



**TVP  
NORTH MIDDLETON HALL  
PATHHEAD PAVILION  
FIRE SAFETY  
RISK ASSESSMENT  
IMPACT YOUTH GROUP**

## **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
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Premises Name:	Pathhead Pavilion – not owned by TVP
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Address:	Pathhead Village Midlothian
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Responsible Person:	Audrey Grahame* Carrie Bennett**, Belinda Cresswell**
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Position:	TVP H&S Administrator* TVP Health & Safety Team**
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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 Pathhead Pavilion, Pathhead Village, Midlothian. Only pertinent to Impact Youth Group using this venue.
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Use of the Premises:	Hall is used by the Youth Leader, Adult Volunteer Leaders, and children attending Impact Youth Group sessions on a weekly basis.
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### NUMBERS USING THE BUILDINGS

Times in Use	Weekly on Wednesday evenings 07.00 – 8.00pm. These times exclude approximate short 15 minute set up and tidy up - pre and post session.
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Total Number of Employees & Activities:	One Employee - Youth Leader. Activities – drop in style - standard youth games, quizzes, crafts, short Bible teaching.
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Capacity & Maximum Number of Persons Present at Youth Session:	Maximum of 20, regular number around 6 - 8.
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Maximum Number of Persons Present at a Club or Concert or other activity:	Would not exceed 20.
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**OCCUPANTS/USERS ESPECIALLY AT RISK**

Sleeping Occupants:	None
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Disabled Occupants/Users:	Currently there are no regular disabled persons using wheelchairs or other mobility aids. Access for wheelchairs is good, no steps for entry/exit and good internal flexible space. Wheelchair adapted toilet available.
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Lone Workers:	None at these sessions. Mobile phone reception is good should it be needed in an emergency.
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Young Persons:	Children between P5 and S3 attend at present. Parental consent is requested from the parents/guardians of each child. Only leaders checked by CofS Safeguarding will interact with children.
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Contractors:	Various external contractors, organised by the Hall Management when required, out with the time of the Impact sessions, other than an emergency.
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## Step 2 - Identify Fire Hazards (Sources of Ignition)

Type	Comment	Are existing control measures sufficient?	
<p><b>Electrical appliances and wiring</b> – what is the condition and inspection regime like, including leads, fuses, fixed wiring, lighting, projection, audio &amp; 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 Hall management.</p> <p>All leaders will raise any concerns in this area, to the Youth Leader, who will pass these on to the Hall management.</p>	Yes	
<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</i></p>	<p>There is a kitchen in the Hall.</p> <p>Simple beverages, hot or cold food are served infrequently at these sessions. Food Hygiene Certificate holder cooks all food items, other leaders assist/serve under supervision.</p>	Yes	

<i>mains gas isolation valve accessible?)</i>				
<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 and not used for storage?)</i>	<p>All heating is maintained by the Hall management.</p> <p>All leaders will raise any concerns in this area, to the Youth Leader, who will pass these on to the Hall management.</p>		Yes	
<b>Naked Flames</b> – do you use candles, oil lamps or incense? <i>(Stored satisfactorily and always extinguished following use?)</i>	<p>No naked flames will be used at these sessions.</p>		Yes	
<b>Smoking</b> – is it prohibited and signs displayed?	<p>Yes.</p>		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? Do you have a clear and documented process for reporting defects and remedying them?)</i>	<p>Yes</p> <p>Yes</p> <p>Yes - All leaders will raise any concerns in this area, to the Youth Leader, who will pass these on to the Hall Management.</p>		Yes	

<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>Impact Youth Group does not store any items in the Hall. All items being stored: cleaning or other are the property of PP.</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>Property of PP 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,</i></p>	<p>Hall Management will instruct contractors when required.</p>		<p>Yes</p>	

<p><i>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><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>Hall Management is responsible to secure all doors/windows after the youth session has ended. The premises are secured when not in use. No Letterbox.  Street lighting in place.  The Hall will be opened and closed by the caretaker.</p>		Yes	
<p><b>Lightning</b> – is the conductor subject to inspection and regular testing?</p>	<p>The hall height is below the requirement for a lightning conductor.</p>		Yes	
<p><b>Other Sources</b></p>				

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

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



**Any Additional Information:**

A General Fire Plan and Individual Fire Risk Procedures and Risk Assessments have been completed and will be reviewed annually and amended throughout the year as required.

**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		All are locked
Do you have a fire alarm?	Yes		
What type of fire alarm?	Red Box with break glass section.		
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?	Main hall and office.		
Can everyone escape without assistance?	Yes		
Is escape from fire available in more than one direction?	Yes		2 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		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 keyholding arrangements?	The Hall Management has responsibility for key holding.		
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?	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?	Responsibility of Hall Management		
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 tests and fire extinguisher maintenance is organised by the Hall Caretaker through Midlothian Council.

## Step 5 ~ Review

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

<p><b>Date of next review</b></p> <p>It is recommended that you review your fire safety risk assessment regularly (recommended every 12 months) <b>OR</b> 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><b>Next Review</b> 16 May 2024</p>
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<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>
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**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					