

Westbourne Parish Hall

Fire Safety Policy

This fire safety policy has been prepared by the Parochial Church Council of St John the Baptist Westbourne Church of England Church to comply with The Regulatory Reform (Fire Safety) Order 2005 (the "FSO") in respect of Westbourne Parish Hall ("Hall").

The purpose of this policy is to ensure the safety from fire of all relevant persons on, in or in the vicinity of the Hall by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements.

As such the following will be provided:

- The Churchwardens will be responsible for the provision of safety assistance to assist the responsible person in carrying out their duties under the FSO.
- A suitable and sufficient fire risk assessment will be prepared, regularly reviewed, and its significant findings acted upon.
- A suitable and sufficient fire emergency plan will be prepared, regularly reviewed, and practiced by carrying out regular fire drills.
- All staff (if any) will be trained to satisfactorily carry out the fire emergency plan, regular fire drills and any other necessary actions to comply with the FSO.
- Employees (if any) will be provided with comprehensible and relevant information regarding the risks identified from the risk assessment and any other notification of risk by other employees, the preventative and protective measures, the fire emergency plan, and the identities of persons nominated to carry out the duties of the responsible person.
- The employer of any other employees, or any other person working in the Hall, will be provided with the same information as the responsible person's employees.
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be tested and maintained in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire & Rescue Service as required.

WESTBOURNE PARISH HALL

FIRE RISK ASSESSMENT

1. Introduction

- 1.1 The Regulatory Reform (Fire Safety) Order 2005 ("Order"), which came into force on 1st October 2006, replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.
- 1.2 The Order applies to virtually all premises and covers nearly every type of building, structure and open space. It applies to community halls and community premises and is relevant, therefore, to Westbourne Parish Hall.
- 1.3 For the purposes of carrying out the Fire Risk Assessment the 'responsible person' is the Hall Manager, currently Andrew Turner. The Parochial Church Council of St John the Baptist Church of England Church Westbourne ("PCC") is responsible for this appointment and it may from time to time appoint one or more 'competent' persons to undertake the risk assessment. This assessment has been carried out in July 2015 and replaces an earlier November 2011 version.
- 1.4 This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regard to the Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly. The guide describes five steps that should be taken when carrying out a Fire Risk Assessment:
 - 1 - Identify fire hazards
 - 2 - Identify people at risk
 - 3 - Evaluate, remove, reduce and protect from risk
 - 4 - Record, plan, inform, instruct and train
 - 5 - Review
- 1.5 The Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in the Parish Hall, namely:
 1. Main entrance
 2. Office
 3. Large Room
 4. Small Room
 5. Kitchen 1
 6. Kitchen 2
 7. WCs

8. Blue doors entrance
9. Furniture store
10. Cleaner's store
11. Meter cupboard
12. Print room

- 1.6 For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen, fire detection, fire fighting and precautionary equipment, escape routes emergency lighting, signs and notices.
- 1.7 The findings of this assessment are contained in the table on pages 7 and 8 and the key points discussed in the following paragraphs.

2. Fire Hazards: Sources of Ignition, Fuel and Oxygen

- 2.1 The main sources of ignition are the various items of electrical equipment located in the kitchens e.g. ovens, hobs, dishwasher, microwave, fridge, water heater, coffee maker, warm cupboard. There is a gas boiler in kitchen 1. There is computer equipment in the office. There is a printer and laminator in the print room. This also houses the sound equipment. In the small hall there is a fixed ceiling mounted projector and a screen which is electrically driven. There is a vacuum cleaner in the meter cupboard.
- 2.2 Elsewhere, the main sources of ignition are electric sockets and lighting located throughout all the hall areas.
- 2.3 The principal sources of fuel are: (i) in the loft area and include paint, some stored fete and similar material; (ii) some paint stored in one cupboard in kitchen 1; (iii) stocks of paper in the print room; (iv) paper in the office.
- 2.4 Elsewhere, the main sources of fuel are the upholstered seating and rolling blinds, stored children's toys, and some stored equipment in the chair/table store.
- 2.5 The main source of oxygen is the natural airflow through doors, windows and other openings. This natural airflow is supplemented by mechanical means with the Rega ventilation system.

3. People at Risk

- 3.1 People who use the hall and may be at risk if there is a fire include:
 - Hirers
 - Parochial Church Council Members
 - Children and staff at the Nursery School
 - Workers
 - Cleaners
 - Visitors
 - Children
 - Elderly
 - Those less able (whether by reason of learning, mobility, vision or hearing disability)

4. Evaluate, remove, reduce and protect from risk

The risk of fire occurring

- 4.1 It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise electrical equipment located in the kitchens and the gas boiler in kitchen 1 and the gas hobs in kitchens 1 and 2. Combustible materials are kept away from these sources and all equipment and boiler are regularly serviced and maintained in a good state of repair.
- 4.2 Elsewhere, electric sockets and lighting are relatively new and well maintained.

The risk to people

- 4.3 An evaluation has been carried out of the actual risk to people identified in para. 3 in the event that a fire did start and spread from those areas with the main sources of ignition i.e. kitchens, print room, office and loft.
- 4.4 All areas to which persons have routine access are at ground floor level and are open to the various escape routes available.
- 4.5 The loft has only one escape down the access ladder. The loft is rarely used and never by persons who are not familiar with it. There should be no lone working in the loft.
- 4.6 The office and print room doors are not locked when persons are inside.

Removal/reduction of the hazards

- 4.7 The identified potential hazards comprise the range of electrical and gas equipment contained in the kitchens. These are essential parts of the facilities available to the users of the parish hall. They cannot be removed if the hall is to continue in use. Hazards are reduced as far as possible through regular maintenance, inspection and servicing.
- 4.8 The electrical equipment in the office and print room are relatively new and properly serviced.
- 4.9 The paint and other materials are kept in the loft and more storage is actively discouraged.
- 4.10 The parish hall is entirely a non smoking area.
- 4.11 Elsewhere flammable materials are limited to blinds, upholstered cushions and chairs and tables. These are away from potential hazards.

Removal/reduction of the risks to people

- 4.12 The fire risk to people has been reduced to as low as reasonably practical by ensuring that adequate fire precautions are in place to warn people in the event of fire and to allow them to escape safely.
- 4.13 A fire alarm system is in place incorporating an alarm bell and manually operated 'break glass' points which are located in the main entrances, in the two hall rooms and the print room.

- 4.14 Fire extinguishers for particular types of fire are situated in the main entrance, both hall rooms and are shown on the plan attached. These are regularly inspected and the Certificate of Inspection is displayed in the main entrance. Fire blankets are located in the kitchens.
- 4.15 There are six main escape routes available at ground floor level from the hall. If the hall is divided into two rooms one part has two routes of escape and the other four. If the hall is divided into three then each part has two exits. All are readily accessible from the relevant parts. If the hall is undivided then all are accessible from all parts of the building. There is the necessary emergency escape lighting.
- 4.16 The main escape routes are (1) via the main entrance (2) via an external fire doors off the hall (3) via the blue doors entrance. The print room has its own external door which serves as an escape route.
- 4.17 Escape routes are all kept clear and are shown on the plan in the Appendix. All external fire doors lead to the outside garden or car parking areas that provide open space for safe and easy clearance of the hall.
- 4.18 Escape routes and exits together with the locations of firefighting equipment are indicated by appropriate signs throughout the building.
- 4.19 Notices indicating the location of fire doors and extinguishers are situated in a variety of positions around the building. Each fire extinguisher has operating instructions clearly displayed.

Installation, testing and maintenance

- 4.20 All fire prevention and fire fighting equipment is maintained in effective working order through regular checks, periodic servicing and maintenance. Sources of risk are also checked on a regular basis.
- 4.21 Weekly visual checks are made of water heaters, fridges, emergency lighting, fire doors, lights, dishwasher, water boiler, coffee machine and the fire alarm.
- 4.22 An annual check is made of the fire extinguishers, and a certificate of inspection obtained. The electrical system is also checked on an annual basis and a safety certificate obtained. The gas boiler is serviced on an annual basis. PAT testing is undertaken as necessary.

Conditions of hire

- 4.23 The conditions of hire of the parish hall state that fire and other exits must not be obstructed.
- 4.24 All hirers receive a copy of the Security Instructions and a separate set of kitchen instructions if either of these is being used.

5. Record, Plan, Inform, Instruct and Train

Significant findings and action taken

- 5.1 The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce the risk to people are contained in the preceding sections of this report.
- 5.2 A plan showing the general fire safety measures is included at the Appendix.

Emergency plan

- 5.3 The parish hall has a simple layout with clear and well signed escape routes. As explained above, the conditions of hire state that fire and other exits must not be obstructed.
- 5.4 The security instructions cover each hiring and are emphasised to the hirer..

Information and instruction

- 5.5 Copies of the Conditions of Hire and the Security Instructions are provided to hirers who are required to accept and adhere to them.
- 5.6 Signs indicating the location of fire doors and fire extinguishers are posted at various prominent and visible points throughout the parish hall.
- 5.7 Fire safety advice is given to the hall cleaners and any contractors.

6. Review

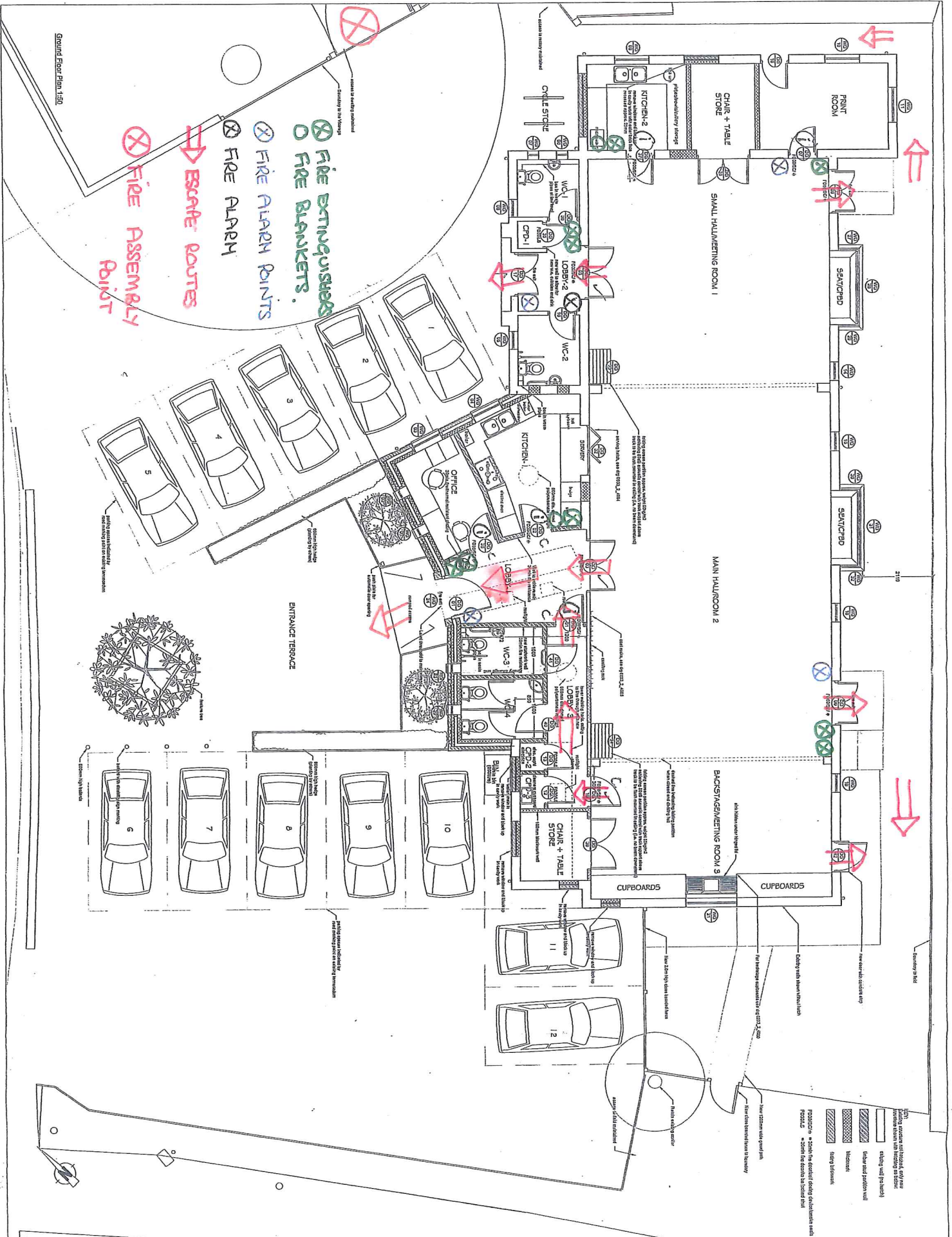
- 6.1 This fire risk assessment has been carried out for the parish hall following the introduction of the Regulatory Reform (Fire Safety) Order 2005. The assessment is kept under annual review by the PCC particularly with regard to any potential new risks and the need to keep them under control, and also to ensure that the fire precautions are still working effectively

Location	Sources of ignition, fuel and oxygen	Fire detection, fire fighting and precautionary equipment	Escape routes	Emergency lighting, signs and notices
1. Main entrance	Electric sockets and lighting	Smoke alarm Fire alarm point CO2 extinguisher Water extinguisher	Via main door.	Emergency lighting. No smoking sign. Fire alarm control box
2. Office	IT equipment, electric sockets and lighting	Smoke alarm	Door to main entrance	Fire Door
3. Main hall large room	Electric sockets and lighting. Upholstered seating and rolling blinds. Remote central heating thermostat.	Smoke alarm Fire alarm point. Two water extinguishers.	Via external fire doors to garden and thence to car park. Via main entrance to car park.	Emergency lighting above fire doors, above door to entrance. Two No Smoking signs. Location of fire doors and extinguishers sign.
4. Main Hall small Room	Electric sockets and lighting. Upholstered seating and rolling blinds. Ceiling mounted projector	Smoke alarm. Fire alarm point. Two water extinguishers.	Via external fire doors to garden and thence to car park. Via blue doors entrance to car park.	Emergency lighting above fire door, above door to entrance One No Smoking sign. Location of fire door and extinguishers sign.
5. Kitchen 1	Electric oven, power supply. Electric sockets and lighting. Gas hob. Warm cupboard. Toaster. Dishwasher. Waterheater. Kettles. Microwave. Fridge. Central heating boiler. Rega controls.	Smoke alarm Fire blanket. CO2 extinguisher.	Fire door to main entrance. Via main entrance to car park	No Smoking sign. Location of fire doors and extinguishers sign.
6. Kitchen 2	Electric oven and power supply. Gas hob. Water boilers. Coffee machine.	Smoke alarm Fire blanket. CO2 extinguisher.	Fire door to main hall (room 2) Via main hall room 2 through blue door entrance to car park or through fire door to rear escape route	No Smoking sign. Location of fire doors and extinguishers sign.

Location	Sources of ignition, fuel and oxygen	Fire detection, fire fighting and precautionary	Escape routes	Emergency lighting, signs and notices
7.WCs	Electric lights. Electric handryers.	Smoke alarms, disabled alarm in x2	Two off main entrance via main entrance. Two off blue entrance via that entrance	None
8. Blue Doors entrance	Cupboard, sign board	None.	Via external door to car park.	Fire Exit sign.
9. Furniture Store	Lighting.	None.	Via external fire door or main hall to car park.	None.
10. Cleaner's Store and 11. Meter Cupboard	Cleaning materials, hoover, meters, control panel	Smoke alarm.	N/A	None.
12.Print room	Printer, sound equipment, laminator, stapler. Electric lighting. Power points. 2 Electric low wall heaters	C02 Extinguisher Foam extinguisher Break glass point	Via outside door	Fire Exit sign

REVISION RECORD

VERSION	DATE	DETAILS	BY
1	July 2015	New document	Andrew Turner
	24.07.23	Document reviewed, no change required.	Andrew Turner
2	25.07.23	Document reformatted, minor typographical corrections, 'Administrator/Hall Secretary replaced by 'Churchwardens' (page 1) and 'Hall Manager' (para 1.3). Print room equipment updated.	Stewart Taylor/ Marjorie Kipling
2	26.07.23	Approved	PCC meeting 26.07.23



⊗ FIRE EXTINGUISHERS
 ○ FIRE BLANKETS
 ⊗ FIRE ALARM POINTS
 ⊗ FIRE ALARM
 → ESCAPE ROUTES
 ⊗ FIRE ASSEMBLY POINT

Ground Floor Plan 150

150
 Building structure and structural details are shown in black lines.
 Existing walls (no finish)
 Under wall partition wall
 Hidden
 Fixed structure
 Production - * Shows the location of existing structural walls
 * Shows the location of structural walls

Contract Document

Date: 15/01/2023
 Project: [Name]
 Client: [Name]
 Designer: [Name]
 Scale: 1:50
 Drawing No: 01/100
 Rev: A1

150
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