

THE PARISH OF ST. GEORGE'S

FIRE RISK ASSESSMENT – ST GEORGE'S CHURCH WORCESTER

Control Measures

Managing fire hazards

- ✓ A person in the parish is nominated to oversee the fire safety aspects of the parish buildings and users.
- ✓ Boiler rooms are kept clear of combustible materials.
- ✓ The storage of combustible materials is in areas away from sources of heat.
- ✓ The removal and disposal of combustible waste materials is done regularly and is stored in areas that do not cause a fire risk.
- ✓ Furnishings & materials are in good condition (i.e. no tears exposing fillings).
- ✓ Smoking is not permitted in any parish building.
- ✓ Good quality, slow burning candles are used.
- ✓ Candles are kept clear of all combustible materials.
- ✓ Candles are placed in metal holders on non-combustible surfaces such as metal, stone or brick.
- ✓ Children holding candles are closely supervised.
- ✓ High intensity spot lights are positioned so that there is no danger of them igniting timber, drapes or paper
- ✓ Paints, oils, petrol and any other flammable liquids are Stored in fire proof cabinets.
- ✓ Fixed electrical wiring is installed, inspected & maintained by a qualified electrician (including the organ & the organ blower). A test certificate is obtained (and kept) every 5 years.
- ✓ Portable electrical appliances (fires, vacuum cleaners, kettles etc.) are visually inspected regularly and tested for safety at least every 2 to 3 years.
- ✓ Close supervision is provided when work is being done involving the use of blow lamps, lead burning torches, welding equipment and other flame/heat producing apparatus. A 'hot work' permit authorisation is given prior to any work like this commencing.
- ✓ The risk of arson has been considered & controls are in place such as the keeping of waste bins away from the exterior walls of buildings.

Ensuring people can escape safely

- ✓ Suitable fire detection and warning systems are in place (eg a warning shout in the church, a fire system in the church hall)
- ✓ There are sufficient emergency exits in place and signage to enable safe evacuation.
- ✓ An emergency procedure has been completed and issued. All those with responsibility have been trained.

- ✓ Checks are frequently made to ensure that fire exit doors are free from obstruction
- ✓ All fire exit routes, including the base or underneath staircases are kept free of stored rubbish, equipment or other combustible material
- ✓ Fire exit doors are kept unlocked or equipped with an emergency opening mechanism whilst the premises are in use
- ✓ Checks are frequently made to ensure that self closing fire resistant doors work and are not a "wedged open".
- ✓ The door to the boiler room is kept locked at all times.
- ✓ A designated fire assembly area(s) is clearly identified in the car park on the back wall by the large black gates that are open on a Sunday.

Fire fighting

Sufficient fire extinguishers and fire blankets are available throughout the buildings.

Fire extinguishers are securely mounted on wall brackets or kept on stands.

Information

Staff & volunteers have been told what to do in the event of an emergency evacuation

Signs and/or notices specifying the action to be taken in the event of a fire are clearly displayed around appropriate areas of the parish buildings

Fire action notices, fire extinguishers & fire alarm call points are grouped to form easy to see 'fire points

'Provision is made for less able persons in all plans.

Written emergency procedures are agreed with people who hire any parts of the premises, contractors and volunteers.

Records

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).

- ✓ Records are kept to show that contractors maintain and inspect the following:
 - Fire fighting equipment (i.e. fire extinguishers and hoses) on an annual basis
 - Fire alarm systems including smoke detectors, heat detectors and operation of emergency lighting (where in existence) on a 6 monthly basis.
- ✓ A person in the parish carries out regular, recorded checks of the following:
 - Fire exits – free from obstructions, doors in good order and open freely
 - Fire extinguishers and hoses – not obstructed, in place and not vandalised
 - Directional fire safety signs – in place (with pictogram)
 - Fire procedures/instructions are in place

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Example Fire Safety Risk Assessment for a typical church

Risk assessment for	Assessment undertaken by
St. George's Church, 1 Sansome Walk, Worcester	Date: July 2017 2017 Completed by: J STEVENSON Parish H&S Co-Ordinator Signature(s): <i>J Stevenson</i>

Step 1 – Identify fire hazards

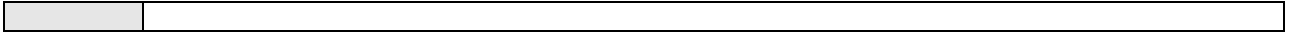
Sources of ignition	Sources of fuel	Sources of oxygen
Arson Lit candles in Votive stands Matches and lighters Lit Paschal candles Children holding lit candles Fixed electrical wiring High intensity lighting units Portable appliances Contractors carrying out 'Hot Works'	External bulk waste bins Candles Carpeting under Votive stands Vestments Build-up of dust in floor heating ducts Large cloth display stands in the entrance vestibule Drapes and decorative arrangements Combustible materials near gas appliances and electrical appliances and fuse boxes.	Natural ventilation, windows, doors, roof, tower and around the horizontal heating pipe duct running along the length of the church. Air through floor ducts.

Step 2 – People at risk

Employees, volunteers, contractors, parishioners, visitors, hirers

Step 3 – Evaluate, remove, reduce and protect from risk

Risk of a fire occurring with these controls in place = LOW	<p>Arson is not considered to be a risk as the external bulk waste bins are kept in a secure position away from buildings and there is no history of arson in this neighbourhood</p> <p>Fire caused by candles is not considered to be a risk as good quality religious grade candles are used,. Candles are kept clear of all combustible materials.</p> <p>Candles are placed in metal holders on non-combustible surfaces. Candles are extinguished at the end of the day. 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>Fixed electrical wiring is installed, inspected & maintained by a qualified electrician (including the organ & the organ blower). A test certificate is obtained (and kept) every 5 years.</p> <p>Portable electrical appliances (fires, vacuum cleaners, kettles etc.) are visually inspected regularly and tested for safety at least every 2 to 3 years.</p> <p>Close supervision is provided when work is being done involving the use of blow lamps, lead burning torches, welding equipment and other flame/heat producing apparatus. A 'hot work' permit authorisation is given prior to any work like this commencing.</p> <p>All matches, lighters and chemicals are kept in a locked fire proof cabinet.</p>
Risk to people from a fire in the premises with these controls in place = LOW	<p>We do not have an electrical fire detection and alarm system fitted in the church, but do not consider this to be a significant life safety issue as when the church is occupied we can rely upon people's ability to smell smoke and see flames before the fire becomes too big. During very large services such as Midnight Mass, we have attending Eucharistic ministers to assist with an evacuation as part of the emergency evacuation procedure. In the event of a fire, the person leading the service will request that the congregation calmly vacate the church through the nearest safest exit.. The parish priest will call for the fire brigade.</p> <p>We do not have fire escape signs and emergency lighting in the church because we believe that that the escape routes are all easily seen whilst attending a service, and that when we hold services where people attend who are not regulars, we have Eucharistic ministers to assist.</p> <p>The spread of fire and smoke in the event of a fire is reduced in the church because of good standards of building construction and maintenance in all areas where people may have to escape</p> <p>Checks are frequently made to ensure that exit doors work and are not obstructed</p> <p>Equipment that could ignite, spread a fire or that could impede safe escape are kept out of corridors wi</p> <p>There are sufficient fire extinguishers and fire blankets throughout the church. No-one is trained how to use them. The instruction in the emergency evacuation procedure is to vacate the premises as soon as possible.</p>



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Step 3 continued – Evaluate, remove, reduce and protect from risk		when done
Remove and reduce the hazards that may cause a fire	<p>Keep boiler room free from combustible material.</p> <p>Ensure any fabric drape exhibits and displays are positioned away from naked flames.</p> <p>Consider replacing the long kneeling pads as some have splits in and the padding is exposed.</p>	
Remove and reduce the risks to people from a fire	<p>Provide a battery operated smoke detector in the Sacristy to give an early warning of a fire in this area when there are only a few people in the church</p> <p>Discuss fire safety with the cleaners to establish if there any fire safety risks to do with their lone working that needs addressing</p> <p>Remind visiting priests of the emergency plan and their role</p> <p>Check that the Eucharistic ministers are still aware of what they are required to do in an emergency</p>	
Assessment review		
Date this assessment reviewed July 2017	Confirmation that this assessment is OK or not	Signature J Stevenson
Date this assessment reviewed	Confirmation that this assessment is OK or not	Signature
Date this assessment reviewed	Confirmation that this assessment is OK or not	Signature
Review outcome (where substantial changes have occurred a new record sheet should be used)		