

## DRAFT FIRE RISK ASSESSMENT – FIVEHEAD BAPTIST CHURCH

Assessment carried out on 7<sup>th</sup> April 2019 by Laurie Burn, Keith Peto & Pete Burrowes

Approved by Trustees: 13<sup>th</sup> May 2019

Review date: June 2020

| Room/Area    | Sources of Ignition  | Sources of Fuel   | Sources of Oxygen | People at risk  | Evaluate risk of fire | Evaluate risk to people  | Actions to remove or reduce risk  |
|--------------|--|---|-------------------|---|-----------------------|--|---|
| Main church  | Electric heaters & lights<br>Music, PA and Computer equipment<br>Occasionally candles  | Chairs<br>Wooden panelling<br>Carpet<br>Books<br>Loose paper.                           | Doors             | Sundays – 60 people, all ages<br>Mondays – 20 toddlers, babies & carers.                          | Low risk              | Low risk<br>Increased risk to elderly/infirm/disabled visitors<br>Increased risk to young children/babies with carers. | All electrical equipment PAT tested & checked.<br>Chairs interlock.<br>Regularly tidied to reduce inflammable waste.<br>Exits accessible.<br>Assembly point (by War Memorial) is displayed on notice board. |
| Hall/Kitchen | Electric heaters<br>Kitchen – oven/hob/microwave/<br>Kettle/water heater/fridge/freezer etc<br>Main electric consumer unit and meter in cupboard | Food being cooked.<br>Chairs<br>Toys<br>Wooden cupboards.<br>Wooden floor and panelling | Doors             | Sundays – 60 people, all ages<br>Mondays – 20 toddlers, babies & carers<br>Monthly contact lunch. | Low risk              | Low risk   | No deep fat frying<br>Induction hob.<br>All electrical equipment PAT tested & checked.<br>Rewired in 2017 and new consumer units in 2018.<br>Disabled access exit door, clearly labelled                    |

|                     |  |  |                        |  |          |  |   |
|---------------------|--|--|------------------------|--|----------|--|---|
|                     |  |  |                        |  |          |  | Smoke detector  |
| Stairs              | Electric socket & lights.<br>Dehumidifier on.  | Wooden staircase.<br>Toys and tables stored under stairs<br>Toys stored on landing.  | None when doors closed | Mainly children and teachers on Sundays, plus people accessing toilet. | Low risk | Low risk   | All fire doors have spring closers.<br>Toys stored tidily in boxes.<br>Tables secured to wall.  |
| Junior Church rooms | Electric heaters.<br>Lights<br>TV and other electrical equipment.  | Carpets<br>Wooden shelves<br>Sofa<br>Chairs<br>Books & paper<br>Toys and games<br>Paint tins stored on shelves in upstairs toilet. | None when doors closed | Up to 10 Children plus leaders on Sunday                               | Low risk | Low risk, but increased due to children involved.<br>First floor - 2 escape routes via stairs. | Fire doors fitted with spring closers.<br>Electrical equipment PAT tested and checked.<br>Fire extinguishers in place and serviced.<br>Exits marked.<br>Smoke detectors<br>Metal fire escape from south room.<br>Kitchen windows below double glazed. |
| Children's Shed     | None   | Wooden structure and chairs/table  | Doors                  | Children playing   | Low risk | Low risk   | Keep locked when not in use.  |
| Stable              | Electrical equipment, including Coffee machine, TVs, toaster, microwave, computer, sound equipment.<br>Hot food served<br>Lights | Foodstuff<br>Wooden chairs<br>Wooden tables<br>Wooden panelling<br>Cupboards<br>Linen  | Doors.<br>Roof vent    | Visitors and volunteers, including elderly, disabled and children.     |          | Low risk, but increased for infirm/disabled people.  | Disabled access doors.<br>Fire doors fitted.<br>Exits marked.<br>Fire extinguishers installed and serviced.<br>Smoke detectors.<br>Equipment PAT tested and checked regularly.  |

|         |  |                       |  |                                 |  |  |  |
|---------|--|-----------------------|--|---------------------------------|--|--|--|
|         |  | Sofas and soft chairs |  | Thursday Youth Café - teenagers |  |  |  |
| General |  |                       |  |                                 |  |  | Exits clearly marked – illuminated signs<br>Fire extinguishers installed as recommended and serviced annually.<br>No smoking policy. |