




# **FIRE RISK ASSESSMENT POLICY**

for

**All Saints Church, Babbacombe**  
Cary Avenue, Babbacombe, Torquay TQ1 3QT

<b>Reviewed &amp; Approved by</b>	<b>PCC in General meeting</b>
<b>Approved Date</b>	<b>Sep 2020</b>
<b>Assessment Undertaken by</b>	<b>Lee Hannaford</b>
<b>Signed on behalf of PCC</b>	
<b>Signed by &amp; Position</b>	<b>Fr Paul (Vicar)</b>
<b>Next Review by Date (2 yrs)</b>	<b>2022</b>

### Capacity Calculation – CHURCH HALL

Risk (escape time)	Door Width (750mm)	Door Width (1050mm)
High (2.0 mins)	80 people	160 people
Normal (2.5 mins)	100 people	200 people
Low (3.0 mins)	120 people	240 people

Add 75mm to the door width for every 15 people or part thereof.

The aggregate width of all the escape routes should not be less than that required to evacuate the maximum number of people – always assume that the widest exit is compromised by fire and so aggregate the remaining exits.

For establishments with Fixed Seating (the Church) the maximum number of people is the maximum number of fixed seats plus any temporary seating as long as the exit (gangway) routes are not limited by the temporary seating. No fixed seat should be more than 7 seats from a gangway (Aisle). Standing or sitting in gangways and or in front of Exits is not permitted

For establishments with no fixed seating (the Church Hall) the maximum number of people is the between 2 to 3 people per m<sup>2</sup>.

The above may be limited by the distance that people have to walk to their nearest exit

Risk (>1 exit route)	Fixed Seating (rows)	No Fixed Seating
High	20m	25m
Normal	32m	45m
Low	45m	60m

### Capacity Calculation – CHURCH

A	M2 (16m wide x 25m long to raised dias)	400 m2
B	Risk Assessment	LOW to NORMAL
C	Number of people (p) dictated by fixed seating Pews 2 x (11 x 10p + 4 x 7p + 2 x 6p) + Choir 2 x 17p + Lady Chapel 24p + Alter 8p + Side seats 2 x (17 x 3) + Rear seats 2 x (3 x 7p) + Front seats 2 x (3 x 9)	564
D	Exit aggregate (72 + 1430 + 1020) Include all exits as stone construction and very high ceilings	2522
E	Normal Max people 200 + (2522-1050)/75 x 15 Include all exits as Low risk and stone construction)	485
F	Max distance to Exit <32m = no restriction	20m
G	Min of C & E (rounded)	<b>500 People</b>

## Capacity Calculation – CHURCH HALL

A	M2 of Hall 6.8m wide x 12.2m long	76.8 m2
B	Risk Assessment	NORMAL
C	Number of people per m2	2
D	Initial Maximum (A x C) people	153
E	Exit aggregate (excluding widest exit 80+1400+1020)	1100
F	Normal Max people $200 + ((1100-1050)/75 \times 15)$	200
G	Max distance to Exit <45m = no restriction	10m
H	Min of D & F (rounded)	<b>150 People</b>

Under Additional controls note the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.

<b>Areas Assessed</b>	Church, Sacristy/Vestry, Choir Room, Church Hall, Kitchen, Toilet Block
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### Fire risk details

<b>Hazards/risks/persons Note existing situation</b>	<b>Additional controls:</b> <i>Note here the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented</i>
<b>1. What are the fire risks?</b> <i>Note details of sources of ignition, sources of fuel, sources of oxygen, any flammable liquids, combustible materials and persons at risk:</i>	
Altar candles - Naked flame during services - Extinguished after Services and used with designed candle holders  Incense – Extinguished after each Service	Ensure that no inflammable / alcohol-based products are used in the vicinity of lighted candles

## All Areas

Electrical inspection and regular PAT testing in line with guidance

## Sacristy/Vestry

Incense – Extinguished after each Service

## Choir Room

Fan heater - Switched off after use

Portable Organ - Switched off after use

Photocopier - Left on, for the benefit of the machine – risk of fire is very low

Coin-sorter is only used at fetes and other events and then unplugged

## Church

Main Organ - Switched off after use

No candles or flammable liquids used near the main entrance

Fire extinguishers placed around the nave and vestry

The Gas Boilers are located in the stone cellar beneath the Choir room – the boiler is serviced annually

The church building is a **NO SMOKING** area

**PERSONS AT RISK** – Congregation, Clergy, Servers & Choir – High ceilings would mean smoke free

<p>area low down and internal construction is primarily stone – assessed to be <b>Low Risk</b></p> <p><b><u>Church Hall</u></b></p> <p>Gas Oven - Switched off after use</p> <p>Dish Washer – Switched off after use</p> <p>The Gas boiler is located in the rear breeze block store room – the boiler is serviced annually</p> <p>The Church Hall is a <b>NO SMOKING</b> area</p> <p>The Wheeled Bin outside the Church Hall entrance could be wheeled against the building and set alight</p> <p><b>PERSONS AT RISK</b> – Users of Church Hall for events  - Short exit routes (maximum 8m) means evacuation could take place rapidly, high ceiling would mean smoke free area low down, all walls and ceilings are plasterboard – assessed to be <b>Low Risk</b></p>	<p>Look at getting a lockable bin</p>
<p><b>2. Can a fire be detected in a reasonable time and people be warned?</b>  <i>Note details of any automatic fire detection system or other means by which fire can be detected</i></p>	
<p><b>YES</b></p> <p><b><u>Church</u></b></p> <p>The structure of the nave, chancel, transepts are easily visible from other parts of the church</p> <p>The vestry and Choir Room are single rooms</p> <p>All areas are checked before locking the church</p>	<p>Ensure that there is nothing blocking this exit</p>

<p>The storage area under the Bell Tower has a smoke detector, that is linked by wireless to the Bell ringing room above, so that if one alarm goes off this triggers the other alarm</p> <p><b><u>Church Hall</u></b></p> <p>There is a Smoke Detector in the Kitchen and in the Toilet block + a Smoke/Carbon Monoxide Detector in the storage room where the gas boiler is located</p> <p>The structure of the Church Hall is easily visible</p>	
<p><b>3. Can people in the building get out safely?</b>  <i>Note details of fire exit doors, escape routes, emergency lighting and signage</i></p>	
<p><b>YES</b></p> <p><b><u>Church</u></b></p> <p>The public area of the church is a single open space</p> <p>There are 3 exits - Main Door (1.43m), via Church Hall (1.02m) and via the door adjacent to the Vestry/Choir Room (0.72m) – the 2 largest exits open outwards</p> <p>If Bell Ringers are in the Bell Tower, the rear exit must be unlocked and the draw bolt closed, thus providing a secondary exit route in the event that the Fire was in the Church, and stopping unauthorised entry via the rear door to start a fire in the room beneath the Bell Tower</p> <p>Emergency lighting – Twin Spot, non-maintained lighting is provided in each side Aisle and another is provided near the font to light up the Main Entrance/Exit and the Church Hall Exit</p> <p>On major events the link doors to the Church Hall and exits are open for use</p>	

<p><b><u>Church Hall</u></b></p> <p>The Church Hall that has 3 exits - main exit (1.02m), rear exit (1.40m) to Hard Standing at rear of Hall and exit (0.80m) in Toilet block – all exits open outwards.</p> <p>There are Emergency Exit Signs on all the exits</p>	
<p><b>4. Is there adequate firefighting equipment?</b> <i>Note details of existing fire extinguishers, hose reels, etc</i></p>	
<p><b>YES</b></p> <p><b><u>Church</u></b> Water / Foam / CO2 fire extinguishers are located around the Church</p> <p><b><u>Church Hall</u></b> Water / Foam / CO2 fire extinguishers are located around the Church Hall</p>	
<p><b>5. Do people know what to do if there is a fire?</b> <i>Note details of any written evacuation procedures</i></p>	
<p>Sidespersons, Church Officers, Clergy, Church Hall Manager or Event Organiser would take control and direct people out of the building to the evacuation point in the adjacent public Coronation park</p>	
<p><b>6. Is a regular check made that firefighting equipment is in place, are people trained in its use, is it regularly maintained?</b> <i>Note details of existing procedures for checking and maintaining firefighting equipment and training</i></p>	

<p><b>YES</b></p> <p>Fire extinguishers are serviced annually by a BAFE Registered contractor</p> <p>In case of fire we follow the DSFRS (Fire Brigade) advice: <b>“Get Out - Stay Out”</b>.</p>	
<p><b>7. What effect would a fire have on our neighbours?</b></p> <p><i>Note risks of spreading fire and evacuation on neighbouring premises</i></p>	
<p>No significant impact. Fire spread risk very low. The church is detached in its own grounds within parkland.</p> <p>Local Fire Station is manned 24hr and we are within the 7 minute rapid response time to our location (1.9 miles)</p>	