

FIRE RISK ASSESSMENT - ST WILFRID'S CHURCH

Assessment made: by Victoria Larley with advice from Rolf Zeegas, Fire Safety Officer West Sussex Fire & Rescue Service 2009

Signed

Dated 16th July 2017

Review Date: 16th July 2019

LOCATION	People at Risk	Potential Hazards	Evaluation of Risks	Remove, reduce, protect - detection, warning, fire fighting, escape routes, lighting, signs, maintenance	Actions
General Internal - the church is a small/medium place of assembly at ground floor level of brick construction with seating for 120 people. Maximum capacity of around 300 for occasional major services or community meetings	Users of church particularly children, those with restricted mobility or disability and new users of the church.	The church is heated by convection heaters via a gas boiler located in the hall, covered by a separate risk assessment	Low	One main exit which is a double door opening outwards suitable for disabled access. An additional emergency exit leads down two steps from the raised Lady Chapel, through the vestry and down a further two steps. Assembly points on lawn by the road.	
		Electrical faults - small appliances, wiring, plugs etc	Low	PAT testing done March 2011 and some in 2015/2016. No longer statutory. Visual inspection of small electrical appliances done regularly and documented.	Electrician is visiting Summer 2017. Will ask for PAT testing on relevant appliances.
		Electrical Installation Faults - wiring	low	Quinquennial inspection	Due as advised
		Combustible materials (e.g. paper)	Low	Diaried annual fire drills at PCC meeting to include use of fire fighting equipment and exit plan for large services	
		Static candles burning during services	Medium	1. Fire fighting equipment inspected annually when hall equipment checked. 2. Candles extinguished at end of service.	Fire extinguishers checked annually in January.
		Candles carried in church during services	Medium	Fire blanket available near main doors. Water available in font near main doors	
		Candles carried by children during services	High	Incumbent or churchwardens to give advice to parents at the beginning of candle-holding services re use of water in font to put out fires. Fire blanket installed near main doors should anyone's clothing catch fire. Children to extinguish candles when sitting.	Covered in fire drill at October PCC in time for candle lit services over Christmas
		Church occasionally used by non-regular users including external groups	Medium	Ensure all external organisations using the church are aware of fire exits, equipment and need for risk assessment before use	External organisations should receive a copy of this assessment which they should sign to say they have understood

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Vestry - small preparation room with work surface, sink, bookshelves, desk and storage cupboards. Access through single external door opening inwards with two steps down and internal door opening into church with two steps up into	Users of church, particularly children, those with restricted mobility or disability.	Waste in bins	Medium	Fire fighting equipment available. Battery operated torch to be kept in the vestry to assist in exiting the church in darkness.	
		Stored goods	Low		
		Tea towels and other combustible textiles	Low	Visual inspection of small electrical appliances done regularly	
		Electric Water Heater and Kettle	Low	Fire blanket available near main doors. Water available in font near main doors	
		Candles	Medium		
		Matches and Blow torch stored under sink used for lighting incense burner	Medium	Unsupervised children not allowed in Vestry	
Tower Room - Up a flight of wide low rise stairs, not currently used for activities	Room used for storage at present	Combustible materials e.g. paper, plastics, fabrics, wooden furniture, display and worship materials	Low	An emergency exit leads from the bottom of the tower room stairs to the back of the building down three steps.	Present 'break glass for key' system no longer acceptable. The tower room may be safely used for about 25 people if this door is upgraded to a 'push bar' type exit mechanism
				Ensure escape routes are kept clear	The robes would have to be moved if the tower room use was reinstated
				Smoke alarm fitted October 2009	Check battery - VL
				Emergency lighting	Emergency lighting testing log required if use of the tower room were to be reinstated
Flower Cupboard - under stairs - used for storage	Volunteers	Combustible materials	Low		
General External	Users of hall and general public	Cigarette smoking outside the hall	Low	Easy external access by fire fighters.	
	Neighbours	No neighbours within 10 metres approx	Low		