



Fire Risk Assessment

Signed

D Faulds *Meryn R Currie* *Hugh Kelly*

***17th February 2014 – valid for building opening
Updated 25th September 2015 by D Faulds
Updated 12th October 2015 by D Faulds
Updated 31st October 2016 by M Currie
Updated 22nd September 2017 by M Currie
Updated 23rd October 2018 by M Currie
Updated 24th July 2020 by Hugh Kelly***

Overall and final responsibility for health and safety is that of

The Vestry Team

Day to day responsibility for ensuring this policy is put into practice is delegated to

The Interim Building Manager (Hugh Kelly)

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

Duty Managers – regular inspection of premises

Building Manager – Fire Risk Assessments

Fire and explosion are a very serious threat in all premises and **Westhill Community Church** will make every effort to ensure fires don't start. Every effort will be made to ensure all persons are protected from the risks from fire and that we have the ability to evacuate all occupants away from the building to our safe location.

Key applicable legislation:

- Health and Safety at Work etc Act 1974
- Fire (Scotland) Act 2005
- The Fire Safety (Scotland) Regulations 2006
- The Fire Safety (Scotland) Amendment Regulations 2010
- The Management of Health and Safety at Work Regulations 1999
- The Electricity at Work Regulations 1989
- The Control of Substances Hazardous to Health Regulations 2002
- The Health and Safety (Safety Signs and Signals) Regulations 1996

Points of reference:

- Fire Safety Guidance booklet – “Are you aware of your responsibilities?”
- Safe use and handling of flammable liquids. HSG140
- Fire and explosion. How safe is your workplace? INDG370
- Safe working with flammable substances. INDG187
- Five steps to risk assessment. INDG163 (rev3)
- Practical Fire Safety Guidance For Places of Entertainment and Assembly

Risk Assessment

Preamble: The building was handed over to WCC in April 2014 fully compliant with Building Regulations for Fire Safety Provision (but without portable fire extinguishers which were added soon after handover). The following assessment considers the fire risks associated with how the building is being used by WCC.

Item	Area	Issue	Existing control measures	Additional controls needed	Who	When
1		<u>Sources of Ignition</u>				
	General	Naked flames	None used anywhere on premises except when candles used for specific services in the sanctuary with responsible personnel present who have fire training	none		
	General	Smoking	Not permitted inside premises	none		
	General	Electrical fault – internal fault in a portable device	Fire policy specifies Portable Appliance controls. Portable appliances checked and PAT tested annually. Portable appliances can readily be switched off and unplugged.	none		
	General	Electrical fault – overheating extension cables	Fire Policy limits use of extension cables. Non rolled up extension cables used by contract and volunteer cleaners for vacuum cleaning.	none		
	General	Portable heaters	Fire Policy limits use of portable heaters.	none		
	General	Gas systems	(no gas supplies on site)	none		
	General	Wood Pellet central heating system	Self-contained system with automatic shutdown on fault. System serviced annually by vendor. Only authorised personnel have access to the plant room and pellet store.	none		

Item	Area	Issue	Existing control measures	Additional controls needed	Who	When
	Bins Area	Rubbish self-combustion	Rubbish bins are external to main building	none		
	General	Battery device failure	Fire policy specifies battery controls	none		
	Kitchen	Cooker and hot plates	Heat detector in kitchen.	none		
2		<u>Combustible/hazardous Materials</u>				
	Offices	Paper	Staff aware to keep their work spaces tidy and empty their bins regularly.	none		
	Pellet store	Wood Pellets and pellet dust	Most dust is contained within the pellet silos. Dust control in pellet store is a maintenance routine	none		
	Plant room	Wood Pellets and pellet dust	Dust control in plant room is a maintenance routine	none		
	Chemicals	Cleaning and kitchen	Non-flammable cleaning products used	none		
	General	Combustible material storage	Fire policy prohibits unnecessary combustible materials such as cardboard boxes and waste paper lying around. Used cardboard removed daily to outside bin. Paper in recycling bins emptied daily to outside bins.	none		
3		<u>Air Flow</u>				
	General	Air flow through building to feed a fire	Fire resistant doors in all upstairs rooms and stair well. Fire resistance in plant room and pellet store.	none		
4		<u>Persons at Risk</u>				

Item	Area	Issue	Existing control measures	Additional controls needed	Who	When
	General	"Staff" – building may have as little as one person at times	All key holders ("staff") have basic fire procedure induction. This is reinforced with annual email reminders.	none		
	General	Congregation and visitors	Key holders with basic fire procedure induction will normally be present. Contact person for room hires have received basic fire procedure induction. Salaried staff and duty managers have received fire warden training.	none		
	General	Reduced mobility persons are frequent - escape from upstairs rooms in the event of smoke incident or loss of the lift function	Stair well is a fire refuge. Assistance for reduced mobility persons provided by others in the group.	none		
5		<u>Fire Detection and Warning</u>				
	General	Raising the alarm	Call button points linked to a central alarm are present in key areas	none		
	General	Fire alarm test	Weekly alarm test from a different call button is part of the Building Manager's weekly checks	none		
	General	Detection of fire	Smoke detectors in all areas except heat detectors in kitchen, plant room and pellet store. Six monthly testing of detectors and call points by a specialist contractor.	none		
	General	Fire procedure	Fire procedure is written and communicated to staff as well as posted through building at fire extinguishers.	none		

Item	Area	Issue	Existing control measures	Additional controls needed	Who	When
	General	Maintenance of fire system	Service interventions only if fire test is not successful and if extinguishers are wholly or partially discharged.	none		
6		Means of Escape				
	General	Signage of escape routes and exits	Building regulations compliant. Checked six monthly.	none		
	General	Inspection of escape routes, test of door functions and check of clear routes	Inspection of escape routes is part of Building Manager weekly checks. Test of fire door function is a six monthly routine.	none		
7		Fire Fighting facilities				
	General	Have fire extinguishers been placed around building in general accordance with "fire safety guidance for places of assembly – appendix 13:13"	Fire extinguisher provision as required by this guidance.	none		
	General	Have essential staff been instructed in use of fire extinguishers	All key holders ("staff") have basic fire procedure induction. Fire wardens (salaried staff and duty managers) have been given practical training in use of fire extinguishers.	none		
	General	Are extinguishers maintained by a competent person on an annual basis	6 monthly inspection and weight check by Building Manager	none		
	General	Are extinguishers serviced on quinquennial basis	5-year service (or replacement) date is specified on each unit	none		