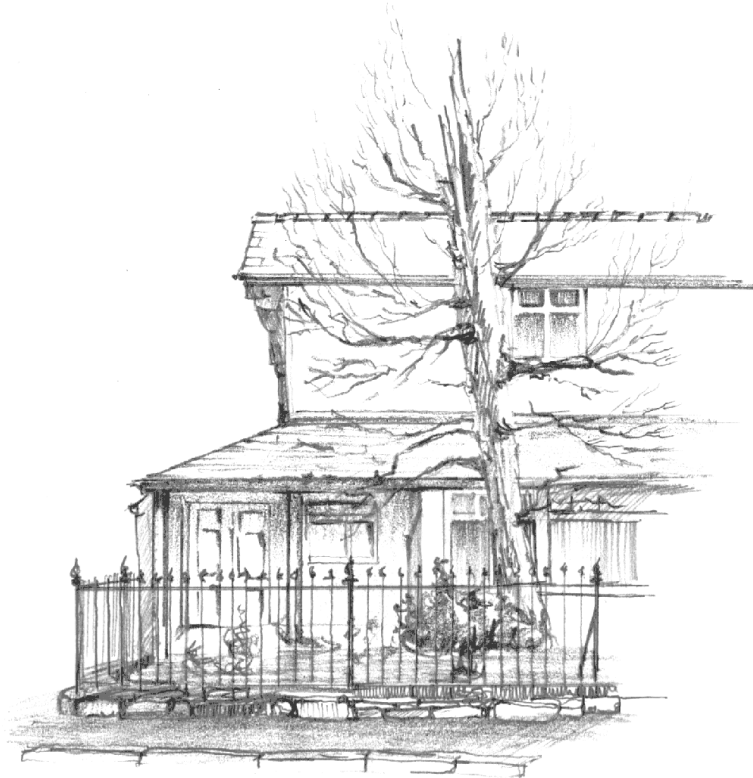


BETHANY CHRISTIAN CHURCH

FIRE RISK ASSESSMENT, PREVENTION, AWARENESS AND EVACUATION PLAN



ISSUE FIVE

JANUARY 2025

PURPOSE

(1) To implement the results of the fire risk assessment, carried out using HM Government Guide, "Fire Safety Risk Assessment – Small and Medium Places of Assembly" (First Issued 2006; Updated August 2024) by detailing fire prevention and reduction information for the Bethany Christian Church building.

(2) To inform Group Leaders and delegated responsible people of the fire risk reduction rules, the fire detection and firefighting equipment provided and the recommended fire evacuation process for the building.

FIRE RISK ASSESSMENT

1 FIRE HAZARDS

(a) SOURCES OF IGNITION

The following items have been identified as potential sources of ignition:-

- All electrical wiring and supply
- Electric heaters above main entrance door and in Boiler room
- Electric fan oven / grill and microwave oven in Kitchen
- Electric kettles and coffee maker in Kitchen
- Photocopier and Wifi hub in Store Room
- Sound desk / sound and video equipment in Main Hall
- Video screen in Foyer
- Electronic instruments (keyboard, organ, etc.)
- Gas central heating boiler
- Any naked flame (including candles)

The Takeaway next door is attached to our building. It presents a potential fire hazard to our building, especially to the rear fire exit and the escape route through the rear yard.

(b) SOURCES OF FUEL

The following items have been identified as potential sources of combustible material :-

- General rubbish
- Furniture and fittings
- Book / leaflet racks
- Bible / Hymn book storage cupboard (Foyer)
- Craft materials
- Cleaning fluids

(c) SOURCES OF OXYGEN

The following situations have been identified as potential sources of oxygen :-

- Open external doors and windows
- Open internal doors
- Open skylight in Upstairs Store Room (only when roof is being accessed)

2 PEOPLE AT RISK

(a) CHURCH MEETINGS AND SOCIAL OCCASIONS

- Church leaders and musicians
- Church regulars and visitors

(b) FOOD BANK (during Food Bank opening hours)

- Volunteer staff and clients

(c) PEOPLE ESPECIALLY AT RISK

- People with restricted mobility
- Wheelchair users
- Blind and partially sighted people
- Deaf people

FIRE RISK – PREVENTION AND MITIGATION

Fire Risk from both fixtures and movable fittings has been evaluated and mitigation actions detailed, as part of the general Bethany Church Risk Assessment. As a result of actions identified by this assessment, overall Fire Risk has been maintained at 4 (Low).

This Fire Risk Assessment expands on the general Bethany Church Risk Assessment as follows:

- 1) All electrical wiring and supply is tested on a regular basis by a registered, qualified electrician.
- 2) All portable electrical equipment is PAT tested on a regular basis by a registered, qualified electrician and records are kept in accordance with the current regulations.
- 3) The following electrical equipment is only to be switched on while the building is occupied and must be switched off at the wall socket when vacating the building.
 - Heater above front door
 - Oven and microwave oven
 - Kettles and coffee maker
 - Photocopier
 - Sound desk / Video equipment
 - Electronic instruments (keyboard, organ, etc.)

For the hob, oven, microwave oven, kettles and coffee maker, plugs must be withdrawn from the wall sockets.

- 4) Smoking is prohibited in all parts of the building.
- 5) Flammable materials (e.g. turpentine and some paints) must be kept to a minimum and stored long term only in the basement.
- 6) All combustible materials are to be safely stored neatly and away from any ignition sources.
- 7) No ignition sources are to be taken into storage areas containing combustible materials.
- 8) Naked flames, e.g. matches or candles, are only to be used when absolutely necessary, and then only under direct supervision of a responsible person.
- 9) Portable heaters must only be switched on in occupied rooms and must be switched off and plugs withdrawn when the room is left unoccupied.
- 10) Any electrical fault on portable equipment, e.g. a blown fuse or exposed wire, is to be reported immediately to a person with electrical knowledge or to one of the trustees.

While a wheelchair user is in the building, the ramp in the Foyer MUST be left in place.

Since there is no specialised configuration within the building at present, blind and partially sighted people must be accompanied at all times. The same applies to deaf people, unless they have been present during a smoke alarm test and have indicated that they can hear the alarm clearly.

SERVICES LOCATIONS

WATER STOPCOCK	Kitchen - under sink
GAS ISOLATOR	Front Door
ELECTRICITY CONSUMMER UNIT	Store Room

FIRE DETECTION

The building is fitted for fire detection as follows:

8x	Smoke detectors
2x	Heat detectors
1x	Carbon monoxide detector
4x	Test/alarm panels

All detectors and alarm panels are inter-linked, so that if one alarm sounds, they will all sound. The detector positions and alarm panels are shown on the attached building plans.

The greatest fire risk to people in the building has been identified as fire breaking out in the Kitchen while only the upstairs Boiler Room is occupied. The two heat detectors installed in the Kitchen act as mutual backup and are linked to the array of smoke detectors throughout the building.

All detectors and test units were installed during 2021 and have a 10 year lifespan with a sealed-for-life battery. They are wirelessly inter-connected and are connected by a Wifi hub and app to smart phones. They are tested monthly on a prescribed rota basis (see Bethany Procedure for Fire and Safety Checks and Record of Bethany Fire Checks).

Failed units must be replaced as soon as possible. The unit location and date of replacement must be recorded on the rota checklist.

FIRE EXTINGUISHERS

The building is equipped with four water extinguishers, two Carbon Dioxide (CO₂) extinguishers and one fire blanket. The water extinguishers are located downstairs at the front and back doors, upstairs on the landing and in the Upstairs Hall. The situations of the extinguishers are shown on the attached building plans. These appliances are checked annually by a specialist sub-contractor.

N.B. Fire extinguishers should only be used by persons who at some time have received basic training in their use. If they have had no training, they must evacuate the building as soon as possible – See Fire Fighting below.

SIGNS AND NOTICES

Signs describing actions to be taken in event of a fire being discovered or the fire alarm sounding are located as follows:

- On the landing at the top of the stairwell
- In the Kitchen
- In the Store Room

Signs directing building occupants to emergency exits are located as follows:

- Top of stairs
- Above exit doors from upper hall and from the small room to the stairwell
- Above doors on the quarter landing.
- Above exit door from the Back Room to the Store Room

- Above exit doors from the Store Room
- Above the exit doors from the Kitchen

Signs also identify the location of Fire Alarm Panel buttons, fire extinguishers and the fire blanket.

GENERAL PRECAUTIONS

The stairwell doors on the quarter landing must be “normally closed” whether or not the building is occupied. When the building is unoccupied, all internal doors on the ground floor and quarter landing must be left in the closed position. To improve air circulation and reduced dampness / condensation, upstairs doors may be left open even when the building is unoccupied.

Fire escape routes must be kept clear at all times. This includes the small room between the large upstairs activity room and the toilets / stairs.

The two doors from the quarter landing to the Main Hall and the Back Room / rear escape door are each fitted with a “vision panel”. This allows anyone evacuating the building to check that their route is safe before opening the door from the landing side. The “normally closed” condition of these doors will also mitigate against smoke ingress to the stairwell.

The status of the door from the Kitchen to the Main Hall will be “normally closed”, even when the building is occupied, unless in constant use between the Kitchen and Main Hall.

Self-contained (Battery back-up) emergency lighting is provided to illuminate escape routes in the event of power failure. These lights (eight in all) are located as follows (see also attached building plans) and are checked on a monthly basis (see

Upper floor:

- At top of stairs (x2)

Ground floor:

- Foyer (above main entrance door)
- Inside the door of each downstairs toilet (x2)
- Above main door of Main Hall
- Above front emergency fire door (Main Hall)
- Above rear fire escape door (Back Room)

The Emergency Lights are checked on a monthly basis (see Bethany Procedure for Fire and Safety Checks and Record of Bethany Fire Checks).

Storage of combustible materials in the building must be kept to a minimum. Packaging materials (cardboard and plastic) must be collapsed as soon as practicable and deposited for recycling in the waste bins in the yard to the rear of the building.

Except when in use to fight a fire, the firefighting appliances must not be removed from their specific storage positions.

FIRST AID KITS

There is a first aid kit downstairs in the Kitchen, situated in the wall cupboard and one upstairs in the wall cupboard on the landing, indicated by the appropriate signs.

First Aid kits are checked for out-of-date items on a six-monthly schedule (see Bethany Procedure for Fire and Safety Checks and Record of Bethany Fire Checks).

EMERGENCY EVACUATION PLAN

In the event of a fire being discovered, or the fire alarms sounding, the prime duty of the Group Leader is to evacuate the building quickly, but without panic. Once the Group Leader is satisfied that an orderly evacuation has commenced, then the Fire Brigade is to be called. The building post code is: **LA12 0BX**.

If people are upstairs, it will be necessary to come down stairs using either or both staircases (see upstairs plan). The preferred route (see plan) must be used, if possible, because of the way the door to the back room and the rear fire escape door of the building opens on its hinges.

There are three building exits downstairs :-

- the rear door into the rear yard
- the main entrance door
- the emergency fire door in the corner of the Main Hall.

The rear door and emergency fire door in the Main Hall each have a keyless, turn-knob lock. These doors are checked for ease of operation on a monthly schedule.

The main entrance door should be locked for security when only one or two people are in the building. Only the upper lock must be used and the key must be withdrawn and hung on the hook beside the lock for ready egress.

At each of the three exit doors, there is a Fire Alarm Panel and manual rotary fire alarm. The Group Leader should delegate a responsible person to open the most appropriate exit door and then operate the Alarm Panel (or rotary alarm) to give warning of the fire. The Group Leader, with due regard to their own safety, must ensure where possible that all people have left the building, if possible checking the upstairs and downstairs toilets as appropriate.

Whichever door is used to exit the building, everyone **MUST** gather on the pavement at the front of the Red Rose hall for a muster call. If the rear exit is used to evacuate the building, then everyone must go around the side of the building and gather on the pavement at the front of the Red Rose hall.

When evacuating the building, every effort should be made to ensure that all doors are closed, other than on the escape route, and that the Kitchen serving hatch is shut. For downstairs fires, the two doors leading to the quarter landing must be closed if safe to do so after the upper floor has been fully evacuated.

If safe to do so, after the muster call, it would be helpful to the Fire Brigade if a responsible person could remain close to the building entrance in Lightburn Road, to inform the fire officer on arrival of the nature of the fire and if any people are still considered to be left inside the building.

FIRE FIGHTING

If a small or smouldering fire is suspected in an unoccupied room behind a closed door, **DO NOT** open the door to investigate. Evacuate the building immediately. If the door is opened, severe and very dangerous flash over may result, killing or injuring the person who opens the door and dangerously expanding the fire.

If the fire is a small one and it is safe to do so, then the appropriate fire extinguisher may be used to tackle the fire, until the Fire Brigade arrives.

GUIDANCE ON USE OF FIRE EXTINGUISHERS

Use **ONLY** the CO₂ extinguishers on a fire involving electrical equipment. Remember that a CO₂ extinguisher does not cool the components of a fire. A fire which has been extinguished may quickly break out again with ingress of oxygen. If the small fire appears to have been extinguished, if safe to do so, remain in the vicinity

with the extinguisher ready, until the Fire Brigade arrive. However, NEVER remain in the building alone when others have evacuated to the muster point.

If a water extinguisher is used, ensure that the water jet is NEVER directed towards electrical equipment or an electrical power outlet.

The fire blanket must be removed from its container and held in front of the operator's body. It must be rolled back over the hands to protect them, then the operator must approach the fire with the blanket held in front of the face and body. The operator must spread the blanket over the fire, working away from the body to prevent the fire being directed back towards the operator's face or body.

When fighting a fire, ALWAYS ensure your escape route has not been cut off and if your location becomes affected by smoke or fumes, LEAVE the building IMMEDIATELY.

FOOD BANK EMERGENCY EVACUATION PLAN

The activities of the Food Bank are restricted to the Foyer, downstairs toilets, Store Room, Back Room and Kitchen (volunteer staff only).

In the event of a fire being discovered, or the fire alarms sounding, the prime duty of the Group Leader is to evacuate the building quickly, but without panic. Once the Group Leader is satisfied that an orderly evacuation has commenced, then the Fire Brigade is to be called. The building post code is: **LA12 0BX**.

There are three building exits downstairs :-

- the rear door into the rear yard
- the main front door
- the emergency fire door in the corner of the Main Hall.

If neither of the other exit routes are available, the emergency fire door in the corner of Main Hall should be accessed through the Kitchen. Every effort should be made to ensure that all doors, other than on the escape route, are closed and that the Kitchen serving hatch is shut.

The Group Leader, with due regard to their own safety, is to ensure that everyone has left the building, if possible checking the downstairs toilets.

Whichever door is used to exit the building, everyone MUST gather on the pavement at the front of the Red Rose hall for a muster call. If the rear exit is used to evacuate the building, then everyone must go around the side of the building and gather on the pavement at the front of the Red Rose hall.

If the fire is a small one and it is safe to do so, then the appropriate fire extinguisher can be used to tackle the fire, until the Fire Brigade arrives. N.B. Fire extinguishers should only be used by persons who at some time have received basic training in their use (see above – Fire Fighting).

If safe to do so, after the muster call, it would be helpful to the Fire Brigade if a responsible person could remain at the building entrance in Lightburn Road, to inform the fire officer on arrival of the nature of the fire and if any people are still considered to be left inside the building.

Revision History

Issue Four - April 2021

Issue Five - January 2025

Fire Action

If you discover a fire

1. Use one of the manual alarm boxes to raise the alarm
LOCATED: At all 3 fire exit doors, and on the landing
2. **If the alarm fails to sound, ring the red rotary fire alarm bell**
3. Phone 999 – building post code is: LA12 0BX
4. Do not take any risks
5. Thereafter, only attack the fire if safe to do so and you already know how to use the appropriate extinguisher

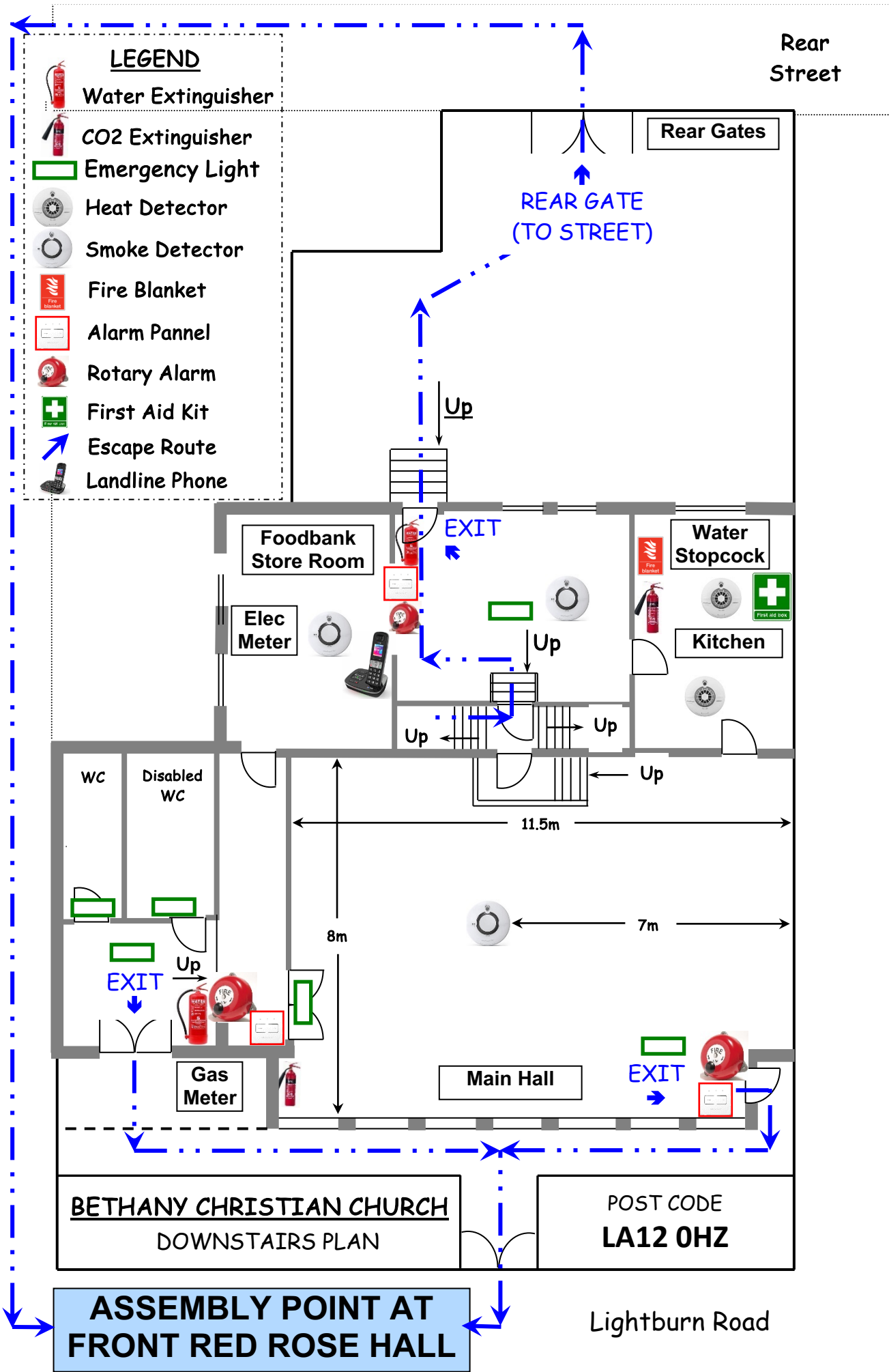
If you hear the fire alarm

1. DO NOT PANIC
2. Evacuate the building immediately using the safest exits
3. Do not go and collect personal belongings
4. Do not block escape routes
5. Close the door if you are the last person to leave a room
6. Report to the Assembly Point in front of the Red Rose hall.

**Do not return to the building for any reason
until authorised to do so**

Fire Extinguisher Locations

WATER:	Front & Back Doors Upstairs large hall & Landing
CARBON DIOXIDE:	Kitchen Main Hall by sound desk



LEGEND



Water Extinguisher



Emergency Light



Carbon Monoxide Detector



Smoke Detector



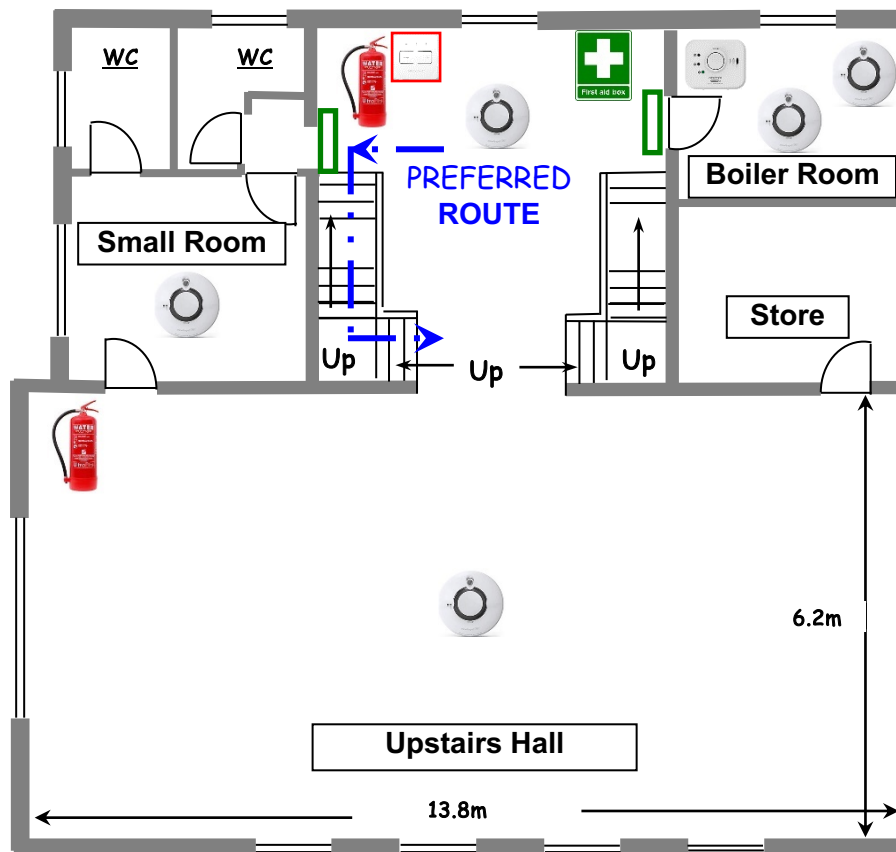
Alarm Panel



First Aid Kit



Escape Route



BETHANY CHRISTIAN CHURCH

UPSTAIRS PLAN

PHONE NUMBER
Landline:- **01229 343410**