



Fire Risk Assessment

Signed



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

Updated 1st July 2021 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 (fire watcher) present who have fire training Glow sticks sometimes substituted for candles	Prepare and deliver revised fire training	Fiona FitzGerald	30 June 2021
	General	Smoking	Not permitted inside premises	None		

Item	Area	Issue	Existing control measures	Additional controls needed	Who	When
	General	Electrical fault – internal fault in a portable device	<p>Fire policy specifies that Portable Appliances must be tested by a competent person annually controls.</p> <p>Portable appliances checked and PAT tested every 2 years.</p> <p>Portable appliances can readily be switched off and unplugged.</p> <p style="text-align: center;">  hsg107 maintaining portable electrical e (page 17) </p> <p>New equipment purchased must have the appropriate CE marking/British Kitemark. New equipment is captured during the next PAT testing program.</p> <p>Equipment taken from home (e.g. phone chargers) must be unplugged and after use and/or before leaving the building</p>	None		
	General	Electrical fault – overheating extension cables	<p>Fire Policy limits use of extension cables unless there is no alternative. Non rolled up extension cables used by contract and volunteer cleaners for vacuum cleaning.</p>	none		
	General	Portable heaters	<p>Fire Policy limits use of portable heaters.</p>	none		

Item	Area	Issue	Existing control measures	Additional controls needed	Who	When
	General	Gas systems	(no gas supplies on site)	none		
	General	Wood Pellet central heating system	See separate risk assessment	none		
	Bins Area	Rubbish self-combustion	Rubbish bins are external to main building. All bins have lids (that limit the spread of fire and reduce available oxygen) and the larger bin is metal. Contractor empties bins to schedule and more frequently if requested	Bins to be moved to a new location further away from building e.g. on existing concrete pad that requires fencing	Building Manager	31 Dec 2021
	General	Battery device failure	Fire policy specifies battery controls	none		
	Kitchen	Cooker and hot plates	Oven and hot plates used only by or under the supervision of competent chefs when café is in operation. Oven occasionally used by volunteers for short periods of time Heat detector in kitchen. No deep fat frying is conducted in the kitchen Fire blankets available			
	Kitchen	Grease build up in kitchen filters	Regular cleaning schedule	None		
	Sanctuary	Power amps	Switched off when not in use			

Item	Area	Issue	Existing control measures	Additional controls needed	Who	When
	General	Third party contractors may require to undertake some hot work e.g. heat gun used when patch repairing roof membrane		Where a contractor has been selected to undertake work which is considered higher hazard (e.g. "hot work"; working at height; working on biomass boiler; emptying septic tank), a risk assessment will be required in advance of the work	Building manager / staff	ongoing
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		
	Chemicals	Limited volume of paints stored in pellet room	Flammable materials stored on metal shelves in locked room with heat detection system			

Item	Area	Issue	Existing control measures	Additional controls needed	Who	When
	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. Weekly building team inspections (check stairwells and fire escape doors)	none		
	General	2 x 5 litres of petrol stored	Stored in locked shed			
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. Doors fitted with self-closing mechanisms Doors are marked "Fire Door, Keep Closed" Emergency exit located at bottom of stair well	Discuss appropriate response with Roar Leaders	Fiona FitzGerald	30 June 2021
		Building Design	Building was completed in 2014 and comprises of a steel structure; encased in concrete and brick. Insulation is fire retardant. Complies with all fire regulations for design			

4		Persons at Risk				
	General	“Staff” – building may have as little as one person at times	All key holders (“staff”) have basic fire procedure induction (building walkaround, muster point, location of extinguishers, how to raise the alarm, how to reset fire detection system).	Recirculate the “basic fire procedure induction” materials to all key holders annually as a periodic reminder	Church Administrator	31 Aug 2021
	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.	Refresh fire warden program Welcome team Duty managers Staff	Building Manager/FF	30 June 2021
	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		
	Creche room & Roar Rooms	Children in activities, particularly those too young to evacuate without being carried e.g. babbies & toddlers	Creche room has a door providing direct access outside A welcome note is provided to all parents/carers of creche children, informing them that, in the event of a fire, parents/carers should meet their child(ren) at the Muster Point			

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		
	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	<p>Building regulations compliant with illuminated signs over exit points and highlighting routes Checked six monthly. Escape routes are kept clear. There are 8 escape doors on the ground floor of the building including:</p> <ul style="list-style-type: none"> - 2 in the sanctuary - 1 at the bottom of the stair well - 2 in the café area - 1 in the kitchen - 1 in the creche - 1 main entry door <p>In addition, the plant room and pellet store have direct access doors outside</p>	none		
	General	Inspection of escape routes, test of door functions and check of clear routes	<p>Inspection of escape routes is part of Building Manager weekly checks. Test of fire door function is a six monthly routine.</p>	none		
		Emergency lighting Consolidate above	<p>Emergency lighting with battery back up, identifies points of exit and provides illumination on some exit routes Exit signs comply with Safety Signs Regs 1996. Building manager 6 monthly checks of emergency lighting</p>	none		

		Stairwell Consolidate above	Stairwell is constructed to appropriate fire building code with fire-resistant doors, stairs and building fabrication.			
		Assembly point	Assembly point marked in the garden at the rear of the back car park			

7		Fire Fighting facilities				
	General	Fire extinguishers have been placed around building in general accordance with “fire safety guidance for places of assembly –appendix 13:13”	<p>Fire extinguisher provision as required by this guidance. A mix of water, foam and CO2 extinguishers located throughout the building with the addition of 1 wet chemical extinguisher (high temp cooking oil) and a fire blanket in the kitchen</p> <p>Monthly fire extinguisher visual inspection checklist</p> <p>Annual extinguisher checks by third party, competent organisation</p>	none		
	General	Competence to use extinguishers	<p>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.</p>	none		
	General	Routine maintenance	6 monthly inspection by competent contractor	none		
	General	Suitable for service	5-year service (or replacement) date is specified on each unit and managed by contractor	none		