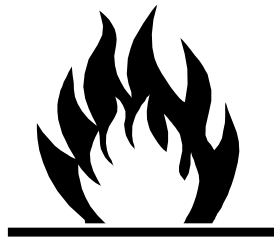




Kilbarchan Parish Church of Scotland

FIRE SAFETY RISK ASSESSMENT



***Halls and Kitchen
13th August 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:	Halls and Kitchen
Address:	Steeple Square Kilbarchan PA10 2JD
Responsible Person:	Tony Martin
Position:	Congregational Health and Safety Administrator
Date of Assessment:	13 th August 2018
Carried out by:	The Health and Safety Group
Position:	

DESCRIPTION OF THE HALLS

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

Brief details:	<p>Main double doors at East of building open into vestibule. Double doors on the right lead into the small hall. Double doors ahead lead into the main hall. Other single doors lead into Male Toilet, Disabled Toilet and storage cupboards. A short corridor at the far left leads to the female toilet nad the Kitchen.</p> <p>The main hall has on the left a single door to the Kitchen, a Fire Escape door leading out to an alley which exits onto Steeple Square. At the far end of the hall is a stage accessible by a moveable stair. Another door connects the stage with the small hall.</p>
Use of the Premises:	<p>The building is used for activities most days and evenings during the week. The halls can be set out with seating for services or stage performances, with tables and chairs for meetings and functions, or without seating for the Boys Brigade, keep fit or other activity groups.</p>

NUMBERS USING THE BUILDINGS

Times in Use	Daily including evenings
Total Number of Employees & Activities:	Two cleaners.
Capacity & Maximum Number of Persons Present at a Church Meeting or Service:	182 seated
Maximum Number of Persons Present at a Club or Concert or other activity:	130 dancing, 91 dining

OCCUPANTS/USERS ESPECIALLY AT RISK

Sleeping Occupants:	Occasional BB sleepovers.
Disabled Occupants/Users:	Yes
Lone Workers:	Yes; cleaner
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>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?</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>All onstage electricians are unplugged when not in use.</i></p>	YES		
<p>Cooking on the premises – what type of equipment do you have?</p> <p><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 securely; is the mains gas isolation valve accessible?)</i></p>	<p><i>There are cooking facilities in the Kitchen. No deep fat frying or steam coffee making machine.</i></p> <p><i>Check mains gas isolation</i></p>	YES		
<p>Heating & Ventilation Appliances – 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 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><i>Heating is by modern gas central heating unit, located in a locked store room but clear of the storage shelves also in the room.</i></p> <p><i>Boiler is regularly serviced and the gas supply checked.</i></p>	YES		
<p>Naked Flames – do you use candles, oil lamps or incense?</p> <p><i>(Stored satisfactorily and always extinguished following use?)</i></p>	<p><i>Candles may occasionally be used on tables during functions. Care is taken of the positioning, lighting and extinguishing of them.</i></p>	YES		
<p>Smoking – 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		

Step 2 - Identify Fire Hazards (Sources of Ignition)

Type	Comment	Are existing control measures sufficient?	
<p>Housekeeping & Storage – are areas clean and tidy free from clutter?</p> <p><i>(Are the buildings and surrounds free from defects, clean and tidy?</i></p> <p><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></p> <p><i>[Feedback available via Accident Book.]</i></p> <p><i>Only a small quantity of domestic types of cleaning materials are used in the Halls.</i></p> <p><i>There are a small number of tins of emulsion paint stored in the space below the stage.</i></p>	YES	
<p>Combustible Materials – 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>Stage curtains are believed to be to modern standards but are not labelled as such.</i></p> <p><i>Childrens play equipment and BB activity equipment are stored in cupboards accessible from the vestibule and the small hall.</i></p>	YES	
<p>Use of Contractors and Volunteers – 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>	YES	

Step 2 - Identify Fire Hazards (Sources of Ignition)

Type	Comment	Are existing control measures sufficient?	
<p>Arson – what precautions do you take to prevent malicious fire? (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?)</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 and intruder alarms are picked up by a Monitoring Station which alerts a keyholder.</i></p>	YES	
<p>Lightning – is the conductor subject to inspection and regular testing?</p>	No Lightning Conductor	N/A	
<p>Other Sources</p>	No	YES	

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

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete
Electrics – Upgrade required to distribution board.	Electrical Contractor	ASAP	
Check Gas supply isolation point.	H&S Group		

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?	Heat detector in Kitchen		
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?	Procedures		
Do you have any smoke alarms?	YES		
Where are your smoke alarms located?	In ceiling of halls		
Can everyone escape without assistance?		NO	Disabled members and children may need assistance.
Is escape from fire available in more than one direction?	YES		
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	Front doors and doors from small hall open inwards.
Can everyone escape in a reasonable time?	YES		
Do you have emergency lighting?	YES		Illuminate exit signs.
Is the lighting adequate to illuminate circulation routes?	YES		
Do you have fire fighting equipment?	YES		
Is it serviced annually?	YES		April 2018
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	Kitchen doors are fire doors but not labelled.
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>
Fire procedures on display in Hall. Check and update if necessary, ensure all are aware.	H&S Group	31 March 2019	
Door opening directions. Is this a problem?	H&S Group → Board	31 March 2019	
If work is required	Board → Contractor	31 September 2019	
Info on water, gas and electricity isolation needed.	H&S Group → Board	31 March 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?

YES

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

NO

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

NO

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

NO

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>
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. Also proforma for signature by group representative.	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

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
Contact Information	Tony Martin Congregational Health and Safety Coordinator	01505 352490 guitartone49@gmail.com

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HALLS AND KITCHEN

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	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					
5					
6					
7					
8					
9					
10					