

All Saints' & St John's Church Centre

SAINT GILBERT OF SEMPRINGHAM CHURCH SCHOOL CHARITY Reg no: 527704

FIRE RISK ASSESSMENT - October 2016

1. Introduction

1.1 The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

1.2 The Order applies to virtually all premises and covers nearly every type of building, structure and open space. It applies to community halls and community premises and is relevant, therefore, to All Saints' and St John's Centre.

1.3 For the purposes of carrying out the Fire Risk Assessment the 'responsible person' are the Trustees of the St Gilbert of Sempringham Church School Charity Management Committee who from time to time appoint one or more 'competent' persons to undertake the risk assessment. This assessment has been carried out following the assessment carried out in September 2016 by Rebecca Goff, Centre Business Manager accompanied by David Gibson from Fire Solutions Equipment Group.

1.4 This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regard to the Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly. The guide describes five steps that should be taken when carrying out a Fire Risk Assessment:

1 – Identify fire hazards

2 – Identify people at risk

3 – Evaluate, remove, reduce and protect from risk

4 – Record, plan, inform, instruct and train

5 – Review

1.5 The Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in the centre, namely:

1. Main entrance and foyer
2. Upper Kitchen and Cloakroom Areas
3. St Clements Room
4. St Peters Room
5. Corridor and Storage Cupboards
6. Loft Areas
7. Edward Wells Room
8. Lower Kitchens and Cloakrooms

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1.6 For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen, fire detection, firefighting and precautionary equipment, escape routes emergency lighting, signs and notices.

1.7 The findings of this assessment are contained in the table on Appendix 2 of this document and the key points discussed in the following paragraphs.

2. Fire Hazards: Sources of Ignition, Fuel and Oxygen

2.1 The main sources of ignition are the various items of electrical equipment located in the kitchens and cloakrooms eg. microwave, fridge, water heater and from electrical fan heaters situated in St Clement's, St Peter's and the Edward Wells rooms.

2.2 Elsewhere, other sources of ignition are electric sockets and lighting located throughout all the areas.

2.3 The principal sources of fuel are concentrated in the storage cupboards in the inner lobby and loft areas. The main contents of these cupboards are perishable and non-perishable food items, wood, plastics, materials and paper items used in the activities of a variety of users of the centre including the Scouts, Brownies, Church Groups and Foodbank.

2.4 Elsewhere, the main sources of fuel are the upholstered seating and curtains situated in the main hall areas.

2.5 It is recognised that due to the nature of the high ceilings in the building dust build up can be high and this in itself is a source of fuel without regular cleaning.

2.6 The main source of oxygen is the natural airflow through, doors, windows and other openings. This natural airflow is sometimes supplemented by mechanical means when the extractor fans in the cloakrooms are in use.

3. People at Risk

3.1 People who use the hall and may be at risk if there is a fire include:

- Hirers
- Trustees of the Saint Gilbert of Sempringham Church School Charity
- Staff
- Contractors

These groups include adults, children, the elderly and some people with disabilities (mobility, hearing or vision impairment) all of whom are familiar with the hall layout.

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4. Evaluate, remove, reduce and protect from risk

The risk of fire occurring

- 4.1 It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise electrical equipment located in the kitchen areas and electrical heaters across the centre. Combustible materials are kept away from these sources and all equipment is regularly serviced and maintained in a good state of repair.
- 4.2 Elsewhere, electric sockets and lighting are well maintained and all electrical circuits are tested annually to ensure their safety.

The risk to people

- 4.3 An evaluation has been carried out of the actual risk to people identified in Step 2 in the event a fire did start and spread from those areas with the main sources of ignition i.e. kitchens.
- 4.4 The main entrance/foyer and meeting rooms are all at ground floor level and are open to the various escape routes available. The Edward Wells Room has its own entrance and means of escape should the main entrance to the centre be locked.
- 4.5 Advice on the capacity of each room has been sought by the Fire Officer and calculations made using information contained in the CLG guide for Fire Safety Risk Assessment in Small and Medium Places of Assembly under the Regulatory Reform (Fire Safety) Order 2005 (this guide is available to download free from www.communities.gov.uk/firesafety) and Build Regulations approved Document B (ADB). Hirers are instructed to ensure that the maximum persons using each room at any one time are not exceeded as follows:

	Room Size	Max Capacity Standing Reception Style	Max Capacity Seated at 60" around tables	Max Capacity Seated Theatre style (rows of chairs)
St Clements	54 msq	65	40	60
St Peters	84 msq	100	75	80
Edward Wells	70 msq	80	62	80
Whole Centre	200 msq	245	177	220

Please note that capacities may change if large amounts of equipment is used in any one room.

Removal/reduction of the hazards

- 4.6 The identified potential hazards comprise the range of electrical equipment contained in the kitchens and cloakrooms which are an essential part of the facilities available to the users of the centre. Removal would not be in the best interests of the centre or its users and the potential hazards are reduced as far as possible through regular maintenance, inspection and servicing.

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- 4.7 Similarly, the electrical heating system is essential for the comfort and well-being of users of the centre. Their potential hazards are minimised through regular servicing and ensuring that dust build up does not occur around heating appliances.
- 4.8 Limited paint and varnishes are stored on site and are housed in a metal cupboard to avoid accidental ignition.
- 4.9 The Centre operates a No Smoking policy in all areas of the building.
- 4.10 Elsewhere flammable materials are limited to curtains, tables and seating, and generally are kept away from potential hazards. Similarly, mats and various sports and leisure equipment used by local groups are kept secure with the store cupboard and in the loft area of the main hall where potential fire risks are very low.

Removal/reduction of the risks to people

- 4.11 The fire risk to people has been reduced to as low as reasonably practical by ensuring that adequate fire precautions are in place to warn people in the event of fire and to allow them to escape safely.
- 4.13 Fire extinguishers for particular types of fire are situated in St Clements Room, St Peters Room, Edward Wells Room and the upper and lower kitchen areas as detailed in the accompanying table on Appendix 2. These are regularly inspected and the Certificate of Inspection is displayed in the main entrance/foyer. A fire blanket is located in the kitchen.
- 4.14 There are three main escape routes available at ground floor level. All are independent of each other with emergency escape lighting. The main escape routes are (1) via the main entrance (2) via an external fire door off the Edward Wells Room (3) via the side entrance to the Edward Wells Room. Diagrams showing the escape routes are displayed in all rooms of the Centre.
- 4.15 Escape routes are all unencumbered and are listed in the accompanying table on Appendix 2. All external fire doors lead to the outside areas are close to open space for safe and easy clearance of the hall.
- 4.16 Escape routes and exits together with the locations of firefighting equipment are indicated by appropriate signs throughout the building as indicated in the accompanying table. Fire exit signs are included on the emergency lighting panels throughout the hall as also detailed in the accompanying table.
- 4.17 Notices indicating the location of fire doors and extinguishers are situated in a variety of positions around the building. Each fire extinguisher has operating instructions clearly displayed.

Installation, testing and maintenance

- 4.18 All fire prevention and firefighting equipment is maintained in effective working order through regular checks, periodic servicing and maintenance. Sources of risk are also checked on a regular basis.

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- 4.19 Weekly checks are made of water heaters, fridges, electrical heaters, microwaves, emergency lighting, fire doors, lights by the Centre Bookings Manager/Caretaker with records of all checks kept on file.
- 4.20 An annual check is made of the fire extinguishers, and a certificate of inspection obtained. The electrical system is also checked on an annual basis and a safety certificate obtained.

Conditions of Hire

- 4.21 The conditions of hire of the Centre state that fire and other exits must not be obstructed and that room capacities must not be exceeded. The conditions of hire are shown on the Centre Web Page.

5. Record, Plan, Inform, Instruct and Train

Significant findings and action taken

- 5.1 The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce the risk to people are contained in the preceding sections of this report.

Emergency plan

- 5.3 The Centre has a relatively simple layout with clear and well signed escape routes. As explained above, the conditions of hire state that fire and other exits must not be obstructed.

Information and instruction

- 5.4 Signs indicating the location of fire doors and fire extinguishers are posted at various prominent and visible points throughout the Centre.
- 5.6 Fire safety advice is given to the hall staff and contractors.

6. Review

- 6.1 This fire risk assessment has been carried out for the Centre following the introduction of the Regulatory Reform (Fire Safety) Order 2005. The assessment is kept under review particularly regarding any potential new risks and the need to keep them under control, and to ensure that the fire precautions are still working effectively.

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Appendix 1 – Emergency Evacuation Plans

The emergency Evacuation Plan along with evacuation plans is detailed below and is published on the notice boards in all main areas of the centre. Under the terms and conditions of Hire, Hirers are responsible for ensuring that both themselves and their users are aware of this plan and their actions in the event of an emergency.

1. Hirers must raise the alarm and ensure that the building is vacated.
2. All users must leave either by the main doors or the emergency exit located in the lower hall. Exit signs are above each of these doors.
3. Hirers must call the Fire Brigade. The nearest public telephone is situated in the Waitrose Store, West Street (opening hours only). The address of the building is All Saints' and St Johns Church Centre, West Street, Stamford PE9 2PR
4. Users must assemble on the grassed area, opposite Waitrose outside the entrance to Torkington Gardens, West Street.
5. Hirers must satisfy themselves that all users within the building at the time the alarm was raised are accounted for through the use of the groups usual method of registration.

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Appendix 2 – Summary Risk Assessment

Location	Sources of Ignition, fuel and oxygen	Fire detection, fire firefighting and precautionary equipment measures in place	Other precautionary measures in place	Escape Routes, Emergency Lighting, signs and notices	Future Actions
Main Foyer	Notice Board. Electrical Sockets and Lighting	Foam Fire Extinguisher in Kitchen	No Smoking Sign. Appliances tested annually for electrical safety.	Via Main Entrance escape route clearly signed. Emergency Lighting.	Place Fire Exit Sign above main entrance door
Upper Kitchen	Microwave Fridge Water Heater Cooker Kitchen units Electrical Sockets Lighting Paint in Kitchen Cupboard	Foam and Co2 Fire Extinguishers	All appliances switched off at mains at end of use. Appliances tested annually for electrical safety.	Via Main Entrance escape route clearly signed. Emergency Lighting.	Place Fire Exit Sign above main entrance door Replacement of Water Heater
Upper Cloakrooms	Water Heaters/Extractor Fans Lighting	Foam Fire Extinguisher in Kitchen	Appliances tested Annually for Electrical Safety.	Via Main Entrance escape route clearly signed	Replacement of Water Heaters
St Clements Room	Electrical Heaters Paper stored in Sunday Saints Cupboard Curtains Carpet UPVC Dividing Partition	Foam Fire Extinguisher	Appliances tested Annually for Electrical Safety. Appliances switched off when not in use. Recommended Room Capacities adhered to. Capacities adhered to. Regular cleaning to prevent dust build up.	Via main Entrance escape route clearly signed Emergency Lighting	

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St Peters Room	Electrical Heaters Notice Boards Chairs Curtains and Blinds Carpet UPVC Dividing Partition	Foam Fire Extinguisher	Appliances tested Annually for Electrical Safety. Appliances switched off when not in use Recommended Room Capacities adhered to. Regular cleaning to prevent dust build up.	Via Main Entrance escape route clearly signed Emergency Lighting	
Cupboard off St Peter's room	Plastic Electrical Sockets and Meter	Foam Fire Extinguisher in St Peters Room	Electrical Installation tested Annually for Electrical Safety. Cupboard locked when not in use.	Via Main Entrance escape route clearly signed	
Inner Corridor/Lobby	Paper, wood, materials food items, cooking oil – stored in storage cupboards	Foam Fire Extinguisher in Edward Wells/St Peters Room	Cupboards locked when not in use.	Via Main Entrance/Edward Wells escape route clearly signed	
Loft Area	Materials, Wood, plastic	Foam Fire Extinguisher in Edward Wells/St Peters Room	Loft Area locked when not in use.	Via Main Entrance/Edward Wells escape route clearly signed	
Edward Wells Room	Electrical Heaters Carpet Electrical Sockets Lighting Plywood Cupboards with materials inc food items stored within	Foam Fire Extinguisher	Appliances tested Annually for Electrical Safety. Appliances switched off when not in use. Recommended Room Capacities adhered to.	Via Edward Wells Escape Route Clearly signed	

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			<p>Cupboards locked when not in use. No Smoking Sign. Capacities adhered to. Regular cleaning to prevent dust build up.</p>		
Lower Kitchen	<p>Electrical Appliances and Water Heaters Plastics</p>	<p>Fire Blanket Foam Fire Extinguisher in Edward Wells Room</p>	<p>Appliances tested Annually for Electrical Safety. Appliances switched off when not in use.</p>	<p>Via Edward Wells/Lower Corridor Escape Route Clearly signed</p>	<p>Replace Water Heaters</p>
Lower Cloakrooms	<p>Water Heaters Extractor Fans</p>	<p>Foam Fire Extinguisher in Edward Wells Room.</p>	<p>Appliances tested Annually for Electrical Safety. Appliances switched off when not in use.</p>	<p>Via Edward Wells/Lower Corridor Escape Route Clearly signed</p>	<p>Replace Water Heaters</p>