Information sheet 11.5A Specimen completed Fire Risk Assessment. **Please note this is an example to support you in producing your own Fire risk assessment and in no way refers to a real church premises.**

The Temple United Reformed Church 3 Holy Street, Luxbridge XA11 3GG

Fire Risk Assessment Completed on 26 February 2018

By Janice Bytheway Position in Church : Elder and Property Lead

General Arrangements

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| Fire detection arrangements for the building*List what protection is in place eg alarm, break-glass points* | There is a fire alarm in the entrance lobby and a battery-operated smoke detector in the kitchen, entrance lobby and kitchen hall. There is emergency lighting in the sanctuary, kitchen and entrance lobby  |
| What are the evacuation arrangements *Give details of the formal evacuation plan in the event of fire* | On hearing or raising the alarm for fire, all persons within the premises are to evacuate the building in an orderly fashion using the fire safety escape route which is the **back door leading from the downstairs bathroom area.** The muster point is at the **bus stop outside on Rush Street** and the Fire service should be called on **999** as soon as it is safe to do so. Church users with vulnerabilities or restricted mobility are advised to ‘stay put’ if they are unable to exit the building safely or be safely helped to vacate the building.Janice Bytheway is the acting responsible church Elder for ensuring the fire service is called and for liaising with them to ensure the building is confirmed as safe to re-enter. The deputy for fire matters is Ron Masters, Church Elder. |
| How have church users been informed*Summarise how fire procedures and evacuation plans have been advised to* *users of the building*  | The fire emergency plan was completed on 21 June 2015 and circulated to the Minister, Church Elders, staff and volunteers. A copy is affixed to each of the notice boards in the chapel entrance lobby and the Sanctuary and the church hall. A copy of the full plan is given to all individuals or groups hiring the church hall and all staff/volunteers are required to re-read the plan annually then sign to confirm their understanding of the fire arrangements. |
| Servicing of Fire-fighting equipment*Give service frequencies and date of last service* | Service detailsThe fire alarm is serviced twice yearly by Firesafe Ltd, Hot Street, Luxford XA 22 4HH 07725 396966.Extinguishers are serviced annually each June | Date of last service20/06/201715/6/2017 |

Premises *(use one sheet for each room or area reviewed as part of the assessment. All areas of the building should be assessed)*

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| **Area Assessed***Insert name of room or* *area* | **Kitchen** |
| Identified hazards*Record any fire risks such flammable materials, ignition sources,* | There is a gas hob and electric oven. Both are serviced/tested annually and are in good working orderStack of magazines on the kitchen table – needs removing to the bookshelf\*Electric immersion heater – is serviced annually and is in good working orderKettle, toaster and microwave on kitchen work top are switched on at the socket all the time\*Tea-towels hanging on oven doors need to be removed \*Wide range of cleaning materials in under-sink cupboard\* |
| Who may be at risk*Record details of users who may be at risk* | Church Elders, employees and volunteers. Guests do not generally access the kitchen |
| Exit routes*Are these clear, well-lit and signposted?* | The exit is through the kitchen door leading outdoors to the side passage. There is ‘exit’ signage above the door. There are no obstructions and the floor vinyl is smooth, anti-slip and with no rucks or breaks. |
| Fire fighting Equipment*Is this adequate and properly maintained?* | Wall-mounted fire extinguisher Fire blanketBoth checked at annual service in June. Last service June 2017 |
| Control Measures **\****Note here any measures needed to reduce any risks identified. Update the record with a completion* *date for each task.* | Magazines to be cleared away to bookshelfRemind staff to leave tea towels on hangers provided, away from ovenAll appliances to be switched off at the socket when not in use and plugs removedAll appliances – toaster/kettle/microwave to have 2-yearly PAT testing | **Date action completed**28/02/201828/02/2018 by email28/02/2018 by emailNext testing due Sept 2018 |

Premises *(use one sheet for each room or area reviewed as part of the assessment. All areas of the building should be assessed)*

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| Area Assessed*Insert name of room or* *area* | Church Hall |
| Identified hazards*Record any fire risks such flammable materials, ignition sources,* | Boxes of soft toys on the table\*Forms, papers and drawing materials stacked on shelfMusical equipment – stereo and speakers kept permanently on shelf \*Metal-framed plastic chairs stacked around outside of the hallTrestle tables stacked against the wallElectrical wall heaters wired in on each wall\*Several items of clothing left on chairs\* |
| Who may be at risk*Record details of users who may be at risk* | Church elders and employeesVisitors using the facilities (yoga class/coffee morning/toddlers group) |
| Exit routes*Are these clear, well-lit and signposted?* | The exit for the hall is the double-door at the far end, clearly marked with a green exit sign.There are no obstructions Floor surface is clean and level laminate-wood flooring with light wear only |
| Fire fighting Equipment*Is this adequate and properly maintained?* | Floor-standing fire extinguishers X2 |
| Control Measures*Note here any measures needed to reduce any risks identified. Update the record with a completion* *date for each task.* | Remind all users to ensure:-heaters are switched off at the end of each session of hall useStereo is switched off and plug removed when not in useClothing is hung on the hangers in the hallwayAny clothing found will be removed to ‘lost property’ cupboardEnsure soft toys are removed to the cupboard at the end of each session of hall use. | **Date action completed**Reminder leaflet circulated to all users 05/03/18 and copy posted on notice board |

Premises *(use one sheet for each room or area reviewed as part of the assessment. All areas of the building should be assessed)*

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| Area Assessed*Insert name of room or* *area* | Church Hall Entrance Lobby |
| Identified hazards*Record any fire risks such flammable materials, ignition sources,* | Several coats left hanging on coat hooksNotice board has several insecure notices pinned on\*2 X wired in electrical heaters on side wallFire alarm panel on wallWooden table with cloth table cloth, visitors’ book, various forms and leaflets\*Free-standing umbrella stand midway along lobby wall\* |
| Who may be at risk*Record details of users who may be at risk* | Church Elders, staff and volunteersVisitors using the church hall |
| Exit routes*Are these clear, well-lit and signposted?* | The exit route is the double-door front entrance to the hall, which is clearly marked with green signageThe table and umbrella stand are opposite each other and therefore restrict the width of the hallwayCarpet tiles are securely fixed but worn in some place\*There is a bristle floor mat immediately in front of the entrance door. |
| Fire fighting Equipment*Is this adequate and properly maintained?* | 1 X floor-standing fire extinguisher |
| Control Measures*Note here any measures needed to reduce any risks identified. Update the record with a completion* *date for each task.* | Handyman to check carpet tiles and floor mat are securely fixed, and any worn carpet tiles to be replacedUmbrella stand moved to left hand corner by front entranceHallway table moved to side of door to hallway Noticeboard to be culled at monthly checks Additional drawing pins to be left in notice board so papers are securely fixed | **Date action completed**12/03/1828/02/1828/02/182/03/18 |

Premises *(use one sheet for each room or area reviewed as part of the assessment. All areas of the building should be assessed)*

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| Area Assessed*Insert name of room or* *area* | Male and Female Bathrooms |
| Identified hazards*Record any fire risks such flammable materials, ignition sources,* | Waste paper basket to left hand side of wash hand basin – is emptied twice weeklyHand driers are electrical and wired in. |
| Who may be at risk*Record details of users who may be at risk* | Church Elders, staff and volunteersVisitors using the church hall |
| Exit routes*Are these clear, well-lit and signposted?* | Users exit via the one entrance door. |
| Fire fighting Equipment*Is this adequate and properly maintained?* | None |
| Control Measures*Note here any measures needed to reduce any risks identified. Update the record with a completion* *date for each task.* | No measures required | **Date action completed** |

Premises *(use one sheet for each room or area reviewed as part of the assessment. All areas of the building should be assessed)*

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| Area Assessed*Insert name of room or* *area* | Vestry |
| Identified hazards*Record any fire risks such flammable materials, ignition sources,* | Coat and other clothing hanging from peg on the doorPapers, books and files on tableBookshelf is set above wall-mounted electric heaterVestry window is faulty and will not open\* |
| Who may be at risk*Record details of users who may be at risk* | Church Elders, staff and volunteers |
| Exit routes*Are these clear, well-lit and signposted?* | The exit is the only door which leads from the vestry to the Sanctuary. The carpet on the threshold is slightly rucked and has a frayed edge.\* |
| Fire fighting Equipment*Is this adequate and properly maintained?* | None\* |
| Control Measures*Note here any measures needed to reduce any risks identified. Update the record with a completion* *date for each task.* | Supply small fire extinguisher to be wall-mounted in the office\*Arrange for contractor to repair vestry windowHave contractor call and smooth out and stick down frayed carpet | **Date action completed**Contractor due 27/03/18Booked for 16/03/18Booked for 16/03/18 |

Premises *(use one sheet for each room or area reviewed as part of the assessment. All areas of the building should be assessed)*

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| Area Assessed*Insert name of room or* *area* | The Sanctuary |
| Identified hazards*Record any fire risks such flammable materials, ignition sources,* | Several boxes of hymnbooks stored on pew at rear of church\*Electronic keyboard and amplifier free-standing at front of Sanctuary\*Small table by entrance door has vase of flowers with water in, situated above an electric socket\*Candles and matches on window sill at vestry end of Sanctuary\*4 electric wall-mounted heaters \* |
| Who may be at risk*Record details of users who may be at risk* | Church Elders, staff and volunteers. Worshippers or any other visitors |
| Exit routes*Are these clear, well-lit and signposted?* | Exit is via the lobby entrance door but this is not clearly indicated\* |
| Fire fighting Equipment*Is this adequate and properly maintained?* | 1 X floor-standing fire extinguisher to left hand side of entrance door from lobby |
| Control Measures*Note here any measures needed to reduce any risks identified. Update the record with a completion* *date for each task.* | Consider installing a cabinet for storing hymnbooks and other reading materials. To be discussed at next church meetingAdvise all Sanctuary users that keyboard and amplifier are to be unplugged after each session of use. Include keyboard in next round of PAT testingMove table to other side of entrance door so it is not near any socketsMatches should not be stored adjacent to the candles so move matches to the drawer in the small tableNB The electrical installation test was last carried out 7 years ago in 2011: it is worth considering re-testing at this stage and to go over to 5-yearly testing in future. To be discussed at next church meeting | **Date action completed**Meeting due 02/04/1828/02/2018 by emailNext testing due Sept 18.28/02/1828/02/18Meeting due 02/04/18 |