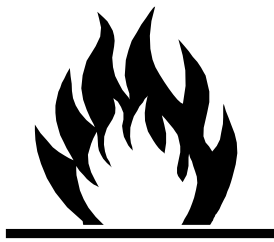




# Kilbarchan Parish Church of Scotland

## **FIRE SAFETY RISK ASSESSMENT**



***Church Building  
25<sup>th</sup> July 2018  
Initial Issue 01***

## **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 fire 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:	Kilbarchan Parish Church
Premises Name:	Church Building
Address:	Steeple Square Kilbarchan PA10 2JD
Responsible Person:	Tony Martin
Position:	Congregational Health and Safety Administrator
Date of Assessment:	25 <sup>th</sup> July 2018
Carried out by:	The Health and Safety Group
Position:	

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# DESCRIPTION OF THE CHURCH

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

Brief details:	Main double doors at West of building open into vestibule. Two single doors lead into the two aisles of the Sanctuary, two staircases with doors lead up to the gallery. Single side door at North West of building leads into a hallway. Door on left enters Session Room, staircase leads up to Vestry, toilet and office. Single door on right enters the Sanctuary. In the Sanctuary two aisles lead to the chancel and there are two doors at the East end.
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Use of the Premises:	The building is used for Church Services on Sundays and occasionally during the week. Local activity groups and choirs use the building on most evenings.
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## NUMBERS USING THE BUILDINGS

Times in Use	Daily including evenings
Total Number of Employees & Activities:	Two cleaners and an organist.
Capacity & Maximum Number of Persons Present at a Church Meeting or Service:	200 downstairs and 100 in Gallery
Maximum Number of Persons Present at a Club or Concert or other activity:	200 downstairs and 100 in Gallery

## OCCUPANTS/USERS ESPECIALLY AT RISK

Sleeping Occupants:	None
Disabled Occupants/Users:	Yes during services and other activities
Lone Workers:	Yes; cleaner and organist
Young Persons:	Yes during services and other activities
Contractors:	On occasions to carry out maintenance.

## 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?</p> <p><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><i>Wiring, swithgear and lighting are regularly checked and tested.</i></p> <p><i>[Retesting carried since this FRA, some updating of distribution boxes required, work in hand.]</i></p> <p><i>PA and audio equipment is not portable, visually inspected before using.</i></p> <p><i>Power leads have PAT labels.</i></p>	YES		
<p><b>Cooking on the premises</b> – what type of equipment do you have?</p> <p><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><i>There are no cooking facilities in these buildings.</i></p>	N/A		
<p><b>Heating &amp; Ventilation Appliances</b> – what type of equipment do you have?</p> <p><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>	<p><i>Sanctuary is heated by gas powered hot air system.</i></p> <p><i>Boiler is regularly serviced and the gas supply checked.</i></p> <p><i>[Boiler serviced and gas supply checked since this FRA. Both satisfactory.]</i></p> <p><i>The boiler is housed in an external outbuilding which is securely locked.</i></p>	YES		
<p><b>Naked Flames</b> – do you use candles, oil lamps or incense?</p> <p><i>(Stored satisfactorily and always extinguished following use?)</i></p>	<p><i>Candles are used on occasions, particularly in the Advent and Christmas season. Only small numbers are stored in the Church Building. Care is taken of the positioning, lighting and extinguishing of them.</i></p>	YES		
<p><b>Smoking</b> – is it prohibited and signs displayed?</p>	<p><i>By law and in practice smoking is not permitted. There are no signs displayed.</i></p>	YES		

<p><b>Housekeeping &amp; Storage</b> – are areas clean and tidy free from clutter?</p> <p><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><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><i>The buildings and surrounds are clean and free from defects.</i></p> <p><i>Defects are reported by church organisations to the appropriate property convenors or to the letting convenor by external activity groups.</i>  <i>[Feedback available via Accident Book.]</i></p> <p><i>Only a small quantity of domestic types of cleaning materials are used in the Church. These are stored in the cleaners cupboard adjacent to the Session Room.</i></p>	<p>YES</p>	
<p><b>Combustible Materials</b> – does your furniture and any furnishings meet the regulations?</p> <p><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><i>Pew cushions are relatively new and believed to meet current standards.</i></p> <p><i>Christmas decorations and wall hangings, are stored safely in two enclosed areas at the back of the Gallery well away from any sources of ignition.</i></p>	<p>YES</p>	
<p><b>Use of Contractors and Volunteers</b> – to undertake work at the premises.</p> <p><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><i>Contractors are employed occasionally to undertake maintenance work in and around the buildings. They are required to carry out risk assessments and provide method statements as appropriate.</i></p> <p><i>Volunteer work groups are supervised by experienced members and appropriate procedures and assessments are undertaken to minimise risk.</i></p>	<p>YES</p>	
<p><b>Arson</b> – what precautions do you take to prevent malicious fire?</p> <p><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><i>There is good security to doors and windows. There is no storage of rubbish or inflammable materials around the buildings.</i></p> <p><i>There is security lighting and alarms. Fire alarms go directly to the Fire Service. Fire and intruder alarms are picked up by a Monitoring Station which alerts a keyholder.</i></p>	<p>YES</p>	

<b>Lightning</b> – is the conductor subject to inspection and regular testing?	No Lightning Conductor.	N/A	
<b>Other Sources</b>	The Session Room and Vestry have electric heaters which are checked regularly.	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>
Electrics - Check dates of electrical tests.	Fabric Convenor		09/11/18
Electrical distribution boards and RCD breakers to be replaced. Expenditure approved by Board, 4/12/18.	Electrical contractor	ASAP	
Boiler – Check dates of boiler and gas tests.	Fabric Convenor		December, 2018
Defect reporting – Check procedure.	With Accident Book		
Lightning conductor – Do we need one, do we have one, is it inspected?	Do not have lightning conductor.		
Electric fires – Are they checked?	Yes, with PAT.		

**Any Additional Information:**

### 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?	Alarm linked directly to Fire Service		
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 we warned?			
Do you have any smoke alarms?	YES		
Where are your smoke alarms located?	Three detectors located under Gallery		
Can everyone escape without assistance?		NO	Disabled members and children may need assistance.
Is escape from fire available in more than one direction?	YES	NO	Yes downstairs. No from the Gallery
Are all fire exits easily identified by the correct signs?	YES	NO	Yes in Gallery and main door, none from Sanctuary.
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	Doors on stairs from Gallery and final exit doors open inwards.
Can everyone escape in a reasonable time?	YES	NO	?????
Do you have emergency lighting?		NO	
Is the lighting adequate to illuminate circulation routes?		NO	
Do you have fire fighting equipment?	YES		Why Foam extinguisher in side hallway?
Is it serviced annually?	YES		
Is the fire fighting equipment adequate for the risks present?	YES		
Are fire doors in good condition and labelled fire door keep shut?	YES	NO	Query status of doors.
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?	Numerous keyholders – list with Monitoring Station.		
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>
Escape assistance required, Evacuation procedure required.	H&S Group → Board	31 March 2019	
Escape route from Gallery? Evacuation procedure required.	H&S Group → Board	31 March 2019	
Door opening directions. Fire door status/requirement. Check the requirements here.	H&S Group → Board	31 March 2019	
If work required.	Board → Contractor	31 September 2019	
Further Signage – do we need this?	H&S Group → Board	31 March 2019	
If work required.	Board → Contractor	31 September 2019	
Emergency lighting – do we need this?	H&S Group → Board	31 March 2019	
If work required.	Board → Contractor	31 September 2019	

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

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

Have you made an emergency plan?

Have you provided fire instruction and training to employees and volunteers?

Have you provided fire safety instruction/information to those letting your premises?

Are there records of fire drills to test your training and emergency plan?

Are there records of maintenance on all fire safety measures and equipment?

Have you recorded the significant findings of this assessment?

	NO
	NO
	NO
	NO
YES	
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>
Draw up an Emergency Plan	H&S Group → Board	31 March 2019	
Provide instruction to employees, and duty board members	H&S Group → Board	31 March 2019	
Provide safety information to activity groups.	H&S Group → Board	31 March 2019	
Do we really need fire drills???			

## 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.

When required  
actions are in place

<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>	Tony Martin Congregational Health and Safety Coordinator	01505 352490 guitartone49@gmail.com

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# CHURCH BUILDING

## 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	Upgrade electrical distribution equipment	Electrical contractor	ASAP		2
2	Draw up an Emergency Plan, to include evacuation procedures.	H&S Group	31/03/19		3
3	Ensure all staff, board members and organisations are aware of the emergency procedures.	H&S Group	31/03/19		3
4	Investigate suitability of doors.	H&S Group	31/03/19		3
5					
6					
7					
8					
9					
10					