

# CHURCH FIRE RISK ASSESSMENT FORM

<b>Name and address of Church</b>	
Christ Church with St. Philip, Worcester Park	
<b>Assessment undertaken by</b>	<b>Date</b>
Paul Leach	10/02/19
<b>Area Assessed</b>	
Church	

<b>Hazards/Risks/Persons (existing situation)</b>	<b>Additional Controls (additional measures that are needed to reduce the risk to an acceptable level)</b>
<p><b>What are the fire risks ?</b></p> <ol style="list-style-type: none"> <li>1) Candles burning in sanctuary area and on altar (now in tall candlesticks)</li> <li>2) Prayer candles in transept</li> <li>3) Vestments in clergy's vestry</li> <li>4) Electrical points in transept and sanctuary area</li> <li>5) General electrical wiring</li> <li>6) Kitchen appliances</li> </ol>	<p>1-2) Candles not to be left unattended Candlesticks are sturdy and stable. Only candles appropriate to candleholders to be used.</p>
<p><b>Who is at risk ?</b></p> <p>Congregation, Clergy, Stewards</p>	
<p><b>Can a fire be detected in a reasonable time and people warned ?</b></p> <p>Smoke detectors situated in Steward's Vestry, Clergy's Vestry, and the Church Office. However, there does not appear to be one in the Kitchen at back of the Church. The alarm system is regularly tested.</p>	<p>Discussion to take place over need for smoke detector in main body of Church and also outside Kitchen at back of the Church. This was identified during training sessions run with aid of fire safety expert.</p>
<p><b>Can people in the building get out safely ?</b></p> <p>Yes. The primary escape route is via the middle door at the back of the Church from the vestibule for those in the main body of the Church, and through the tower door for those seated in the balcony, both out onto Cheam Common Road. This is based on the most likely source of a fire being in the Sanctuary Area. There is no longer a sign indicating a fire escape route from the</p>	<p>Push-bars have been fitted to appropriate doors at back, and all unnecessary bolts have been removed.</p>

<p>vestibule to the tower door, because this is capable of creating a hazard as the connecting door through which people would have to pass opens against the direction of travel, and would lead to those leaving the balcony meeting head on and in a confined space, people evacuating the main Church.</p> <p>The secondary escape route is via the doors at the front of the Church into the Welcome Area. Alternatively, the secondary escape route from the two Vestries is via the Fire Exit behind the Organ. Regular checks are made to ensure that these routes are not blocked by obstacles, such as trolleys containing hymn books and worship books.</p> <p>Fire Exits are appropriately signed (see above), and there is emergency lighting in appropriate areas.</p>	
<p><b>Is there adequate fire fighting equipment ?</b></p> <p>There are now seven extinguishers in the Church, and they are of appropriate types:</p> <p>Foam Spray – Rear of Church (x2), Organ, Corridor outside office  Dry Powder – Balcony  CO<sub>2</sub> – Organ, Outside Kitchen/Disabled Toilet</p> <p>There is currently not a Fire Blanket in the kitchen next to the disabled toilet.</p> <p>The set-up was reassessed at the last extinguisher check carried out by Arun Fire, in March 2017 and the extinguisher seems to have been removed from the Minister's Vestry.</p> <p>The current set-up is assessed as adequate.</p>	<p>Discussions to take place as to whether a Fire Blanket should be reinstalled in kitchen next to the disabled toilet. Also is an extinguisher needed in Minister's Vestry ? To be raised with Arun Fire at next check (at end of March 2019).</p>
<p><b>Do people know what to do if there is a fire ?</b></p> <p>Details of the primary and secondary escape routes are displayed on the noticeboard in the Welcome Area. Door Stewards have also received both a briefing and written information in relation to fire evacuation procedures. The agreed assembly point is in Ruskin Drive on the corner of Morningside Avenue.</p>	<p>During the past year, two briefing sessions have taken place for all door stewards and other interested parties. Following this, written briefings were made available for all attendees and any others interested in it. There was also a simplified version published in the Christmas issue of the Church Magazine, which is read by all Church members.</p>

**Is a regular check made that fire fighting equipment is in place, are people trained in its use, and is it regularly maintained ?**

The Church's fire extinguishers are checked on an annual basis by Arun Fire who service them (the last check being on 31<sup>st</sup> March 2018), and on a biannual basis by the Church Fire Officer.

**What effect would a fire have on our neighbours ?**

Given that the Church building is separate from other properties, there would seem to be a low risk of fire spreading to other premises.

### **What to do now**

**Implement the additional controls identified above and record this in ECC minutes**

**Date controls completed**

**Completed by**

Paul Leach

**Date due for review**

09/02/20