

CREDITON CONGREGATIONAL CHURCH

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

(Version 2.0)

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	BRIAN WILLIAMS		
Address of Premises	HIGH STREET CREDITON DEVON		
Postcode	EX17 3LF		
Fire Authority Premise ID <i>(Available from Fire & Rescue Authority)</i>			
Assessor:	BRIAN WILLIAMS		
Date of Fire Risk Assessment	3 rd May 2019		
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>			
Subsequent Review Dates			
Reviewed by		Date	
Reviewed by		Date	
Reviewed by		Date	

GENERAL INFORMATION

THE PREMISES	
Number of floors in building: (To include basements)	2 (CHURCH HALL) 2 (KARIS HALL, AGAPE, SHALOM) 3 (MANSE)
Approximate floor area: (m ²) (To include all floors of responsibility)	500M2 (CHURCH) 160M2 (CHURCH ROOMS AND KITCHEN) 100M2 (MANSE and FOODBANK)
Brief details of construction: (Date of construction, brick, timber, purpose built or converted)	Crediton Congregational Church stands on the site of a former meeting house. The Church was built (largely using local volcanic stone) in a Classical style around 1863-1865. The Manse (also in stone) and Sunday School rooms (red brick) were added to the West in about 1890, and subsequently extended North to form the existing rooms.
Primary usage: (eg Hotel, Shop)	CHURCH
Secondary usage: (eg Kitchen, Bar, Function Room, Offices)	OFFICES, MEETING ROOMS, COFFEE BAR, PUBLIC EVENTS.

OCCUPANCY PROFILE						
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS		
	0000 to 0400		0	0000 to 0400		0
	0400 to 0800		A	0400 to 0800		A
	0800 to 1200		D	0800 to 1200		D
	1200 to 1600		D	1200 to 1600		D
	1600 to 2000		D	1600 to 2000		D
	2000 to 2400		D	2000 to 2400		D
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None					
Description of Occupants	Mobility Issues	YES	Average Mobility	YES	Vulnerability Issues	YES

OCCUPANTS ESPECIALLY AT RISK FROM FIRE	
Sleeping occupants (Details of numbers - public/staff)	NONE
Disabled occupants (Personal Emergency Evacuation Plans in use when necessary)	WHEELCHAIR USERS, LEARNING DISABILITIES
Occupants in remote areas (Lone working/isolated areas)	NONE
Young person's (Individual Risk Assessment provided for those persons under 16 yrs)	CHILDREN, YOUTH, LEARNING DISABLED
Others (Details of Elderly/Infirmary/Mental Ability)	ELDERLY CHURCH USERS

IDENTIFIED FIRE HAZARDS AND PRIMARY CONTROL MEASURES

ELECTRICAL SOURCES OF IGNITION		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (Every 5 years)	YES	
Portable appliance testing carried out on a risk assessed basis?	YES	
Suitable policy in place regarding the use of personal electrical appliances?	YES*	
Suitable limitation and management of trailing leads and adaptors?	YES	
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments: *Health & Safety policy prohibits use of untested personal electrical appliances.		

SMOKING		
Measures taken to prevent fires as a result of smoking.		
Smoking prohibited in the building?	YES	
Smoking permitted in appropriate areas?	YES	
Suitable arrangements for those who wish to smoke?	YES	
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Signage		No smoking signs required at entrance
Deficiencies and Comments: Investigate provision of designated external smoking area and suitable metal ashtray.		

ARSON/DELIBERATE IGNITION	
Basic security against arson by outsiders or other persons appears reasonable.	YES

<i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>		
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		

PORTABLE HEATERS		
Portable heaters are used within the premises.		NO
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?		NA
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		NA
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		

FIXED HEATING INSTALLATIONS		
Fixed heating installations such as boilers are used within the premises.		YES
Are fixed heating installations subject to regular maintenance?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Free standing gas heaters	Safety guards on heaters	Notices required advising users not to put combustible items above heaters or on the guards.
Deficiencies and Comments:		

COOKING		
Measures taken to prevent fires as a result of cooking.		
Filters cleaned or changed and ductwork cleaned regularly?	YES	
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	YES	
Suitable Shut Down Procedures in place?	N/A	
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Cooker hood		Regular cleaning to prevent fat build up and clogged filters
Deficiencies and Comments: Policy required to limit cooking to kitchen area only unless approved in advance by leadership. Cooker hood required period checking and regular cleaning.		

LIGHTNING		
The building has a lightning protection system.		NO
Is the lightning protection system subject to a suitable maintenance regime?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments: INVESTIGATE LIGHTNING PROTECTION SYSTEM		

DANGEROUS SUBSTANCES		
Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>		NO
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?		N/A
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:		

HOUSEKEEPING		
Standards of housekeeping.		
Combustible materials appear to be separated from ignition sources?		YES
Appropriate storage of hazardous materials?		YES
Escape routes kept clear of any combustibles? (Storage /furniture)		YES
Appropriate measures for the safe storage and disposal of waste?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Food stored in Foodbank	Stored away from sources of ignition (electricals)	none
Cushions on balcony	No sources of ignition present on balcony. Projector cables to be secured away from pews and cushions.	none
Deficiencies and Comments:		

HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS		
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?		YES
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors?		N/A
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments		

OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

Are there any other fire hazards that warrant consideration within the premises?

YES

(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)

Identified Hazards

Existing Control Measures

Additional Control Measures Required

Candles

Candles stored in metal cabinet

Deficiencies and Comments:

Use of candles should always require responsible adult supervision

ARRANGEMENTS FOR EVACUATION

EVACUATION STRATEGY

SINGLE STAGE EVACUATION

YES

It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.

DELAYED EVACUATION

NO

Written copies of Evacuation Procedures are located as follows:

FIRE SAFETY LOG LOCATED IN FISHTANK

Identified Hazards

Existing Control Measures

Additional Control Measures Required

Deficiencies and Comments:

Fire escape plans required.

PROVISION OF ELEMENTS OF FIRE SAFETY AS SECONDARY CONTROL MEASURES

MEANS OF ESCAPE		
It is considered that the premises are provided with reasonable means of escape in case of fire.		YES
Adequate design of escape routes?		YES
Reasonable distances of travel when:		
Where there is escape in a single direction?		YES
Where there are alternative means of escape?		YES
Suitable protection of escape routes? (Fire resisting construction)		YES
Adequate provision of exits?		YES
Exits easily and immediately open-able where necessary?		YES
Escape routes unobstructed?		YES
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Front entrance side doors may not always be unlocked	All doors required to be unlocked when building is opened for use by > 50 people.	Sign to notify users of this requirement
Deficiencies and Comments: Manse has poor accessibility for wheelchair users.		

MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT		
It is considered that there is:		
Compartmentation of a reasonable standard. (Fire resisting)		YES
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)		YES
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Exit by balcony users could be compromised by a fire in the Fishtank.	Partial fire resistant screen in place to protect the front exits at foot of both stairwells.	

Deficiencies and Comments:

EMERGENCY ESCAPE LIGHTING		
It is considered that there is a reasonable standard of normal, artificial and/or emergency escape lighting to ensure safe use of escape routes?		PARTIAL
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Emergency lighting in event of a fire	Emergency lighting installed in Karis Hall, Kitchen, Agape, Shalom and passageway, and in Main hall (stage end)	Emergency lighting required on main hall balcony and front entrance fire escape, and in Manse.
Deficiencies and Comments:		

FIRE SAFETY SIGNS AND NOTICES		
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage.		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Fire doors		signs indicating which doors are fire doors.
Deficiencies and Comments:		

MEANS OF GIVING WARNING IN CASE OF FIRE	
Reasonable manually operated fire warning system provided?	YES
<p>If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc)</p> <p>Fire alarm system with break glass call points installed in Karis Hall, Kitchen, stairwell and outside toilets.</p> <p>Worship leaders advised of how to make announcements in Main hall.</p>	
Automatic fire detection provided?	NO
If yes, to what Standard? (e.g. BS 5839 Part 1Grade L1/L2 etc)	
Throughout Premises	NO
Part of Premises only	NO
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	NO

Remote transmission of alarm signals to a monitoring station or other?		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments: Fire alarm system not yet commissioned (May 2019). System to be extended to remainder of church buildings and to Manse.		

MANUAL FIRE EXTINGUISHING APPLIANCES		
Reasonable provision of portable fire extinguishers?		YES
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)		YES
Is suitable wall signage provided relevant to extinguisher?		YES
Are hose reels provided?		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments: 		

RELEVANT FIXED SYSTEMS AND EQUIPMENT		
Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments: 		

FIREFIGHTER SWITCH – HIGH VOLTAGE LUMINOUS TUBE SIGNS ETC		
Suitable provision of fire fighters switche(s) for high voltage luminous tube signs, etc (to include location)?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:		

MANAGEMENT OF FIRE SAFETY

PROCEDURES AND ARRANGEMENTS		
Fire safety is managed by:	BRIAN WILLIAMS	
Deputy or assistant:		
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	YES	
State name and responsible element of fire safety		
Sue Polley Emergency light testing, alarm testing		
.....		
Is there a suitable record of the fire safety arrangements?	YES	
Appropriate fire procedures in place?	YES	
Are procedures in the event of a fire appropriate and properly documented?	YES	
Are there suitable arrangements for summoning the Fire and Rescue Service?	YES	
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	YES	
Is there a plan of the building available indicating basic layout and any areas of significant risk?.	YES	
Are there suitable arrangements for ensuring that the premises have been evacuated?	YES	
Is there a suitable fire assembly point(s)?	YES	
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	YES	
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?	NO	
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	NO	
Routine in-house inspections of fire precautions (eg in the course of health and safety inspections)?	YES	
Deficiencies and Comments:		

*INCLUDE PLAN OF BUILDING IN FIRE SAFETY LOG **PROVIDE TRAINING FOR LEADERSHIP TEAM	
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TRAINING AND DRILLS	
Fire safety training is managed by:	SUE POLLEY
Deputy or assistant:	BRIAN WILLIAMS
Are all staff given adequate fire safety instruction and training on induction?	YES
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	NO
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training? Give details:	NO
Does all training for staff provide information, instruction or training on the following:	
Fire risks in the premises?	YES
The general fire precautions in the building?	YES
Action in the event of a fire?	YES
Action on hearing the fire alarm signal?	YES
Method of operation of manual call points?	YES
Location and use of fire extinguishers?	YES
Means for summoning the fire and rescue service?	YES
Identity of persons nominated to assist with evacuation?	YES
Identity of persons nominated to use fire extinguishing appliances?	YES
Are fire drills carried out at appropriate intervals and a record of such drills maintained? Give details:	NO
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)	YES

When the employees of another employer work in the premises, are they	YES

provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?	
Give details: MANSE USERS GIVEN COPY OF FIRE SAFETY POLICY	
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	N/A
Deficiencies and Comments: Annual Fire drills required	

TESTING AND MAINTENANCE	
Testing and Maintenance is managed by:	BRIAN WILLIAMS
Deputy or assistant :	SUE POLLEY
Adequate maintenance of workplace?	YES
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	YES
Monthly and annual testing routines for emergency escape lighting?	YES
Annual maintenance of fire extinguishing appliances?	YES
Periodic inspection of external escape staircases and gangways?	N/A
Six monthly inspection and annual testing of rising mains?	N/A
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A
Weekly testing and periodic inspection of sprinkler installations?	N/A
Routine checks of final exit doors and/or security fastenings?	YES
Annual inspection and testing of lightning protection system?	N/A
Other relevant inspections or tests: Give details: ANNUAL SERVICE OF GAS APPLIANCES ANNUAL PAT TESTING OF ELECTRICAL APPLIANCES	YES
Deficiencies and Comments:	

RECORDING	
Appropriate records held for:	
Fire drills?	YES
Fire training?	YES
Fire alarm tests?	YES
Emergency escape lighting tests?	YES
Maintenance and testing of other fire precaution systems?	N/A
Location of Records: (Available for inspection by Fire Authority if required)	
FIRE SAFETY LOG BOOK KEPT IN FISHTANK COFFEE BAR AREA	
Deficiencies and Comments:	

PRIORITY	MEANING
High	<p>Immediate priority to be actioned within 24 hours to 8 weeks</p> <p><i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i></p>
Medium	<p>Medium priority to be actioned within 2-6 months</p> <p><i>Breaches in legislation that may require medium/long term action to resolve</i></p>
Low	<p>Low priority to be actioned within 6 months-1year</p> <p><i>Items of non urgent priority or for future consideration</i></p>

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.

SIGNIFICANT FINDINGS – REMEDY ACTION PLAN

No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Notices advising that items are not to be placed above, or in front of, gas heater(s)	HIGH	JULY 2019	SUE POLLEY	
2	New fire alarm system to be commissioned	HIGH	JULY 2019	BRIAN WILLIAMS/ MATT HOOPER	
3	Investigate lightning protection system	LOW	APRIL 2020	BRIAN WILLIAMS/ MATT HOOPER	
4	'No smoking' signs required at all entrances	HIGH	JUNE 2019	SUE POLLEY	
5	Emergency lighting required on balcony and front entrance	HIGH	OCTOBER 2019	JAMES GREGORY/ MATT HOOPER	
6	Extend fire alarm system to main hall, balcony and fishtank	LOW	JUNE 2020	JAMES GREGORY	
7	Annual fire drill	MEDIUM	OCTOBER 2019	JAMES GREGORY	
8	Sign requiring front entrance is unlocked	MEDIUM	OCTOBER 2019	SUE POLLEY	
9	Fire escape plans required for Church, Karis Hall and Manse	MEDIUM	OCTOBER 2019	BRIAN WILLIAMS	