.6	*External iron and wood, including condition of paintwork*				
	i)	 The soffits and fascia's require redecoration within the next 5 years, as there are areas of paint peeling.	RM	D	2
7.7	*Lightning Conductor (date of last test and result)*				
	i)	N/A			
7.8	*Bells, Bell frame & Clock*				
	i)	N/A			
7.9	*Internal walls*				
	i)	  The general decorative state of the internal walls is overall good and may require re-decoration in around 5 years' time. There is some staining and deterioration of the ceiling within the hall, the slates externally should be investigated.	RM	B	1

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Routine maintenance: RM **Investigation:** I **Specialist advice**: SA

	ii)	The general decorative state of the internal walls is overall good and may require re-decoration in around 5 years' time.    			

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	iii)	The escape door and frame within the first floor meeting room, requires removal and refitting and potentailly rebuildin the masonry around the door.  The access path to the side required routine maintenance to keep clear of vegitation. 	RM	A	1
	iv)	There appears to be a (potentially historic) leak around the rooflight within the groundflor store room to the nursery. Suggest investigate flashings and upstands around rooflight. 	I	A	1

7.10	*Internal partitions, screens, doors, plaster and decorative state*				
	i)	Refer to 7.9 Above.	-	-	-

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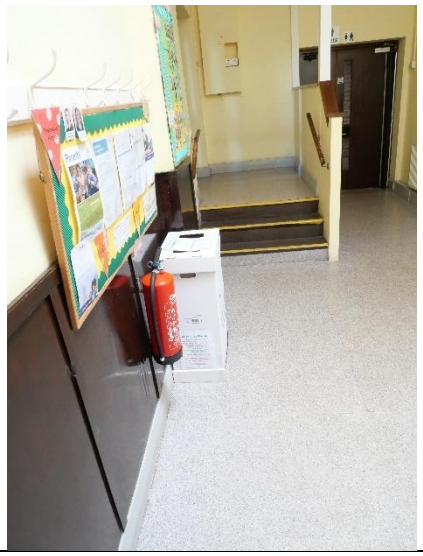
Routine maintenance: RM **Investigation:** I **Specialist advice**: SA

7.11	*Floors and galleries*				
	i)	The floor in the hall is in serviceable condition, but would benefit from being sanded and refinished. 	RM	D	2
	ii)	VINYL FLOORING TO NURSERY    The edges of the vinyl flooring are beginning to be raised, suggest vinyl flooring specialist re-joins the edges of the vinyl.	I	A	1

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Routine maintenance: RM **Investigation:** I **Specialist advice**: SA

7.12	*Furniture and fittings, including pews and other seating*				
		MOVABLE CHAIRS The chairs to the main hall appear in serviceable condition.  	-	-	-
7.13	*Monuments, brasses, etc.*				
		N/A			
7.14	*Heating System*				
	i)	*Date of last service*			
		No service date supplied – recommend they are serviced	RM	A	1
	ii)	*Boiler*			
		3 No. Vaillant boilers installed in 2002, and one Baxi cobi boiler.			
	iii)	*Flue*			
		Unknown			
	iv)	*Fuel storage*			
		Mains gas			
	v)	*Safety*			
		See date of last service.			
	vi)	*Efficiency*			
		Unknown			
	vii)	*Insulation*			
		Unknown			

7.15	*Electrical System (lighting and power) (include date of last test)*			
	Last test completed in 2017 – Inspection and testing due 2022. Appliances PAT Tested 30.04.2020	RM	A	1
7.16	*Environmental matters* *Recommendations about steps the church can take towards making the church net zero carbon, including heat loss reduction; energy use; green energy and renewables; carbon capture through churchyard trees.*			

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	i)	To assess heat losses in detail and understand, where best to improve the building fabric, I would recommend a feasibility study to assess heat losses of the existing building, to advise the church where best to focus improvements.	-	-	-
		Asbestos			
	ii)	*'The Health and Safety Executive (HSE) guidance says that where premises are small and there is no maintenance work planned, it may be appropriate for the dutyholder to carry out their own assessment inspection. However, if maintenance or repair work is planned, a suitably trained person should be employed.'* The Church have supplied an Asbestos Register prepared in 2017. The survey report is dated from 2003. I would advise an independent professional survey is undertaken and Register updated. I would recommend an Asbestos Management Survey is undertaken to identify potential sources of asbestos. If the church plan to do any work to the building, I would recommend a Refurbishment and Demolition Survey is undertake just before the work is due to commence. This is an intrusive survey, which they take samples of materials to be tested, and would require some repair/redecoration after the samples have been taken.	SA	A	1
7.17	*Fire Prevention*				
	i)	*Is there a Fire Risk Assessment (FRA)?*			
		Date of last FRA: An internal 'Evaluation, Risk Assessment and Action Plan' has been carried out, but no Fire Risk Assessment is present. Advise a professional Fire Risk Assessment is carried out from an independent professional assessor.	SA	A	1
	ii)	*If not the church should be immediately reminded they are in breach of Fire Safety Legislation; the inspector should take the following items as best they can in the circumstances.*			
		No FRA present	SA	A	1
	iii)	*Does the FRA include a plan of the church showing fire exits, extinguisher locations, any fire alarm system installed and any emergency lighting installed?*			
		No FRA present	SA	A	1
	iv)	*Does the FRA detail the fire precautions that should be observed and the instructions given to church staff and church members?*			
		No FRA present	SA	A	1
	v)	*Does the FRA detail the arrangements for fire safety cooperation between the church and any external users or hirers of the church facilities?*			
		No FRA present	SA	A	1
7.18	*Sanitary Facilities and Foul Drainage*				
	No reported incidents				

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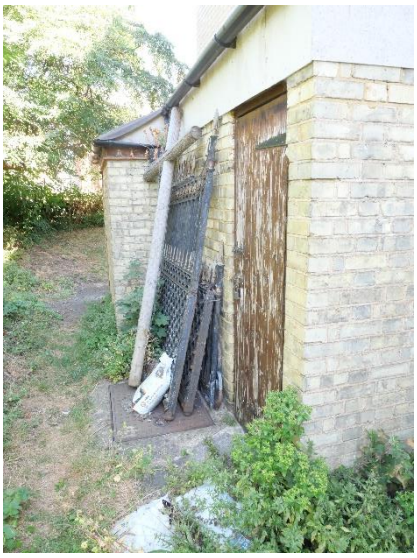
Cost Band 6 - £250,000 or more

Routine maintenance: RM **Investigation:** I **Specialist advice**: SA

7.19	*Churchyard, including boundary walls, fences, gates, paths, trees and any monuments or memorials that are of special merit.*				
	i)	FIRE ESCAPE ROUTE FROM THE FIRST FLOOR EXTERNAL STAIR   The path should be kept clear of vegetation and debris	RM	A	1

Key

Category A: Urgent - requiring immediate attention
Category B: Urgent - organise, fund and start within the next 6 to 12months
Category C: Urgent/essential – organise, fund and start within the next 12 to 24 months
Category D: Carry out within the next five years
Category E: Carry out in the next ten years or longer as noted
Category X: Items requiring routine maintenance, investigation & specialist advice

Cost Band 1 - £0-1,999
Cost Band 2 - £2,000 - £9,000
Cost Band 3 - £10,000 -£29,999
Cost Band 4 - £30,000 - £49,999
Cost Band 5 - £50,000 - £249,000
Cost Band 6 - £250,000 or more

Routine maintenance: RM **Investigation:** I **Specialist advice**: SA

7.20	*Tree Preservation Orders*				
		The church sits within the Hitchin Conservation area.			
7.21	*Recommendations to meet Equality Act 2010 Act requirements*				
		The Church and halls are wheelchair accessible from the front entrance.			
7.22	Security				
	i)	*Can outside doors be securely locked, and how?*			
		Yes, front door has deadlocks.			
	ii)	*What is the condition of the safe?*			
		N/A			
	iii)	*General security of the building and contents.*			
		The church locking systems seems satisfactory, and no issues were raised by the church.			
	v)	*Threat of metal theft including lead and copper roofs and protection by SmartWater marking and roof alarms.*			
		Minimal risk from lead theft as little lead around the building.	-	-	-
7.23	*Recommendations as to steps to be taken for the general care of the buildings and its contents.* *'Stitch in time' maintenance by both parish volunteers and contractors is crucial to prevent much greater damage and cost.* *A maintenance plan is a great way of making this happen and recording what has been achieved.*				
	i)	The main areas are: • Tarmac abutments to building • Fire escape door/frame repair • Potential rooflight leak • Potential leak from slipped slates into hall • Assess flooring repairs • Gas boilers require servicing (as no date of service suppled) • Electrical inspection and testing is due now as its been 5 years since the last testing. • Advise an Asbestos Management Survey is procured • No Fire Risk Assessment present – This should be procured by an independent professional assessor urgently.			
7.24	*Recommendations for grants from outside sources.*				
	i)	Not requested at present. Do get in touch if you would like to discuss options.			
7.25	*Any other matters which the Quinquennial Inspector believes should be brought to the attention of the Church.*				
		None apart from previously highlighted issues.			

Key

Category A: Urgent - requiring immediate attention
Category B: Urgent - organise, fund and start within the next 6 to 12months
Category C: Urgent/essential – organise, fund and start within the next 12 to 24 months
Category D: Carry out within the next five years
Category E: Carry out in the next ten years or longer as noted
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Cost Band 1 - £0-1,999
Cost Band 2 - £2,000 - £9,000
Cost Band 3 - £10,000 -£29,999
Cost Band 4 - £30,000 - £49,999
Cost Band 5 - £50,000 - £249,000
Cost Band 6 - £250,000 or more

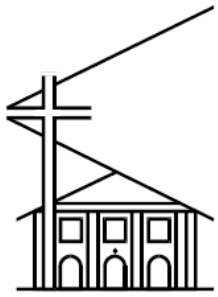
Routine maintenance: RM **Investigation:** I **Specialist advice**: SA

8. DATE OF REPORT AND SIGNATURE OF THE QUINQUENNIAL INSPECTOR

DATE OF ISSUE:	18/12/22
REVISION:	-
DETAILS:	DRAFT ISSUED TO CHURCH
DATE OF ISSUE:	23/12/22
REVISION:	A
DETAILS:	ISSUED TO CHURCH WITH UPDATES

SIGNED: AJ GRANT RIBA AABC

9. APPENDIX



Tilehouse Street Baptist Church

Asbestos Register

Issue 1.0, June 2017

This is an uncontrolled copy

Asbestos Register: Tilehouse Street Baptist Church, Hitchin

This document has been prepared using the guidelines contained in Health & Safety Executive leaflet INDG223.

Location of Asbestos Containing Material (ACM)

A survey was conducted in 2003 by a Church member who was qualified to assess the materials used in the construction of the buildings. This is included as Appendix 1 to this register.

ACMs were noted in two places in the church:

1. The ceiling of the Church building boiler room, basement level accessed via stairs from the graveyard.

2. The ceiling of the Halls' building staircase to the former boiler room, now used as a store/ workshop.

Both instances of ACM were observed to be asbestos cement sheet.

A third instance of a redundant asbestos cowl to the Halls' chimney has since been removed.

Condition of ACMs

The condition of both instances of ACM was reported in 2003 to be good:

- The surface was not damaged
- There were no surface sealants to peel or crack
- The material was not becoming detached from any base
- There were no protective coverings to become displaced
- There was no asbestos dust or debris

The ACMs will be re-inspected regularly by responsible persons, such as the current Fabric Secretary in conjunction with the Church Minister. Results of such inspections are appended as Appendix 2.

Keeping a written record

This document forms the recommended written record or register

The responsibility for managing asbestos within the Church organisation rests with the Trustees and is delegated to the Fabric Secretary to act on their behalf.

This Register records the known locations of ACMs within the Church premises.

The Plan

This register will be made available to any person that needs to know where ACMs are, that is any worker/contractor carrying out maintenance work on the property.

The potential risk of the asbestos is advised by the HSE leaflet, "As long as the asbestos-containing material (ACM) is in good condition, and is not being or going to be disturbed or damaged, there is **negligible risk**."

The ACM is in a position where it is unlikely to be disturbed. It is in areas protected by locked doors accessible only to authorised persons.

The material is in good condition and is unlikely to be disturbed; therefore it is judged to be safer to leave it in place as recommended in INDG223.

The ACMs will be marked with appropriate asbestos warning signs.

Summary

The Asbestos Containing Materials will be managed as follows:

- The condition of the material will be monitored at regular intervals
- The material will be labelled where practical
- Any contractor likely to work on the material will be informed
- If the material is likely to be disturbed it will be removed safely by an approved contractor.
- This plan will be reviewed regularly and kept up to date.

S.M. Hallas (Fabric Secretary), May 2017

Appendix 1 – Asbestos Survey Report

SURVEY OF BUILDINGS AT TILEHOUSE STREET BAPTIST CHURCH, HITCHIN - CARRIED OUT DURING DECEMBER 2003, IN ACCORDANCE WITH THE REQUIREMENTS OF THE CONTROL OF ASBESTOS AT WORK REGULATIONS 2002 - REGULATION 4, TO TAKE EFFECT 21 MAY 2004.

INTRODUCTION:

Bearing in mind the age of the buildings concerned it is unlikely that asbestos was used during the original construction of the church itself. Therefore the most likely opportunities for incorporation would have occurred during revisions/modifications. The installation of heating systems and the construction of temporary or fire/heat resistant walls or barriers would be the most likely sources.

The latter point also applies to the halls as well, though they being considerably younger there is the need to consider original usage too.

The report below has been compiled using data gained from recent visual inspection. Where full sight cannot be acquired, at present, knowledge of the dates of those works carried out at known times, means it can be assumed with high confidence that asbestos would have been banned as a substance used in the building trades at those times.

Consequently during any future work it will be necessary to update this survey, immediately, at the commencement of any works in non easily accessed areas.

REPORT:

The Church Building

The roof void is free of any asbestos; insulation is by fibre glass wadding, installed when the new plasterboard ceiling was fitted during the 1980's.

The main heating system was renewed in 1968 and nowhere in visible locations is lagging of any type used. When gallery flooring was recently lifted those pipes revealed were also found free of lagging. The boiler room has cast iron flue pipes and no lagging is used here either.

However, *the ceiling is made partly of asbestos cement sheet* and also of lath & plaster construction. It is in good condition & presents no risk whilst undisturbed.

The heating installed for the rear of the church & the scout room, in 1996, used no asbestos at all, nor did the building changes implemented at the same time. Redundant pipe work is also free of lagging. (This was all witnessed at the time by the report writer). The many & varied storage areas under stairs etc. were inspected and did not reveal any asbestos. The organ itself, and the blower system, also appear to be totally free.

Outside the premises, rain water goods and drainage is of cast iron or PVC and all fascias and soffits are of wood only. The roof is of slate construction.

It is therefore concluded that for the church, whilst there is some asbestos contained within it at this time, no real hazard exists until work has to take place which could disturb it. It is recommended that when any work is done to replace the heating, then the offending material is dealt with properly at that time. (This might provide, also, an opportunity to deal with other arising at the same time.)

The Halls:

The main roof void here was lined with wood fibre insulation board during major modifications to the whole building in 1982. It is not readily entered safely, but there is no reason to expect asbestos to have been used at any time, as the construction was originally all wood. There is no pipe work in the main roof void itself.

The tank room above the toilets is also free of asbestos, with insulation etc being by glass fibre wrapping or foamed rubber sheathing. All other roofs are flat without space beneath them. The external soffits etc are of PVC recently installed, with the original all-wooden sub-structure removed at that time.

The heating system was completely replaced in 2001, at this time it was seen (again by the reporter) that no asbestos had been used in the previous installation or in the new one, nor was any seen during lifting of floors and access panels etc. to permit the work. However, *the ceiling of the staircase (only) from the old boiler room is made from asbestos cement sheet.* Again it is in good condition & presents no risk whilst left undisturbed.

The external chimney has a redundant cowl also. [Subsequently removed] Inspection of this showed it be in a good, un-weathered condition, not causing any health & safety concerns. Should the chimney be removed, say during future flat roof renewal, the contractor will need to be told as part of the tendering process.

Examination of the kitchen and internal storage areas did not reveal any asbestos products at all, partitions being of block, plasterboard or wood construction. The fire escape door in the upstairs room is of conventional construction clad with aluminium on the outside surface and presents no problem.

Externally there are two sheds on the west side of the hall. These have an infill, above the original brick walls of the former toilets, which is of a fibre reinforced cement material. This was examined closely and whilst it is weathered on the outer side the presence of mineral filling and chopped glass fibre strand, along with the fact that it was installed in 1982, upholds the conclusion that it is of a non-asbestos containing material. A coat of suitable paint would stave off any further deterioration if so desired.

There are thus two locations with asbestos containing material in this building.

OVERALL CONCLUSIONS:

1) At the current time both buildings do not present any immediate concerns about the asbestos materials incorporated within them, any associated risk being low.

2) However, future work on any of these locations would require the church to take action, at the earliest opportunity, to ensure the safety of those involved.

3) Also any future opportunities enabling further inspections to be made, into less accessible areas, should be used to update this report on a continuing basis.

Report written by:- R. A. CLOUGH CChem MRSC BSc MSc (Fabric Secretary)

Dated: 28/12/2003

Appendix 2 – Periodic Inspection Reports

May 2017

The Fabric Secretary, Mr Hallas, and the Minister, Revd Robson inspected the two remaining sites of asbestos presence.

Church Halls staircase to basement

No change was noted from the previous report.

- The surface was not damaged
- There were no surface sealants to peel or crack
- The material was not becoming detached from any base
- There were no protective coverings to become displaced
- There was no asbestos dust or debris

Church building boiler room

Major work had taken place in the boiler room during the building refurbishment 2009/ 2010. New boilers had been installed and the existing chimney lined with plastic flues. During this work no further instance of asbestos came to light. The ceiling was examined with the following observations.

- The surface had been damaged in a number places making fibres visible. It appeared that one panel had been covered with plasterboard.
- There were no surface sealants to peel or crack
- The material was not becoming detached from any base
- There were no protective coverings to become displaced
- There was no visible asbestos dust or debris

Conclusion

In both places it was recommended that labelling be applied to draw attention to the location of the asbestos.

No action was deemed necessary in the Halls, and re-inspection will take place within a suitable period.

In the Church it was resolved to explore methods of sealing the damaged sections to prevent any escape of particles. The relevant documents are contained in the Health and Safety Executive web site, http://www.hse.gov.uk/asbestos/essentials/ under "Work with asbestos cement (AC) (non-licensed)".

Evaluation, Risk Assessment and Action Plan

Evaluation

Section 1 Hazard Check Forms

The hazard check forms reveal that although all rooms have some combustible material, most such items are furniture or fittings. Some contain stores of paper.

In almost all cases there is no credible source of ignition. Electrical apparatus is subject to regular check for safety and therefore its probability of causing fire is rated as either incredible (1) or improbable (2).

The only genuine source of ignition is the gas stove in the hall kitchen. It is only used by responsible adults. All combustible material in the kitchen is stored safely in cupboards or drawers. Therefore the probability of fire is rated as improbable (2).

The only items considered highly combustible are the fuel stored in the external gardening store and the gas bottles stored in the Scouts external store. In both cases there is no source of ignition – not even electrical apparatus. Both stores are isolated from the building by brick walls. Therefore the probability of fire is rated as improbable (2).

Section 2 Personnel check forms

Personnel who might be considered at risk are those with poor mobility, impaired hearing or eyesight and young children. The types of consequence of fire and probability are considered in the Risk Assessment section.

Occupancy of the church building is fairly low and the activities carried out, worship, teaching, discussion, presentations, concerts have probabilities of causing fire rated as incredible (1).

Occupancy of the halls is moderate. Pre-school is in session during term time from 08:30 to 15:00. The young children are under constant supervision. Pre-school has its own fire procedure and practices. Other sessions are held sporadically through the week. Most attendees are reasonably fit so are not considered vulnerable.

Sections 3 & 4 Fire Precautions & Fire Procedure

The means of evacuation in event of fire are reviewed regularly along with the suitability of signage. Escape routes are kept as short as possible. In most cases alternative routes exist that can be used in event of the primary route being blocked by fire.

A fire procedure has been drawn up and agreed by the Church Meeting and Trustees.

Fire practices have established that the church building can be evacuated in three minutes or less.

Therefore the probability of personnel being exposed to fire or smoke inhalation must be rated as improbable (2).

Fire extinguishers and blankets are serviced annually by the manufacturer and certified as safe.

Risk Assessment

Please see the Methodology document for the meaning of the numerical values.

The types of consequence to be considered are:

Multiple fatalities (5) - probability assessed as (incredible (1), Resulting Risk is 1x5=5

Single Fatality (4) – probability assessed as incredible (1). Resulting Risk is 1x4=4

Multiple major injuries (3) - probability assessed as improbable (2). Resulting Risk is 2x3=6

Single major injury (2) - probability assessed as improbable (2). Resulting Risk is 2x2=4

Minor injury (1) - probability assessed as improbable (2). Resulting Risk is 2x1=2

A review of the previous sections concludes that risk has been reduced as low as reasonably practical (ALARP).

Action Plan

All the above risks are rated 9 or less, which means that they are deemed to be tolerable according to the Methodology. Therefore no further action is required to reduce risk.

This assessment should be reviewed at regular intervals, such as 5-yearly in association with any quinquennial survey.

It should similarly be reviewed whenever any significant changes are made to the building, fire safety equipment or escape routes.

It may be advisable to reinstate fire practices on an annual or biennial basis as deemed appropriate.

Regular servicing of the fire precaution equipment should continue.

Regular inspection of the electrical installation should continue at intervals recommended by the contractor.

Users of the buildings should be reminded to ensure that escape routes must be kept clear of obstruction and fire exits must not be blocked.

Tilehouse Street Baptist Church

Fire Precautions Equipment - Review

Original Issue Oct 2006 – Updated May 2011 & Oct 2012, Nov 2017

Church Building

Extinguishers

Vestibule: 2kg CO_2 & 6L Water next to fuse cupboard on West side

Gallery level: 2kg CO_2 & 6L Water on inside face of West staircase

Rear Corridor: 2kg CO_2 & 6L Water outside vestry

Kitchen off Bunyan Room: Fire blanket on cupboard unit

Scout Room: 6L Water by staircase doorway. Suggest fire blanket in kitchen area.

Boiler Room: 2L foam, 3kg ABC powder

Memorial Halls

Extinguishers

Kitchen: 2kg powder by door and Fire blanket next to cookers

Corridor: 6L Water opposite Play School room.

Main Hall: 6L water by fire exit

1st Floor: 6L Water on landing next to store cupboard

Totals

7 x 6L Water

3 x 2kg CO_2

1 x 2kg Powder

1 x 3kg Powder

1 x Foam

Summary

Equipment is as recommended by our contractor, Chubb Fire, and is maintained annually by them. The current Fire Safety Certificate issued by Messrs Chubb is kept in the Routine Reports Folder. Older copies are archived as digital copies.

The provision of fire safety equipment is therefore judged to be adequate.

Tilehouse Street Baptist Church

Fire Evacuation Routes & Signage - Review

Original Oct 2005, updated 6 November 2017

Church Building

Vestry

Primary route: Exit into corridor, turn right and exit through external door

Secondary Route: via Office and Bunyan Room. Note locks have thumb-turn handles facing inwards permitting this route even if the doors are locked.

No extra signage required.

Office

Primary Route: Via Bunyan Room as below.

Secondary route: via vestry. This door has inward facing lock, so cannot be used without a key.

No signage judged necessary

Bunyan Room

Primary Route: via double door into corridor and right to external door by vestry.

Secondary Route: via door to toilet corridor and into main corridor, left and out of Agnes Beaumont door.

Signage: Signs fixed above door to allow visibility when door is open. Double door faces blank wall – small running man and arrow sign provided.

Corridor

Primary Routes: via external door by vestry and Agnes Beaumont door.

Secondary Routes: via sanctuary

Signage: Signs fixed above doors to be visible once the door is open. Running man symbol missing

Sanctuary

Primary Routes: via two doors left & right of däis, via two doors to entrance vestibule. From gallery, via staircases to vestibule.

Secondary Route: No secondary route at ground floor judged necessary and there are four primary routes. From gallery could be via Scout Room.

Gallery

Primary routes: Down stairs at East and West sides into Vestibule as below.

Secondary Routes: Via scout room and down scout stairs – door usually locked but thumb turn allows egress in an emergency.

Signage: Signs above doors.

Vestibule

Primary Route: via centre double door. Handle turns clockwise to open. Explanatory sign fitted, but little understood.

Secondary Route: via sanctuary and corridor at rear

Signage: Illuminated sign above double doors and above doors to stairs in gallery..

Emergency Lighting

Provided on Ground Floor of Sanctuary and in vestibule. Propose to provide spotlight type non-maintained lights for gallery.

Scout Room

Primary Routes: via swing door onto balcony and down stairs to vestibule. Dark when sanctuary not occupied. Recommend a light in sanctuary be left on while Scout room is occupied after dark.

Secondary Route: via entrance staircase to side door. This door is normally locked when room not in use but fitted with a thumb turn lock to allow egress in an emergency.

Signage: Signs above doors.

Fire Doors

Several doors have been marked 'Fire Door, keep shut'. These may to slow the spread of fire and reduce the ingress of smoke into the escape routes, but are not fully fire resistant. Because evacuation times are relatively short (eg less than 2 minutes) they are judged to be adequate.

Summary

The number and width of evacuation routes are judged to be adequate for the regular number of people using the building.

All external doors open inwards. This is not best practice but can be tolerated. Proposed building alterations may alleviate this problem.

Signage needs some improvement to conform to current standards.

Sam Hallas, 6 Nov 2017

Chubb

Inspection Certificate

Work Order # 31642701

Site Name and Site Address

TILE HOUSE STREET BAPTIST CHURCH

TILE HOUSE STREET BAPTIST, CHURCH, HITCHIN, HERTS, , SG5

Summary of Work Performed

PREVENTATIVE MAINTENANCE VISIT

Work Order Details

Contract No:	2351851-	**Work Done Description:**	Extinguisher Routine Service
Off Site Time:	04/05/2022 16:11	**Technician:**	Graham Keely
Service PO #:	Sam Hallas	**Sales PO #:**	

Job Summary - Service

Description	Condition	Quantity
Powder	Basic Service, Extended Service Not Done	1
Water	Basic Service, Extended Service Not Done	2
CO2	Basic Service	4
Fire Blanket	Basic Service	2
Foam	Basic Service	2
Water	Basic Service	4
Water	Extended Service	1

Unless recorded as non-conforming the inspection and service is carried out in accordance with BS5306 Part 3 (Portable Fire Extinguishers) or, BS5306 Part 1 (Hosereels) or, to agreed requirements as appropriate.

Parts/Activity

Description	Quantity	
EC20 S/HORN WASHER	4	Contract Rate Applies
O RING SEAL FOR HOSE	5	Contract Rate Applies
HYDROSPRAY REFILL EH60	1	Contract Rate Applies
FX FOAM NOZZLE O SEAL	1	Contract Rate Applies
PIN & OK INDICATOR GENERIC	5	Contract Rate Applies
FX OK DISC	2	Contract Rate Applies
TIE SEAL GENERIC	4	Contract Rate Applies

Sales Summary

Description	Quantity	Unit Price (GBP)	Total Price (GBP)	Reason
FX P03 3KG SP POWDER	1	118.80	118.80	Replacement
ENVIRO DISPOSAL CHARGE.	3	6.64	19.92	Replacement
EXTN INITIAL SERVICE FEE (REGI	3	2.10	6.30	Replacement
FX2 SHY6 6L SP HYDROSPRAY	2	124.60	249.20	Replacement
	Total	252.14	394.22	

Customer Signature

In the event of any sales at the time of servicing all sales will be supplied subject to Chubb Fire standard terms and conditions of sale. A copy of which I acknowledge has been supplied to me at the time of this service.

Customer Name: Sam Hallas **Title:** Fabric Assistant

Customer Signature: **Date:** 04/05/2022 16:56

Thank you for your business! Satisfied customers are our highest priority. If you have any questions or comments please call us on 0344 879 1666.