

Fire Risk Assessment. Church

St Mary's Church: Church Road: Stretton: Burton On Trent: Staffs: DE13 0HD
Assessment Undertaken By: Janet Royall – Church Warden
Date: 27/11/2024
Area Assessed: Church

Fire Risk Details

Hazards/Risks/Persons What are the fire Risks?	Existing Situation	Additional Controls to reduce risks to acceptable levels	Risk and implementation
<p>Note details of any flammable liquids, combustible materials, ignition sources and person/s at risk.</p> <p>Vestry:</p>	<p>Candles. Gas lighters. Matches. Movable heaters Bottles of wine Altar clothes and other linens. Silk flowers and materials Books</p>	<p>Door leading into vestry locked at all times except when a church service is being held, at that time accessible only from inside church.</p> <p>All items kept in cupboards which is accessible only to those preparing for a service.</p> <p>Matches and lighters only handled by competent adults and returned to cupboard after use.</p> <p>Movable heaters are not to be placed close to possible sites of ignition.</p>	<p>Ongoing</p>

<p>Office:</p>	<p>Movable heaters</p> <p>Kettle</p> <p>Printer</p> <p>Laptop</p> <p>Paper</p>	<p>Movable heaters are not to be placed close to possible sites of ignition.</p> <p>Unplugged when office is closed, not left unattended when in use</p> <p>Never left unattended when in use.</p> <p>Switched off when office is closed</p> <p>Laptop not left in standby mode or left unattended when being charged.</p> <p>Stored in closed cupboard</p>	<p>Ongoing</p>
<p>Can a fire be detected in a reasonable time, and people warned?</p>	<p>As the church is open every day perhaps, but the doors to vestry and office are not accessible to the public. On a Sunday everyone will be in the main body of the church so no.</p>	<p>There is a smoke detector in the office, but not in the vestry so the alarm may not be heard within the body of the church.</p>	<p>To put a smoke alarm in vestry.</p>
<p>Can people in church get out safely?</p>	<p>Yes, from the main body of church.</p> <p>No emergency lights - Two large rechargeable torches under back pews on either side of main doors.</p> <p>Those needing assistance</p>	<p>Escape route clearly marked by running man signs.</p> <p>Routes through North and South porch at rear of church, also a route through the vestry.</p> <p>Checked regularly and recharged as needed</p> <p>Fire marshals will be assisting those needing assistance and guiding those with wheelchairs/ buggies towards the South door as it has a ramp.</p>	<p>Ongoing</p>

<p>Is everyone aware of what to do in case of fire?</p>	<p>Clergy or others leading the service will ask everyone to evacuate the church pointing out the safe exits to use.</p> <p>We have trained fire marshals.</p>	<p>Fire/ Evacuation policy is in Health and Safety Folder – there is a paper copy on the church notice board and iCloud copy.</p> <p>Clear signage on the exit doors gives clear direction of meeting points – with fire marshals helping those who need extra assistance.</p> <p>One person will be allocated to phone the fire brigade.</p>	<p>Policy updated 3 yearly</p> <p>Ongoing</p>
<p>Can people in the office/ vestry get out safely?</p>	<p>Yes. Those in the office/ vestry have access to outside door or door leading into body of the church</p>	<p>Smoke alarm in office would give initial warning of possibility of fire.</p> <p>Signage on doors of office and vestry giving clear instructions.</p>	<p>Ongoing</p>
<p>Is there adequate firefighting equipment</p>	<p>There are extinguishers throughout the church, vestry, office and bell ringing chamber.</p> <p>Fire blanket situated in church kitchen.</p>	<p>These are well signposted with clear instructions for their use.</p> <p>Fixed to wall, clear instructions for it use on the wall above them.</p>	<p>Ongoing</p>
<p>Is a regular check made of the firefighting equipment, is it regularly maintained? Are people trained in its use?</p>	<p>The equipment is checked and maintained in January every year.</p>	<p>Name and contact number here</p> <p>Organise training for church members – volunteers – with company who maintain our firefighting equipment.</p>	<p>Fire equipment training given 29/11/2023 to 10 (ten) people. Valid till Nov 2026</p>
<p>What effect would a fire have on our neighbours? Risk of spreading and</p>	<p>Minimal risk as church is stand alone but there is risk of those trees closest to church, catching fire.</p>	<p>On the advice of the Fire Brigade, get Fire Marshals to go and contact those neighbours on the North side</p>	<p>Ongoing.</p>

possible evacuation of neighbouring premises		of the church of the fire and if required help with evacuation from their homes.	
Where is the meeting place and who will ensure everyone that was in church is there?	Meeting place is the car park/ field at church hall. Clergy/leader and sides people working alongside Fire Marshalls Sides people will have number of those who are in church.	This is signposted on the Fire Notices on the doors, but clergy/leader will also give that instruction. Numbers to be confirmed to clergy/ leader on field.	Ongoing
Who will give the all clear regarding return to church, or having to leave all together?	This will be done by the fire brigade after their assessment of the fire	Everyone will wait in the meeting place for the all clear, but those who wish to go home will be allowed after informing sides persons that they will be leaving	Ongoing