

THE PARISH OF ST. GEORGE'S WORCESTER

FIRE SAFETY Ref. No. 017	
Hazards associated with this activity	
<p>Fire / explosion</p> <p>Loss of life / buildings / equipment / services</p>	<p>Burns</p> <p>Smoke inhalation</p>
Control Measures	
<p>Managing fire hazards</p> <p>A person is nominated to oversee the fire safety aspects of the place of worship.</p> <p>Boiler rooms, electrical switchgear areas & fuel storage areas are kept clear of combustible materials.</p> <p>The storage of combustible materials is in areas away from sources of heat.</p> <p>The removal & disposal of combustible waste materials is done regularly & is stored in areas that do not cause a fire risk.</p> <p>Furnishings & materials are in good condition (i.e. no tears exposing fillings).</p> <p>Smoking is not permitted in any building.</p> <p>Good quality, slow burning candles are used.</p> <p>Candles are kept clear of all combustible materials.</p> <p>Candles are placed in metal holders on non-combustible surfaces such as metal, stone or brick.</p> <p>Children holding candles are closely supervised.</p> <p>High intensity spot lights are positioned so that there is no danger of them igniting timber, drapes or paper.</p> <p>Paints, oils, petrol & any other flammable liquids or materials are stored in secure fire proof cabinets.</p> <p>Fixed electrical wiring is installed, inspected & maintained by a qualified electrician (including the organ & the organ blower). A test certificate is obtained (& kept) every 5 years.</p> <p>Portable electrical appliances (fires, vacuum cleaners, kettles etc.) are visually inspected regularly & tested for safety at every 2 to 3 years by a competent electrician.</p> <p>Close supervision is provided when work is being done involving the use of blow lamps, lead burning torches, welding equipment & other flame/heat producing apparatus. A 'hot work' permit authorisation is given prior to any work like this commencing.</p> <p>The risk of arson has been considered & controls are in place e.g. storage of waste bins away from the exterior walls of buildings.</p>	<p>Ensuring people can escape safely</p> <p>Suitable fire detection & warning systems are in place for the parish buildings (a shouted warning in church and house Alarm system in church hall).</p> <p>There are sufficient signed escape doors from the buildings.</p> <p>An emergency evacuation procedure is in place. Everyone named therein is aware of their responsibilities.</p> <p>Regular checks are made and documented to ensure that fire exit doors are free from obstruction and not wedged open.</p> <p>All fire exit routes, including the base or underneath staircases are kept free of stored rubbish, equipment or other combustible material.</p> <p>Fire exit doors are kept unlocked or equipped with an emergency opening mechanism whilst the premises are in use.</p> <p>Boiler room doors are kept locked at all times.</p> <p>Equipment that could ignite or spread a fire are kept out of escape routes corridors as far as is reasonably possible.</p> <p>The designated fire assembly point is adjacent to the small gate leading to Lowesmoor.</p> <p>Fire fighting</p> <p>Sufficient fire extinguishers and fire blankets are situated in the buildings.</p> <p>Fire extinguishers are securely mounted on wall brackets or are kept stands.</p>

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Fire safety- continued		
<p>Information</p> <p>Staff & volunteers have been told what to do in the event of an emergency situation.</p> <p>Signs &/or notices specifying the action to be taken in the event of a fire are clearly displayed around appropriate areas of the parish buildings.</p> <p>Fire action notices, fire extinguishers & fire alarm call points are grouped to form easy to see 'fire points'.</p> <p>Written emergency procedures are agreed with hirers, employees, volunteers, contractors.</p>	<p>Records</p> <p>Records are kept to show that someone within the Parish carries out periodic visual & functional checks on fire alarms & emergency lighting units (where in existence).</p> <p>Records are kept to show that contractors maintain & inspect the following:</p> <ul style="list-style-type: none"> ○ Fire fighting equipment (i.e. fire extinguishers & hoses) on an annual basis ○ Fire alarm systems including smoke detectors, heat detectors & operation of emergency lighting (where in existence) every six months. <p>Regular inspections are made of</p> <ul style="list-style-type: none"> ○ Fire exits – free from obstructions, doors in good order & open freely ○ Fire extinguishers & hoses – not obstructed, in place & not vandalised ○ Directional fire safety signs – in place (with pictogram) ○ Fire procedures/instructions are in place 	
Further considerations		Responsibility & target date
Introduce a written emergency evacuation procedure to all persons with responsibility therein.		Co-ordinator May 2017
Set up weekly, monthly and annual inspection and recording of all relevant fire matters.		Co-ordinator May 2017
Issue fire risk assessment document		Co-ordinator May 2017
Groups/people affected: Employees, volunteers, contractors, hirers, parishioners		
Signature of person responsible for this activity confirming that this risk assessment has been carried out with the relevant people	Signed: Print: J STEVENSON	Date: March 2017
Approval by the Person in charge of area/Head of Department/Senior Manager (please indicate which)	Signed: Print: FATHER BRYAN	Date: March 2017