

THE PARISH OF ST. GEORGE'S

FIRE RISK ASSESSMENT – CHURCH HALL

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.

Electrical wiring is installed, inspected & maintained by a qualified electrician. A test certificate is obtained (and kept) every five 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

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'

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 regular basis as required by regulation.

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
The Church Hall 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 Kitchen Equipment Matches and lighters Fixed electrical wiring Items brought in by hirers Portable appliances Contractors carrying out 'Hot Works'	External bulk waste bins Build-up of dust in floor heating ducts Combustible materials near gas appliances and electrical appliances and fuse boxes esp. In storeroom. Items brought in by hirers.	Natural ventilation, windows, doors, roof 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>Hirers complete a booking form in which they are asked what activities will take place. This is signed off by the Parish Priest.</p> <p>All kitchen equipment is serviced regularly.</p> <p>Fixed electrical wiring is installed, inspected & maintained by a qualified electrician . 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>There is a full automatic alarm system fitted in the hall. This is maintained and serviced on a regular basis.</p> <p>All fire routes and fire doors are clearly marked. Regular checks are made to ensure all routes are clear of obstacles, all fire doors open easily and are not wedged open.</p> <p>The spread of fire and smoke in the event of a fire is reduced because of good standards of building construction and maintenance in all areas where people may have to escape</p> <p>Equipment that could ignite, spread a fire or that could impede safe escape are kept out of corridors.</p> <p>There are sufficient fire extinguishers and fire blankets throughout the hall. 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> <p>All hirers are made aware of the fire evacuation requirements, including the evacuation of less able persons</p>

