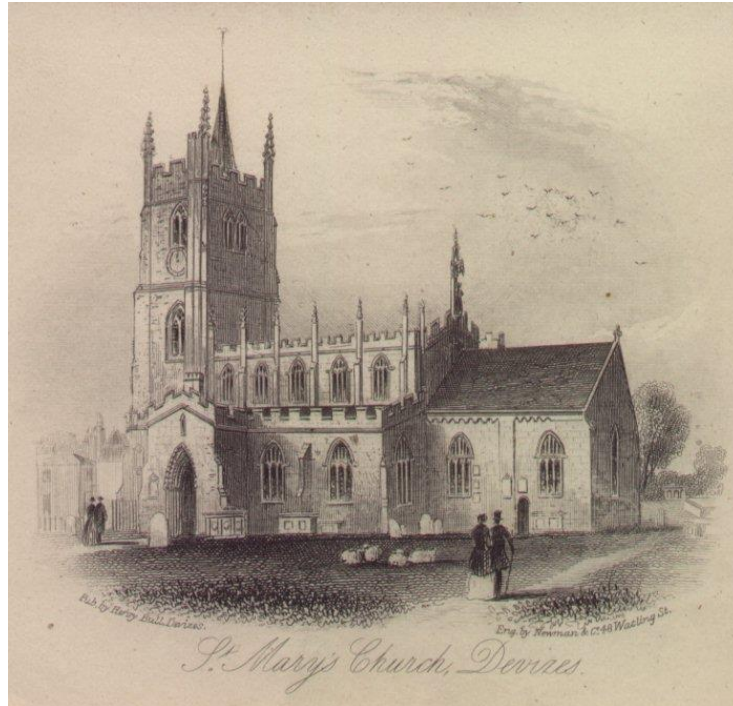


Fire Risk Assessment



St Mary's Church Devizes **New Park Street** **Devizes, Wiltshire** **SN10 1DS**

Assessment ratified by St John's with St Mary's PCC			
Review date	January 2019	Actual	30.01.19
Review date	January 2020	Actual	29.01.20
Review date	January 2021	Actual	24.02.21
Review date	January 2022	Actual	26.01.22

A copy of this Fire Risk Assessment is held by the church Health & Safety Officer, the Administrator and the Wardens

Name of Premises (Church): St Mary the Virgin
Address: New Park Street, Devizes, Wiltshire, SN10 1DS

This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.

Responsible person(s) having control of the premises	Rector & elected Church Wardens
Fire Authority	The Dorset & Wiltshire Fire and Rescue Service
Assessor	St John with St Mary Devizes, Health & Safety Officer

General Information:

Description of building: St Mary's is a single storey Grade 1 listed church and dates from 1143. The 90 foot tower has a ringing chamber below with a peel of six bells. The south porch has two storeys with a stair turret. The construction is of dressed stone. The roof is timber boarded and fully exposed from within. The approximate floor area is 425 sq. m.

Primary use: St Mary's Church remains a focus for worship with services held on a weekly basis.

Secondary use: The Church is used for concerts, plays and meetings.

Occupancy profile:

St Mary's Church is occupied weekly on Tuesdays between 18.30 & 20.30

On other occasions when church services are notified.

When let to third party hirers.

Occupants at risk from fire: All occupants.

Occupants especially at risk from fire: Disabled, elderly and young persons.

IDENTIFIED FIRE HAZARDS AND PRIMARY CONTROL MEASURES

Electrical Sources of Ignition		
Measures taken to prevent fires of electrical origin		
Fixed installation periodically inspected and tested? (Every 3 years)		Yes/No
Portable appliance testing (PAT) carried out on a risk assessed basis, bi-annually		Yes/No
Suitable limitation and management of trailing leads and adaptors		Yes/No
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Electric meter, circuit breakers and other switch gear in unlocked cupboard.	Portable appliance testing carried out bi-annually. Electrical installation and portable appliance testing maintenance records held by church Administrator	When in use, users must be aware of trailing leads on small appliances including vacuum, urn, kettles, portable lighting, audio equipment etc.
Deficiencies / Comments / Considerations		
Apply locks to cupboard housing Electrical installation PAT completed 29.01.20 – two items removed and destroyed by BS following tests.		

Arson		
Basic security against arson by outsiders appears reasonable		Yes/No
Is there potential for combustible material to be in close proximity to the church		Yes/No
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Breaking and entering	Church is securely locked when not occupied. Notice on outside of vestry door advising CCTV in place.	
Deficiencies / Comments / Considerations		
Entry has been gained through a window causing malicious damage. All round visual checks to be made by wardens when attending premises.		

Fixed Heating / Portable Heaters		
Fixed heating installations such as boilers (gas) are used within the premises.		Yes/No
Are fixed heating installations subject to regular maintenance (annual)		Yes/No
Portable heaters are used in the church		Yes/No
If yes, which type – LPG appliances or radiant bar		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
	Gas boiler maintained and serviced annually. Records kept by Administrator. Entry to boiler house securely padlocked.	
Deficiencies / Comments / Considerations		
Portable heaters should not be brought into building without wardens' prior agreement.		

Lightening		
The church has a lightening protection system		Yes/No
The lightening protection system is subject to a two and half yearly maintenance check		Yes/No
Identified Hazards	Existing Control Measures	Additional Control Measures Required
	Record of checks held by Church Administrator	
Deficiencies / Comments / Considerations		
None		

Housekeeping / Dangerous Substances

Combustible materials are stored away from ignition sources	Yes/No
Appropriate storage of hazardous material	Yes/No
Escape routes kept clear of combustibles	Yes/No
Doors kept clear of stored items.	Yes/No
Disposable waste removed from church following events	Yes/No

Identified Hazards	Existing Control Measures	Additional Control Measures Required
Large quantity of stored material in screened area at south west corner; in north west corner; and in vestry.	Hirers required to remove own waste materials. Hirers are made aware of all H&S requirements by Administrator.	Regular visual inspection of stored materials to ensure exits are not impeded

Deficiencies / Comments / Considerations

At earliest opportunity, the stored combustible material should be removed to a more suitable location.

There are no dangerous substances kept on the premises

Smoking is not permitted in or around the church.

Hazards introduced by contractors

Fire safety conditions have been imposed on external contractors	Yes/No
If required, are Hot Work permits issued	Yes/No

Identified Hazards	Existing Control Measures	Additional Control Measures Required
Contractors working with acetylene torches e.g.	Hot Work permits issued by Administrator	Contractors to have own fire extinguishers to hand.

Deficiencies / Comments / Considerations

Access to church and the issue of Hot Work permits is provided by the Administrator.

Manual Fire Extinguishers

2k Carbon Dioxide extinguisher located by Organ entrance	Yes/No
9ltr water extinguisher located by south door	Yes/No
9lit water extinguisher located on right of west door	Yes/No

Identified Hazards	Existing Control Measures	Additional Control Measures Required
Clear view of extinguishers obstructed. Not all occupants will be familiar with operating extinguishers.	Occupants advised not to move extinguishers from designated place	Wardens to routinely check that Extinguishers remain in designated place. Wardens to be made familiar with use of extinguishers.

Deficiencies / Comments / Considerations

Extinguishers are checked annually by Devizes Fire Protection Ltd. Coate SN10 3PL

One extinguisher requires backing stands to make it i) more visible ii) retain its agreed position

Extinguishers are not to be moved or used for any other than designated purpose.

Evacuation Procedure

It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.	Yes/No
The church has reasonable means of escape including arrangements for the evacuation of the elderly and disabled.	Yes/No
In the event of a fire the person in charge will order the evacuation which will be controlled by the church wardens or those in charge of the hiring	Yes/No
Persons in charge will take responsibility for the safe evacuation of the disabled, the elderly and children	Yes/No
Persons in charge will ensure all evacuate via the nearest safe exit: viz. the South door, the west door and/or the vestry door.	Yes/No
Persons in charge will instruct all to congregate in the churchyard at the east end of the church – i.e. so as not to obstruct the access of fire officers.	Yes/No
Persons in charge of a hiring event will call to the emergency services and provide the postcode.	Yes/No
The post code of the church is located in the porch.	Yes/No
Illuminated emergency exit signs are over the West, South and inner vestry door.	Yes/No
Are hand held torches readily available for persons in charge, in the event of a power failure and/or an evacuation	Yes/No

Identified Hazards	Existing Control Measures	Additional Control Measures Required
<p>Hirers agree to ensure escape routes remain unobstructed.</p> <p>West door cannot be readily opened.</p>	<p>Wardens to ensure escape routes remain clear at all times.</p> <p>The south door to remain unlocked at all times during occupancy.</p> <p>The Vestry door to be locked from inside with the key remaining in place to facilitate exit.</p> <p>Torches are sited 1) on stand to left of welcome table by south door & 2) on incumbents desk on south side of chancel.</p>	<p>Location of torches to be made know to persons in charge of services and/or events.</p>

Deficiencies / Comments / Considerations

The west door is indicated as a fire escape with overhead lighting. **Currently, there is no clear means of opening the door. Consideration to provide a key and/or have removable bolts fixed to both doors. Further fire exit signage is required over the door to vestry from church. Signage not required – confirmed by email from Ecclesiastical 4.04.19.**

Over door emergency lighting is routinely checked by wardens.

Door to tower from south porch is padlocked denying egress / access.