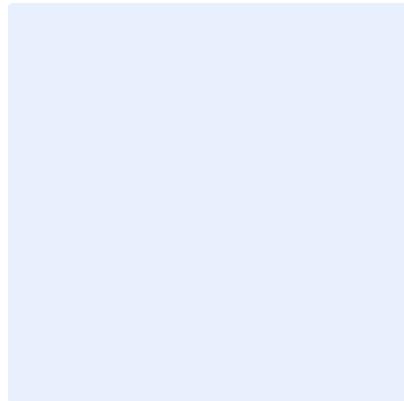
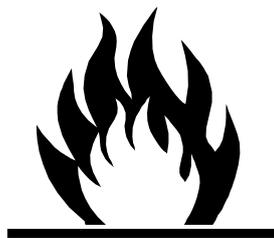




Location: Ferintosh Parish Church
High Street
Conon Bridge



FIRE SAFETY RISK ASSESSMENT



Introduction

This form is designed to assist you to complete a Fire Risk Assessment for your church.

- A risk is defined as "the potential for a fire to occur (likelihood) and cause injury, death, or damage (impact).

A Fire Risk Assessment is a methodical review of your church premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The requirements relating to general fire safety are covered by the Fire (Scotland) Act 2005, supported by the Fire Safety (Scotland) Regulations 2006. If you have responsibility for your buildings through having control of them you are required to undertake a fire safety risk assessment. It shares the same approach as health and safety risk assessments and can be carried out either as part of an overall risk assessment or a separate exercise.

Based on the findings of the assessment you should take appropriate action as necessary. You must also review your fire risk assessment and regularly update it.

The fire safety risk assessment process involves evaluating and keeping under review, the existing fire safety measures to establish whether they are adequate or if more requires to be done. It is essentially a matter of applying common sense in consideration of the premises for which you have responsibility and identification of anything which could cause harm from fire.

There are 5 Steps in the Process and this form takes you through each of them: 1) identify the people at risk; 2) Identify the fire hazards; 3) evaluate the risk and decide if the existing fire safety measures are adequate; 4) record the fire safety risk assessment actions and information; 5) review the fire safety risk assessment regularly.

Fire safety law requires information to be recorded where five or more employees are employed; or the premises are subject to licensing or registration; or an alteration notice has been issued by an enforcing authority requiring this. We would however always recommend it is recorded in writing and this form can be used for that purpose. If however you do not feel sufficiently confident/competent to undertake the fire safety risk assessment you may wish to commission a fire safety specialist.

Emergency Plan

The findings of the fire safety risk assessment should be used to prepare an emergency plan. The plan should set out, what to do in case of fire, identify the escape routes, where to assemble and how to contact the Fire and Rescue Service. The fire safety equipment and any equipment that provides a possible ignition source (e.g. cooking, electrical appliances, fixed wiring etc.) should be regularly maintained to reduce the chance of fire and the risk to people. Frequent checks should also be made to make sure that the storage of materials, especially flammable materials, does not increase the risk of fire or prevent the use of escape routes. It is important that all persons using the church know what to do if a fire does occur. To make sure that the emergency plan works regular fire drills should be carried out.

The 5 Step Guide to Fire Safety Risk Assessment

- 1 Identify people at risk
- 2 Identify the fire hazards
- 3 Evaluate, remove, reduce and protect from risk
- 4 Record, plan, inform, instruct and train
- 5 Review

FIRE SAFETY RISK ASSESSMENT

DETAILS

Church Name:	Church of Scotland
Premises Name:	Ferintosh Parish Church
Address:	High Street, Conon Bridge IV7 8AZ
Responsible Person(s)	Ferintosh Parish Church Trustees
Position:	Health & Safety Administrator
Date of Assessment:	24/02/2018
Carried out by:	Thomas MacGregor
Position:	Congregation Health & Safety Administrator

DESCRIPTION OF THE CHURCH

Step 1 - Identify People at Risk (& activities undertaken)

Brief details:	Stone outer walls, Timber internal construction finished with lath and plaster. Timber roof clad in slate. 2 floors. Approximate floor area: 211 m2 Ground floor 12 m2 first floor
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Use of the Premises:	Used as a Place of Worship on Sunday Mornings/ Evening and occasionally through the week for special church services, funerals and weddings. It is also used on an occasional basis by Church groups for appropriate social events/gatherings
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NUMBERS USING THE BUILDINGS

Times in Use	Sunday Mornings/ Evening and occasionally through the week for special church services, funerals and weddings
Total Number of Employees & Activities:	4. Activities mainly restricted to every Sunday
Capacity & Maximum Number of Persons Present at a Church Meeting or Service:	226
Maximum Number of Persons Present at a Club or Concert or other activity:	224

OCCUPANTS/USERS ESPECIALLY AT RISK

Sleeping Occupants:	0
Disabled Occupants/Users:	Yes. The building may be used/ accessed by members of the public with a range of disabilities.
Lone Workers:	0
Young Persons:	Presently 20+ but this may increase with in-line with activities held in premises
Contractors:	0

Step 2 - Identify Fire Hazards (Sources of Ignition)

Type	Comment	Are existing control measures sufficient?	
<p>Electrical appliances and wiring – what is the condition and inspection regime like, including leads, fuses, fixed wiring, lighting, projection, audio & office equipment, and mains switch gear?</p> <p><i>(Is your Fixed Wiring in good condition and tested? Date of last test? PAT (portable appliance testing completed)? Date of last test? Users requested to undertake visual inspection before using? Equipment subject to a regular formal inspection? Mains switch gear modern and in good condition?)</i></p>	<p>All electrical appliances are checked by users on a regular basis.</p> <p>All portable appliances have been tested.</p> <p>Fixed wiring in good condition</p>	YES	NO
<p>Cooking on the premises – what type of equipment do you have?</p> <p><i>(Any deep fat frying – are ducts & filters regularly cleaned; steam coffee making machine- is it subject to statutory inspection; do you have any gas cylinders are they stored outside securely; is the mains gas isolation valve accessible?)</i></p>	<p>There is no cooking allowed on the premises</p>	YES	NO
<p>Heating & Ventilation Appliances – what type of equipment do you have?</p> <p><i>(If you have gas fired water and heating boilers are they regularly maintained and inspected? Do you have any portable heating? Is your heating guarded where needed? Are areas adequately ventilated? Is the boiler room locked and free from clutter and not used for storage?)</i></p>	<p>Electric heating.</p> <p>All heaters are switched off when building not in used.</p> <p>Heaters are on a timer</p>	YES	NO
<p>Naked Flames – do you use candles, oil lamps or incense?</p> <p><i>(Stored satisfactorily and always extinguished following use?)</i></p>	<p>Naked flames (candles) are generally not used on the premises except for Christmas services. On these occasions the flames are extinguished at the end of the service</p>	YES	NO
<p>Smoking – is it prohibited and signs displayed?</p>	<p>Smoking is strictly prohibited in all areas of the Church building. Appropriate signage is in place</p>	YES	NO

<p>Housekeeping & Storage – are areas clean and tidy free from clutter?</p> <p><i>(Are the buildings and surrounds free from defects, clean and tidy?</i></p> <p><i>Do you have a clear and documented process for reporting defects and remedying them?</i></p> <p><i>What items do you store? Are they combustible? Are they stored under the correct conditions? Do you have any areas where there is an accumulation of items? Any paint or thinners or other inflammable items e.g. cleaning products?)</i></p>	<p>Storage areas are in good order, kept clean and clutter free.</p>	<p>YES</p>	<p>NO</p>
<p>Combustible Materials – does your furniture and any furnishings meet the regulations?</p> <p><i>(What if any other combustible materials do you have – soft play area with foam materials, crash mats, etc; paints, thinners, gas bottles; wood; etc? Are they accessible and stored correctly? Christmas trees, decorations, lights at that time of year?)</i></p>	<p>All furnishing meets current British and European standards</p>	<p>YES</p>	<p>NO</p>
<p>Use of Contractors and Volunteers – to undertake work at the premises.</p> <p><i>(Do you discuss how the work will be completed? Do you undertake a risk assessment? What procedures are in place when working at height, or depth, using heat-do you ask to see a method statement, is a hot work permit used? Is there are process for informing contractors and volunteers of hazards?)</i></p>	<p>This type of work has not been undertaken on the premises. Should it be necessary at any point in the future appropriate steps will be taken to ensure the safety of everyone and to comply with current legislation.</p> <p>All contractors will be made aware of our risk assessments and will be expected to provide appropriate paperwork eg a method statement and/ or hot works permit.</p> <p>A hot work permit scheme will be implemented if and when necessary. Contractor working 'at height' for example, the roof will be required to produce a method statement and documentation relating to their compliance with all relevant H&S legislation</p>	<p>YES</p>	<p>NO</p>
<p>Arson – what precautions do you take to prevent malicious fire?</p> <p><i>(Is there good security to doors and windows; secure storage of bins/skips adjacent to the building; letterboxes have internal metal box</i></p>	<p>The building is locked and left secure when not in use.</p> <p>Combustible materials are stored appropriately and materials outside are removed away from the building.</p>	<p>YES</p>	<p>NO</p>

<i>to contain any burning material pushed through; extent and appropriateness of security lighting, boundary fencing, alarms and CCTV? What are your keyholding arrangements?)</i>	Weekly inspections of the Church ensure compliance with this		
Lightning – is the conductor subject to inspection and regular testing?		YES	NO
Other Sources	None	YES	NO

If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
Unable to ascertain if church building has a lightening conductor and if so when it was last inspected	Trustees of Ferintosh Parish Church/ Congregation Property Committee		

Any Additional Information:

Since the last Fire Risk assessment, the pews and fold up seating which ran along each side of the church building on the ground floor have been removed and replaced with individual chairs. The pews remain in the first floor. This has reduced the capacity in the Church building

Step 3 ~ Evaluate, Remove, Reduce and Protect From Risk

Question			Comment
Are ignition sources controlled to reduce the chances of fire?	YES	NO	
Are combustible materials kept away from ignition sources?	YES	NO	
Are all windows and openings closed last thing at night?	YES	NO	
Do you have a fire alarm?	YES	NO	No fire alarm in Church building
What type of fire alarm?	N/A		
Is your fire alarm system adequate for your premises?	YES	NO	N/A
Will everybody be warned if the fire alarm operates?			N/A
If you do not have a fire alarm how will everybody we warned?	Verbal alarm (Shout "FIRE" to raise alarm)		
Do you have any smoke alarms?	YES	NO	
Where are your smoke alarms located?	N/A		
Can everyone escape without assistance?	YES	NO	Some parishioners may require help. Church Elders/ on-duty Church officer to assist with evacuation. There is a wheelchair available for use if necessary
Is escape from fire available in more than one direction?	YES	NO	
Are all fire exits easily identified by the correct signs?	YES	NO	
Are escape routes free from obstruction and storage?	YES	NO	
Are all doors on escape routes easily opened without a key?	YES	NO	
Do all doors on escape routes open in the direction of escape?	YES	NO	Main church door opens inwards however in the event of an evacuation the door will be opened by the on-duty Church Officer The door is a large wide door which should enable the building to be evacuated quickly.
Can everyone escape in a reasonable time?	YES	NO	
Do you have emergency lighting?	YES	NO	
Is the lighting adequate to illuminate circulation routes?	YES	NO	
Do you have fire fighting equipment?	YES	NO	
Is it serviced annually?	YES	NO	Certificates available. Inspected/ serviced annually by MacGregor Fire

			Protection Services
Is the fire fighting equipment adequate for the risks present?	YES	NO	
Are fire doors in good condition and labelled fire door keep shut?	YES	NO	
Are housekeeping and general waste management adequate?	YES	NO	All areas kept clean and tidy
Are security arrangements sufficient to prevent access?	YES	NO	All external door are locked when not in use. All windows have secure protective plastic covering over them.
Are measures adequate to prevent the incidents of arson?	YES	NO	
What are your keyholding arrangements?	Number of key holders are restricted		
Can the fire service easily get to your premises?	YES	NO	

If you have answered NO to any question above complete the details below: -



<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
This deficiency was highlighted at the previous FRA and due to the layout of the building shouting Fire was seen to be adequate. This assessment of risk remains unchanged	Deficiencies observed: Due to the layout of the building shouting "Fire" is seen as being adequate		
In the event an evacuation being necessary, Church officer /Elders and 'on-duty- members of the congregation will assist in the evacuation	Church officer/ Elder and individuals on door duty		
Main church door opens inward (low risk due to size/width of door)	Church officer on duty will ensure door is open		

Step 4 ~ Record, Plan, Inform, Instruct and Train

You should record your fire safety arrangements – this includes:

Have you made an emergency plan?

YES

NO

Have you provided fire instruction and training to employees and volunteers?

YES

NO

Have you provided fire safety instruction/information to those letting your premises?

YES

NO

Are there records of fire drills to test your training and emergency plan?

YES

NO

Are there records of maintenance on all fire safety measures and equipment?

YES

NO

Have you recorded the significant findings of this assessment?

YES

NO

If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
Initial training given several years ago. No refresher training has been provided since 2014. Training should be provided on an annual basis	Trustees of Ferintosh Parish Church		
The Church building is not 'let out'	No action required		
The requirement for annual fire drills was highlighted during the previous FRA. This has still to be implemented	Trustees of Ferintosh Parish Church		

Step 5 ~ Review

Your fire safety risk assessment must be kept up to date

Date of next review

It is recommended that you review your fire safety risk assessment regularly (recommended every 12 months) **OR** if you make changes to the layout of your premises, any changes to work processes, significantly increase the amount of combustible materials stored or displayed or sources of ignition, change your opening hours (e.g. to include night time for rough sleepers, etc) or any failures in your fire safety precautions then you should review your fire safety risk assessment.

February 2019

References	Health & Safety Executive Practical fire Safety Guidance Church of Scotland Insurance Services Ltd (the web site contains a number of information sheets which will also be of assistance when considering fire safety)	Health & Safety Executive http://www.hse.gov.uk/toolbox/fire.htm Scottish Government Sector Specific at http://www.scotland.gov.uk/Topics/Justice/public-safety/Fire-Rescue/FireLaw/FireLaw/SectorSpecificGuidance Guidance Church of Scotland Insurance Services Limited http://www.cosic.co.uk/guidelines
Contact Information	Thomas MacGregor	01349 866181/ 07748227208

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PREMISES

SUMMARY FIRE SAFETY ACTION PLAN

Each item should be allocated a priority as follows: -

Priority 1:	Needs attention immediately
Priority 2:	Needs attention within 1 month
Priority 3:	Needs attention within the next 6 months
Priority 4:	Needs attention within the next 12 months

No	Action Required	By Whom	Due Date	Date complete	Priority
1	Refresher Fire training for staff and volunteers	Trustees of Ferintosh Parish Church	Next Session Meeting in March		4
2	Check if building has or requires a lightening conductor. If present date of last inspection	Property committee			4
3	Requirement for an annual Fire drill for church building. (This was highlighted during the previous FRA on the 2 nd May 2013 and has yet to be implemented)	Trustees of Ferintosh Parish Church			4
4					
5					
6					
7					
8					
9					
10					