## All Saints Little Bealings – Fire Risk Assessment

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| **Risk Assessment – Record of significant findings** |
| **Risk assessment for Assessment undertaken by** |
| All Saints Church Little Bealings Date 2/4/2023  The Street, Little Bealings,IP13 6LJ Completed by:  John Wittgreffe,Churchwarden |
| **Sheet number Floor/area Use** |
| 1 Church Interior Services, Café Hub, Events |
| **Step 1 – Identify fire hazards** |
| **Sources of ignition Sources of fuel Sources of oxygen** |
| Lighted candles No gas appliances Atmospheric only (the air)  Wood burning stove Oil line to boiler  Electrical appliances in the kitchen Books/leaflets/interior wood/wall hangings/Roof Wood  Oil fired boiler (encased) Small woodpile for stove  Stored matches |
| **Step 2 – People at risk** |
| Volunteers/staff of church and Hub  People attending the café/hub/events/church services  Works people |
| **Step 3 – Evaluate, remove, reduce and protect from risk** |
| **(3.1) Evaluate the risk of the fire occuring**  a) Possible ignition from wood burning stove if handled incorrectly (e.g. hot ash removed) – low risk  b) Possible ignition of altar cloth or decoration from mishandling a lighted candle- medium risk  c) Fire starting from a faulty electrical appliance – low risk  d) Fire starting from failure in the oil fired boiler or oil line in church- low risk  e) Fire starting from matches- e.g. child playing with matches  **(3.2) Evaluate the risk to people from a fire starting in the premises**  Candles- the main risk is to the person lighting/handling and anyone next to them, although:  Any fire/smoke could potentially spread affecting everyone present as there is one shared space only.  The church has one main open space with two fire escapes, and in most cases people can leave readily if a fire does occur, provided the exits and passages to them are kept unlocked and clear.  A possible danger (albeit low probability) is a smoke/fire incident at night accompanied by an electrical failure which kills the lights. For a larger service or event, this could cause panic as people try to reach exits, with suffocation/burning/falling risk. Emergency lighting will guide people to the exits however and meets minimum requirements, although the PCC is encouraged to consider an improvement to emergency lighting (see 3.4).  **(3.3) Remove and reduce the hazards that may cause a fire**  Stove- to be used only by a trained person, handling gloves provided, fire guard around stove at all times when in use, no sources of fuel within the fire guard area. Chimney is cleaned annually by a qualified chimney sweep.  Candles are to be used by authorised staff only with caution\*. They are usually in the sanctuary which is “fenced off” from children by altar rail and candles are only lit during a service.  Outside of the altar area the use of candles is an exception only, e.g. Christmas carol service. Candles outside the sanctuary are to be kept within glass jars, so that decorations or clothing cannot accidentally brush against them  \*An exception is the Christingle service, where candles are part of the Christingle “build” for each child- this requires strict supervision by parent/guardian whilst also supervision by sidespeople and strict verbal instructions from the service lead.  Boiler- is encased with metal and is serviced annually. Any hint of fumes from an oil leak in the church will be investigated immediately- even a very slight leak will produce evident fumes.  Electrical appliances are safety checked regularly and only trained staff can use the kitchen appliances – see “Kitchen and Hub Risk Assesssment”  Matches are kept out of reach of children, normally in a cupboard within the kitchen area which is gated off from children.  **(3.4) Remove and reduce the risks to people from a fire**  Church services and events have sidespeople/wardens who are vigilant and can guide people to safety, hub café has staff who are vigilant  The two fire exits are clearly marked with emergency lighting for the signage that persists when there is an electrical failure  Three types of fire extinguisher are present- Water, Foam, and CO2 and staff are made aware of the differences between them and how to use them  Passageways to fire exits are kept clear with a minimum of 1m width  Only trained staff can use the kitchen appliances and stove  A fire alarm system is in place with smoke and heat sensors + 4 fire alarm buttons around the church. The buttons and emergency lighting are checked by staff each month and the whole system (fire alarms and emergency lights) are formally checked annually by a qualified technician. The fire alarm control box is in the porch to the left of the main door and is visually checked for any errors/alerts each time a churchwarden enters the building.  A possible improvement raised at PCC: an improvement to emergency lighting especially on emerging from the church at night to provide some outdoor emergency lighting to assist in gathering for a roll call or leaving the church grounds and also an emergency light in the porch to assist in a safe exit – under investigation/costing. |
| **Assessment review** |
| **Assessment review date Completed by**  3/4/2023 Helen Wittgreffe, Churchwarden |
| **Review outcome (where substantial changes have occurred a new record sheet should be used)** |
| Quotes for improved emergency lighting have been received and the PCC are looking into grant funding. |