

# Fire Safety Risk Assessment

This fire risk assessment form must be completed by a responsible person who understands fire safety requirements. They must have the necessary knowledge, experience, and training to recognise the fire risks in their workplace and identify suitable safety measures to control these risks.

ORGANISATION NAME: **ST LUKE'S CHURCH HALL, CHELTENHAM**

NAME OF ASSESSOR(S): **DANIEL MCSHEE & SIMON BARTON**

DATE: **16<sup>TH</sup> FEBRUARY 2019**

## Common Hazards

<p><b>Source of Ignition</b> Check the ignition sources in your workplace. Look for frayed wiring, poorly maintained equipment, blocked ventilation, signs of overheating, incorrectly discarded cigarettes, etc.</p>	<p><b>Have you Identified any issues?</b></p> <p>Yes</p> <p>No <input checked="" type="checkbox"/></p>	<p><b>Notes/action to take:</b></p> <p><b>CO<sub>1</sub> and smoke detectors have been fitted in loft – location of gas central heating boilers and dual fuel water heater.</b></p> <p><b>Heat detector has been fitted in kitchen – location of gas cooking range.</b></p>
<p><b>Source of Fuel</b> Check the fuel sources in your workplace. Look for waste materials, such as cardboard, that need removing from the premises, check that external bins are properly secured and kept well away from the building, and look for incorrectly-stored flammables, such as chemicals.</p>	<p><b>Have you Identified any issues?</b></p> <p>Yes</p> <p>No <input checked="" type="checkbox"/></p>	<p><b>Notes/action to take:</b></p> <p><b>Gas and electric. Waste/recycling bins are located in a fenced area outside kitchen away from the building. Flammable substances are kept in a locked cupboard.</b></p>
<p><b>Source of Oxygen</b> Check the activities or materials in your workplace that present a source of oxygen. For example, oxygen cylinders used in confined spaces, pyrotechnics, and oxidising materials.</p>	<p><b>Have you Identified any issues?</b></p> <p>Yes</p> <p>No <input checked="" type="checkbox"/></p>	<p><b>Notes/action to take:</b></p>



## Fire Alarms and Detectors

1. Have you tested the fire alarm in all areas? Yes No

Comments: There is no fire alarm system; it is a small building; we rely on shout of "FIRE"

2. Did the alarm sound as expected in every area? Yes No

Comments: N/A

3. Are all manual call points in good condition and unobstructed? Yes No

Comments: N/A

4. Are there a sufficient number of alarms throughout the premises, including those that accommodate people with vulnerabilities?  
*For example, visual alarms for people that are hard of hearing.* Yes No

Comments: N/A

5. Do visual alarms and pagers work as expected? Yes No N/A

Comments: N/A

6. Are detectors due an inspection soon? Yes No

Comments: All detectors have been checked this month



## Escape Routes and Exits

1. Are all routes and exits free from obstructions? Yes  No

Comments: We are purchasing "**Fire exit Keep clear**" signs for all fire exit doors

2. Are all fire doors kept closed? Yes No

Comments: Some fire exit doors are used for access and may sometimes be left open for ventilation

3. Do fire doors that are normally locked unlock during the alarm? Yes No

Comments: N/A (no alarm system, no automatic locking system)

4. Do the self-closing features on fire doors work properly? Yes No

Comments: N/A

5. Do doors for escape routes and final exits open easily? Yes  No

Comments: All have push bars or handles

6. Is the assembly point free from obstructions? Yes  No

Comments: Assembly points are currently defined as being "at the front and the rear of the building". We propose to establish a single assembly point near the car park gate and are purchasing a standard "Assembly Point" notice which will be erected.

7. Are there suitable measures along escape routes for vulnerable people? Yes  No N/A

*For example, access ramps and firefighting lifts.*

Comments: Access ramps from main exits (one exit has step)

8. Are ventilators in stairwells (where relevant) working as intended? Yes No N/A

Comments: No stairs

## Signage and Lighting

1. Are there a sufficient amount of fire escape and exit signs, so that one is in clear sight from anywhere in the building? Yes  No

Comments: They are visible from all main areas.

2. Are all fire safety signs clearly visible, unobstructed, and undamaged? Yes  No

Comments:

3. Do all fire signs clearly lead people out the building and to the assembly point? Yes  No

Comments: Escape route signs are illustrated on the attached plan

4. Do all fire escape routes and doors have appropriate 'keep shut' or 'keep clear' signs? Yes No

Comments: We are purchasing "**Fire exit Keep clear**" signs for all fire exit doors

5. Are all signs appropriately illuminated? Yes No

Comments: Only escape route signs are illuminated

6. Is emergency lighting functioning as intended, so that all escape routes have adequate illumination? Yes  No

Comments: No emergency lighting - only escape route signs

7. Are any doors that could be confused as an escape route clearly marked? Yes No

Comments: N/A

8. Do push bars on final exit doors (where relevant) work as intended? Yes  No

Comments:

9. Is the assembly point sign clearly visible and undamaged? Yes No

Comments: Assembly point sign to be obtained

10. Are fire action notices in good condition and unobstructed? Yes  No

Comments: Notice in porch to be updated and replaced

## Fire Fighting Equipment

1. Are fire extinguishers all in their intended locations, unobstructed, and undamaged? **Yes**  **No**

*Look for dents, leaks, faded labels, signs of corrosion or vandalism, and missing lock pins.*

Comments: All fire extinguishers are hired from Chubb Fire & Security and are checked, serviced or replaced annually by them. See attached plan of fire equipment locations.

2. Are fire extinguishers properly mounted or within their designated cabinet? **Yes**  **No**

Comments:

3. Are extinguishers appropriate for the types of risks in the areas they're located? **Yes**  **No**

*For example, carbon dioxide extinguishers in rooms with electrical equipment.*

Comments:

4. Are extinguishers due an inspection or due to expire soon? **Yes** **No**

Comments: They were last inspected September 2018

5. Are there a suitable number of fire extinguishers throughout the premises? **Yes**  **No**

*There should be at least one every 200 square metres.*

Comments:

6. Are sprinkler systems unobstructed? **Yes** **No**

Comments: There is no sprinkler system. N/A

## Additional factors

1. Is the fire action plan up to date? **Yes**  **No**

Comments: Emergency action plan attached

2. Are people's personal emergency evacuation plans all up to date? **Yes** **No**

Comments: N/A - We do not use personal plans

3. Does anyone need to refresh their training? **Yes** **No**

Comments: Daniel McShee, Maintenance Manager, has completed Fire Safety Awareness training February 2019

4. Is your workplace due to carry out a fire drill soon? **Yes** **No**

Comments: Not viable due to many groups using the Hall. Main users may hold their own drills.

5. Any further comments/actions to take:

Comments:

**Assessor(s) signature: Daniel McShee & Simon Barton**

**Date of next assessment: February 2020**

**St Luke & St John Ecclesiastical Charity - Registered Charity No 1078441**

## **Emergency Evacuation Procedure**

### **ACTION ON DISCOVERING A FIRE**

#### **1. Persons discovering a fire**

Immediately raise the alarm by shouting '**FIRE**'

Call the Fire Service - **DIAL 999** - a telephone is located in the small hall

If possible attempt to extinguish with equipment provided  
**BUT DO NOT TAKE PERSONAL RISKS**

Close the door on the fire and leave the building by the nearest exit

#### **2. On hearing the alarm**

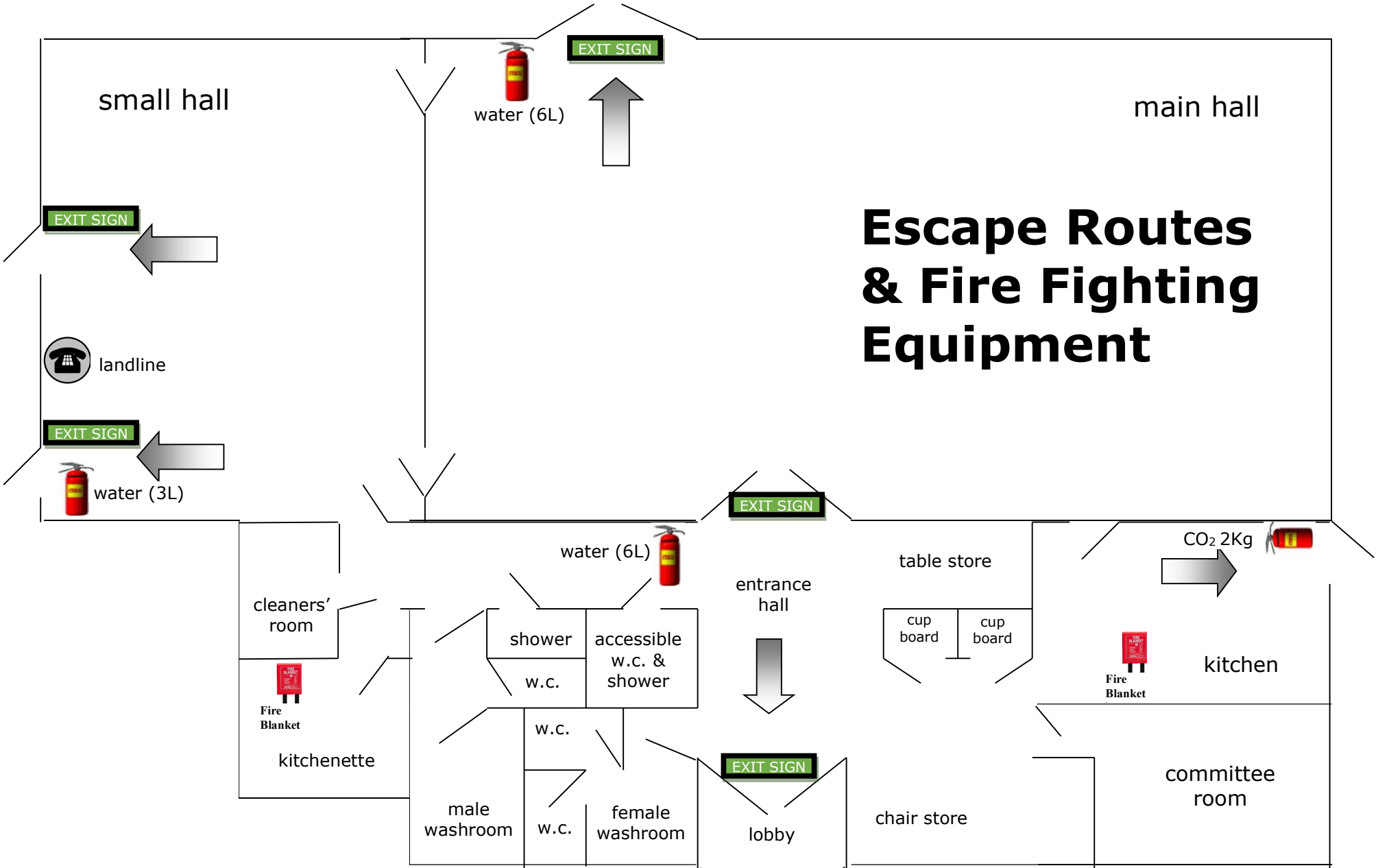
Evacuate the premises using the nearest available exits

Assist disabled persons to the nearest available exit

#### **3. All persons must proceed to the assembly points**

The assembly point is at the front of the building near the car park gate

#### **4. Do not return to the building for any reason until authorised to do so**



# Escape Routes & Fire Fighting Equipment

## St Luke's Church Hall

February 2019