



Fire Risk Assessment Form – Church Centre

Name of organisation:		Assessment undertaken by	
St Paul's Church		Nick Baker	
Address:			
Fisherton Street, Salisbury, SP2 7QW			
Date: November 2020		Review date: November 2021	
Area assessed			
Church Centre			
<i>Under Additional controls you should note the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.</i>			
Fire Risk details			
Hazards/risks/persons <i>Note here existing situation</i>		Additional controls <i>Note here the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.</i>	
1	What are the fire risks? <i>Note details of any flammable liquids, combustible materials, ignition sources and persons at risk</i>		
	<ul style="list-style-type: none"> Kitchen range (gas) and convection heater Storage of several butane/propane gas cylinders in office/under eaves of church centre At the time of inspection the door was wedged open with a wooden wedge. On questioning staff, the door is left in this position during the day but closed in the silent hours 	<ul style="list-style-type: none"> Emergency GAS OFF valve is located behind the cooker making access to this difficult in the event of a fire involving cooker eg. Chip pan. Consider relocating the gas valve to the right of cooker where it is easily accessible Valve now relocated to right of gas range and much more accessible Emergency cutoff valves also located next to both exits Butane/propane gas cylinders must not be stored in church centre. These must be removed as a matter of priority. All gas bottles now stored in lockable container in car park An approved door closure device like the Doorguard mechanism employed elsewhere should be used. Alternatively a wall mounted suction type mechanism can be utilised to hold door open long enough for trolleys etc to pass through before automatically closing. 	

		<p>An approved door closer has now been fitted which is activated by the smoke alarms.</p> <p>The serving hatch from the kitchen to the corridor highlighted as a risk in the last assessment has been removed.</p>
2	<p>Can a fire be detected in a reasonable time and people be warned? <i>Note details of any automatic fire detection system or other means by which fire can be detected</i></p> <ul style="list-style-type: none"> • Linked smoke detectors are installed throughout the church centre. Carbon monoxide detector also installed in kitchen. 	<p>Alarms can be manually activated using the test button, but alarm should be raised by shouting 'Fire' in each room in the event of a fire being discovered that is not detected automatically.</p>
3	<p>Can people in the building get out safely? <i>Note details of fire exit doors, escape routes, emergency lighting and signage</i></p> <ul style="list-style-type: none"> • Yes. There are several routes of escape in the event of a fire. All were tested and all were free from obstruction at the time of audit 	<ul style="list-style-type: none"> • Emergency exit signs now permanently lit in all public areas • Weekly inspections of all fire exits carried out • Floor plan of location of emergency exits on the wall in entrance lobby • Fire procedures now easily accessible via website http://www.stpaulssalisbury.org/files/fire_policy.pdf Panic bar on door at bottom of emergency stairs replaced in November 2020
4	<p>Is there adequate fire fighting equipment? <i>Note details of existing fire extinguishers, hose reels, etc.</i></p> <ul style="list-style-type: none"> • Yes. There is a good distribution of water, and carbon dioxide extinguishers and fire blankets throughout the building. All are serviced at 12 monthly interval. 	<p>Certificate available to view via website http://www.stpaulssalisbury.org/files/church_centre_fire_ext_2018.pdf</p>

<p>5</p>	<p>Do people know what to do if there is a fire? Yes, indicated on fire evacuation notices.</p> <p>Staff and key volunteers all to complete induction process to assist in the event of an emergency.</p> <p>Due to staff changes a number of additional Fire Wardens are being trained</p> <p>A series of linked automatic fire detectors and manual call points alert occupants to a fire alert.</p>	<p>Signage being changed to reflect new muster points. Completed.</p> <p>Fire induction training carried out. Fire Policy issued to all staff and volunteers. http://www.stpaulssalisbury.org/files/fire_safety_policy.pdf</p> <p>Ongoing fire induction training carried out. All Health and Safety and Fire related documents now available online via website, including training certificates. http://www.stpaulssalisbury.org/induction</p> <p>Fire warden training now completed with 9 trained Fire Wardens.</p> <p>Fire warden training and refresher training ongoing via IHASCO interactive training to maintain number of Fire Wardens recommended by St Johns risk assessment calculator.</p> <p>Automatic linked fire detectors replaced with new in December 2015 and regularly checked for operation.</p>
<p>6</p>	<p>Is a regular check made that firefighting equipment is in place, are people trained in its use, is it regularly maintained? <i>Note details of existing procedures for checking and maintaining firefighting equipment and training.</i></p> <ul style="list-style-type: none"> • All firefighting equipment is checked weekly. • All staff familiar with Fire and other health and safety policies • Recurrent Fire Awareness training carried out • Staff training records available via website http://www.stpaulssalisbury.org/content.cfm?id=1478 	<ul style="list-style-type: none"> • All checks relating to the regular testing and maintenance of fire safety equipment are logged <p>All regular checks are recorded in Fire Safety Book which is kept in cupboard in foyer. All maintenance certificates are kept in church office</p> <p>New Fire Safety Book now kept in Church Centre Office.</p>

	<ul style="list-style-type: none"> • All fire extinguishers serviced annually • All automatic fire detectors checked regularly and replaced every 5 years • There is no evidence of appropriate staff training when related to fire fighting instruction • Due to changes in staff further Fire warden training now required 	<ul style="list-style-type: none"> • Completed • Carried out in 2015 • All staff and volunteers have now had fire awareness training and updated fire induction training. All documentation now available on website http://www.stpaulssalisbury.org/induction. • Recurrent staff training programme in place. • Fire warden training and refresher training ongoing via IHASCO interactive training to maintain number of Fire Wardens recommended by St Johns risk assessment calculator. (see results of calculator at bottom of risk assessment) • Further training required in 2021 due to expiry and staff turnover
7	<p>What effect would a fire have on our neighbours? <i>Note risks of spreading fire and evacuation on neighbouring premises.</i></p> <ul style="list-style-type: none"> • None (<i>low risk</i>). It is anticipated that due to open space between church centre and nearest neighbouring property, there is minimal risk to neighbours premises in the event of a major fire. 	
8	<p>Are Fire policies reviewed and checked for currency. Fire policy is reviewed and updated annually</p> <ul style="list-style-type: none"> • Changes to Health and Safety regulations require that kitchens using gas ranges require an air 	<p>Review of Fire policy and procedures has led to issuing of new Fire Policy and procedures and changing muster points to more suitable location.</p> <ul style="list-style-type: none"> • Air intake vent fitted to rear kitchen fire exit door that opens onto the rear path.

	<p>intake vent to be fitted as well as an exit fan</p> <ul style="list-style-type: none"> Changes to Health and Safety regulations require a carbon monoxide detector to be fitted in kitchen area 	<ul style="list-style-type: none"> Completed
9	<p>Is Arson a cause for concern <i>Note potential risks and actions taken to minimise risk.</i></p>	
	<p>Arson is not considered a high risk but measures have been taken to further reduce the risk.</p>	<p>Doors and windows are all locked when building is not in use. All outside stores are locked. Waste bins are stored well away from the building so as to prevent risk to the buildings in the event of these being set alight. (To be stored by boundary wall to St Paul's Road with backs to each other and so there is no risk of lid being blown open and striking someone walking down the road.)</p> <p>Location of green waste bin to be reviewed in 2021. Not high risk over winter as contents damp and not easily flammable.</p> <p>No flammable materials are stored outside close to the building</p>
10	<p>Are Personal Emergency Evacuation Plans in place</p>	
	<p>Individual assessments are not considered necessary or possible for the church centre for the following reasons:</p> <ol style="list-style-type: none"> Certain events, such as Potato Patch, are open to the public and therefore it is not possible to make an individual plan for all visitors. All escape routes are clearly marked and lit. Staff and volunteers have been trained via induction procedures and are able to assist in an emergency. Currently all staff are abled bodied 	<p>To be reviewed in the light of any significant staff changes</p> <p>No significant changes</p>
11	<p>Is adequate Fire Awareness training in place for staff</p>	
	<p>All staff must complete the following training:</p> <ol style="list-style-type: none"> Annually read and review Fire induction policy. Undertake a Fire Awareness or Fire Warden refresher training course every 2 years. 	<ul style="list-style-type: none"> Ongoing fire warden training carried out as required to achieve the number of Fire Wardens recommended by St John's risk assessment calculator at each yearly review Ongoing staff fire training will be carried out annually with Fire Warden refresher training every other year and Fire awareness training in between

12	Are visitors made adequately aware of Fire procedures that are in place in event of emergency	
	All exits are clearly marked and Fire wardens in attendance, on each floor, will oversee evacuation and Building Search as per published procedures. http://www.stpaulssalisbury.org/files/search_policy.pdf	All Fire and Safety documentation is now available on line and all users of the building are encouraged to read them.

Updates to previous Fire Risk Assessment shown in red.

Completed items in green

Current Fire wardens:

- Ali Etheridge
- Debbie Boyt
- Craig Ryalls
- Kerry Badger
- Iain Tierney
- Kim Ryalls
- Erin Williams
- Charlotte Bell
- Doug Imeson
- Dawn Evans
- Kate Milne

New Facilities manager to be trained if necessary on appointment

Number of fire wardens required assessed by using risk assessment calculator provided by St John's Ambulance and assessing each individual area as follows:

- 1 person** for Church Centre ground floor
- 1 person** for Church Centre first floor
- 1 person** for Church
- 1 person** for SP2 Ground floor
- 1 person** for SP2 first floor
- 1 person** for SP2 top floor
- 2 persons** for the 2 assembly points
- 4 persons** to cover for absences and holidays

12 in total

"IF all 3 locations fully utilised at the same time"

Nick Baker
November 2020