

Fire Risk Assessment



St John's Church Long Street Devizes, Wiltshire SN10 1NP

Assessment ratified by St John's with St Mary's PCC			
Review date	January 2022	Actual	26.01.22
Review date	January 2023	Actual	
Review date	January 2024	Actual	
Review date	January 2025	Actual	

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 St John's Church
Address: Long Street, Devizes, Wiltshire, SN10 1NP

This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.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

Primary use: St John's Church is a focus for worship in Devizes.

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

Occupancy profile:

There are daily services held at St John's except on Mondays. Times vary.

On other occasions when additional church services are notified and when open to visitors.

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 5 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
Trailing leads when portable appliances/equipment used, e.g. kettles, urns, projectors, Chamber Organ	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 etc.
Deficiencies / Comments / Considerations		
Users of portable appliances and/or equipment should ensure all trailing leads are secured to floor with hazard tape.		
When in use, Director of Music to ensure Chamber Organ lead does not present a hazard.		

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.	Upon leaving, final check made to ensure compliance.
Deficiencies / Comments / Considerations		
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		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 five-year 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

If possible, the stored combustible material should be removed to a more suitable location; however, timber etc., in north west corner is used for a *Christmas tree festival while the south west corner houses choir robes etc.

(*No longer held annually since COVID19 pandemic)

There are no dangerous substances kept on the premises

Smoking is not permitted in or around the church.

Third party hirers are provided with a H&S risk assessment.

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.

Third party contractors must not remove St John's fire extinguishers from existing positions.

Manual Fire Extinguishers

2k Carbon Dioxide extinguisher located at left of organ	Yes/No
9ltr water extinguisher located by at left of organ	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.	All users advised not to move extinguishers from designated place	Wardens to routinely check that Extinguishers remain in designated place – unobstructed. Wardens to be made familiar with use of extinguishers.

Deficiencies / Comments / Considerations

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

Extinguishers have backing stands to make them i) more visible ii) retain their 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 can (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 north 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 both porches.		Yes/No
Illuminated emergency exit signs are over the West, North & South doors and Beauchamp Chapel door.		Yes/No
Are hand held torches readily available for persons in charge, in the event of a power failure and/or an evacuation (see Health & Safety Policy doc.		Yes/No
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Escape routes can be obstructed	Wardens to ensure escape routes always remain clear. The north door to always remain unlocked during occupancy. The Beauchamp Chapel door to be locked from inside with the key (on chain) remaining in place to facilitate immediate exit.	Hirers agree to ensure escape routes remain unobstructed. North porch door as disabled access/egress Location of torches to be made know to persons in charge of services and/or events.
Deficiencies / Comments / Considerations		
As of October 2021 COVID19 measures remain in place and do not concur with certain aspects of the Fire Risk Assessment - e.g. North & South doors remain open for ventilation		