



**TVP CRANSTOUN CHURCH  
FIRE SAFETY  
RISK ASSESSMENT**

**Introduction**

This form is designed to assist you to complete a Fire Risk Assessment for your church.

- A risk is defined as "the potential for a fire to occur (likelihood) and cause injury, death, or damage (impact).

A Fire Risk Assessment is a methodical review of your church premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The requirements relating to general fire safety are covered by the Fire (Scotland) Act 2005, supported by the Fire Safety (Scotland) Regulations 2006. If you have responsibility for your buildings through having control of them you are required to undertake a fire safety risk assessment. It shares the same approach as health and safety risk assessments and can be carried out either as part of an overall risk assessment or a separate exercise.

Based on the findings of the assessment you should take appropriate action as necessary. You must also review your fire risk assessment and regularly update it.

The fire safety risk assessment process involves evaluating and keeping under review, the existing fire safety measures to establish whether they are adequate or if more requires to be done. It is essentially a matter of applying common sense in consideration of the premises for which you have responsibility and identification of anything which could cause harm from fire.

There are 5 Steps in the Process and this form takes you through each of them: 1) identify the people at risk; 2) Identify the fire hazards; 3) evaluate the risk and decide if the existing

fires safety measures are adequate; 4) record the fire safety risk assessment actions and information; 5) review the fire safety risk assessment regularly.

Fire safety law requires information to be recorded where five or more employees are employed; or the premises are subject to licensing or registration; or an alteration notice has been issued by an enforcing authority requiring this. We would however always recommend it is recorded in writing and this form can be used for that purpose. If however you do not feel sufficiently confident/competent to undertake the fire safety risk assessment you may wish to commission a fire safety specialist.

## Emergency Plan

The findings of the fire safety risk assessment should be used to prepare an emergency plan. The plan should set out, what to do in case of fire, identify the escape routes, where to assemble and how to contact the Fire and Rescue Service. The fire safety equipment and any equipment that provides a possible ignition source (e.g. cooking, electrical appliances, fixed wiring etc.) should be regularly maintained to reduce the chance of fire and the risk to people. Frequent checks should also be made to make sure that the storage of materials, especially flammable materials, does not increase the risk of fire or prevent the use of escape routes. It is important that all persons using the church know what to do if a fire does occur. To make sure that the emergency plan works regular fire drills should be carried out.

## The 5 Step Guide to Fire Safety Risk Assessment

- 1 Identify people at risk
- 2 Identify the fire hazards
- 3 Evaluate, remove, reduce and protect from risk
- 4 Record, plan, inform, instruct and train
- 5 Review

## FIRE SAFETY RISK ASSESSMENT

### DETAILS

Church Name:	Tyne Valley Parish
Premises Name:	Cranstoun Church
Address:	Oxenfoord Castle Estate Pathhead Midlothian EH37 5UB

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Responsible Person:	Audrey Grahame
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Position:	Audrey Grahame - Health and Safety Administrator Dorothy Reilly - Fire Evacuation Team Member
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Date of Assessment:	16 May 2023
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Carried out by:	Audrey Grahame
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Position:	HSA
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## DESCRIPTION OF THE CHURCH

### Step 1 - Identify People at Risk ( & activities undertaken)

Brief details:	This is the Fire Risk Assessment for the Tyne Valley Parish building at Cranstoun, Oxenfoord Castle Estate, Pathhead.
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Use of the Premises:	The Church is used by the Minister, Office Bearers, Cleaner, volunteers, members of the congregation and visitors, for Sunday worship twice a month, and on other days for: Evening Communion, Weddings, Funerals and Christenings.
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## NUMBERS USING THE BUILDINGS

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Times in Use	<p>On Sunday's - morning services 10.15 - 11.30am, Evening Communion Services 7pm - 8.00pm.</p> <p>Professional cleaner cleans and disinfects the Church before use. Members are encouraged to sanitise all touch points on leaving the church for other use. Hand sanitiser is available.</p>
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Total Number of Employees & Activities:	One - Youth Worker - youth activities e.g. Impact, PYP, HC.
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Capacity & Maximum Number of Persons Present at a Church Meeting or Service:	<p>Capacity 170. Usual attendance for worship service 30 – 35. Larger numbers for weddings, funerals and christenings. A maximum of 170 people can be seated in the building. It is unlikely that the Gallery would be required for congregational seating and will only be used if required.</p> <p>The galleries are not normally required for congregational seating, doors to the galleries are locked and a No Entry Sign is displayed on the door to the east gallery. The organ gallery is used for storing items and occasional use of the organ. A limited amount of people access this gallery.</p> <p>The gallery balconies have been upgraded in height to meet current regulations. However, they are not used regularly and are kept locked.</p>
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Maximum Number of Persons Present at a Club or Concert or other activity:	Up to 170. The Church is not used for any activities other than worship services, weddings, funerals and christenings.
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## OCCUPANTS/USERS ESPECIALLY AT RISK

Sleeping Occupants:	None
Disabled Occupants/Users:	Access for wheelchair users and those with a walking mobility disability is good, no steps for entry / exit and good internal flexible space. Wheelchair adapted toilet available.
Lone Workers:	Cleaner and occasional external contractors e.g. Electrician may work alone. Mobile phone reception is good should it be needed in an emergency. If a lone worker was vulnerable a texting IN & OUT system would be used.
Young Persons:	Infrequent attendance at present, not without parents/adult supervision. Only members checked by Safeguarding would interact with children without parents being present, if essential.
Contractors:	Various external contractors, contacted by the Property Conveners.

## Step 2 - Identify Fire Hazards (Sources of Ignition)

Type	Comment	Are existing control measures sufficient ?		
<b>Electrical appliances and wiring</b> – what is the condition and inspection regime like, including leads, fuses, fixed wiring, lighting, projection, audio & office equipment, and mains switch gear? <i>(Is your Fixed Wiring in good condition and tested? Date of last test? PAT (portable appliance testing completed)? Date of last test?</i>	<p>EICR (Electric Installation Condition Report) is carried out every 5 years, arranged by the Property Conveners. Full records are maintained.</p> <p>PAT (Portable Appliance Testing) is carried out every year, arranged by the Property Conveners. Full records are maintained.</p> <p>Live streaming equipment installed in 2021. Will be included in ongoing PAT testing.</p>	Yes		

<p><i>Users requested to undertake visual inspection before using? Equipment subject to a regular formal inspection? Mains switch gear modern and in good condition?)</i></p>					
<p><b>Cooking on the premises</b> – what type of equipment do you have? <i>(Any deep fat frying – are ducts &amp; filters regularly cleaned; steam coffee making machine- is it subject to statutory inspection; do you have any gas cylinders are they stored outside securely; is the mains gas isolation valve accessible?)</i></p>	<p>There are no cooking facilities in the kitchen/utility area. No hot food is served. Electric kettles and coffee machine are current. There are no gas appliances.</p>		<p>Yes</p>		
<p><b>Heating &amp; Ventilation Appliances</b> – what type of equipment do you have? <i>(If you have gas fired water and heating boilers are they regularly maintained and inspected? Do you have any <b>portable heating</b>? Is your heating guarded where needed? Are areas adequately ventilated? Is the boiler room locked and free from clutter</i></p>	<p>Water heating by modern electric immersion cylinder. One portable convector heater is used in sub-zero temperatures to prevent pipes freezing.</p>		<p>Yes</p>		

<i>and not used for storage?)</i>					
<b>Naked Flames</b> – do you use candles, oil lamps or incense? <i>(Stored satisfactorily and always extinguished following use?)</i>	3 candles are used at most services on a flameproof base. Additional candles may be used during Advent, Easter and occasional wedding's. A large candle is lit in support of the people of Ukraine. All candles are situated on or near to the Communion table and are in full view of the Minister and Congregation.		Yes		
<b>Smoking</b> – is it prohibited and signs displayed?	Yes. No signs are displayed as smoking has always been prohibited in the church.		Yes		
<b>Housekeeping &amp; Storage</b> – are areas clean and tidy free from clutter? <i>(Are the buildings and surrounds free from defects, clean and tidy?</i> <i>Do you have a clear and documented process for reporting defects and remedying them?</i>  <i>What items do you store? Are they combustible? Are they stored under the correct conditions? Do you have any areas where there is an</i>	Yes  Yes  Yes  Children's resources. Music Equipment. Misc. Yes  Yes		Yes		

<p><i>accumulation of items? Any paint or thinners or other inflammable items e.g. cleaning products?)</i></p>	<p>Yes – Jam Room and Organ Gallery. Stored safely in good order.</p> <p>No - standard cleaning materials only, stored safely. NB cleaning currently being carried out by a paid professional.</p> <p>Volunteer property inspector carries out regular visual property inspection and reports verbally to Property Conveners who take appropriate action to remedy</p>				
<p><b>Combustible Materials</b> – does your furniture and any furnishings meet the regulations? <i>(What if any other combustible materials do you have – soft play area with foam materials, crash mats, etc; paints, thinners, gas bottles; wood; etc? Are they accessible and stored correctly? Christmas trees, decorations, lights at that time of year?)</i></p>	<p>Yes</p> <p>None</p> <p>NA</p> <p>Yes, and stored safely.</p>		<p>Yes</p>		



<p><b>Use of Contractors and Volunteers</b> – to undertake work at the premises.  <i>(Do you discuss how the work will be completed? Do you undertake a risk assessment? What procedures are in place when working at height, or depth, using heat- do you ask to see a method statement, is a hot work permit used? Is there are process for informing contractors and volunteers of hazards?)</i></p>	<p>Contractors are employed for all specialist work</p> <ul style="list-style-type: none"> <li>• Decorating</li> <li>• Electrical</li> <li>• Heating and Plumbing</li> <li>• General Building works</li> </ul> <p>Contractors are advised of what is required and must complete their own risk assessments for the required work.</p> <p>All work at height is completed using appropriate equipment (scaffold etc.) Ladders are only used where the risk has been assessed. (Roof aerial fitted in 2021 for live streaming of services).</p>		<p>Yes</p>		
<p><b>Arson</b> – what precautions do you take to prevent malicious fire?  <i>(Is there good security to doors and windows; secure storage of bins/skips adjacent to the building; letterboxes have internal metal box to contain any burning material pushed through; extent and appropriateness of security lighting, boundary fencing, alarms and CCTV? What are your keyholding arrangements?)</i></p>	<p>All doors/windows have good security. The premises are secured when not in use.</p> <p>Bins are external.</p> <p>There is no letter box.</p> <p>External motion sensor security lighting in place.</p> <p>Several Approved Key Holders – Key Register is held and updated regularly by HSA.</p>		<p>Yes</p>		

<b>Lightning</b> – is the conductor subject to inspection and regular testing?	No conductor in the building.		NA		
<b>Other Sources</b>					
If you have answered NO to any question above complete the details below: -					
	<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>	

**Any Additional Information:**  
A General Fire Plan and Individual Fire Risk Procedures and Assessments have been completed and are reviewed annually or sooner as the need arises.  
The Volunteer Property Inspector carries out regular visual building checks to review the condition of this building and reports findings to the Property Conveners for action.

**Step 3 ~ Evaluate, Remove, Reduce and Protect From Risk**

Question			Comment
Are ignition sources controlled to reduce the chances of fire?	Yes		
Are combustible materials kept away from ignition sources?	Yes		
Are all windows and openings closed last thing at night?	N/A		There are no windows that can be opened. External doors are locked
Do you have a fire alarm?	No		
What type of fire alarm?	NA		
Is your fire alarm system adequate for your premises?	NA		
Will everybody be warned if the fire alarm operates?	NA		

If you do not have a fire alarm how will everybody we warned?	BY VERBAL ALERT WHEN PREMISES IN USE AND A MANUAL BATTERY ALARM ALSO AVAILABLE TO USE		
Do you have any smoke alarms?	No		
Where are your smoke alarms located?	NA		
Can everyone escape without assistance?	No		Disabled persons may need help.
Is escape from fire available in more than one direction?	Yes		3 Exits
Are all fire exits easily identified by the correct signs?	Yes		
Are escape routes free from obstruction and storage?	Yes		
Are all doors on escape routes easily opened without a key?	Yes		
Do all doors on escape routes open in the direction of escape?	No		1 x Yes 2 x No *
Can everyone escape in a reasonable time?	Yes		
Do you have emergency lighting?	Yes		
Is the lighting adequate to illuminate circulation routes?	Yes		
Do you have firefighting equipment?	Yes		
Is it serviced annually?	Yes		
Is the firefighting equipment adequate for the risks present?	Yes		
Are fire doors in good condition and labelled fire door keep shut?	Yes		
Are housekeeping and general waste management adequate?	Yes		
Are security arrangements sufficient to prevent access?	Yes		
Are measures adequate to prevent the incidents of arson?	Yes		
What are your keyholding arrangements?	<p>The minister and several members hold keys.</p> <p>A key register is held and updated regularly by the HSA.</p> <p>The Minister is the contact person.</p> <p>The Church Officer is specifically responsible for the use and care of the premises - opening up, heating – on &amp; off, lighting, securing building, after services, events, etc.</p>		
Can the fire service easily get to your premises?	Yes		

If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
* Two doors opening inwards are unlocked when the Church is in use.	Church Officer	Ongoing at each service	Ongoing at each service

#### Step 4 ~ Record, Plan, Inform, Instruct and Train

**You should record your fire safety arrangements – this includes:**

Have you made an emergency plan?	Yes		
Have you provided fire instruction and training to employees and volunteers?	Yes		
Have you provided fire safety instruction/information to those letting your premises?	NA		
Are there records of fire drills to test your training and emergency plan?	Yes		
Are there records of maintenance on all fire safety measures and equipment?	Yes		
Have you recorded the significant findings of this assessment?	Yes		

If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>

## Step 5 ~ Review

**Your fire safety risk assessment must be kept up to date**

### Date of next review

It is recommended that you review your fire safety risk assessment regularly (recommended every 12 months) **OR** if you make changes to the layout of your premises, any changes to work processes, significantly increase the amount of combustible materials stored or displayed or sources of ignition, change your opening hours (e.g. to include night time for rough sleepers, etc) or any failures in your fire safety precautions then you should review your fire safety risk assessment.

### Next Review

16 May 2023

<b>References</b>	Health & Safety Executive Practical fire Safety Guidance Church of Scotland Insurance Services Ltd (the web site contains a number of information sheets which will also be of assistance when considering fire safety)	Health & Safety Executive <a href="http://www.hse.gov.uk/toolbox/fire.htm">http://www.hse.gov.uk/toolbox/fire.htm</a>  Scottish Government Sector Specific at <a href="http://www.scotland.gov.uk/Topics/Justice/public-safety/Fire-Rescue/FireLaw/FireLaw/SectorSpecificGuidance">http://www.scotland.gov.uk/Topics/Justice/public-safety/Fire-Rescue/FireLaw/FireLaw/SectorSpecificGuidance</a> Guidance Church of Scotland Insurance Services Limited <a href="http://www.cosic.co.uk/guidelines">http://www.cosic.co.uk/guidelines</a>
<b>Contact Information</b>	TVP Session Clerk	Mrs Fiona Corsar Email: <a href="mailto:fiona3004@hotmail.co.uk">fiona3004@hotmail.co.uk</a>

**The information provided in this form is based on our understanding of current law and practice. The Church of cannot accept any liability whatsoever for any errors or omissions which may result in injury, loss or damage, including consequential or financial loss. It is the responsibility of the congregation or any other person to ensure that they comply with their statutory obligations and any interpretation or implementation of the above is at the sole discretion of the congregation or other party who may read this information.**

### PREMISES

### SUMMARY FIRE SAFETY ACTION PLAN

Each item should be allocated a priority as follows: -

<b>Priority 1:</b>	Needs attention immediately
<b>Priority 2:</b>	Needs attention within 1 month
<b>Priority 3:</b>	Needs attention within the next 6 months
<b>Priority 4:</b>	Needs attention within the next 12 months

No	Action Required	By Whom	Due Date	Date complete	Priority
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					