



## USE OF CANDLES POLICY

**Lighting of Candles :** Matches/tapers are to be kept out of sight when not in use, preferably taken off the premises or, if not feasible, locked away.

### All Candles

- Preferably, candles should not be kept on the premises; if unavoidable the candles should be locked away each night
- Candles must always be used in an appropriate candle holder fixed to the fabric or placed on a level surface
- Lighted candles are not to be left unattended at any time and should not be sited in close proximity to a source of flammable materials such as drapes
- Avoid placing lighted candles upon delicate surfaces, such as wood and stonework (especially monuments and fonts) as this can cause serious damage
- Always read and follow the manufacturer's instructions on the candle box
- Always leave at least 100 mm (approximately 4 inches) between candles when burning
- Never burn a candle right down. Extinguish the candle before it burns into the holder or container. This creates less risk of the candle overheating the holder
- Never touch or move a burning candle
- If a candle will not go out easily using a 'snuffer', cover it with a damp cloth  
*Never use water to extinguish a candle. Always use a snuffer.*

### If the candle smokes:

- Extinguish the flame
- Allow to cool
- Trim the wick before relighting

### Votive candles, scented candles

These are designed to liquefy when burning to release their fragrance. They must therefore always be burned in a glass or metal holder.

The container will become hot, so make sure it stands on a non-flammable surface.

- Make sure that the candleholder is not cracked before lighting a candle.
- Keep the candle free of matches, as they can create a flare effect.
- Clean the candleholder (by washing with hot water) to remove any wax or wicks before putting in a new candle.

### Candle Wax

If candle wax needs to be removed from furnishings/fabrics, contact your Trust Contact, who will liaise with our conservation team. Please do not attempt to clean yourself – the delicate materials that our churches are built with have some very specific cleaning requirements to prevent damage occurring during cleaning.

### HSE FREE PUBLICATIONS

Essentials of Health & Safety at Work (book 100+ pages)

<http://www.hse.gov.uk/pubns/priced/essentials.pdf>

HSE 5 Steps to risk assessment (booklet 8 pages)

<http://www.hse.gov.uk/pubns/indg163.pdf>