



REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT



St Andrews Church

Our Reference: 21-10-00725



WARNING

Without a periodically reviewed written action plan this Fire Risk Assessment will be considered by the Fire Inspectors only to be a 'Risk Identification Audit'.

To become valid and complete the Recommended Actions sections in this Fire Risk Assessment, need to be prioritised, given timescales and a responsible person nominated with the authority to see through the actions to completion where they need to be signed off. As well as establishing the, 'who', 'how' and 'when' for the recommended actions, an Emergency (fire) Plan must be prepared and be regularly tested with fire drills.

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2. Introduction

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

The report does not address the risk to property or business continuity from fire. Individual processes have already been fire risk assessed and we are providing an overview for the whole premises.

Red and White Fire Protection Ltd has undertaken the Fire Precautions Risk Assessment on behalf of the client, the legal responsibility for implementing any recommendations contained herein is with the client, who should seek specialist advice where unusual conditions exist.

This report has been compiled to our best belief and knowledge based on information available at the time of the survey.

Errors and omissions should be notified to *Red and White Fire Protection Ltd* (within 14 days of receipt) who shall not be liable for any claim for consequential liability damage or loss however so caused..



Retention of title – this document remains the property of *Red and White Fire Protection Ltd* until payment has been received in full.

The preparation of this document is based upon the recommendations given in ‘PAS 79:2012 Fire risk assessment – Guidance and a recommended methodology’ produced by BSi.

We have not in the course of preparing this Fire Risk Assessment investigated whether the building materials utilised and building structural design itself conforms to the **Building Regulations Approved Document Part B 2006** (or those that were in place when the building was constructed or last refurbished) where a structural survey would be required to be performed by an appropriately qualified Building Surveyor.

3. Relevant Fire Safety Legislation to this Property

It is the duty of the Directors to ensure compliance with fire regulations is maintained. On the 1st October 2006 the Regulatory Reform (Fire Safety) Order 2005 came into force and from this date onwards fire safety has been determined through Fire Risk Assessment and is enforced by London Fire Brigade, Local Fire Service or Local Council Authority.

4. Responsibilities of the Property Manager and Occupiers

Please note that the Fire Risk Assessment is deemed to be a ‘living’ document and therefore should be revisited on a regular basis to ensure that significant changes have not been made in the workplace.

The fire risk assessment consists of five steps in which we have;

- Identified the risks.
- Identified people particularly at risk.
- Advised how to remove, reduce and protect your premise from fire risks.
- Advised how to record, plan, instruct, inform and train occupants in your premise.
- Provided an action plan and the means to review the assessment and the recommendations made.

In having prepared this document for you, we have not accepted responsibility for overseeing fire precautions in your property; this is still very much the Responsibility of your most Senior Manager i.e. CEO, MD, Chairman, etc. We are herewith acting as your advisers and it is your Responsible Persons duty to ascertain that our recommended actions are appropriate for the observed risks and to act upon our findings.

Reviews to monitor actions concerning the significant recommendations in the report should be made at least monthly until all are completed within the overall review period we have recommended in the General Information section.

5. Contact Information

Responsible Person:	St Andrews PCC
Person consulted at time of visit:	Rev Dr Steve Griffiths
Organisation’s Name:	The Parochial Church Council of St Andrew, Enfield
Property Address:	St Andrews Chirch, Silver Street, Enfield, EN1 3NG
Telephone Number:	07905 861234 - Rev Dr Steve Griffiths



6. General Information

Date Fire Risk Assessment conducted: 04/10/2021

Date of previous Fire Risk Assessment: 17/12/2018

Assessment by: Ben Cornish

of: **Red and White Fire Protection Ltd**
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Travellers Close
Welham Green
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SUGGESTED REVIEW DUE BEFORE:

November 2022

The fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or if there has been a significant change in the matters to which it relates or if a fire occurs.

7. The Buildings

Brief details of construction:	<p>There are three buildings that are part of this assessment.</p> <ul style="list-style-type: none"> St Andrews Church – Grade 2 Listed 900 years old – Stone with a pitched slate roof. Plenty of restoration since built. The Haven – 200 years old - Stone with a flat roof. The Parish Office – Part of the Vicarage 700 years old – Stone with a pitched roof. Plenty of restoration since built.
Number of floors:	<ul style="list-style-type: none"> Church – Single storey Haven – Single storey Parish Office – Only parts used by visitors being considered.
Approximate floor area:	<ul style="list-style-type: none"> Church – Unknown Haven – 4.6m x 4.6m Parish Office – 3.4m x 3.4m <p>Approximate sizes provided by Parish Office in 2018</p>
Use of premises:	<ul style="list-style-type: none"> Church – Sunday and Wednesday Services, occasional weekly use. Haven – Small groups – Not currently being used due to Covid 19 Parish Office – Office use, meetings and online services.
Hours the building is occupied:	<ul style="list-style-type: none"> Church – Sundays and Wednesdays for services. Occasional weddings/funerals. Various times Haven – Mon – Wed 12pm – 2pm. Wed 7.30pm – 10pm (not currently in use) Parish Office – Mon – Fri 9am – 5pm
Fire loss experience:	None that we were made aware of.
Emergency Services access:	<ul style="list-style-type: none"> Church – Nearest emergency vehicle access would be via the Parish Centre Car Park off Silver Street or to the rear at Church Lane. Haven – Via Church Street. Parish Office – Via Silver Street <p>Nearest Fire Station – Enfield Fire Station, Carterhatch Lane Enfield. Approximately 2 miles away.</p>



Other relevant information:	None.
Restrictions to access:	This is a Type 1 non-invasive Fire Risk Assessment survey so we did not access; floor, wall ceiling and roof voids for compartmentation being breached. We did not look in desks and cupboards.

8. The Occupants

Maximum number:	<ul style="list-style-type: none"> Church – 200 approx. at any one time Haven – 10 approx. at any one time Parish Office – 10 approx. at any one time
Number of employees:	Approximately up to 2 across all buildings at any one time.
Number of members of public:	Members of the public would make up the numbers for the Church.
Number of visitors:	Visitors could be present in all buildings at any one time.

9. Occupants at Increased Risk

Sleeping Occupants:	No
Disabled Occupants:	Disabled occupants could and do use the Church. Wheelchair users, learning difficulties, Dementia and hearing issues.
Young people:	Young children and people use the Church, Office and Haven.
Lone workers:	Lone workers are possible if closing up after functions/group meetings or lone contractors carrying out remedial/scheduled works.

10. Questions and Recommended Actions

The standard answer to the questions in the sections that follow should be 'YES' or 'not applicable' (N/A) or 'NOT CHECKED'. If any of the questions are answered 'NO' then the organisations nominated Responsible Person should immediately initiate action to rectify the deficiencies. If any of the questions are answered 'NOT CHECKED' then the organisations nominated Responsible Person should immediately investigate the answer and where appropriate take immediate action to rectify the deficiencies and in all cases must record actions taken/completion in the appropriate Recommended Actions section.

The recommended actions at the end of each section are prioritised as follows;	
Low:	These issues are not critical but are seen as best practice to address.
Medium:	There are significant issues that may not be life threatening but you are still advised to address from the 'duty of care' perspective.
High:	Fire Regulations are being breached and/or there are life safety issues that need to be urgently addressed.

Management by the employers Responsible Person of the recommended action is indicated as follows;	
Action by whom:	The person allocated the task of completing the action.
Target completion date:	The initial perceived earliest completion date for the action.
Date action completed:	The actual completion and sign off date for the action.

10a. Persons at Risk

Question	Response	Comments and Hazards Observed
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Is there an appropriate signing in and out procedure for visitors?	NO	No requirement for church and very low levels in office.
Is there an appropriate signing in and out procedure for staff?	N/A	Very low occupancy levels.
Are occupants reasonably safe from a fire or the effects of a fire?	YES	
Are visitors reasonably safe from a fire or the effects of a fire?	YES	
Are contractors reasonably safe from a fire or the effects of a fire?	YES	
Are occupants and visitors reasonably safe from passing road traffic during an evacuation?	YES	Users of The Haven exit onto Church Road.
Are people in neighbouring properties reasonably safe from a fire in the premises?	YES	
Are general public reasonably safe from a fire or the effects of a fire?	YES	
Are fire fighters reasonably safe from avoidable fire or explosion risks during building evacuation and fire-fighting activities?	YES	
Any other deficiencies observed?	N/A	

Persons at Risk – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
None.				

10b. Fire Hazards and their Elimination or Control

Question	Response	Comments and Hazards Observed
HOUSEKEEPING		
Is the standard of housekeeping adequate?	YES	
Do combustible materials appear to be separated from ignition sources?	YES	
Is there avoidance of combustible materials being stored inappropriately?	YES	
Are hazardous materials stored appropriately?	N/A	
Is the property free of accumulated materials or waste?	YES	
PORTABLE HEATERS & HEATING INSTALLATIONS		
Is the use of portable heaters avoided as far as practicable?	YES	Portable heaters were evident in the Church vestry, The Haven.
If portable heaters are used is the more hazardous type (e.g. radiant bar fires and LPG appliances) avoided?	YES	
Are heating appliances fixed in position at a safe distance from any combustible materials and suitably guarded?	YES	
Are fixed heating installations subject to regular maintenance?	NOT CHECKED	



Does a Gas Safe registered technician periodically inspect gas appliances?	YES	Vicarage – 8 th September 2021 Church – 15 th October 2021
ELECTRICAL SOURCES OF IGNITION		
Are all items of electrical equipment fitted with a fuse of correct rating?	NOT CHECKED	
Does a competent person periodically PAT test portable electrical appliances?	NO	PAT testing not up to date in church, haven or vicarage.
Are fixed electrical installations periodically inspected and tested?	NO	No up to date EICR reports available. The Church inspection carried out 05/10/2021. It is unsure if the vicarage has an up to date inspection report.
Are lengths of flexible cable kept to a minimum and trailing leads/adapters properly used?	NO	The studio room in the vicarage has many crossed wires and trailing leads that may cause a trip hazard.
Are cables run only where damage is unlikely to occur e.g. not under floor coverings or through doorways?	YES	
Is the upholstery of furniture in good condition and is the fabric fire retardant? <i>A full investigation of the fire resistance of furniture and soft furnishings is outside the scope of this fire risk assessment.</i>	YES	
SMOKING		
Is smoking prohibited in the premises and did this policy appear to be observed at the time of inspection?	YES	
Are suitable arrangements provided for those who wish to smoke?	N/A	There were no smoking receptacles available.
COOKING		
Are reasonable measures taken to prevent fires as a result of cooking?	YES	Fire blanket in Vicarage kitchen.
Are kitchen extraction filters changed and ductwork cleaned regularly?	N/A	
Are suitable extinguishing appliances available?	YES	Newly installed portable fire extinguishers in Vicarage due to the new uses and more visitors.
ARSON		
Does basic security against arson by outsiders appear reasonable? <i>Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>	YES	
Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	YES	
LIGHTNING		
Do the premises have a lightning protection system?	YES	The Church has a Lightning Protection system.
HAZARDS INTRODUCED BY CONTRACTORS		
Are fire safety conditions imposed on outside contractors?	NOT CHECKED	
Is their satisfactory control over works carried out on the premises by outside contractors (including 'hot work' permits)?	NOT CHECKED	



If there are in-house maintenance personnel, are suitable precautions taken during 'hot work' (including 'hot work' permits)?	N/A	
DANGEROUS SUBSTANCES		
Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	N/A	No dangerous substances are used or stored on site.
If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	
OTHER SIGNIFICANT FIRE HAZARDS		
Are there any process hazards that impact on general fire?	N/A	
Are there any other significant fire hazards that warrant consideration?	N/A	

Fire Hazards and their Elimination or Control – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
1. Portable radiant bar type heaters should not be used as they carry higher risk of fire occurring and they should be removed from use.	HIGH		ONGOING	
2. Combustible materials should not be allowed to accumulate on, around or close to live electrical equipment to reduce the risk of fire spread.	HIGH		ONGOING	
3. Gas Safety Inspections should be carried out periodically and certified by a gas safe registered engineer. All records should be kept for reference.	HIGH		ONGOING	
4. It is recommended that all items are PAT tested. An up to date asset list of all items should be kept as reference for all buildings.	HIGH		ONGOING	
5. The Electrical Installation in each building should be subject to 5 yearly testing and certified. All records should be kept for reference. Any recommendations to improve the installation should be actioned in order of importance as stated.	HIGH		ONGOING	
6. All trailing cables should be kept tidy. Overloading of electrical sockets should be advised against and if required, consideration should be given to installing additional electrical sockets to prevent overload and possible electrical fires.	HIGH		ONGOING	
7. All contractors should be subject to fire safety conditions being imposed. Contractors should be able to supply safe systems of work procedures, method statements and risk assessments (RAMS).	MEDIUM		ONGOING	



10c. Means of Escape from Fire

Question	Response	Comments and Hazards Observed
Is it considered that the premises are provided with reasonable means of escape in case of fire?	YES	
Have escape routes been adequately designed?	YES	
Is there adequate provision of exits?	YES	
Are exits easily and immediately openable where necessary?	YES	
Do fire exits used for means of escape open in the direction of travel where necessary?	YES	
Is there avoidance of revolving doors as fire exits as necessary?	N/A	
Is there a satisfactory means of securing exits?	YES	
Is there a reasonable distance of travel:		
Where there is a single direction of travel?	YES	
Where there are alternative means of escape?	YES	
Is there suitable protection of escape routes?	YES	
Are there suitable fire precautions for inner rooms?	N/A	
Do exits lead to a place of safety?	YES	
Are all gangways identified and escape routes free from obstruction and trip hazards?	YES	
Are all escape routes adequately lit?	YES	The inspection was carried out during daylight hours.
As far as can reasonably ascertained is the building provided with reasonable arrangements for the means of escape of disabled people.	YES	As long as mobility impaired people are restricted to ground floor areas only.
Any other deficiencies observed?	N/A	

Means of Escape from Fire – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
None				



10d. Measures to Limit Fire Spread and Development

Question	Response	Comments and Hazards Observed
As far as can reasonably be ascertained is compartmentation of a reasonable standard between rooms, floors and in riser cupboards (e.g. is fire stopping in place)? <i>Based on visual inspection of readily accessible areas.</i>	YES	
As far as can reasonably be ascertained is there a reasonable limitation of wall and ceiling linings that might promote fire spread?	YES	
As far as can reasonably be ascertained, have fire dampers been provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire. <i>A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.</i>	N/A	
Do fire doors function properly and are they in good condition e.g. closing tight, smoke intumescent seals intact, no holes or loose beading?	N/A	
Are fire doors kept shut?	N/A	
Any other deficiencies observed?	N/A	

Measures to Limit Fire Spread and Development – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
None				

10e. Emergency Escape Lighting

Question	Response	Comments and Hazards Observed
Is a reasonable standard of emergency escape lighting system provided? <i>Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.</i>	NO	Vicarage – Currently no emergency lighting installed in the escape routes used by visitors. Church – Currently no sufficient emergency lights installed. There are emergency light boxes which are not connected to any mains electrics. Haven – No emergency lights.
Any other deficiencies observed?	N/A	



Emergency Escape Lighting – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
1. It is recommended that emergency lighting is installed along the escape route of the vicarage where visitors are likely to travel. This should highlight the way for the main entrance/exit and an alternative exit also.	HIGH		1 MONTH	
2. Three main exit routes in the church hall should have fully working emergency lighting fitted above or close by.	HIGH		1 MONTH	
3. The Haven should have an emergency light fitted above the main door.	HIGH		1 MONTH	

10f. Fire Safety Signs and Notices

Question	Response	Comments and Hazards Observed
Do all means of escape signs meet the requirements of BS5499 / EC Directive 92/58 / EN7010?	NO	The church, haven and vicarage have no fire safety signs displayed.
Do other fire and safety signs comply with the HSE Safety Signs and Signals Regulations 1996?	NO	Fire Action Notices should be displayed in all building by the main entrance/exits and in communal escape route areas of all buildings. These should detail what to do in case of fire.
Have fire alarm zones been indicated on an appropriate zone plan?	N/A	No fire alarm systems in place in church.
Have building layout plans been provided at the entrance to the building, giving essential information, including;	NO	No up to date plans in church. No other requirements in haven or vicarage.
Contact points for the provision of specialist and out of hours contact information.	NO	
The location of refuge areas.	NO	
The location of, electricity and utility isolation points, etc.	NO	
A simple drawing of the building typically identifying: escape routes, access routes for fire fighters, the fire hydrant location, known flammable or hazardous stores in and adjacent to the building, etc.	NO	
Any other deficiencies observed?	N/A	

Safety Signs – Recommended Actions	Priority	Action by Whom	Target completion date	Date action completed
1. Fire action notices, detailing what to do in case of fire, should be displayed at all entrance and exit routes of all buildings.	HIGH		1 MONTH	
2. Up to date building layout plans should be displayed in the church by each exit and in relevant areas which clearly show the building layout and exit routes as well as	HIGH		1 MONTH	



the relevant details highlighted above.				
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10g. Means of Giving Warning in Case of Fire

Question	Response	Comments and Hazards Observed
Is a reasonable manually operated electrical fire alarm system provided? <i>Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.</i>	N/A	No requirement to install a fire alarm system in church, haven or vicarage. The vicarage has hard wired, battery back up smoke detectors in the escape routes.
Is automatic fire detection provided? Throughout the premises?	N/A	
Part of premises only?	YES	Only in vicarage. No requirement in church or haven.
Is the fire alarm system in working order and the design appropriate for the risk? <i>Based on visual inspection, but no audibility tests or verification of full compliance with BS5839-1 carried out.</i>	YES	The vicarage system appeared to be in working order.
Is the extent of automatic fire detection generally appropriate for the occupancy and fire risk?	YES	
Is the fire alarm linked to a remote monitoring call centre?	NO	
Does the system have a history of not causing false activations?	N/A	No information supplied.
Are the fire alarm call points unobstructed and clearly visible?	N/A	No call points.
Any other deficiencies observed?	N/A	

Means of Giving Warning in Case of Fire – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
*** The Responsibility for a continuous power supply to the fire alarm system rests with the ' Responsible Person '. If pre-payment meters are in use now or in the future, The ' Responsible Person ' must ensure that all active fire safety systems, such as the Fire Alarm and Emergency Lighting systems, will remain in use at all times that the building is occupied.				

10h. Relevant Automatic Fire Extinguishing Systems and Equipment

Question	Response	Comments and Hazards Observed
Type of system?	N/A	
Any other deficiencies observed?	N/A	

Automatic Fire Extinguishing Systems – Recommended Actions	Priority	Action by Whom	Target completion date	Date action completed
None				



10i. Relevant Fixed Systems and Equipment

Question	Response	Comments and Hazards Observed
Are dry / wet risers or hydrants provided?	N/A	
Are hose reels provided?	N/A	
Are sprinklers provided?	N/A	
Are smoke vents provided?	N/A	
Any other deficiencies observed?	N/A	

Fixed Systems and Equipment – Recommended Actions	Priority	Action by Whom	Target completion date	Date action completed
None				

10j. Manual Fire Extinguishing Appliances

Question	Response	Comments and Hazards Observed
Is there reasonable provision of portable fire fighting equipment of the correct type appropriate for the risk?	YES	Based upon Water and CO ₂ fire extinguisher provision.
Are portable fire extinguishers, fire blankets, etc. readily accessible and available for use?	YES	
Are the extinguishers in working order, wall hung/on stands and are the tamper seals in place?	YES	New Installation in vicarage.
Any other deficiencies observed?	N/A	

Manual Fire Extinguishing Appliances – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
None				

10k. Testing and Maintenance

Question	Response	Comments and Hazards Observed
Are premises adequately maintained?	YES	
Is weekly testing and periodic servicing of the fire detection and alarm system being carried out?	NO	There is no record of any regular or periodic testing of the smoke detectors in the vicarage.
Are periodic testing routines for emergency escape lighting being implemented?	NO	No current provision of emergency lighting.
Is monthly inspection and annual maintenance of fire extinguishing appliances being carried out?	NO	Annual service is carried out but regular inhouse inspections are not being carried out.
Is periodic inspection of gangways, fire doors and external escape staircases being carried out?	YES	Informally.
Is six monthly inspection and annual testing of rising mains being carried out?	N/A	



Is weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts being conducted?	N/A	
Is periodic inspection and six-monthly servicing of smoke vents being conducted?	N/A	
Is weekly testing and periodic servicing of sprinkler installations being carried out?	N/A	
Is weekly inspection and periodic servicing of fixed fire suppression installations being carried out?	N/A	
Are routine checks of final exit doors and/or security fastenings being carried out?	YES	Informally.
Is annual inspection and test of lightning protection system being carried out?	N/A	
Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	N/A	
Other relevant inspections, tests or servicing?	N/A	

Testing and Maintenance – Recommended Actions	Priority	Action by Whom	Target completion date	Date action completed
1. The smoke detectors and their installation require regular in house testing to ensure that they work as well as a periodic inspection by a competent electrician and certified. All details to be recorded.	HIGH		ONGOING	
2. Once emergency lighting has been installed, regular monthly in-house testing should be carried out and details recorded	HIGH		ONGOING	
3. Regular in house visual inspections of the portable fire extinguishers should be carried out and details recorded.	HIGH		ONGOING	
4. Regular inspections of gangways, fire doors and external escape staircases as well as final exit doors and/or security fastenings should be carried out regularly and details recorded.	HIGH		ONGOING	

10I. Training and Drills

Question	Response	Comments and Hazards Observed
Are fire drills carried out at appropriate intervals?	N/A	No requirement.
Are all staff given adequate fire safety instruction and training on induction?	NO	Only 1 x main staff member. Church guides are used in church on busy days to assist in entrance and exiting.
Are all staff given adequate periodic 'refresher training' at suitable intervals?	N/A	No requirement.
Does all staff training provide information, instruction or training on the following:		No information given to any persons.
Fire risks in the premises?	NO	
The fire safety measures on the premises?	NO	
Action in the event of fire?	NO	
Action on hearing the fire alarm signal?	NO	
Method of operation of manual call points?	NO	



Location and use of fire extinguishers?	NO	
Means for summoning the fire and rescue service?	NO	
Identity of persons nominated to assist with evacuation?	NO	
Identity of persons nominated to use fire extinguishing appliances?	NO	
Are staff with special responsibilities (e.g. fire wardens) given additional training?	N/A	No wardens.
When the employees of another employer work in the premises:		
Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	N/A	
Is it ensured that the employees are provided with adequate instructions and information?	N/A	
Any other deficiencies observed?	N/A	

Training and Drills – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
1. It is recommended that all helpers/staff members are given adequate fire safety information or training to include the relevant details above.	HIGH		ONGOING	

10m. Management of Fire Safety

Question	Response	Comments and Hazards Observed
Has a Responsible Person been nominated to oversee fire management within the organisation? <i>This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.</i>	YES	Fire safety is managed by: Rev Dr Steve Griffiths
Have competent person(s) been appointed to assist in undertaking the preventive and protective measures (i.e. general fire precautions)?	YES	Rev Dr Steve Griffiths
Are procedures in the event of fire appropriate and properly documented?	NO	There are no appropriate procedures in the event of fire documented. An evacuation plan highlighting escape routes is required in church.
Are there suitable arrangements for summoning the fire and rescue service?	YES	Rev Dr Steve Griffiths
Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant, including that relating to hazards to fire fighters?	YES	Rev Dr Steve Griffiths
Are there suitable arrangements for ensuring that the premises have been evacuated?	YES	Reliant upon Rev Dr Steve Griffiths (the sole occupant apart from visitors), and any helpers/guides sweeping the immediate area people are in at the time of a fire and he then guiding them to the assembly point.
Is there a suitably located fire assembly point?	YES	Not highlighted or signed.



Are there adequate procedures for evacuation of disabled people who are likely to be present?	NO	No current provision for the evacuation of disabled people. A disabled ramp is in use at one of the final exits in the church.
Have persons been nominated and trained to use fire extinguishing appliances?	NO	
Have persons been nominated and trained to assist with evacuation, including evacuation of disabled people?	NO	Information should be given to all helpers/guides in church on how to aid the evacuation of disabled people that may be present.
Is there appropriate liaison with fire and rescue service (e.g. with fire crews visiting for familiarization)?		Rev Dr Steve Griffiths
Any other deficiencies observed?	N/A	

Management of Fire Safety – Recommended Actions	Priority	Action by whom	Target completion date	Date action completed
1. Fire safety and evacuation procedures should be documented, and all relevant staff/helpers made aware.	HIGH		ONGOING	
2. The assembly point should be highlighted upon Fire Action Notices and also at place of assembly if possible.	HIGH		ONGOING	
3. The safe evacuation of disabled people should be considered and included in the evacuation procedures.	HIGH		ONGOING	

10n. Records

Question	Response	Comments and Hazards Observed
Is there a suitable record of the fire safety arrangements available and completely up to date (e.g. a fire log book)?	YES	Current records are kept on file by Rev Dr Steve Griffiths.
Does this detail:		
Fire drills?	NO	Not carried out.
Fire training?	NO	No up to date training or information supplied.
Fire alarm tests and service?	NO	No records of testing.
Emergency escape lighting tests and service?	N/A	No current emergency lighting.
Portable fire extinguisher inspection and service?	YES	Annual service records only.
Testing and maintenance of other fire protection systems?	YES	Gas and electrical testing records.
Fire suppression system testing?	N/A	
Any other deficiencies observed?	N/A	

Records – Recommended Actions	Priority	Action by Whom	Target completion date	Date action completed
1. Maintain in-house test records of all fire equipment/system testing and inspection. Get service providers of fire equipment to also record the work they have carried out in a Fire Log Book or digitally kept record.	HIGH		ONGOING	



2. Prepare a prioritised Action Plan with appropriate timescales from the recommendations we have provided focusing with those identified as HIGH.	HIGH		3 WEEKS	
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11. Building Risk Classification

Note that, although the purpose of this section is to place the fire risk in context, this approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the preceding action plans. The fire risk assessment should be reviewed regularly.

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low

Medium 

High

In this context, a definition of the above terms is as follows:	
Low:	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Medium:	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High:	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm 


Moderate Harm

Extreme Harm

In this context, a definition of the above terms is as follows:	
Slight harm:	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm:	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme harm:	Significant potential for serious injury or death of one or more occupants.

Potential consequences of fire ⇒	Slight Harm	Moderate Harm	Extreme Harm
Likelihood of fire ⇓			
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial		Tolerable 	Moderate		Substantial		Intolerable
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Comments:

The guidance document used in preparing this report and in which the recommendations in the 'Recommended Actions' sections are made is:

- 'Fire Safety Risk Management – Small and Medium Places of Assembly'

This document is published by HM Government and is available to download for free via www.gov.uk

A suitable risk based control plan should involve effort and urgency that is proportional to risk. The following risk based control plan is based on one advocated by BS8800-2004 for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

ACTION PLAN

It is considered that the recommendations given in the 'Recommended Actions' at the end of each classification in section 10 that are rated 'HIGH' should be implemented in order to reduce fire risk to, or maintain it at, the following level;

Trivial

Tolerable 

12. Terms of Reference

Red and White Fire Protection Ltd has been commissioned to undertake a Fire Risk Assessment including fire safety of the statutory health and safety precaution arrangements as required by the Regulatory Reform (Fire Safety) Order 2005. The risk assessment is to appraise compliance with the regulations and to identify any areas for improvement and should be subject to regular reviews.

13. Scope



The purpose of the audit and risk assessment report is to review the safety and fire precautionary arrangements of the company, building and site, to appraise its present use in terms of life preservation. In addition, the report will make recommendations for the implementation of any additional works, alterations or new works which may be required to secure effective and efficient fire safety precautionary measures and policies. All observations and recommendations are made without prejudice to any other legislative provisions, which may apply to the building.

14. Key Legislation

Regulatory Reform (Fire Safety) Order 2005
General Provisions of the Health and Safety at Work Act 1971
The Management of Health and Safety at Work Regulations 1999
The Workplace (Health and Safety and Welfare Regulations) 1992
Disability Discrimination Act 1995

15. Health and Safety (First Aid) Regulations 1981

It is the responsibility of the directors of the company to comply with these regulations. There should be at least one qualified First Aider for every 50 persons employed, with additional people appointed who are certificated to cover and assist. Typically, the minimum requirement would be for appointed persons. The names of First Aiders and fire wardens should be posted in prominent positions.

16. Safety Procedures and Safe Working Practices

There does not appear to be any procedures for the control of contractors. The implementation of safety induction procedures, the use of tested electrical equipment and 'Hot Work Permit' systems should be considered. A formal emergency plan should be prepared for the building to comply with the Management of Health and Safety at Work Regulations 1999 and The Regulatory Reform (Fire Safety) Order 2005. All staff should be trained in the use of fire fighting equipment and the procedures for evacuation. Fire Wardens and deputies should be appointed and receive training in marshalling and evacuation.

17. Corrective Action

The Fire Risk Assessment may have identified areas in need of corrective action to bring the building to an acceptable standard. All problems revealed can be overcome and we are willing to advise as required.

