

## Risk Assessment and Action Check List

Bamber Bridge Methodist Church Date Reviewed August 24 th 2019  
By Graham Poole, Roy Clapham. Updated on 21-November 2019.

The Church was commissioned in September 2006 and as new building meets all of the Building Standards and Regulations in force at that date. A building Technical file prepared by the builder is held on the premises this is kept in the Church office.

External areas are block paved and bitumen coated with pathways ramped and dimpled paving positioned to warn visually impaired persons of traffic movement areas in the car park.

Entrance to the building is by magnetically locked doors, linked to the fire detection system and designed to open when the fire alarm system is activated. An additional emergency Green Break glass is located near the doors and will de-activate the magnetic lock in a no fire emergency. Entrance is controlled by keypad/security pin, and normal exit by a push paddle to release doors. A quarter turn thumb switch will maintain the magnetic lock in either the open or locked mode.

The building is fitted with a fire protection system and emergency lighting with illuminated emergency exit signs positioned above the designated doors used for escape from the building. Fire Extinguisher are wall mounted of a type recommended by Chubb Fire Ltd for that location.

Nature of Check	Result of Check	Programme or Action or Mitigation
1 Entrance Gates onto the site. Manual opening and closing	Gates are heavy and have protrusions at head height, Risk level - low	Gates will only be opened by an authorised person issued with key to unlock
2 Bicycle Parking stands adjacent to front car park	An attraction for children to climb on. Risk Level low	Constant vigilance to prevent any accidents and misuse of cycle stand
3 Storage Cupboard in foyer- cleaning materials.	Storage of Chemical cleaning materials. Risk level - low	Use high shelf for any cleaning materials.
4 Chair store Worship area.	This area needs to be kept tidy. It is the responsibility of all users to ensure that all items are safely stored after use	Users should endeavour to maintain it in a tidy and safe state. Keep combustibles away from electrical enclosure. On going monitor

	Risk low- medium	
5 Area used by music Group.	Trip hazard from cables routed across the floor. Risk Level – medium	Cables need to kept tidy to remove risks of tripping On going monitoring
6 Balcony in main hall. Low roof beams and hot floor lighting.	Restrict access at each end of balcony to prevent an adult striking their head on low roof beams also to prevent children touching floor lights covers Risk level -Low	The doors to the balcony should be kept lock to prevent children from attempting to climb over the balcony. of the balcony
7 Kitchen areas, Burns, Scalds, lifting into oven. fires	Prevention of kitchen type accidents. Risk level - medium	Standard fire equipment fitted. Restrict access to suitable number of persons. Restrict children from using the kitchen.
8 Record all accidents	Enter details into accident book	Accident book is kept in the church kitchen in the First Aid box cabinet. Reports to be kept in safe along with Insurance certificates for 40 years
9 Main Fire exit by side of organ. Sunday services	Children and prams blocking the emergency fire exits on Sunday morning this could hamper emergency evacuation in cases of fire. Risk level – High	Monitoring
10 Foyer area Sunday Services.	Children and prams blocking the emergency fire exit on Sunday Morning this could hamper emergency evacuation in cases of fire. Risk Level High	Monitoring
11 Manhole covers regular checks to make sure they fitting correctly	Risk level low	Monitoring
12 Kitchen In the interest of food hygiene the storage of food stuffs should not be stored under the wash hand sink.	Residue of oil or fat should not be poured down the sink  Level medium to High	All those using the kitchen should make sure that it is left clean and tidy after use.
13 Perimeter wall railings	Low risk	These need to be monitored due to rust eroding them. The church

		needs to consider replacing them in the future when finances are available
14 Chairs locking rings on the left hand side of chair bases. Chairs should always be locked together.	Risk level low	Needs to be monitored
15 Fire Service expressed concern over the use of extension blocks	Risk low to medium	Constant monitoring
16 No portable appliances to be used on church premises unless they have been PAT checked..	Risk low	Constant monitoring for non compliance Yearly PAT testing
17 Fire Training instruction to be given to all other users of premises Fire service stressed the need to make sure that people with hearing impairment are fully aware of evacuation procedures	Risk low	Documentation to be provide and instructions Located on Safeguarding Notice Board.
18 Under the stairs people need to be aware of restricted head room when storing items	High Risk	This area should be kept tidy at all times. Install Low Headroom warning sign.
19 For those with visual impairment at communion services possible tripping while going out to take communion	Medium	Suggest that communion stewards escort them to nearest aisle.
20 Dividing Door, chairs being stored in front and behind doors	Low	User to be advised not to block the door with chairs. Not be stacked more than 6 high
21 lightning Conductor	Low	Conductivity Check Periodic
22 Wet room hoist	Low	This equipment has been disconnected.
23 Audio/visual desk	Low risk	Please make sure that the power is off after use

## Fire Protection & Fire Equipment

These notes appertain to all areas within the Church building where any fire incident will immediately affect the School building.

### Structural Protection

All areas are planned and designed so as to provide the maximum fire protection and to restrict the spread of fire and smoke.

All areas were examined and approved by the Lancashire Fire Authority prior to occupation and inspection is undertaken on a regular basis to ensure fire protection is up to standard.

All rooms and staircases in the building are separated from each other by walls and doors which restrict the spread of fire and smoke for at least 30 minutes.

Fire restricting doors with self closure devices are provided to ensure no spread of smoke. These must be closed at all times or they will not offer the necessary protection.

If all people using the premises observe elementary fire prevention rules this will prevent the spread of fire.

Most fires start as a result of human action and the greatest care should be taken with:  
Cooking equipment

Any naked flames i.e. matches etc

Not overloading electrical sockets.

All people using these premises should be encouraged to take every care and precaution to prevent a fire from starting within the whole site.

### Fire detection system

All integral rooms are provided with automatic fire detection equipment. The smoke detection heads respond very quickly to any smoke in the atmosphere.

Break glass points are sited throughout the building, the glass is to be broken by anyone finding a fire- this causes the alarm to sound throughout the building (including the School) and a white beacon located in the church hall above the media desk will flash.

An indicator panel located in the entrance area will show which zone is affected.

**A 999 call should be made immediately and the building evacuated.**

### Fire Fighting Equipment

There are a number of points within the building where fire fighting equipment is located.

There are 2 types of fire extinguishers, water this is for general use on small fires- wood, paper, cloth etc. **THEY MUST NOT BE USED ON ELECTRICAL FIRES OR FLAMMABLE LIQUIDS.**

Co2 is for use on electrical fires

There is a fire blanket in the kitchen this can be used to throw over a fire and will smother it. **DO NOT TOUCH THE ITEM ON FIRE.** Leave it where it is and use the blanket. The blanket can also be used to wrap around a person whose clothing is on fire.

### **Location of Fire Fighting equipment**

Water on the right hand side of the serving hatch in to the foyer

Water by the emergency exit doors by the organ

Water on first floor landing

Co2 in the foyer quiet room, right hand wall

Co2 left hand side of door in the chair store

Co2 right hand side of door in to kitchen

Co2 left hand wall in first floor meeting room

Fire blanket mounted on wall left hand side of cooker

Fire blanket mounted above Nursery fire extinguisher.

### **Fire Alert Procedures**

On hearing the fire alarm sounding

Dial 999 to alert the Fire Service

If the building is occupied evacuate

Proceed to the fire alarm panel located in the porch to ascertain the zone location of the fire.

Proceed to that zone to establish the exact location of the fire.

Deal with the fire if it is safe to do so. Do not put yourself at risk.

By this time the fire service will normally have arrived and they will take charge of fighting the fire.

### **Use of Fire Fighting Equipment**

Fire Extinguishers are provided for a quick response to small fires and to prevent them spreading.

They are quite heavy and anyone considering on should establish do I know how to use it?

Am I capable of handling the weight?

Am I putting myself at risk?

Would it be more helpful to break the nearest break glass point?

### **Fire Prevention**

Particular attention must be paid to all areas after vacating the building.

Check all fire doors are closed.

All windows are closed.

All electrical equipment is unplugged.

The cooker is not left on.

### When Automatic fire detection system is not in use.

Whilst the system is at fault, inform those using the building that the fire detection system is not working.

Place a notice to this effect on the notice board and Fire Alarm Panel.

Ensure everyone is aware that 999 call must be made if the Fire Service is needed.

### Test and Examination of :-

Automatic Fire Detection System Test Weekly

Fire Extinguishers Test Monthly

Emergency Lighting Test Monthly

Testing and inspection of the above will be carried out at approximately 7-30 to 8-00 am on Saturday mornings.

### Fire Evacuation Exits

The worship area is served by 2 emergency exits, one in the front left hand corner by the organ which is a crash –out fire door, the other exit is via rear door leading into the foyer and out on the front car park.

The upper room and office has a protected exit route down the stairs to the front door.

### Assembly Areas

In the event of the building being evacuated the signed designated areas for assembly are through the pedestrian gate in the front car park onto the wide pavement and to the rear of the building through the car park near the school entrance gates.

### Fire Alarms

Any person discovering a fire on the premises should firstly initiate the fire alarm by activating the Red Break Glass Points. This will cause the fire alarm bell to sound continuously to warn others of a fire. For people with a hearing impairment the white beacon will flash and also the open serving hatch shutter in the vestibule area will close to safeguard the exit route to the front door.

### Building Evacuation

Upon hearing the fire alarm sounder you should make your way to the nearest fire exit that you can see is not affected by the fire. If it is a crash out type door, push the bar

or handles on the door to release the lock and move out of the building. Move to the fire assembly point immediately.