



Introduction

Fire Safety Risk Assessment

This form is intended to assist small businesses in carrying out the fire safety risk assessment. It is suitable for use in simple premises, with a simple internal layout and small numbers of people present, e.g. small offices, shops or industrial units and where people can escape unaided. In buildings with complicated escape arrangements, large numbers of people or high fire safety risk processes a more comprehensive fire safety risk assessment may be necessary.

The enclosed information follows a simple 5 step guide to completing a suitable assessment. The fire safety risk assessment does not need to be complicated, it should be a common sense review to identify the hazards (what could start a fire and what could burn), followed by consideration of the possible effects of a fire on people using the building. The important thing is that the fire safety risk assessment is systematic to ensure that every part of the premises is assessed. Every room, space or area, especially those not often used, should be included.

If you identify any significant risks you should consider if they can be reduced: first by removing the hazards and secondly by providing fire protection measures (e.g. automatic fire detection). These points should be addressed within the '*What needs to be done to make each situation safe?*' section. If your premises are located within a larger building and if a fire in your business could affect your neighbours, you should share the findings of your fire safety risk assessment with your neighbours.

Your fire safety risk assessment must be kept up to date. It is important to update the assessment if anything is changed that might affect the risk (e.g. new ignition sources or use of flammable liquids etc.). If you identify that either the likelihood of a fire occurring or there is a risk to people you may want to consider seeking further assistance.

Emergency Plan

The findings of the fire safety risk assessment should be used to prepare an emergency plan. The plan should set out to include 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, 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 members of staff know how to prevent fires and what to do if a fire does occur. To make sure that the emergency plan works regular fire drills should be carried out. For further guidance on the Regulatory Reform (Fire Safety) Order 2005 and for information and guidance on carrying out your fire safety risk assessment visit <https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business> and follow the links in fire safety.

The 5 Step Guide to Fire Safety Risk Assessment

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

FIRE SAFETY RISK ASSESSMENT

DETAILS

Company Name:	
Premises Name:	Harden Congregational Church
Address:	Spring Row, Harden, Bingley BD16 1JS
Responsible Person:	Patricia Parker, Helen Keighley, Neil Parker
Position:	Minister and Deacons
Date of	21 June 2023
Carried out by:	The above
Position:	As above
Use of the Premises:	Regular Sunday Worship, Toddler Group, church meetings, exercise classes, weekly teashop, social group and drama performances (Harden Players 2 stage performances per year). Rooms are also available for lettings. The building is in use at various times between the hours of 9.00am and 22.00pm.

OCCUPANCY

Times in Use:	Weekdays:	9-00am -10pm	Weekends:	9-00am-10pm
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Total Numbers of Staff:	Weekdays:	80 max	Weekends:	80max
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Total of all Persons Present:	Weekdays:	80max	Weekends:	80max
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SIZE

Total Size of Premises (M ²):	See attached plan
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Number of Storeys:	Split level building, basement, ground floor, levels 1 & 2
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Number of Basements:	1
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INDEMNITY

This document has been produced as a tool to assist you in completing a fire safety risk assessment of your premises. It is used entirely at your own risk to identify what you consider are your significant findings, and also whether you consider the information therein to be suitable and sufficient. It is in no way exhaustive and West Yorkshire Fire and Rescue Service accepts no liability whatsoever for any circumstances which may arise as a result of using this tool.

Step 1 - Identify Fire Hazards (Sources of Ignition)

Type	Location	Are existing control measures suitable?	
Naked Flames	The kitchen is only at risk when the cooker hob is in use. In the interim everything is turned off and cooled down before leaving the building. If children are in the lounge when the kitchen is in use than an adult must be in the kitchen at all times and children kept out unless a specific activity with them e.g. baking.	YES	
Portable Heaters and Heating Equipment	One plug in electric portable heater rarely used kept in the toy store. Disconnected. PAT tested.	YES	
Electrical Equipment	Sound system in church. Only plugged in and turned on when in use, mainly Sundays. System kept locked in console. Electric pianos in church and basement. Used mainly on Sundays for church or (basement) by Harden Players. All turned off and unplugged when not in use. Both PAT tested. Wall mounted TV screen in the lounge. Only used for showing DVDs to groups. Switched off and unplugged when not in use. Vacuum cleaners unplugged and stored in cleaning cupboard when not in use.	YES	
Cooking Equipment	The kitchen is only a risk when in use. In the interim (see naked flames – above) All equipment PAT tested	YES	
Work Process Risk(s)	N/A		
Arson	No known risk in the area See plan re fire procedures.	YES	
Smoking Materials	Smoking is not allowed on the premises. A wall mounted cigarette bin is located at the Spring Row entrance.	YES	

Other Sources
(including Contractors)

A signing in and out book for
contractors is located at the Spring
Row entrance.

YES

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>

Step 1 – Identify Fire Hazards (Sources of Fuel and Oxygen)

Type	Location	Are existing control measures	
Wood / Paper / Cardboard	Timber is kept in the attic for set building. The attic is kept locked and detectors are fitted. Paper and cardboard are re cycled in council l outside.	YES	
Plastics / Rubber / Foam	N/A		
Retail Stock	N/A		
Furniture and Fixings (curtains, blinds etc)	<p>Lounge – Curtains</p> <p>Church – blinds</p> <p>No naked lights in the vicinity</p> <p>It is the responsibility of Harden Players to ensure the stage curtain are treated in accordance with recommendations for fire retardanc at recommended intervals and to notify the church of dates when do</p> <p>Audience seating for performances the basement must be fixed togeth in rows allowing evacuation access emergency exits during performances. Chairs in other parts the building must be fixed together large numbers of people are attending.</p> <p>A chair must be removed if a wheelchair is used. The wheelchair must not block any escape access</p> <p>In the event of a fire the wheelchair and occupant (if unable to walk) m remain in one of the safety areas a await the fire service. The lift will not be used.</p>	YES	
Flammable Material (gases / liquids / paints / thinners / glues)	Only water based paint allowed to stored by Harden Players or any workpeople on the premises. No smoke or firework effects allowed	YES	

Display Materials or Decorations	Costumes for plays are kept in the attic. Attic is locked and detectors fitted.	YES	
Waste Materials (refuse, packaging)	Waste emptied regularly and place recycling bins outside the premises taken away to the tip.	YES	
Building Structure	N/A		
Oxygen Supplies (air conditioning units / bottles / piped supply)	N/A		

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>

Step 2 – Identifying People at Risk

Type	Findings
a) Sensory Risk: People with visual and / or hearing impairment(s)	All stairs fitted with handrails. Hearing Loop system installed. There will always be someone on hand to assist anyone with a disability.
b) Mobility Risk: People with physical impairments	Very young children always supervised by adults. A lift has been installed to all public areas. This is kept locked, only used by authorised persons and is on a 6 monthly service contract
c) Familiarity Risk: People who may be new to the premises and not familiar to its layout, seasonal workers, contractors, visitors or customers	People wishing to hire the building are given a verbal and written induction to the building and all risk assessments are on public display. They sign an agreement that they fully understand all user instructions. Contractors will be met initially by a key holder and again familiarised with all relevant information.
d) Numbers Risk: Large numbers of people, small numbers of disabled people	Maximum of 80 seated in the main hall during performance (following fire service visit and advice). Maximum of 80 in the church..
e) Lone Workers / People Working in Isolation / Others	Signing in book for contractors and lone workers as mentioned above. All keyholders to notify bookings secretary or minister if they need to enter the church outside regular booking hours. An up to date list of keyholders is kept by the church secretary.

Additional Information:

Regular users are provided with a copy of this document and it is also on public display in the b

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

Are ignition sources controlled to reduce the chances of fire?	YES	
Are combustible materials kept away from ignition sources?	YES	
Are all windows and openings closed last thing at night?	YES	
Is your fire alarm system adequate for your premises?	YES	
Will everybody be warned if the fire alarm operates?	YES	
Can everyone escape without assistance? Every effort would be made to ensure all could leave the building. However because of the layout of the building this may not be possible without putting other people in danger. The building has 2 fire sanctuaries, one at the bottom of the wooden staircase and one on the side entrance landing. This was advised by the fire service during a visit. The fire service would be directed to these points if necessary. The fire service would be directed to these points if necessary. The fire service would be directed to these points if necessary.		NO
Is the means of escape adequate for the layout of the building?	YES	
Are all fire exits easily identified by correct signage?	YES	
Are escape routes free from obstruction and storage?	YES	
Are all doors on escape routes easily opened without a key?	YES	
Do all doors on escape routes open in the direction of escape?		NO
Can everyone escape in a reasonable time?	YES	
Are escape routes adequately lit if the regular lighting system fails?	YES	
Is the lighting adequate to illuminate circulation routes?	YES	
Do you have fire fighting equipment?	YES	
Is the fire fighting equipment adequate for the risks?	YES	
Are housekeeping and general waste management adequate?	YES	
Are security arrangements sufficient to prevent unauthorised access?	YES	
Are measures adequate to prevent the incidents of arson?	YES	
Are your premises free of any large open roof spaces or concealed ceiling voids?		NO
Would a fire in your premises be contained wholly within the premises?	YES	
Can the fire service easily get to your premises? Vehicle access is available to 3 sides of the building	YES	

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>
✓ Hardhill houses exit opens inwards. We have assessed this and because it opens onto steps have decided it			
✓ There is a false ceiling in the worship area which is fixed from the gallery.			

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

You must record your fire safety arrangements – this includes:

Have you made an emergency plan?	YES			
Have you provided fire instruction and staff training?	YES			
Are there records of fire drills to test your training and emergency			NO	
Are there records of maintenance on all fire safety measures?	YES			
Have you recorded the significant findings of this assessment on	YES			

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>
✓ Group leaders to be aware of responsibilities. See final point in this section.	Deacons	now	
✓ Training to take place annually at September Church Meeting for Church	Deacons	Sept.23	
✓ A record book for fire drills will be provided	Church Secretary.	now	

✓	Fire alarm is tested weekly and recorded in log book.	Duty Deacon	ongoing		
✓	Every user group will be visited by a church member and taken through the fire drill at least once a year. It is then the responsibility of the group leader to acquaint new members with drill procedures which are	Church Secretary	Every September		

Step 5 ~ Review

Your fire safety risk assessment must be kept up to date					
Date of next review					
<p>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 displayed or sources of ignition, change your opening hours (e.g. include night time opening etc.) or any failures in your fire safety precautions then you should review your fire safety risk assessment</p>				<p>1 / 06 / 2024</p>	

For further information visit the website – www.firesafetyguides.communities.gov.uk or contact the Fire Protection Section of West Yorkshire Fire & Rescue Service on 01274 682311.

A copy of this form can be downloaded from www.westyorksfire.gov.uk and follow the links from fire safety then legislative fire safety.

SIMPLE PREMISES FIRE SAFETY RISK ASSESSMENT

LEVEL OF FIRE RISK

In premises where there is a likelihood of a fire starting and spreading quickly, or a fire could start and grow undetected, and affecting the escape routes before people can use them, then the level of risk should normally be regarded as 'higher'. Such premises might include those where significant quantities of flammable materials are used or stored; ready sources of ignition are present, e.g. heat producing machinery and processes; premises where significant numbers of the people are present and might move slowly or be unable to move without assistance; and premises where the construction provides hidden voids or flues through which a fire could quickly spread.

In premises where there is a low occupancy level and all the occupants are able bodied and capable of using the means of escape without assistance; very little chance of a fire starting; few if any highly combustible or flammable materials or other fuels for a fire; fire is unlikely to spread quickly; and will be quickly detected so that all people will quickly know that a fire has occurred and can make their escape, then the risk can usually be regarded as 'lower'.

In most cases however, the risk will usually be 'normal'.

Taking into account both the active and passive fire prevention measures and general fire precautions observed at the time of this fire safety risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low

☐

Normal

☒

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.

Normal: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls.

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

Note that, although the purpose of the above is to place the risk fire in context, the approach to fire safety risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this fire safety risk assessment should be addressed by implementing all the recommendations contained in the following action plan.

The fire risk assessment should be reviewed regularly (recommended to be annually).

SIMPLE PREMISES

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

Ref:	Action Required	Priority	Action by Whom	Completion Date
	Review of emergency plan	2	Deacons	End July 2023
	Carry out fire drill evacuating the building	3	Deacons	End of December 2023

PLAN DRAWING

Complete a simple line drawing of the premises and identify your fire safety provisions including escape routes, portable fire extinguishers, smoke and / or heat detectors, emergency lighting and fire alarm call points.

KEY

Escape Routes	Fire Extinguishers	Smoke Detectors	SD	Heat Detectors	+
Fire Alarm Sounders	Emergency Lighting	EL	Manual Break Glass Point	MB	

Identifying Ignition and Fuel Sources

As an aid to identifying the hazards within your premises it's possible to use a system of noughts and crosses using an **X** to mark **ignition sources** and an **O** for **fuel sources**.

