

Jarrow St Paul



Disaster Management Plan



September 2011

Part 1 Introduction

This Plan has been developed for the church and the site following high-level guidance issued by UNESCO on such documents for World Heritage properties, and specific guidance issued by the Church Buildings Council (CBC) of the Church of England for parish churches. It complements the Disaster Management Plan (DMP) produced for the other site which together makes up the candidate property, Monkwearmouth St Peter. Both documents have been produced by the Parochial Church Councils of the churches, with support from Durham Diocese, the local authorities, English Heritage and the CBC.

The DMP builds on two key documents which are required by the law of the Church of England, these being the Quinquennial Inspection Report prepared by the church architect every 5 years on the state of the buildings, its curtilage and contents (The Inspection of Churches Measure 1955 states that every archdeacon should survey the churches in his jurisdiction once every 3 years, and that churches should be inspected by an architect at least once in every 5 years), and the Log Book, Terrier and Inventory, a comprehensive list of the things belonging to the church and recent work. These documents are attached.

The issue

All heritage assets are exposed to losses from disasters such as fire, lightning (which may spark a fire), explosions, storms and flood. Damage can occur through neglect or inappropriate conditions, activities or measures, and may be caused accidentally or deliberately.

As visually prominent public buildings containing works of art and valuable materials which are often empty, churches are also vulnerable to damage through wilful destruction or theft. Historic churches and their contents are particularly vulnerable to fire damage because of the extensive use of timber in their structure as well as internal fixtures and fittings.

Flood risk is recognised as an increasingly serious issue. Increased flooding (from storm events or fluvial and sea flooding) and coastal erosion which might affect coastal and low-lying churches is being noted, likely exacerbated by Climate Change.

Mitigation – the Disaster Management Plan

To counter these risks, the Church Buildings Council of the Church of England has produced guidance (2011) which recommends the following measures.

All Parochial Church Councils (PCCs) will work to ensure the protection of the buildings in their care, including interior fixtures and fittings integral to the design and function of the building, from fire, lightning, flood, vandalism and theft, and other safety and security hazards. These measures are brought

together in the **Disaster Management Plan**, which consists of the following three sections:

1. A **Risk Assessment** to best current practice. These will include provision for staff and contractors to receive appropriate and adequate induction and on-going training to minimise risk. Detection and alarm systems need to be kept serviced and up to date.
2. The operation of a practical **Emergency Plan** and close co-ordination and co-operation with the Police, Fire Brigade and other agencies help ensure that in the event of a disaster they are prepared and can respond in the most effective ways.
3. For the scenario that such an event occurs a **Recovery Plan**, an essential prerequisite of successful disaster mitigation.

Once completed, the DMP will be reviewed by the church architect and PCC as part of the Quinquennial Inspection Process (every 5 years), or following any major incidents or relevant developments which would require this.

General and high-level threats

The general and high-level threats to the two sites making up the World Heritage Candidate property, the Anglo-Saxon monasteries of Jarrow and Monkwearmouth which are still functioning parish churches today, has been summarised in the Management Plan for the candidate property. The relevant excerpt is included below. It gives the context for the rest of the document.

7.15 Risks and Risk Management

7.15.1 To ensure effective management and conservation of the Property, the Partnership has undertaken a risk management assessment to inform future management arrangements. Risks are categorised as following and assessed according to their probability:

- environmental pressures and natural disasters (excluding climate change)
- man-made risks
- risks from climate change

7.15.2 Risks to the Property can be summarised as follows:

Risk	Likelihood	Impact
Environmental pressures and natural disasters		
Seismic activity	Low	Medium
Flood	Low	High

Storm/ lightning strike	Medium	High
<i>Man-made risks</i>		
Fire	Medium	High
Vandalism	High	Medium
Explosion	Medium	High
Dangerous substances	Medium	Medium
<i>Climate change</i>		
Sea level rise	Medium	Low
Extreme weather events	Medium	High

Environmental pressures and natural disasters

Seismic activity

- 7.15.3 The threat of earthquakes and volcanic eruptions is highly unlikely, as the Nominated Property does not lie within a known seismic zone.

Flood

- 7.15.4 As both sites are close to rivers, the possibility of flood risk exists. Both churches are on high ground: St Peter's is 14.3 metres above sea level, and St Paul's 7.5 metres above sea level. Both sites lie within Flood Zone 1 as defined by the Environment Agency (the governmental body responsible for flood protection in England and Wales). To be in Flood Zone 1 means there is a low probability of flooding. This zone comprises land assessed as having a less than 1 in 1000 annual probability of river or sea flooding in one year (less than 0.1%). The risk of damage to buildings from an extreme flood event is therefore considered to be low. The Environment Agency's view is that currently the river defence arrangements for the Rivers Tyne and Wear are adequate. Climate change (see below) could lead to changes in designated areas of flood risk through rising sea levels. English Heritage's *Flooding and Historic Buildings* (2010) provides guidance on dealing with floods in relation to historic properties.
- 7.15.5 Jarrow Area Action Plan includes a Strategic Flood Risk Assessment carried out with neighbouring authorities. This indicates that at Jarrow, some parts of the banks of the Don (limited to a small area due to land heights) are rated as being 'at a high risk of river flooding and associated erosion'. The plan recognises that these are 'potentially sensitive from an archaeological point of view', although none is within the Property Boundary itself. It recommends that developments in these areas should include 'provisions for preventing overtopping by tides, calculations in relation to sea level rise, and flood prevention measures'.
- 7.15.6 The **Port of Tyne** carried out a Flood Risk Assessment in June 2009 that details evacuation procedures in the event of an emergency such as an

extreme flood event, and describes the Emergency Planning protocol at Tyne Dock.

Storm and lightning strike

- 7.15.7 Severe storms could damage the above-ground remains of the Property, including St Peter's and St Paul's churches, St Paul's monastic remains, and Jarrow Hall, through high winds, severe rain causing flooding, or fire risk from a lightning strike (see below). Resilience and emergency planning recognise these risks.

Man-made risks

Fire

- 7.15.8 In general churches are low-risk places. The most significant risk to the Property's churches is fire, due to their relatively isolated locations in urban settings with industrial activity and anti-social behaviour. Fire could also be caused by a lightning strike or through an electrical fault. Whilst the churches are built of stone, they contain wooden pews, rafters and fittings which could easily burn.
- 7.15.9 As buildings in public use, both churches, and related visitor attractions, are required by law to have a Fire Certificate from the Fire Service to demonstrate that appropriate measures such as smoke detectors, fire extinguishers and evacuation procedures for preventing fires and the spread of fires are in place. The UK's Fire Protection Association's guide *Heritage under Fire* provides advice for managers in developing fire safety strategies for historic properties.
- 7.15.10 The regime of quinquennial survey includes inspection to report on maintenance needs of lightning conductors and electrical equipment which could cause fire.
- 7.15.11 Each church holds a Fire Certificate and Electrical Safety Certificate, and both St Peter's District Church Council (DCC) and Jarrow Parochial Church Council (PCC) have officers who are responsible for overseeing fire safety checks and electrical system checks. In the last three years, £10,500 has been spent on electrical works at St Peter's, including electrical and fire safety, and its Certificates were renewed in 2009. St Paul's was rewired in 1992, and its 2009 fire inspection identified the need for a fire alarm system, prioritised in the Action Plan (see Section 8).

Vandalism

- 7.15.12 Both sites are in densely populated urban areas with high social and economic deprivation and a certain amount of anti-social behaviour. The immediate surroundings of both churches are relatively quiet and hidden, hence attractive to potential vandals. St Peter's and St Paul's have both been subject to vandalism and anti-social behaviour over recent years: for example, graffiti on the standing remains of St Paul's monastery, theft of lead from St Peter's and St Paul's church roofs, and

theft of flagstones from St Paul's churchyard. Liaison with the police is ongoing to address this.

- 7.15.13 English Heritage has equipped volunteers at St Paul's Church with materials to clean graffiti off the Guardianship site immediately, to lessen its impact.
- 7.15.14 Bede's World has, since 2005, run an award-winning Youth Outreach programme which has targeted local disadvantaged young people to participate in 'diversionary' activity across the Property relevant to them (see Section 6.4.10). This aims to encourage local young people who could otherwise be tempted to vandalise the Property, to engage with it and value it.
- 7.15.15 The University of Sunderland operates CCTV on St Peter's Campus and has offered to work with the Wearmouth-Jarrow Partnership to instigate additional monitoring of the St Peter's site to discourage anti-social behaviour.

Explosion

- 7.15.16 The Shell UK Limited oil terminal and the Rohm & Haas chemical plant are high-risk industrial operations within and in close proximity to the buffer zone that could damage the Property at Jarrow if an explosion was to occur.
- 7.15.17 Both operations are classed as COMAH sites (Control of Major Accidents and Hazards Regulations 1999 (as amended)). The COMAH Regulations require an operator of a major hazard establishment to take all measures necessary to prevent major accidents and limit their consequences to persons and to the environment. Operators have a duty to:
- Take all necessary measures to prevent major accidents;
 - Carry out a risk analysis to understand and predict spills, explosions and major fires;
 - Prepare a major accident prevention policy document;
 - Prepare a safety management system document; and
 - Provide documented evidence to the Health and Safety Executive (HSE) that precautions have been taken to prevent major accidents.
- 7.15.18 The Off-Site Emergency Plans for both sites are maintained by the Fire Authority by specialist staff at the Tyne and Wear Emergency Planning Unit (EPU). These plans dovetail with the Local Authorities Emergency Response Plan and emergency and major incident plans of other Category 1 responder organisations (as defined by the Civil Contingencies Act 2004). These plans are tested through training and exercising annually.

- 7.15.19 Bede's World sits within the Public Information Zone for the Top Tier COMAH Shell UK Limited site established by the 'Competent Authority'. Shell UK Limited has a statutory duty to supply advance information to persons within the 'Public Information Zone'. This includes information on how the public will be warned of disruptive events and the action they should take.
- 7.15.20 Two COMAH site exercises were carried out at Shell UK Limited, Jarrow, on 23-24 June 2009, and Rohm and Haas (UK) Ltd, Jarrow, on 14-15 July 2009. These exercises aimed to test and validate the Offsite Emergency Plans, which included the testing of a multi-agency response, and the integration of agency plans into the off-site planning process. The exercises were held over two days, and planned, co-ordinated and facilitated by the Tyne and Wear Emergency Planning Unit (EPU) (see Section 7.15.18) and relevant partner organisations.
- 7.15.21 The Fire Service undertakes quarterly visits to both sites, and the COMAH plan is monitored and updated every year.

Dangerous substances

- 7.15.22 The Port of Tyne, partially within the Jarrow buffer zone, handles dangerous substances. It has its own Emergency Plan, as required under the DSHAR regulations (Dangerous Substances in Harbour Areas). This concerns almost entirely marine-based incidents (happening on, to or around vessels). The Emergency Plan was put to the test in March 2009, when an exercise scenario involving a simulated incident was carried out. This was overseen by over thirty representatives from the Port of Tyne, Police, Fire & Rescue Service, Ambulance, Coastguard Agency and North and South Tyneside Councils.
- 7.15.23 The Port of Tyne does not handle animals or derived foodstuffs and consequently there is only a remote possibility of related biohazards. The Port has no formal quarantine facilities. The usual method for the control of any contagious diseases would be for the local health authority (under the auspices of Tyne Port Health), to control the situation and either isolate affected individuals onboard ship, or remove to a hospital where this could be controlled.

Risk preparedness

The Property

- 7.15.24 St Peter's DCC and Jarrow PCC both have officers who are responsible for overseeing and health and safety, and (in the case of St Peter's, which runs Bede's Bakehouse) food and hygiene. Accident record books and hazard report books are maintained. Both churches are developing Emergency and Resilience Plans.
- 7.15.25 The English Heritage Asset Management Plan and Emergency Plan cover risk assessment and disaster planning for the Guardianship site at St Paul's, Jarrow.
- 7.15.26 Fire and Evacuation plans are in place for individual buildings within the Port of Tyne, which has an Emergency Planning protocol for Tyne Dock.

Emergency response within Tyne and Wear

- 7.15.27 The five local authorities of Tyne and Wear are 'Category 1 Responder' organisations under the Civil Contingencies Act 2004. They have a statutory duty to assess the risk of an emergency occurring within their authority boundaries and to prepare and maintain resilience plans that will allow them to effectively respond should such an emergency arise.
- 7.15.28 The emergency planning process is conducted alongside partners including Category 1 and 2 Responders, voluntary organisations, neighbouring authorities, Government Departments and the Tyne and Wear Emergency Planning Unit, with the goal of ensuring that the planning and response arrangements in place within the local authorities fully integrate and complement those of partner organisations.
- 7.15.29 The Community Risk Register for Northumbria Local Resilience Forum (LRF) area (including Sunderland and South Tyneside) has been produced and published on the Government Office North East web-site www.go-ne.gov.uk, with links provided on South Tyneside and Sunderland Council's websites (www.southtyneside.gov.uk and www.sunderland.gov.uk). 'Localised' versions of the Northumbria Local Resilience Forum Community Risk Register have been prepared specifically for Sunderland and South Tyneside and are hosted on their websites. The Register informs emergency planning, and is also used to prioritise training and exercising of Major Incident designated and support staff.
- 7.15.30 Integral to the emergency planning process is the need to communicate effectively between responder organisations and the local communities. This communication must take place generally, in advance of any incident arising, and specifically, as part of the incident response. A package of awareness-raising initiatives to assist the community in its preparedness is in place in both local authority areas. At the same time as an emergency or Major Incident, local authorities must be able to continue to deliver their normal services. To this end, all Local Authorities are required to maintain Business Continuity Plans for their identified critical services and at a corporate level.
- 7.15.31 Both South Tyneside and Sunderland City Councils have Emergency Response Plans which set out the arrangements for the Council's response to emergency situations. These plans are generic to allow for necessary flexibility in differing circumstances. They are supported arrangements under continual development, in relation to specific identified risks, and an annual programme of training and exercising to test the plans' validity.
- 7.15.32 South Tyneside and Sunderland City Councils play a key role in the Northumbria Local Resilience Forum, which is also the link to the Regional Resilience Forum for the North East.

Emergency Services

- 7.15.33 The role of the Police Service, at a major incident, is to control and co-ordinate the total operation in close co-operation with key partner organisations such as Category 1 responder organisations.
- 7.15.34 The North East Ambulance Service is responsible for co-ordinating the on-site health services response, and determining the hospital(s) to which injured persons should be taken. If necessary the Ambulance Service will seek the attendance of a Medical Incident Officer (MIO) and Mobile Medical Team(s) (MMT).
- 7.15.35 The Fire and Rescue Service's primary objectives are to save life, protect property, render humanitarian aid and protect the environment. Where appropriate they will assist the Ambulance Service with casualty handling and the police, on request, with the recovery of bodies. Where it is deemed necessary to establish an inner cordon the Fire and Rescue Service, in consultation with the Police, will control access to the inner cordon area until the hazard area is deemed safe.

Climate change

- 7.15.36 In the UK, many historic buildings, sites and landscapes have already experienced and survived significant climatic changes in the past and may demonstrate considerable resilience in the face of future climate change. As historic assets are potentially at risk from the future impacts of climate change, the World Heritage Committee has required that managers of World Heritage Properties consider these. English Heritage's guidance on *Climate Change and the Historic Environment*, published in 2008, states that these may include:
- Rising sea levels and a possible increase in storminess that endangers historic landscapes, structures, buildings and archaeology in the coastal zone;
 - Increased extremes of wetting and drying that heighten the risk of ground subsidence and accelerated decay of stonework and thus pose a threat to many historic buildings;
 - More frequent intense rainfall that causes increased erosion of archaeological sites and damaging flooding in historic settlements, the latter making historic buildings difficult to insure;
 - Changes in hydrology that put buried archaeological remains, including well-preserved wetland archaeology, at risk;
 - Changes in vegetation patterns that threaten the visibility and integrity of archaeological remains and historic landscapes;
 - A warming climate that makes some historically authentic tree plantings difficult to conserve;
 - Changes in the distribution of pests that threatens the integrity of historic buildings, collections and designed landscapes;

- Possible increases in the frequency or geographical range of extreme weather that could pose an increased risk of damage to some historic landscapes and buildings.

Sea level rise

- 7.15.37 In 2007, the Inter-Governmental Panel on Climate Change published its fourth assessment report. This noted sea level rose at an average rate of 1.8mm per year between 1961 and 2003 as a result of thermal expansion of water due to rising temperatures, together with melting ice caps and glaciers. This rate was faster between 1993 and 2003, at about 3.1mm per year. Sea levels are predicted to rise over the course of the next century, with the predicted rise varying from 0.18 to 0.59m relative to 1980-99 levels by the end of the twenty-first century. Areas of archaeological potential along the riverbanks at St Paul's and Jarrow Slake may be affected in the future, and hence may require mitigation in the form of archaeological excavation or sea defences.

Extreme weather events

- 7.15.38 The Inter-Governmental Panel on Climate Change identified that, for the next two decades, warming of about 0.2°C per decade is projected. By the end of the twenty-first century it is estimated that temperatures could rise by between 1.8 and 4°C, or even by as much as 6.4°C. This could increase the frequency of heat waves, heavy precipitation events, and storm events. The UK Climate Impacts Programme (UKCIP09) has projected that in the North East, by 2050, average winter rainfall will increase by approximately 10% to 243mm and that the average annual temperature will rise from 8°C to 10°C.¹
- 7.15.39 In the UK over the past decade the trend has been towards hotter summers, with some extreme downpours, together with warmer, wetter winters, although there have been noticeable exceptions. Severe winter flooding has been experienced by many parts of the UK. In 2009, the north of England was particularly badly affected, with violent flooding in Northumberland and Cumbria. Tyne and Wear, in which the Property is located, did not suffer badly in comparison.

National policy on climate change

- 7.15.40 The new Planning Policy Statement 5, *Planning for the Historic Environment*, contains three policies on climate change, which are key material considerations in the UK planning system.
- 7.15.41 The UK Government have published a Consultation Document on a new Planning Policy Statement, *Planning for a Low Carbon Future in a Changing Climate* (2010), to which the Local Authorities World Heritage Forum (LAWHF) have responded with 'Note 24 - addressing climate change' (2010).

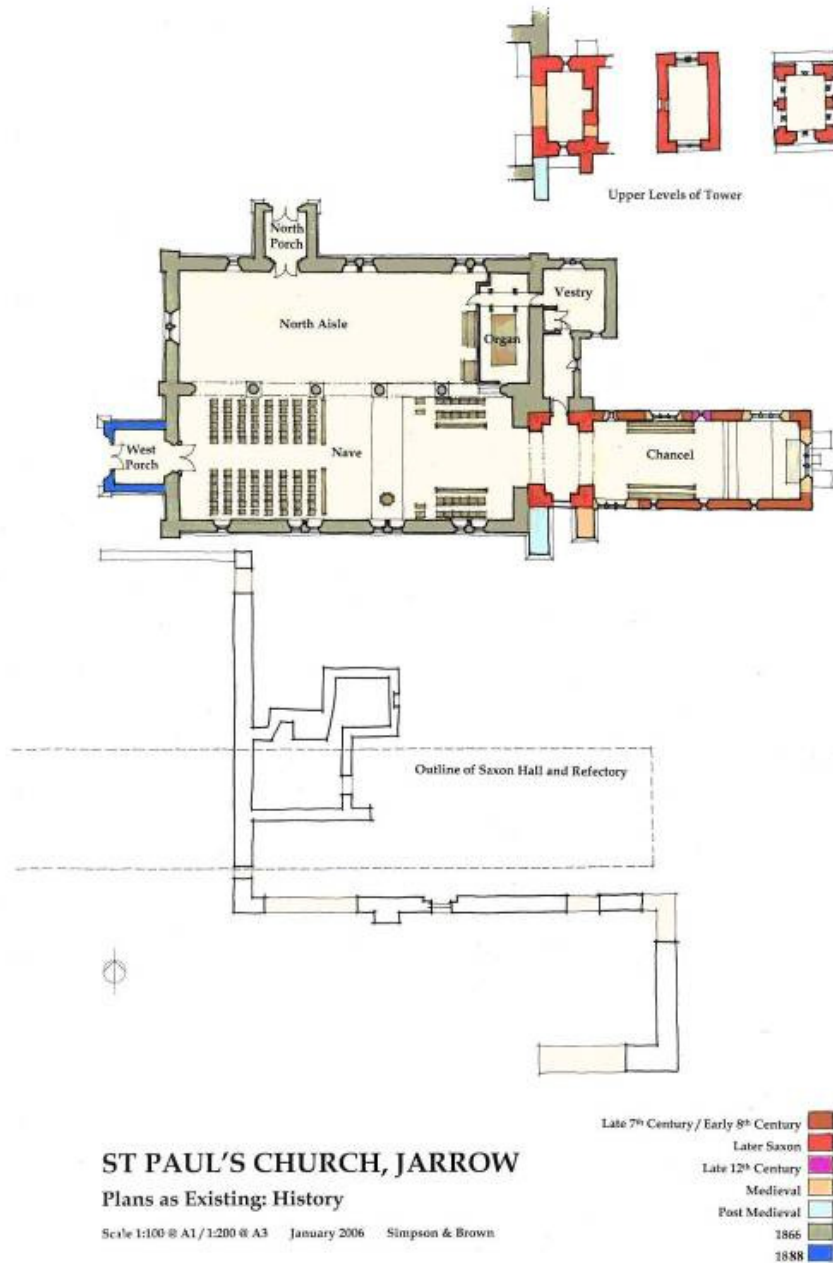
Mitigation and adaptation: the Wearmouth-Jarrow Partnership

¹ UK Meteorological Office website <http://www.metoffice.gov.uk/climatechange/guide/ukcp/map/>

- 7.15.42 Through local and national agencies, the Partnership will monitor climate change and keep under review potential impact on the Property. Within the Wearmouth-Jarrow Partnership, both Sunderland City Council and South Tyneside Council are involved in policy development around climate change, including monitoring and adaptation measures. In 2008, in recognition of the role of local authorities in tackling climate change, the UK Government introduced an adapting to climate change indicator (NI 188) in the new Local Government Performance Framework.
- 7.15.43 Sunderland City Council has recently adopted a number of strategies and initiatives to make an impact on climate change. This includes a Climate Change Action Plan, a Low Carbon City campaign, and a draft Weather and Climate Risk Strategy. Sunderland City Council won the Local Government Chronicle and Health Service Journal Sustainable Communities award for 'Tackling Climate Change' in February 2009.
- 7.15.44 South Tyneside Council has demonstrated its commitment to tackling climate change through a number of recent initiatives and strategies. This includes an Environment Strategy, leading on the development of the Local Strategic Partnership's *Climate Change Adaptation Strategy 2009-2012* and action plan, and its cross-departmental initiative 'Tackling Climate Change'.
- 7.15.45 Both Sunderland City and South Tyneside Councils are signatories to the European Covenant of Mayors Initiative. The Covenant commits signatories to at least a 20% reduction in carbon emissions by 2020 (against the 2005 baseline) through the implementation of the Sustainable Energy Action Plan. All twelve local authorities in North East England have signed up to this, making the North East the first region in Europe to demonstrate its commitment to tackling carbon emissions through this initiative.
- 7.15.46 Where possible the Wearmouth-Jarrow Partnership will adapt and mitigate the effects of climate change, both in terms of its direct impacts on the historic fabric of the Property, and in contributing to the wider climate change agenda - e.g. reducing the carbon footprint of the Property and its related attractions.
- 7.15.47 Some such action could enhance the Outstanding Universal Value by ensuring the Property's conservation. It could also compromise the Outstanding Universal Value of the Property - for instance, unsympathetic alterations to buildings or the unsympathetic installation of renewable energy sources. The Wearmouth-Jarrow Partnership will ensure that the impact of such measures remain positive.
- 7.15.48 The UK Meteorological Office points out that climate change may bring opportunities as well as problems. For the North East, a warming climate may contribute to increasing tourism. An awareness of the impact of international travel on global warming is already affecting tourism in the UK generally, where the choice of a holiday in this country is starting to be seen as a 'green' option.

Part 2 Specific threats to the site – Risk Assessment

In order to recognise and devise a strategy to prevent or mitigate the specific threats to the individual sites making up the World Heritage Property, the PCC has compiled a **Risk Assessment**, which is attached below. This summarises the risks, evaluates their severity, and lays down mechanisms and timelines for action to address them.



Plan of the church and ancillary buildings from the Conservation Plan (Simpson & Brown), showing degrees of significance

St Pauls Church and Monastery, Jarrow
Risk assessment carried out by: Ben Greener
Date: Wednesday 20 August 2011

1. Area	2. Hazards	3. People at risk	4. Risk			5. Controls
			L	M	H	
Chancel	Candles (votive and altar) – fire risk, burns risk	All, especially children and young people		X		Monitor candles; ensure children not left unsupervised; place candles securely and safely; snuff candles out at end of day.
Progress/Date completed:						
	Assets – could be stolen/vandalised/damaged (check assets against inventory)	n/a		X		Ensure building is supervised; check items against asset inventory regularly; ensure access to assets is monitored; emergency plan to save/prioritise assets in place.
Progress/Date completed:						
	Electrics/wiring, throughout – possible fire risk, electrocution	All, especially contractors		X		Employ qualified/certified contractors only; check wires etc regularly for faults; regular maintenance and repair schedule; turn off all equipment/sockets/etc. when not in use.
Progress/Date completed:						
	Steps to Sanctuary – lack of access, also trip/slip hazards	All, especially older/infirm/mobility issues			X	Check steps regularly for slip/trip hazards; install nosing where possible/appropriate to highlight step edges; check carpet is not loose/rucked up; explore possibilities of access ramp; guided supervision of older/infirm people where possible/appropriate; use signage (where appropriate).
Progress/Date completed:						
	Uneven surface and loose	All, especially		X		Tape down/repair loose

	carpet edges	older/infirm/access and mobility issues				edges; use signage (where appropriate); guided supervision of older/infirm people where possible/appropriate
Progress/Date completed:						
	No wheelchair access	Mobility and access issues			X	Explore possibilities of access ramp; Ensure site-specific egress plan in place for wheelchair users
Progress/Date completed:						
	Heating system and pipes in situ - risk of burns, electrical failure, fires – check: carbon monoxide?	All				Monitor closely; do not let overheat; ensure visitors are unable to touch the heater/pipes if too hot; regulate temperatures.
Progress/Date completed:						
	Window ornaments and adornments – falling risk	All			X	Secure ornaments safely; Do not place candles on ledges; place ornaments further back on ledges.
Progress/Date completed:						
	Bell Ropes – risk of hanging, death, injury	All, especially bell ringers.	X			Secure bell ropes when not in use; ensure all bell ringers are fully trained.
Progress/Date completed:						
North Aisle	Filing cabinet with papers – fire risk, loss/theft of important documents	n/a	X			Check status of documents; lock or move the cabinet; remove any papers of worth/value
Progress/Date completed:						
	Loose trestles and equipment near vestry access – blocking risk to access route	All			X	Secure trestles; clear away equipment; ensure access route is clear.
Progress/Date completed:						
	Door to Vestry 'hidden' – blocking access	All, especially anyone in Vestry during emergency			X	Ensure doorway is not blocked; explore use of signage (where appropriate).

Progress/Date completed:						
	Lots of loose items not stored well – risk of tripping, slipping, ingress/egress during emergency	All			X	This area must be tidied and items stored better; investigate storage solutions for this area.
Progress/Date completed:						
	Loose flooring (stones, pavement slabs) – trip and slip hazard, access and mobility issue	All, especially those with access/mobility issues			X	Investigate alternative flooring solutions/floor covering; monitor access in this area; ensure area remains dry and free of obstacles.
Progress/Date completed:						
	Assets – could be stolen/vandalised/damaged (check assets against inventory) – especially display cabinets in this area	n/a			X	Ensure building is supervised; check items against asset inventory regularly; ensure access to assets is monitored; emergency plan to save/prioritise assets in place.
Progress/Date completed:						
	Loose plastic seating – fire risk (candles), risk of trips and slips, blocking access in emergency	All			X	Ensure chairs are stacked away safely when not in use; do not allow any naked flames near chairs.
Progress/Date completed:						
Shop	Kettle, hot water, tea and coffee kit – burns and scalds, risk of electrocution/fire	Shop staff/building guides			X	Ensure water and electricity do not mix; due care to be taken when using facilities; regular PAT testing for electrical items.
Progress/Date completed:						
	Lots of electrical appliances, wiring and plug points – electrocution, fire risk, trip over cables	Shop staff/building guides			X	Ensure regular PAT testing for electrical items; monitor plugs and do not overload; turn items off at plug when not in use; do not leave cables trailing
Progress/Date completed:						

	Step ladders – falling risk	Shop staff, anyone using the ladders		X		Check ladders regularly for wear/tear; ensure correct ladder use practice is followed – ie: never on uneven surfaces; get a helper to hold the ladders.
Progress/Date completed:						
	Storage of items above head height – items could fall, risk to people overstretching – back injury etc.	Shop staff			X	Reposition all items at a sensible and safe height; do not store items above head height.
Progress/Date completed:						
	Door nr. Column only opens inwards onto shop – crushing risk	Shop staff			X	Ensure this door is not used in an emergency egress; think about signage; ensure all staff are aware that door only opens one way
Progress/Date completed:						
Organ Room	Very tight access – crushing risk, risk of becoming trapped	All who use organ room		X		Do not use this as an emergency egress route; do not allow the public to use this area.
Progress/Date completed:						
	Low beams and lots or large clunky objects – risk of injury from trips, slips, blows to head and body	All who use organ room			X	Look at using padding where appropriate; use signage to advertise risks; do not allow the public to use this area.
Progress/Date completed:						
Vestry	Flammable material (papers) – risk of fire, loss of (valuable?) documents	All	X			Ensure all highly valuable docs are copied/backed up
Progress/Date completed:						
	Steps – trip and slip hazard	Vestry users – clergy etc	X			Take care when navigating Vestry
Progress/Date completed:						

	Overcrowded area – slips, trips, egress risks	Vestry users		X		Tidy this area up and ensure that access routes are kept clear.
Progress/Date completed:						
	Potentially valuable vestments and fabrics – risk of loss/theft	n/a		X		Secure these important items away; keep the Vestry door locked when not in use; no access to the general public.
Progress/Date completed:						
	First Aid box located in Vestry – risk if door is locked: delayed treatment of injured people	All		X		Ensure someone in building can access Vestry in case a visitor/staff member needs first aid treatment
Progress/Date completed:						
	Storage of items above head height – items could fall, risk to people overstretching – back injury etc.	Vestry users			X	Reposition all items at a sensible and safe height; do not store items above head height.
Progress/Date completed:						
	Lots of electrical appliances, wiring and plug points – electrocution, fire risk, trip over cables	Vestry users			X	Ensure regular PAT testing for electrical items; monitor plugs and do not overload; turn items off at plug when not in use; do not leave cables trailing
Progress/Date completed:						
Nave	Perspex covering over revealed stonework – slippery when wet, slips and trips	All		X		Try to ensure the surface remains dry, use wet floor markers if necessary on wet days. Supervise visitors and warn them if any danger.
Progress/Date completed:						
	Steps and uneven surfaces – trips, slips and mobility issues	All, especially those with mobility/access issues		x		Monitor access in this area; ensure area remains dry and free of obstacles.
	Cordon ropes to prevent trips – potential to actually cause trips and falls	All		X		Monitor this area; consider better signage if necessary; ensure that barriers are effective and not simply a

						hindrance.
Progress/Date completed:						
	Loose chairs/pews/benches – egress issue, potential risk during fire	All	X			Ensure a direct egress route is agreed and all guides/staff are aware of this.
Progress/Date completed:						
	Electrics/lighting/etc in roof area – potential fire risk, electrocution etc.	All, especially contractors	X			Employ qualified/certified contractors only; check wires etc regularly for faults; regular maintenance and repair schedule; turn off all equipment//lights/sockets/etc. when not in use.
Progress/Date completed:						
Exterior	Ruins – trip and slip hazards, climbing and falling risk, especially during wet weather, risks to assets of damage	All, especially children who climb the ruins		X		Ask parents/guardians to supervise children, consider signage highlighting the risks of climbing on ruins (to people and the assets themselves).
Progress/Date completed:						
	Loose slates on porch roof – risk these could fall and injure	All			X	Secure these slates immediately; ensure regular checks of roofing for further issues.
Progress/Date completed:						
	Easy access to rear of N.Aisle – risk of lead theft, damage to roof from vandals	n/a			X	Consider security measures to prevent access; mark lead and flashings etc with smart water.
Progress/Date completed:						
	Steps – potential slips and trips, especially in wet weather, access issues	All, especially elderly/infirm/those with access issues			X	Advertise uneven and potentially dangerous area – use signage; consider better lighting or grip-strips for steps.
Progress/Date completed:						
	Lighting – external lighting	All, especially the		X		Consider a more adequate

	inadequate, safety and security during evening services/winter afternoons	vulnerable				lighting plan for the church grounds, especially near the steps.
Progress/Date completed:						
	No vehicle access – emergency services unable to access the building easily	n/a			X	Discuss this in depth with the emergency services; factor in contingencies within the disaster management plan.
Progress/Date completed:						
	No visible fire hydrants – lack of access to water to fight fires	n/a			X	Discuss this in depth with the emergency services; factor in contingencies within the disaster management plan.
Progress/Date completed:						

General risk to fabric is addressed in the Quinquennial Inspection Report, attached, with prioritised repairs and improvements.

Part 3 Action in the event of a disaster – the Emergency Plan

In order to ensure that any emergency is dealt with efficiently, minimising any harm and if necessary saving first lives, then historic fabric and artefacts, the PCC has compiled an **Emergency Plan**, detailing their immediate reaction.

Once life and limb have been secured, attention can turn to historic fabric and artefacts. There are few moveable artefacts which could easily be removed in the event of a sudden disaster such as fire, nor any which would justify any significant element of risk, with the exception of the ancient wooden seat, “**Bede’s chair**”, which should be removed if this is safe. The Inventory is attached (a document required of every parish church by Church of England legislation), which gives a list of these.

The **underground archaeological layers and features** (including those under the church) are at low risk of damage, but if at all possible heavy vehicles should not be driven or stationed across the area to the south of the church, which could damage the deposits here which are of exceptional significance as defined in the submission documents and a Scheduled Monument. The **standing fabric of the Medieval monastery**, part of the Scheduled Monument, is of considerable significance

The original ancient fabric of the building, the **chancel**, is of exceptional significance as defined in the submission documents, and it is this part of the site which should be the focus of attention. The vulnerable **carvings to the chancel, especially the foundation inscription**, will be afforded special protection, and care should be taken during ingress, egress and by the careful use of water or chemicals not to adversely affect these. The same applies to the three windows with their remnants of Anglo-Saxon glass.

By virtue of this document which is lodged with the Emergency services but also because of the procedures laid out below, the significance of this part of the site is known and will if possible be given special consideration in terms of materials or methods used to contain the disaster. In particular, this part of the fabric should be protected before the rest of the church building if there is a choice in the circumstances.

In the event of a disaster, the following procedures will be adopted.

EMERGENCY MANUAL

IMMEDIATE RESPONSE

Name and Address of Church
St Paul's Church and Monastic Site
Church Bank
Jarrow
NE32 3DZ

Copy Number [] of []
Responsibility of: Team Rector
To be kept at: The Parish Office – Emergency Planning File

Other Copies Held by: Team Vicar:	Mr Jimmy Guy Mrs Christine Smith
Churchwardens:	

Confidential – If found please return to:	The Team Rector The Parish Office St Peter's Church Centre York Avenue Jarrow NE32 5LP Tel: 0191 489 1925
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Date of Issue

September 2011

Contents Review Date:

May 2012 (after election of churchwardens) and annually thereafter

Interim Amendments:

(for changes between a contents review)

	Page No	Details of Amendment	Date	Initials
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Contact Names, Numbers and Addresses

1.1 Site Telephone Numbers

St Paul's Church 0191 489 7052

Parish Office 0191 489 1925

(St Peter's Church Centre, York Avenue, Jarrow, NE32 5LP)

Team Rector Revd Bill 0191 489 3279 or 07875 385 982

Braviner

Churchwarden/s

Mrs Jacki Dunn 07801 868 917

Mr Jimmy Guy 0191 489 6670 or 07804 675 586

Mrs Christine Smith

0191 489 8274

1.2 Staff List and Necessary Assistance (e.g. conservation):
***denoted key holder**

Name	Job Title/Special Skills	Home Telephone	Mobile	Area of Residence (not address)
Revd Bill Braviner*	Team Rector	0191 489 3279	07875 385 982	Jarrow
Mrs Jacki Dunn*	Churchwarden	0191 421 2709	07801 868 917	Jarrow
Mrs Christine Smith	Churchwarden	0191 489 8274		Jarrow
Mrs Jean Bell	Parish Secretary	0191 489 1925 (office)		Jarrow
Mr Jimmy Guy*	Verger & Churchwarden	0191 489 6670	07804 675 586	Hebburn

External Agencies

Bede's World		0191 489 2106		Jarrow
English Heritage		0191 269 1221		Newcastle
S Tyneside Council		0191 427 7000 0191 561 8432		South Shields
Diocese of Durham		01388 604 515		Auckland Castle
Ven Stuart Bain	Archdeacon	0191 536 2300		Boldon Colliery
Christopher Downs	Inspecting Architect	0191 276 0060		Durham

1.3 Other Information

Contact the following people or centres for the required Information

1. Monastic Site: (in Guardianship of English Heritage)
Kate Wilson
English Heritage
Bessie Surtees' House
41-44 Sandhill
Newcastle
NE1 3JF
T: 0191 269 1221
F: 0191 261 1130
M: 07889 503 304
E: kate.wilson@english-heritage.org.uk
2. Laura Sole
Project Liaison Officer World Heritage Status, Sunderland
City Council
T: 0191 561 8432
M: 07825 450 929
E: laura.sole@sunderland.gov.uk

Ms Sole is the Co-ordinator of the Wearmouth-Jarrow Partnership. In the event of a Disaster the Co-ordinator would be responsible for notifying the Bishop of Jarrow (Partnership Chair), Wearmouth-Jarrow Partnership Management Group, and via them DCMS (the Department for Culture, Media and Sport, responsible for World Heritage Issues) who in the case of a serious disaster would inform UNESCO should the Wearmouth-Jarrow site be Inscribed on the World Heritage List.

1.4 Senior Personnel to be Advised of Incident (phone numbers)

Responsible for Building:

Team Rector: Revd Bill Braviner – 0191 489 3279 / 07875 385

982

Other Responsible Staff:

Verger: Mr Jimmy Guy – 0191 489 6670 / 07804 675 586

1.5 Media Spokesperson/s

Team Rector: Revd Bill Braviner – 0191 489 3279 / 07875 385

982

**Diocesan Communications
Officer:**

1.6 Neighbouring Properties Contacts

Bede World

Mike Benson (director)

Tel: 0191 489 2106

e-mail:

mike.benson@bedesworld.co.uk

M H Southern Timber Yard

Keith Ornsby (Operations Manager)

Tel: 0191 489 8231

e-mail: keith@mhsouthern.co.uk

1.7 Interim Volunteer Co-Ordinator

1.8 Essential Services

Gas Emergency

Tel: Gas Emergencies – National Grid 0800 111 999

Location of Gas mains Switch: THERE IS NO GAS SUPPLY TO THE PROPERTY

Water Emergency

Tel: Northumbrian Water – 0845 717 1100 or 0800 393 084

Location of Water Mains Stopcocks: Turn on water at stopcock under sink in vestry

Comment [ajh1]: Number for leakages

Electricity Emergency

Tel: Northern Power Grid 0800 668 877

Location of Mains Distribution Board: In cupboard, in vestry corridor

Heating Oil Emergency

Brett Fuels
Quay Corner,
Jarrow
NE32 3HH

Tel: 0191 430 9040

Location of Oil Tank: The compound containing the oil tank is situated externally adjacent to the east wall of the chancel at its southern most point.

1.9 Action Plan in an Emergency

1. Raise the Alarm – raise the alarm and make sure that you and others on site leave by the nearest safe route (see building plan attached for exits).

In case of fire: The alarm is raised by shouting “Fire! Fire! Fire! Evacuate the Building!”

In case of other emergencies the alarm is raised by shouting “Emergency – Evacuate the Building”

Ensure everyone proceeds as quickly as possible to the assembly points situated at Drewett’s Park (opposite north gate) (see site plan attached)

2. Call the emergency services on 999 or 112

When asked, be ready to state whether you require the fire brigade, police or ambulance services. Use the church telephone only it is safe to do so. Location of nearest public telephone is at Bede’s World reception.

3. Ensure there is clear access for emergency vehicles

4. On arrival of the emergency services make sure the lead officer is handed a copy of the emergency manual together with site plan and plan of the building and recovery plan make sure they are briefed as to whether anyone remains in the building. Do not re-enter the building until given the all clear by the emergency services.

5. If utilities are affected – contact the supplier

For flooding, call Northumbrian Water: 0845 717 1100

For electrical supply faults, call Northern Power Grid:
0800 668 877

For Heating Oil issues, call Brett Oils: 091 430 9040

For Gas, call National Grid 0800 111 999 (NB there is no gas supply on site)

1.9 Action Plan in an Emergency Cont'd

6. Contact at least one of the following and ensure that person takes responsibility for contacting others:

Team Rector: Revd Bill Braviner 0191 489 3279 / 07875 385 982

Churchwarden/s: Mr Jimmy Guy 0191 489 6670 / 07804 675 586

Mrs Jacki Dunn 0191 421 2709 / 07801 868 917

Mrs Christine Smith 0191 489 8274

7. As soon as the emergency services, rector, vicar and church officers have been alerted to an incident, there are several people/bodies that need to be contacted and alerted to the situation.

The order in which these bodies should be contacted will vary according to each individual circumstance.

Archdeacon Ven Stuart Bain – 0191 536 2300

Quinquennial Inspector (QI) and Church Architect

Christopher Downs – 0191 276 0060

The Secretary of and Diocesan Advisory Committee for the Care of Churches and the Diocesan Registry, for advice on the building and faculties.

DAC – 01388 660 001 (Bill Heslop)

Diocesan Registry - 01388 603 073

The Insurance company, who are likely to want to visit the site. Do not carry out works without the agreement of the insurance company and the Archdeacon

Name: Ecclesiastical Insurance Plc

Tel: 0845 777 3322 Policy No: 04XPG/9094763

1.9 Action Plan in an Emergency Cont'd

The Local Authority
Name: South Tyneside Council
Tel: 0191 427 7000

Alnwick House
Benton Park View
NEWCASTLE-UPON-TYNE
NE98 1YX
Fax: 0191 202 6300
www.hse.gov.uk

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

1.10 Intruder Alarm Procedure and Company Contact

Accidental activations with staff on premises:

Ring ADT (number is by phone in vestry) and confirm false alarm.
Duty Officer will need to give their security code and contract code.

Out of Hours activations: Keyholder will be contacted by ADT

Alarm Contract Number:
WRGH1508 (Church)
WRGH1510 (Cottage)

1.11 Fire Detection/Alarm Procedure and Company Contact

No fire alarm system fitted
To sound the alarm, shout loudly:

“Fire! Fire! Fire! Evacuate the Building!”

1.12 Local Services (telephones)

Specialist (and name)	During Office Hours	Out of Hours
Police (Emergency – dial 999)	Hebburn Police Station Victoria Road East Hebburn NE31 1YG Telephone: 03456 043 043 Opening Hours: Monday – Friday 9.00am – 5.00pm	03456 043 043
Fire Brigade (Emergency – dial 999)	South Tyneside West Community Fire Station Victoria Road Hebburn NE31 1UD Telephone: 0191 444 1320	0191 444 1320
Medical Advice / Assistance (Emergency – dial 999)	NHS Direct 0845 4647	0845 4647
Glazier/boarder	Window Care 39 Edith Street Jarrow NE32 5HS Telephone: 0191 489 2242	0191 489 2242 0191 420 0123
Locksmith	Lewis Security Group Unit 1 Hanlon Court Jarrow Tyne & Wear NE32 3HR Telephone: 0191 496 2400	0191 496 2400
Scaffolding erector/roof repair	Sterling Scaffolding Ltd Cheryl House Bede Trading Estate Jarrow NE32 3HG Telephone: 0191 428 0302	0191 428 0302
General Builder	Modern Builders Amberleigh Tyne Gardens Washington NE37 2RF Telephone: 0191 417 3038	0191 417 3038
Drain Clearing	N E Drainage Tedco Business Centre Viking Industrial Park Jarrow NE32 3DT Telephone: 0191 406 5441	0191 406 5441
Electrician	Electrical Services 247 Telephone 0800 046 8241	0800 046 8241
Plumber	Local Plumbers 247 Telephone: 0800 046 8201	0800 046 8201
Taxi	Bede Taxis Sheldon Street Jarrow NE32 3HA Telephone: 0191 430 0011	0191 430 0011

Dowse Crane Hire	Dock Road North Shields Tyne and Wear NE29 6EH Tel: 0191 258 7312	
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1.13 Procedures for Re-Setting Any Timer Devices, Electrical or Other Systems after Power Failure or Shut Down

Alarm system: Ring ADT, number by phone in vestry, church alarm contract number WRGH1508. The operator will guide you through the system for re-setting.

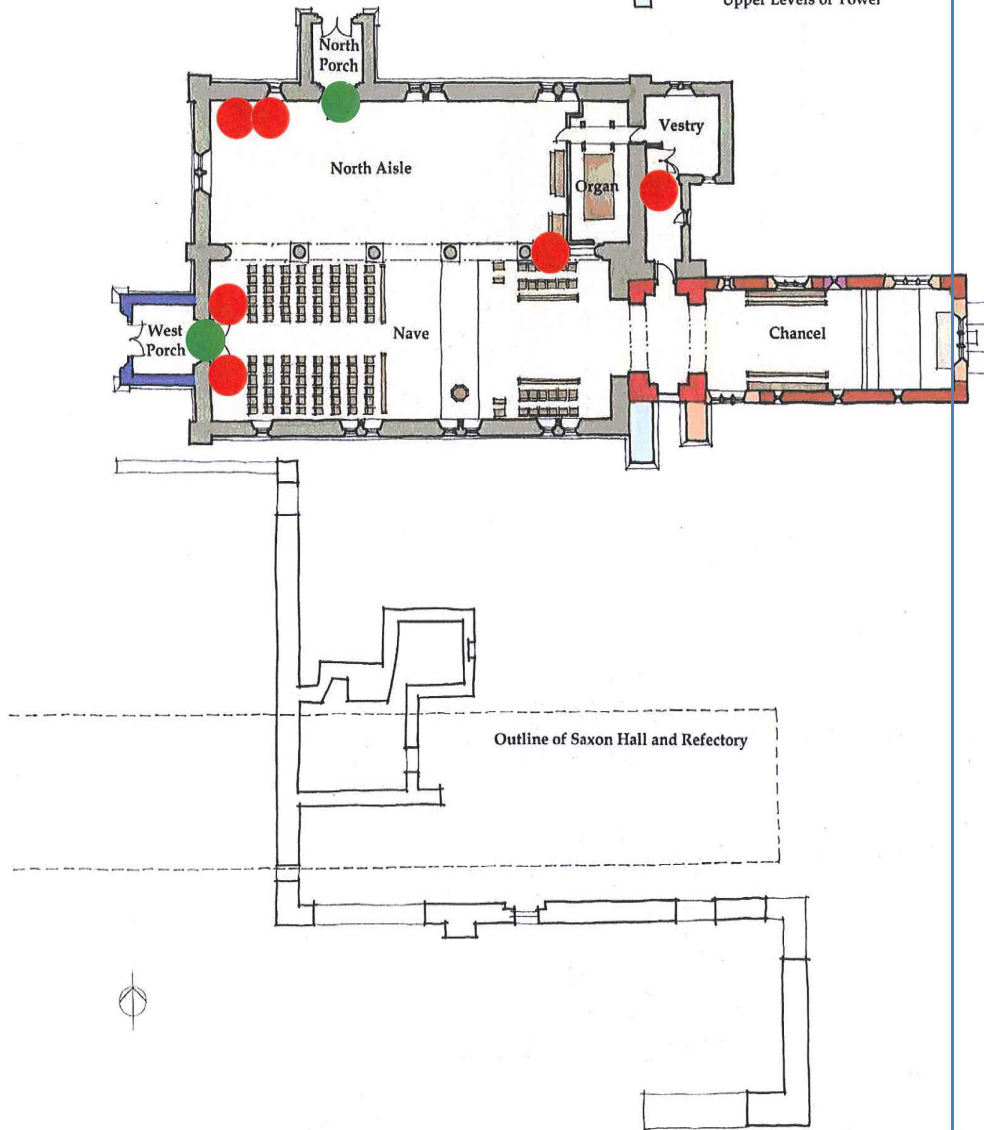
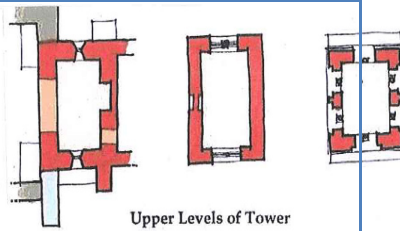
Electrics - reactivate trip switches

Re-set timer on central heating clock

ST PAUL'S CHURCH JARROW –

EMERGENCY PLAN

Firefighting Equipment & Emergency Access



- Fire Extinguishers
- Emergency Exit Points

Scale 1:100 @ A1/1:200 @ A3

- Late 7th Century/Early 8th Century
- Later Saxon
- Late 12th Century
- Medieval
- Post Medieval
- 1865

St PAUL'S, JARROW

EMERGENCY PLAN

Extent of World Heritage Site



Approach Roads



Restricted vehicular access



Pedestrian Access point



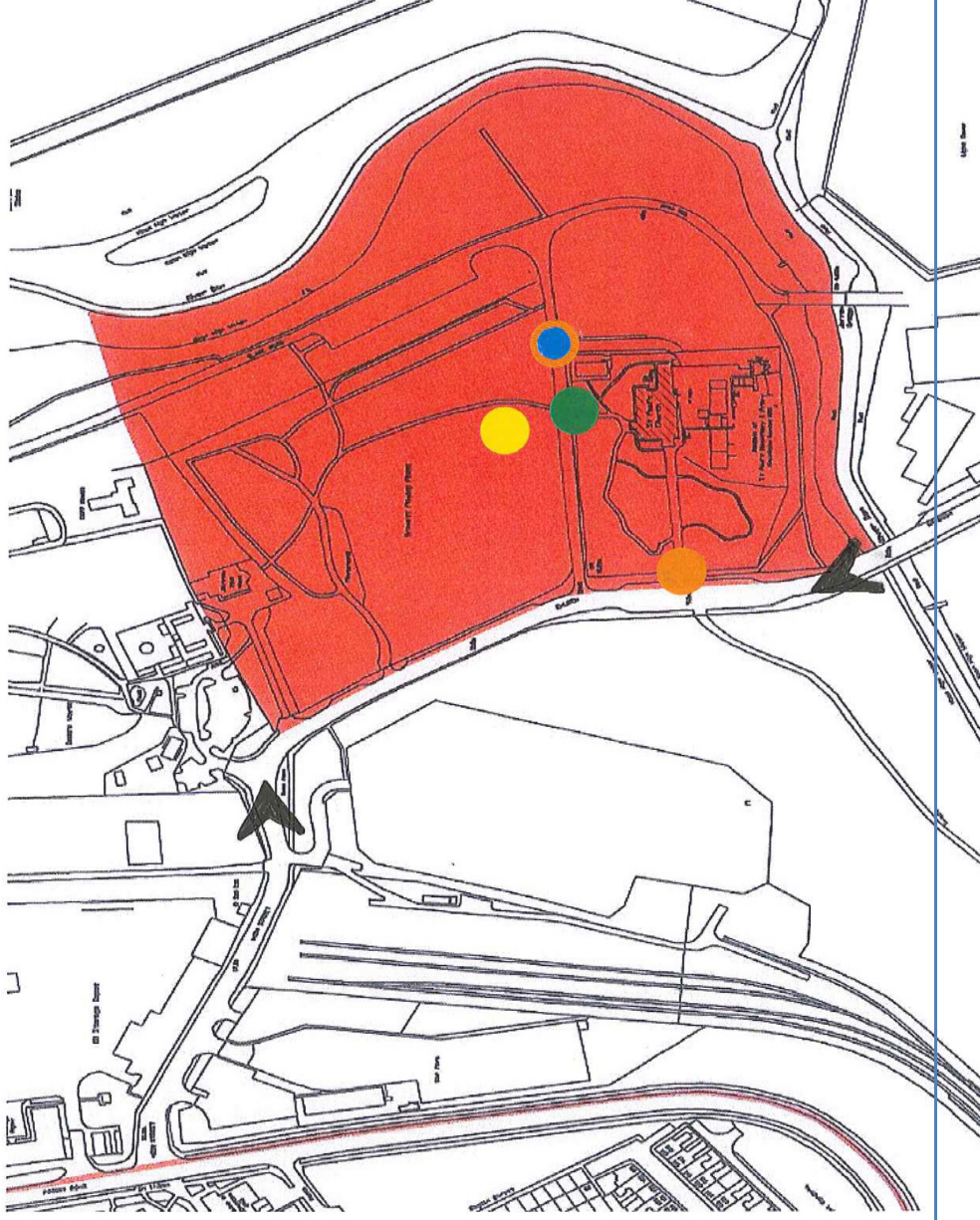
Emergency Assembly Point



Fire Hydrant Location



Sept 2011



Part 4 What to do in the aftermath – the Recovery Plan

Recovery begins the moment the actual threat to life and property is extinguished or brought under control and the site made safe. The recovery programme may last months or years, but the **Recovery Plan** deals mainly with how things are to be handled in the immediate aftermath of the disaster. As the CBC guidance states:

1. In the event of any disaster, contact the people who know the building (your inspecting architect, for instance).
2. You will be in the hands of (well-meaning) people who will be pressurising you to make decisions – for instance police, fire-brigade, local authority safety officer, insurers ‘recovery specialists’ to list a few. Unless there is an immediate H&S risk, STOP and wait for considered professional advice. Significant and costly damage can be caused by hasty decisions in the small hours of the night.
3. Disasters often happen at anti-social hours (Christmas Eve, night time, Sunday); don’t let the hour influence you. Wait till morning for a critical and clear-sighted appraisal.
4. Once the immediate emergency is passed – take control of events! Do not let them control you.
5. Your insurers must be notified and consulted at the earliest opportunity; they will have expert advice and support.
6. Early protection is invaluable in preventing costly damage. Knowing sympathetic and local builders who can cover a roof swiftly can prevent damage.

The main partners in the event of a disaster having happened and the site being made safe will be the local authority, English Heritage, the insurers (in this case Ecclesiastical), the church architect (currently Christopher Downs) and the Church authorities, first and foremost the Diocesan Advisory Committee. The contact details can be found in the Emergency Plan.

A meeting will be arranged between these main stakeholders as soon as possible to discuss the first steps in the aftermath of the disaster, and develop a Recovery Plan. It will be guided by the following priorities.

Salvage Priority List

To simplify this part of the process, priorities will be assigned as follows:

- Priority A. Salvage at all costs.
- Priority B. Salvage if time and resources permit.
- Priority C. Dispose of as part of general cleanup.

A thus annotated copy of the Inventory is attached, the main points are summarised below.

Priority A

As noted in the Emergency Plan, the underground archaeological remains plus the fabric of the chancel are parts which one would categorise as Priority A. "Bede's chair" is in this category if it survives or was rescued during the emergency.

The Anglo-Saxon carved stonework exhibited in the church is of exceptional significance and should be safeguarded and if necessary removed to a place of safety following the disaster. As noted in the Emergency Plan, these are too heavy to be realistically removed in the event of a sudden disaster. The nearby Bede's World would be able to offer a temporary home for these artefacts if the building is not safe and/or intact.

Priority B

In terms again of the fabric, the Late Medieval (13th - and 14th-century) fabric and effigies fall into this category. The stained glass also falls into this category.

Priority C

The Victorian and later rebuild, and remaining furnishings and fittings are classed as of moderate or low significance, and if damaged beyond easy restitution, may be classed under Priority C.

Getting back on track - Disaster Recovery Procedures

This is basically business continuity – how would the church community go about restoring normal parish and community life and services after a disaster. Church of England churches have a support network, the diocese, which is able to help them with advice and financial support (within certain parameters). Other churches in the parish team would offer help with continuing services and other community functions if the building could not be used. The cottage on the site could serve as a local base, if it were not damaged itself.

The church's insurers, Ecclesiastical Insurance specialise in dealing with churches and have a wealth of knowledge and expertise. There is also first-hand knowledge and expertise in the diocese, gleaned through the reaction to the devastating fire at Brancepeth, St Brandon. The clean-up and consolidation of the damaged church went hand in hand with a conservation programme and archaeological work co-ordinated by the Diocesan Archaeological Adviser on the DAC, with advice from the DAC. These Church bodies would be ready to help in the same way in the event of a disaster.

The Wearmouth-Jarrow Partnership as a whole will assist with salvage and communications as follows. The Co-ordinator would be responsible for these contacts:

- Members of the Partnership include two Accredited Museums who already care for the archaeological collections from the site: Bede's World (Jarrow)

and Sunderland Museum and Winter Gardens (Wearmouth - and part of Tyne & Wear Archives & Museums). Both of these participate in Renaissance North East, which co-ordinates Regional Disaster Planning and Salvage for museums in the North East region. Through Renaissance, these partners can provide assistance / advice with salvage and recovery, including temporary storage and remedial conservation of artefacts.

Media Communications for the Wearmouth-Jarrow Partnership are co-ordinated by the Wearmouth-Jarrow Partnership Interpretation Working Group - led on by Sunderland City Council's Corporate Communications Department. The Co-ordinator would liaise with communications staff and partnership contacts as appropriate to manage media coverage of an emergency situation.

A report would be compiled which recorded the events of the disaster, what could be learned for the future, and the current situation, to feed into the next revision of the DMP and make sure that any mistakes are not repeated.

References

UK government advice and regional and local resilience structures:
<http://www.cabinetoffice.gov.uk/ukresilience.aspx>

UNESCO guidance on disaster management, to be found at:
<http://whc.unesco.org/en/disaster-risk-reduction>

CBC guidance on Disaster Management Plans at
Churchcare web site, www.churchcare.co.uk

Ecclesiastical web site, www.Ecclesiastical.com

English Heritage web site – see particularly advice on flood mitigation:
<http://www.english-heritage.org.uk/server/show/nav.18579>

The UK's Fire Protection Association's guide *Heritage under Fire*
http://www.ni-environment.gov.uk/tn51_fire_protection-2.pdf

In regard to terrorist attack, see the following link:
<http://www.nactso.gov.uk/AreaOfRisks/PlacesofWorship.aspx>

The Wearmouth-Jarrow Management Plans and Conservation Plans