



Location: Blawarthill Parish Church, Glasgow



# **FIRE SAFETY RISK ASSESSMENT**



## **Introduction**

This form is designed to assist you to complete a Fire Risk Assessment for your church.

- A risk is defined as "the potential for a fire to occur (likelihood) and cause injury, death, or damage (impact).

A Fire Risk Assessment is a methodical review of your church premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The requirements relating to general fire safety are covered by the Fire (Scotland) Act 2005, supported by the Fire Safety (Scotland) Regulations 2006. If you have responsibility for your buildings through having control of them you are required to undertake a fire safety risk assessment. It shares the same approach as health and safety risk assessments and can be carried out either as part of an overall risk assessment or a separate exercise.

Based on the findings of the assessment you should take appropriate action as necessary. You must also review your fire risk assessment and regularly update it.

The fire safety risk assessment process involves evaluating and keeping under review, the existing fire safety measures to establish whether they are adequate or if more requires to be done. It is essentially a matter of applying common sense in consideration of the premises for which you have responsibility and identification of anything which could cause harm from fire.

There are 5 Steps in the Process and this form takes you through each of them: 1) identify the people at risk; 2) Identify the fire hazards; 3) evaluate the risk and decide if the existing fire safety measures are adequate; 4) record the fire safety risk assessment actions and information; 5) review the fire safety risk assessment regularly.

Fire safety law requires information to be recorded where five or more employees are employed; or the premises are subject to licensing or registration; or an alteration notice has been issued by an enforcing authority requiring this. We would however always recommend it is recorded in writing and this form can be used for that purpose. If however you do not feel sufficiently confident/competent to undertake the fire safety risk assessment you may wish to commission a fire safety specialist.

## **Emergency Plan**

The findings of the fire safety risk assessment should be used to prepare an emergency plan. The plan should set out, what to do in case of fire, identify the escape routes, where to assemble and how to contact the Fire and Rescue Service. The fire safety equipment and any equipment that provides a possible ignition source (e.g. cooking, electrical appliances, fixed wiring etc.) should be regularly maintained to reduce the chance of fire and the risk to people. Frequent checks should also be made to make sure that the storage of materials, especially flammable materials, does not increase the risk of fire or prevent the use of escape routes. It is important that all persons using the church know what to do if a fire does occur. To make sure that the emergency plan works regular fire drills should be carried out.

## **The 5 Step Guide to Fire Safety Risk Assessment**

- 1 Identify people at risk
- 2 Identify the fire hazards
- 3 Evaluate, remove, reduce and protect from risk
- 4 Record, plan, inform, instruct and train
- 5 Review

# FIRE SAFETY RISK ASSESSMENT

## DETAILS

Church Name:	Blawarthill Parish Church, Glasgow
Premises Name:	Church and Halls
Address:	30 Millbrix Avenue, Glasgow, G14 0EP
Responsible Person:	Rev. G. Melvyn Wood
Position:	Minister
Date of Assessment:	23 <sup>rd</sup> February, 2023
Carried out by:	Duncan MacKenzie; Duncan Mitchell
Position:	Fabric Conveners

# DESCRIPTION OF THE CHURCH

## Step 1 - Identify People at Risk ( & activities undertaken)

Brief details:	<p>Congregants at Sunday Worship</p> <p>Foodbank staff, volunteers and clients.</p> <p>Adults and young people attending weekly organisations.</p> <p>Lessees renting premises.</p>
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Use of the Premises:	<p>Worship services.</p> <p>Foodbank activities.</p> <p>Activities associated with use of the church halls, including kitchens.</p>
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## NUMBERS USING THE BUILDINGS

Times in Use	7 days a week
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Total Number of Employees & Activities:	Three: Minister and two Foodbank staff.
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Capacity & Maximum Number of Persons Present at a Church Meeting or Service:	<p>Church: 200 approx.</p> <p>Main Hall: 80 seated.</p> <p>Small Hall: 20 seated</p> <p>Welcome Centre / Cafeteria: 20 / 12 seated.</p>
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Maximum Number of Persons Present at a Club or Concert or other activity:	Up to above maxima, but generally much fewer.
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## OCCUPANTS/USERS ESPECIALLY AT RISK

Sleeping Occupants:	No overnight activities take place.
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Disabled Occupants/Users:	<p>Church regularly used by wheelchair users and ambulant elderly – level access and accessible toilets available.</p> <p>Foodbank and organisations open to all abilities.</p>
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Lone Workers:	Keyholders are free to access the building alone.
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Young Persons:	Supervised at all times.
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Contractors:	Access via a keyholder.
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## Step 2 - Identify Fire Hazards (Sources of Ignition)

Type	Comment	Are existing control measures sufficient?	
<p><b>Electrical appliances and wiring</b> – what is the condition and inspection regime like, including leads, fuses, fixed wiring, lighting, projection, audio &amp; office equipment, and mains switch gear?</p> <p><i>(Is your Fixed Wiring in good condition and tested? Date of last test? PAT (portable appliance testing completed)? Date of last test? Users requested to undertake visual inspection before using? Equipment subject to a regular formal inspection? Mains switch gear modern and in good condition?)</i></p>	<p>Halls completely rewired 2021.</p> <p>Church partially rewired and main fuses &amp; associated switch gear / breakers renewed 2021.</p> <p>EICR issued on completion. (5 year cycle)</p> <p>PAT completed 2021. (cycle dependent on appliance)</p> <p>New testing being organised.</p> <p>Users requested to do visual checks</p>	YES	
<p><b>Cooking on the premises</b> – what type of equipment do you have?</p> <p><i>(Any deep fat frying – are ducts &amp; filters regularly cleaned; steam coffee making machine- is it subject to statutory inspection; do you have any gas cylinders are they stored outside securely; is the mains gas isolation valve accessible?)</i></p>	<p>Two kitchens:</p> <p>Ovens and hobs.</p> <p>Kettles and urns.</p> <p>Microwave ovens.</p> <p>Sandwich toasters.</p> <p>Electric frying pans.</p>	YES	
<p><b>Heating &amp; Ventilation Appliances</b> – what type of equipment do you have?</p> <p><i>(If you have gas fired water and heating boilers are they regularly maintained and inspected? Do you have any <b>portable heating</b>? Is your heating guarded where needed? Are areas adequately ventilated? Is the boiler room locked and free from clutter and not used for storage?)</i></p>	<p>Church and Welcome Centre / Foodbank:</p> <p>All fixed electric heaters.</p> <p>Heating pipes in church fitted with guards.</p> <p>Church Halls: Gas boiler wet system.</p> <p>Boilers and gas hob inspected annually.</p> <p>Old boiler room in basement is empty, unused and kept locked.</p>	YES	
<p><b>Naked Flames</b> – do you use candles, oil lamps or incense?</p> <p><i>(Stored satisfactorily and always extinguished following use?)</i></p>	No	YES	
<p><b>Smoking</b> – is it prohibited and signs displayed?</p>	Yes	YES	

<p><b>Housekeeping &amp; Storage – are areas clean and tidy free from clutter?</b></p> <p><i>(Are the buildings and surrounds free from defects, clean and tidy?</i></p> <p><i>Do you have a clear and documented process for reporting defects and remedying them?</i></p> <p><i>What items do you store? Are they combustible? Are they stored under the correct conditions? Do you have any areas where there is an accumulation of items? Any paint or thinners or other inflammable items e.g. cleaning products?)</i></p>	<p>Defects book is provided in kitchen.</p> <p>Regular reports of defects and repairs to Kirk Session.</p> <p>Items used by organisations kept in cupboards.</p> <p>Cleaning materials kept in separate janitor cupboards.</p> <p>Paint kept in a locked cupboard.</p>	<p>YES</p>	
<p><b>Combustible Materials – does your furniture and any furnishings meet the regulations?</b></p> <p><i>(What if any other combustible materials do you have – soft play area with foam materials, crash mats, etc; paints, thinners, gas bottles; wood; etc? Are they accessible and stored correctly? Christmas trees, decorations, lights at that time of year?)</i></p>	<p>BB crash mats in church hall. Fire resistant.</p> <p>Christmas tree and decorations stored in vestry attic.</p>	<p>YES</p>	
<p><b>Use of Contractors and Volunteers – to undertake work at the premises.</b></p> <p><i>(Do you discuss how the work will be completed? Do you undertake a risk assessment? What procedures are in place when working at height, or depth, using heat do you ask to see a method statement, is a hot work permit used? Is there are process for informing contractors and volunteers of hazards?)</i></p>	<p>Ladders have prohibition warning signs nearby.</p> <p>Roof spaces have “No unauthorised access” signs.</p> <p>Checks are made with contractors that appropriate procedures are in place.</p>	<p>YES</p>	
<p><b>Arson – what precautions do you take to prevent malicious fire?</b></p> <p><i>(Is there good security to doors and windows; secure storage of bins/skips adjacent to the building; letterboxes have internal metal box to contain any burning material pushed through; extent and appropriateness of security lighting, boundary fencing, alarms and CCTV? What are your keyholding arrangements?)</i></p>	<p>Security and locks upgraded in 2016.</p> <p>No letterboxes.</p> <p>Security lighting renewed 2021.</p> <p>Fences and gates in good repair.</p> <p>Intruder alarm in operation and serviced annually. Keyholders phoned automatically when alarm is triggered.</p> <p>Keyholders listed at intruder alarm.</p> <p>No fire alarm or CCTV.</p>	<p>YES</p>	

<b>Lightning</b> – is the conductor subject to inspection and regular testing?	No spire. Lightning conductor not considered necessary.	YES	
<b>Other Sources</b>	Donated foodbank supplies. Not highly flammable, and stored in warehouse as recommended by Trussell Trust and away from sources of ignition.	YES	

If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>

**Any Additional Information:**

### Step 3 ~ Evaluate, Remove, Reduce and Protect From Risk

Question			Comment
Are ignition sources controlled to reduce the chances of fire?	YES		
Are combustible materials kept away from ignition sources?	YES		
Are all windows and openings closed last thing at night?	YES		
Do you have a fire alarm?		NO	
What type of fire alarm?			
Is your fire alarm system adequate for your premises?	YES		
Will everybody be warned if the fire alarm operates?			
If you do not have a fire alarm how will everybody be warned?	Vocal warning		
Do you have any smoke alarms?	YES		
Where are your smoke alarms located?	Kitchens and Welcome Centre		
Can everyone escape without assistance?		NO	Disabled and elderly are never on premises alone.
Is escape from fire available in more than one direction?	YES		
Are all fire exits easily identified by the correct signs?	YES		
Are escape routes free from obstruction and storage?	YES		
Are all doors on escape routes easily opened without a key?		NO	Welcome Centre emergency exit needs to be unlocked daily.
Do all doors on escape routes open in the direction of escape?		NO	Church Hall EE opens inwards.
Can everyone escape in a reasonable time?	YES		
Do you have emergency lighting?	YES		Only in Church Halls
Is the lighting adequate to illuminate circulation routes?	YES		
Do you have fire fighting equipment?	YES		
Is it serviced annually?	YES		
Is the fire fighting equipment adequate for the risks present?	YES		
Are fire doors in good condition and labelled fire door keep shut?	YES		
Are housekeeping and general waste management adequate?	YES		
Are security arrangements sufficient to prevent access?	YES		
Are measures adequate to prevent the incidents of arson?	YES		
What are your keyholding arrangements?	Designated persons.		
Can the fire service easily get to your premises?	YES		

If you have answered NO to any question above complete the details below: -





<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
Emergency Exits: Nothing. Arrangements deemed acceptable by Fire Service and passed by planning authorities.			
Emergency Lighting: Nothing. Church Halls were brought up to EL standard when complete rewire was done. Recent partial rewire of Church and Welcome Centre did not trigger EL installation.			

## Step 4 ~ Record, Plan, Inform, Instruct and Train

**You should record your fire safety arrangements – this includes:**

Have you made an emergency plan?

YES

Have you provided fire instruction and training to employees and volunteers?

YES

Have you provided fire safety instruction/information to those letting your premises?

YES

Are there records of fire drills to test your training and emergency plan?

NO

Are there records of maintenance on all fire safety measures and equipment?

YES

Have you recorded the significant findings of this assessment?

YES

If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
Renew fire instruction for new volunteers	Foodbank Manager	March 2023	
Carry out a fire drill	Foodbank Manager	March 2023	
Carry out a fire drill	Youth Organisations	March 2023	

## Step 5 ~ Review

***Your fire safety risk assessment must be kept up to date***

### Date of next review

It is recommended that you review your fire safety risk assessment regularly (recommended every 12 months) **OR** if you make changes to the layout of your premises, any changes to work processes, significantly increase the amount of combustible materials stored or displayed or sources of ignition, change your opening hours (e.g. to include night time for rough sleepers, etc) or any failures in your fire safety precautions then you should review your fire safety risk assessment.

<b>References</b>	Health & Safety Executive Practical fire Safety Guidance Church of Scotland Insurance Services Ltd (the web site contains a number of information sheets which will also be of assistance when considering fire safety)	Health & Safety Executive <a href="http://www.hse.gov.uk/toolbox/fire.htm">http://www.hse.gov.uk/toolbox/fire.htm</a>  Scottish Government Sector Specific at <a href="http://www.scotland.gov.uk/Topics/Justice/public-safety/Fire-Rescue/FireLaw/FireLaw/SectorSpecificGuidance">http://www.scotland.gov.uk/Topics/Justice/public-safety/Fire-Rescue/FireLaw/FireLaw/SectorSpecificGuidance</a> Guidance Church of Scotland Insurance Services Limited <a href="http://www.cosic.co.uk/guidelines">http://www.cosic.co.uk/guidelines</a>
<b>Contact Information</b>	Minister or Session Clerks as per recorded data or website.	

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# PREMISES

## SUMMARY FIRE SAFETY ACTION PLAN

Each item should be allocated a priority as follows: -

<b>Priority 1:</b>	Needs attention immediately
<b>Priority 2:</b>	Needs attention within 1 month
<b>Priority 3:</b>	Needs attention within the next 6 months
<b>Priority 4:</b>	Needs attention within the next 12 months

No	Action Required	By Whom	Due Date	Date complete	Priority
1	Fire Drills as specified	Manager and leaders	March 2023		2
2					
3					
4					
5					
6					
7					
8					
9					
10					