



**TVP
FIRE SAFETY
RISK ASSESSMENT**

NORTH MIDDLETON HALL

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:	North Middleton Hall – not owned by TVP
Address:	North Middleton Village Midlothian

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Responsible Person:	Audrey Grahame* Carrie Bennett** & *** Belinda Cresswell ** Janie Nugent***
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Position:	HSA* H&S Team Member** 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 North Middleton Hall, North Middleton Village, Midlothian.
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Use of the Premises:	The Hall is used by the Minister, Other Worship Leaders, and people attending.
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NUMBERS USING THE BUILDINGS

Times in Use	The Hall is used by the Minister, Office Bearers, members of the congregation and visitors, for Sunday worship one/two times a month, Seasonal celebrations, Messy Church, Impact Youth Group, Holiday Club.
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Total Number of Employees & Activities:	No employees. Activities – worship, seasonal celebrations, youth meetings, Messy Church, Holiday Club.
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Capacity & Maximum Number of Persons Present :	Max 130.
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Maximum Number of Persons Present at a Club or Concert or other activity:	No event would exceed the hall stated maximum number.
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OCCUPANTS/USERS ESPECIALLY AT RISK

Sleeping Occupants:	NA
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Disabled Occupants/Users:	Wheelchair access available and good internal flexible space. Wheelchair adapted toilet can be accessed.
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Lone Workers:	NA
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Young Persons:	Children may attend worship times with parents/guardians and with consent for youth activities.
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Contractors:	Various external contractors, organised by the Hall management when required out with the time of the worship/ other session, other than an emergency.
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Step 2 - Identify Fire Hazards (Sources of Ignition)

Type	Comment	Are existing control measures sufficient?	
<p>Electrical appliances and wiring – 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? 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>EICR (Electric Installation Condition Report), PAT Testing and maintaining records is the responsibility of the NM Hall management team.</p> <p>Concerns would be raised with the worship/youth leader who will pass these on to the NM Hall management team.</p>	<p>Yes</p>	
<p>Cooking on the premises – what type of equipment do you have? <i>(Any deep fat frying – are ducts & filters regularly cleaned; steam coffee making machine- is it subject to statutory inspection; do you have any gas cylinders are they stored outside</i></p>	<p>The Hall kitchen is maintained by the NM Hall Management.</p>	<p>Yes</p>	

<p>securely; is the mains gas isolation valve accessible?)</p>			
<p>Heating & Ventilation Appliances – 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 portable heating? Is your heating guarded where needed? Are areas adequately ventilated? Is the boiler room locked and free from clutter and not used for storage?)</i></p>	<p>All heating is maintained by the NM Hall Management.</p> <p>Concerns would be raised with the worship/youth leader, who will pass these on to NM Hall Management.</p>	<p>Yes</p>	
<p>Naked Flames – do you use candles, oil lamps or incense? <i>(Stored satisfactorily and always extinguished following use?)</i></p>	<p>No naked flames will be used at these sessions.</p>	<p>Yes</p>	
<p>Smoking – is it prohibited and signs displayed?</p>	<p>Yes.</p>	<p>Yes</p>	
<p>Housekeeping & Storage – 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></p>	<p>Yes</p> <p>Yes</p> <p>Yes - concerns will be raised with the worship leader, who will pass these on to NM Hall</p>	<p>Yes</p>	

<p><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 accumulation of items? Any paint or thinners or other inflammable items e.g. cleaning products?)</i></p>	<p>Management. All items being stored: cleaning or other are the property of NMH.</p>			
<p>Combustible Materials – 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>Yes, they are the property of NMH and stored safely.</p>		<p>Yes</p>	
<p>Use of Contractors and Volunteers – 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</i></p>	<p>NMH Management will instruct contractors when required.</p>		<p>Yes</p>	

<p><i>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>Arson – 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>NMH Management is responsible to secure all doors/windows after a worship session has ended. The premises are secured when not in use.</p> <p>No Letterbox.</p> <p>Security lighting in place around the hall exterior.</p> <p>The Hall will be opened and closed for each event by C Bennett, or a member of the NMH Management team.</p>		<p>Yes</p>	
<p>Lightning – is the conductor subject to inspection and regular testing?</p>	<p>No – Hall height does not require a lightning conductor.</p>		<p>NA</p>	
<p>Other Sources</p>				

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 Risk Assessments have been completed and will be reviewed regularly and amended as the need arises.

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?	Yes		
Do you have a fire alarm?	Yes		
What type of fire alarm?	Borders Safeguard K11080M2		
Is your fire alarm system adequate for your premises?	Yes		
Will everybody be warned if the fire alarm operates?	Yes		
If you do not have a fire alarm how will everybody be warned?	NA		
Do you have any smoke alarms?	Yes		
Where are your smoke alarms located?	Every room, cupboards and toilets.		
Can everyone escape without assistance?	Yes		
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?	Yes		
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 key holding arrangements?	The NMH Management have responsibility for key holding. Reece and Robert have knowledge of number combination to open the hall if Carrie or another Management Team member is not available.		
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>
			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?	Yes		
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>

* Fire Alarm test is carried out by Borders Security.
Fire extinguishers are maintained by Forth Fire Protection.

Step 5 ~ Review

Your fire safety risk assessment must be kept up to date

<p>Date of next review</p> <p>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.</p>	<p>Next Review 16 May 2024</p>
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References	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 http://www.hse.gov.uk/toolbox/fire.htm Scottish Government Sector Specific at http://www.scotland.gov.uk/Topics/Justice/public-safety/Fire-Rescue/FireLaw/FireLaw/SectorSpecificGuidance Guidance Church of Scotland Insurance Services Limited http://www.cosic.co.uk/guidelines
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PREMISES

SUMMARY FIRE SAFETY ACTION PLAN

Each item should be allocated a priority as follows: -

Priority 1:	Needs attention immediately
Priority 2:	Needs attention within 1 month
Priority 3:	Needs attention within the next 6 months
Priority 4:	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					