CONTENTS

1.0 INTRODUCTION

* 1. Building Overview
  2. Structural Features
  3. Accommodation Type

2.0 SOURCES OF FUEL

* 1. Class A Fire
  2. Class B Fire
  3. Class C Fire

3.0 SOURCES OF IGNITION AND FIRE HAZARDS

4.0 PERSONS AT RISK

5.0 RISK EVALUATION

* 1. Control measures for reducing the likelihood of ignition

Sources and fire hazards

* 1. Fire Warning System
  2. Means of Escape
  3. Evacuation Procedure for Disabled and Other Persons

Who are at significant risk

* 1. Means of Fighting Fire
  2. Servicing and Inspection of Fire Fighting Equipment
  3. Fire Safety Personnel
  4. Fire Safety Co-ordinator
  5. Fire Marshal
  6. Risk Assessment Review

1. APPENDICES

6.1 Appendix Emergency Arrangements

6.2 Appendix Fire Alarm System

6.3 Appendix 3 Fire Risk Assessment Action Plan

1.0 INTRODUCTION

Note: Please also refer to Section 3.0 and 3.1 of the CC Health & Safety Policy CCPOL0001a

1.1 Building Overview

The building is used for community activities and is available for external hire. It includes an area for office accommodation.

The building is situated within the town centre of Stanmore in a residential area, bordering parkland. The building is a single storey building consisting of main church that seats 120 people, two side rooms and an upper area where there is access to a loft room. There is also a galley kitchen which leads through to the toilets and the second hall. There are two small rooms of the second hall.

1.2 Structural Features

The building is constructed of brick/stone/concrete and roofed with slates/tiles/metal or concrete.

There are fire exits in the Church, Kitchen and second hall. All of the fire exits lead into the garden at the rear of the building and a path leads to the side gate onto the carpark.

1.3 Accommodation Type

* Reception Entrance Hall
* Side room
* Church
* Side room storage
* Copier and Stationary Stores
* Toilets
* Kitchen
* Servery
* Second hall
* Toys and Tots room
* Side room storage

# 2.0 SOURCES OF FUEL

## 2.1 Class A Fire

* Wood: Walls, ceilings, furniture, desks, cupboards,
* Fibres: Carpets, blinds, seat coverings, clothes
* Paper: Documents, books and cardboard storage boxes.
* Plastic / Rubber: Carpet backing, floor tiles, electrical cable, window seals, furniture.
* Appropriate type of Fire Extinguishers to use on 'A' Class Fire: AFFF Water, Fire Blanket.

## 2.2 Class B Fire

* Flammable liquids Petrol\*, Diesel\*, Cleaning liquid, cooking oil.
* **Appropriate type of Fire Extinguishers to use on B Class Fire: AFFF CO2 & Fire Blanket.**

## 2.3 Class C Fire

* Gases/electrical LPG`s\*, aerosols, electrical appliances,
* **Appropriate type of Fire Extinguishers to use on C Class Fires: CO2.**
* All items marked with an asterix (\*) are not commonly kept on the premises but there is a potential risk if they are not controlled.

1. **SOURCES OF IGNITION AND FIRE HAZARDS**

* Unsuitable or careless storage of flammable substances and combustible materials.
* Accumulation of rubbish, paper or other materials which can be accidentally or deliberately ignited.
* Inadequate cleaning of work areas and poorly maintained equipment.
* Electrical cables / wiring, plugs and sockets which are faulty or in poor condition.
* Overloaded electrical circuits or inadequate protection by fuses or other devices.
* Unauthorised repairs or modifications to electrical equipment by unqualified people.
* Electrical equipment left switched on when not in use (unless it is designed to be permanently connected).
* Office furniture i.e. desks, chairs etc. not fire retardant material.
* Fixtures and fittings,
* Careless use of electrical heaters.
* Obstruction of equipment ventilation, i.e. office equipment overheating.
* Cigarettes and spent matches.
* General Rubbish.
* Arson.

**Other Sources of Ignition - Electrical / Gas appliance type:**

PC's, Printers, Shredder, Portable Television/Video, Portable Fans, Overhead Projector, Fridge, Kettle, Toaster, Microwave Oven, Vacuum cleaner, Electrical wall heater, Portable battery charger, Fax machine, Light fixings, Gas Boiler.

# 4.0 PERSONS AT RISK

Volunteers; Employees (including all employees of on-site ‘tenants’/leasers); Visitors; Contract Staff; Delivery Persons or Occupants of adjacent buildings.

For risk assessment purposes other category of disabled persons has been considered.

Fire Safety Instructions (copy attached at Appendix 1) are displayed at various locations throughout the building.

# 5.0 RISK EVALUATION

**5.1 Control measures for reducing the likelihood of ignition sources and fire hazards**

* No storage of unauthorised flammable substances on premises.
* No LPG containers will be permitted within the building.
* Good housekeeping - do not allow rubbish, paper or other materials to accumulate.
* Provision for regular rubbish disposal.
* Domestic cleaning materials shall be kept to a minimum and stored in the cleaning cupboard and/or the kitchen / servery.
* Carry out periodic checks on all electrical equipment and ensure suitably maintained by a competent person.
* Only use acceptable electrical plugs and sockets with correct fuses or circuit breakers etc.
* Ensure that electrical heaters are not obstructed and the area is kept clear.
* Ensure that a competent person undertakes all-electrical repairs or modifications to electrical equipment.
* Switch off all electrical equipment that is not in use.
* No unauthorised electrical equipment to be permitted to be used on SHC premises.
* Office furniture should be fire retardant material.
* Instruct all staff not to cover over office equipment's ventilation vents.
* Keep wall heaters free from obstructions.
* A 'No Smoking'policy within the building will be enforced.
* A full security alarm and fire alarm system is in place.

**5.2 Fire Warning System**

Full fire warning system is in place throughout the building. The system consists of audible and visual warning alarms, smoke detectors, heat detectors & fire alarm call points.

**5.3 Means of Escape**

Emergency exit routes have been provided, ensuring that there are always two directions of escape. No escape route exceeds 45m and they are wide enough (800mm or greater) for the number of occupants.

All fire doors open in the direction of shortest escape and are operable without the need of a key.

* Emergency fire procedure notices are clearly located throughout the building.
* Escape routes are clearly marked using the correct pictorial signs.
* Emergency Lighting is located throughout the building.
* Escape routes are formally checked weekly by a designated person, however it is the responsibility of each member of staff to notify the management of any problems as and when they occur.

**5.4 Evacuation Procedure for Disabled and Other Persons who are at Significant Risk**

Should a member of staff or regular volunteer come under the category above, the Leadership will ensure that relevant arrangements are in place in the case of an emergency and the building needed to be evacuated.

Visitors will be the responsibility of the person they are visiting, who must ensure that they are accompanied during evacuation.

Children attending a crèche will be supervised by qualified staff who will ensure all children under their care leave the building safely in the event of the fire alarm being sounded. Parents will be encouraged not to return to collect their children.

* 1. **Means of Fighting Fire**
* The majority of potential fires have been identified as Class A.
* The building is fitted with fire call points located at strategic entrance and fire exit points.
* At each Fire Exit location there is one AFFF Foam or water extinguisher and/or one CO2 extinguisher. (AFFF / Water extinguishers for use on class 'A' fires, AFFF & CO2 extinguisher on class 'B' fires and CO2 extinguisher for class 'C' fires).
* Only trained persons are authorised to use fire fighting equipment and then only when it is safe to do so.

**5.6 Servicing and Inspection of Fire Fighting Equipment.**

* Fire extinguishers will be visually inspected on a regular basis by a designated person.
* All fire fighting equipment will be inspected and serviced on at least an annual basis by a competent person who is registered to do so.
  1. **Fire Safety Personnel**
* **Fire Safety Co-Coordinator** – see below
* **Emergency Co-Coordinator** – in the event of an incident, this role will fall upon the Fire Safety Co-Coordinator, Leader on site at the time.
* **Fire Marshals** – normally a trained on-site Activity Leader

**5.8 Fire Safety Co-ordinator**

* Arrange for procedures and precautionary measures relating to fire safety to be implemented,
* Carry out a weekly fire alarm test,
* Carry out regular checks on fire fighting equipment,
* Arrange fire drills.

***In the event of an emergency all occupants shall leave the building immediately and go to the evacuation point:***

* Rear of building, far top end of car park, on grass area next to campus sign.
* Once outside the building, a headcount shall be made and liaise with the emergency services.

**5.9 Fire Marshal**

The Fire Marshal has two main duties, firstly he/she may be requested by the Fire Safety Co-ordinator to carry out weekly inspections and record the results on the appropriate check sheets. Secondly, the Fire Marshal shall ensure that all staff evacuates the building when the alarm is raised.

**Key responsibilities:**

1. To attend appropriate fire and emergency training
2. To remain vigilant to the prevention of obstructions to escape routes and fire doors
3. In the event of an incident requiring evacuation the fire marshal will:

* Ensure the premises are clear of all personnel. If safe to do so, starting from the top floor will perform a sweep through the building (including toilets) to ensure all rooms are clear of personnel.
* Use and supervise use of fire extinguishers in order to effect escape
* Assist and direct those needing help in exiting the building
* Ensure collection of the attendance/registration sheets and visitors book (if appropriate) and ensure they are taken to the emergency co-ordinator at the fire assembly point.
* Ensure the emergency services have been called
* Assist with the roll call at the fire assembly point

**5.10 Risk Assessment Review**

A review of this document will take place every 12 months or after any changes to the workplace e.g. new working processes, new floor layout etc.

* 1. **Appendices**
  2. **Appendix 1 - South Hill Centre Emergency Arrangements**

**FIRE ACTION NOTICE**

**PERSON DISCOVERING A FIRE**

**RAISE THE ALARM BY ACTIVATING A FIRE ALARM CALL POINT.**

**DIAL 999 TO CALL THE FIRE BRIGADE STATING THE FOLLOWING:**

**YOUR NAME:**

##### YOUR LOCATION: CULVER CHURCH

##### CULVER GROVE

##### HA7 2NP

**IF TRAINED AND IT IS SAFE TO DO SO ATTACK THE FIRE USING APPLIANCES PROVIDED.**

**LEAVE THE BUILDING BY NEAREST UNAFFECTED FIRE EXIT ROUTE AND**

**REPORT TO ASSEMBLY POINT.**

**THE ASSEMBLY POINT – REAR OF BUILDING, FAR TOP END OF CARPARK, ON GRASS AREA NEXT TO CAMPUS SIGN.**

###### ON HEARING THE FIRE WARNING

###### 

1. **LEAVE THE BUILDING BY THE NEAREST UNAFFECTED FIRE EXIT ROUTE.**
2. **CLOSE ALL DOORS BEHIND YOU.**
3. **DO NOT PUT YOURSELF AT RISK.**
4. **REPORT TO ASSEMBLY POINT.**
5. **THE ASSEMBLY POINT – REAR OF BUILDING, FAR TOP END OF CARPARK, ON GRASS AREA NEXT TO CAMPUS SIGN.**

**DO NOT TAKE RISKS**

**DO NOT RETURN TO THE BUILDING FOR ANY REASON UNTIL AUTHORISED TO DO SO.**

**6.2 Appendix 2**

**Fire Alarm System**

**MAIN CHURCH**

**HALL - ZONE ONE**

**KITCHEN - ZONE ONE**

**EXIT LOBBY - ZONE ONE**

**STORES - ZONE ONE**

**SIDE ROOM - ZONE ONE**

**TOILETS - ZONE ONE**

**SECOND HALL**

**ENTRANCE LOBBY - ZONE TWO**

**TOILETS - ZONE TWO**

**HALL - ZONE TWO**

**TOYS & TOTS ROOM - ZONE TWO**

**STORAGE ROOM - ZONE TWO**

There is a foam or water & and/or CO2 fire extinguisher located at each fire exit, at each fire exit there is a fire call point.

**TO SILENCE THE FIRE ALARM**

In the event of an incident the alarm should not be silenced until you are told to do so by the Emergency Coordinator.

To silence the alarm press the ‘Silence’ button on the main control point key pad. The main control point is located in the entrance lobby at the bottom of the main staircase at the front of the building.

**TO RESET THE FIRE ALARM**

Press the ‘Reset’ button on the main control point key pad.

**IN CASE OF A FAULT**

Contact Number:

Fire Alarm Maintenance address: