

Fire Risk Assessment - Queensway Chapel HALL.

Version 2.1

This assessment is based on the template produced by The Church Growth Trust and Droveaway Architecture - It is prepared for a "Place of Worship" - which is also serving as a location for other charitable and social activities in the community.

Document Info - File name - HALL-fire-risk-assessmentv2-2.docx

Author	Robert Lloyd	10 March 2022	Issue 1
Author	Robert Lloyd	Updated 14 Feb 2024 . Issue 2 Mainly formats and clarification of responsibilities	
	Robert Lloyd	Updated 5 April v2.2. Minor additions - Fire extinguisher details Fire Assembly point changed.	

1. ASSESSMENT DETAILS

Name of Property	Queensway Chapel Pembroke Road Melksham. SN12 7NB. 01225 700161
Management Responsibilities	Queensway Chapel is covered by a board of trustees It is a registered charity Charity number 7378596 Company Number. 1138752
Assessor	Robert Lloyd. BSc. Mechanical Engineering
Input from	Ken Pavey. And Jim Wilson - experienced Stewards and with responsibilities for the buildings and maintenance over 20 + years Janice Lloyd - responsible for catering management
Date of assessment -	Building tour - Jan 2022. (R Lloyd, Jim W, Ken P, Jan Lloyd) This risk assessment -Updated November 2023
Previous Assessments	Formal assessment unknown Risk Policy review - 2018
Review Date	This review confirming previous actions. Full review Suggested - March 2024.
RISK TO LIFE at these premises is considered as	TRIVIAL

2. FIRE SAFETY MANAGEMENT - TRAINING AND RECORD KEEPING

2.1. Procedures and Arrangements

Who has overall responsibility for Fire Safety	Robert Lloyd Queensway Chapel Administrator. (Reporting to Leadership Team and Trustees.)
Has an appropriate fire procedure and action plan been established and published?	YES - <ul style="list-style-type: none"> • fire action posters have been in place for many years and are still current. • Fire extinguishers are professionally serviced and checked every year. • Fire warning equipment is in place

Has the policy been communicated to those in authority - those running meetings and stewards ?	Stewards have had a refresher training. Chapel meeting Leaders have been informed.
Has the policy been communicated to all who use the HALL facilities - especially group leaders	Yes Group Leaders – Toddler group Shine - Saturday Disco. Open lunch
Have persons been nominated to assist with the evacuation of disabled persons or those who may need assistance ?	Meeting Leaders have the main responsibility for evacuation - we may have up to 6 wheelchair users.- the meeting leaders shall ensure that access paths and clear way to emergency exits are maintained. (front or back with fixed ramps)

2.2. POLICIES

Has the church made any policies for Fire related activities?	No flammable liquids inside (use the chapel outside store for Paint etc) No smoking anywhere inside the premises but some smoking and vaping is permitted in the outside area. Safe Cigarette butt bin provided. Any larger quantities of rubbish such as paper to be cleared
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3. TRAINING AND DRILLS

Are all staff and group leaders given instruction on fire matters on induction	Yes
Are staff given refresher training?	Yes
Are fire drills carried out at regular intervals ?	This is not thought necessary. The main group users are either very young or elderly and this will cause concerns. HOWEVER, the group leaders will be refreshed annually on the procedures

3.1. RECORDS

<p>Are records kept of?</p> <ul style="list-style-type: none"> • Fire drills • Fire training • Alarm tests • Fire door tests • Firefighting equipment checks • Issue of fire plan to relevant responsible people 	<p>As detailed above.</p> <p>Fire drills do not take place.</p> <p>Automatic fire doors are not fitted, but doors designated as fire are checked regularly for fit and damage and function.</p> <p>Fire extinguishers and blankets are checked by external firm and the check record is written on each item.</p> <p>Fire exit plan is clearly displayed on main notice boards in the major rooms. And made known to all hirers.</p>
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4. PROPERTY DETAILS

Queensway Chapel HALL consists of a large meeting hall with side meeting room and offices The building is single story brick construction with asbestos roof over the main area. Original construction date unknown. (1950's?)

There is no record of any fire events having happened in the building

There has been minor vandalism, but nothing related to fire -

5. PEOPLE AT RISK

5.1. Regular Occupancy

Children's groups- Toddlers	Approx. 30 children plus parents and 2 staff plus helpers - Twice per week.
SHINE Fridays	Up to 80 people including guest and helpers - 6 leaders - Low level cooking - bacon sandwiches etc. Every Friday term time.
SPECIAL EVENTS.	Occasional parties -
Wednesday afternoon Disco for adults with learning difficulties	Up to 60 people including helpers. Hall hired by another group. We are in regularly communication
Open Lunch	Weekly lunch mainly for elderly - simple hot food. Approx. 8 helpers and 45 guests. -

5.2. Employees

Queensway Chapel (and Hall) employs the following people on a paid basis -

Evangelism Coordinator	Part time - based in the office, but operating in both the Hall & Chapel
Family Centre Manager	Part time. Operating mainly in the Hall -term times
Family Centre Session Coordinator	Part time operating in the hall – term times
Cleaner	3 hours per week Hall
Administrator	Part time in Hall office and Chapel

The following are volunteers with responsibilities in the Hall

Other members of the leadership team	Max 4
Meeting leaders	Possible other groups -as required.
Helpers for children's work and Shine	Up to 4 helping with refreshments

5.3. Restrictions on Occupancy

There are currently no restrictions in force for any of the rooms within the hall as there has not been any pressure to exceed the chair or space limits –
 No overnight accommodation is offered or allowed.

5.4. Persons at special risk from fire

- Special Meetings involving children - have parents and helpers on hand
- Wheelchair users - up to 6. For Shine Fridays -
- Learning Disability. - Shine Fridays. Possibly up to 25 clients.

5.5. Sleeping Occupants

NONE. - There is no requirement or facilities for sleeping at the Hall. -

6. POTENTIAL FIRE HAZARDS -

6.1. Electrical

Is the fixed electrical installation regularly tested by a competent person?	Recent upgrades were performed by a qualified electrician and a certificate was issued. Copy available on request
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Are portable appliances checked regularly by a competent person?	ALL portable electrical equipment has been tested by a competent person using calibrated equipment (Rob Lloyd - certificate available on request) - repeat testing according to function between 1- and 2-years intervals
Does the church ensure that portable appliances bought new or bought by outsiders into the building have been PAT tested ?	Yes - - We have a checklist that is explained to new hirers.
DO any failed PAT test items get removed or repaired ?	YES - Church members have been advised not to use any item that does not have a valid PAT label. Recent tests have removed or repaired a number of items.
OBSERVATIONS	Log of PAT tests is available on request - the recent (Dec 21 through March 22) PAT testing included a thorough search for all portable equipment in the stores.

6.2. Heating

The Hall and lobby areas are heated by Gas boiler fed radiators.

Fixed electrical heaters.	One in Church office One in Office /Store behind the front desk
Free standing electrical heaters	Included in PAT testing
LPG Heaters	Not used
Solid Fuel	Not used
Gas Boilers	Are tested every year and certified - flues etc are checked - no flammable materials are stored near the boilers Engineer is Gas Safe registered - Certificates available for inspection

6.3. Lightning Protection

Not Applicable - single story building

6.4. Cooking

Queensway Hall has a food prep area including a gas cooker with gas hob plus an electrical cooker with hob disabled There is also a boiler and coffee machine.

Fans and Extraction	Regularly cleaned (Monthly check list)
Fire extinguishers and blankets	Available in the kitchen - checked as part of the yearly inspection

6.5. Furniture and Furnishings

Are all curtains and soft furnishings made with fire retardant materials?	All new items covered by kite mark - Main room chairs non fabric.
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6.6. Loose Materials

Are all loose combustible materials removed from the building where possible and practicable?	Yes - - wheely bins and skip provided which is emptied regularly - Building is cleaned every week - check list includes all bins emptied and vacuuming . Hirers who use the building for large gatherings clear after each use.
Are all escape routes checked?	Hirer leader duties include checking fire doors and keeping exits clear

6.7. Potential Sources of Ignition

DO any heaters have naked flames?	NO -
Are naked flames used in special events?	NO
Smoking?	Smoking is prohibited on the premises. – Some visitors smoke outside the building - a safe bin for cigarette butts has been provided.
Potential Arson?	No flammable materials are left around the building.- Lower walls etc are brick. All drainpipes are coated with black tar substance to discourage climbing All paints are locked in external store at chapel

7. FIRE DETECTION AND ALARMS

Queensway Hall does not have a networked fire alarm system - The fire policy assumes that the building is occupied by organised groups of people and the alarm is raised manually by whistle or shouting A register of attendees is kept at the start of each session.

The main kitchen has a heat detector local alarm - it is the policy that the cooker must never be used if the building is unoccupied

Any battery powered alarms are tested regularly as part of the Operations Manager duties

8. FIRE FIGHTING EQUIPMENT AND ACCESS

Fire extinguishers are located around the building with fire blankets in cooking areas.

These are clearly marked and checked by outside company. - Proof of checking is kept on a log on each extinguisher or blanket

Equipment is as follows

LOCATION	TYPE
Main Hall - side	Water
Entrance Lobby	CO2
Main Kitchen	Fire Blanket CO2
Bar area Kitchen	Fire Blanket & CO2

The building is single story with wide road around it for access.

9. MEANS OF ESCAPE

Are there adequate gangways with access to fire exits?	Chairs are non-fixed - access is maintained - especially for wheelchairs
Is escape achieved within reasonable travel distance to reach a place of safety or exit?	The main hall has 4 exits – It is a single storey building - Wheel chairs may exit through the front or back, fire exit doors. A ramp has been provided. Exit is also possible through the store and the kitchen door - wide fire doors at rear - NO STEPS
Are all exit routes protected from fire risk?	The routes are part of the normal building structure - no special provision
Are routes free from trip hazards or overhead obstructions?	Yes - - maintained as part of cleaning regime and checked regularly - any issues reported on building log
Are all escape routes able to be operated without a key?	Yes - turn bolts or local key on all doors that could be used for emergency exit. Front door is either kept unlocked or partly slide bolted if the building is occupied - (i.e., only use key on final closure)

	Emergency exit is checked regularly No gates or barriers to car park No external staircases
Is there a designated assembly area?	The designated area is the hall car park at the rear of the building - (<i>This has been changed from the previous assembly point at the chapel to reduce pedestrian risks crossing the road</i>)
Means of escape for disabled persons.	Disabled visitors attend with a carer who is familiar with the building and who can follow instructions from the meeting leader. - Front and kitchen entrances are flat. No steps. All exits are in plain sight - no requirement for other means of communication The Hall maintains a wheelchair for general use in an emergency.
Is there reasonable lighting on the escape routes?	In normal circumstances lighting is as per the main hall lights - Battery back-up powered Emergency exit lights are provided.- These have been updated The old office is windowless- this is only used for storage. NO stairways thus no need for extra lighting

10. FIRE SAFETY SIGNS AND NOTICES

Are signs illuminated if a power failure occurs	YES -
Are escape signs clearly visible to occupants at all times	Yes
Do escape signs comply with Health and Safety Safety Signs and Signals regulations 1996	Yes
Do all escape routes carry signage?	Yes
Is the assembly area signed?	This is by the building and known to all users. (Sign to be added)
Do fire exit push bar doors have a sign to say, "Push bar to open"?	Yes
Do all internal fire doors have closers and a sign to say, "Keep Shut"?	Yes
Are all fire doors which serve stores, cupboards and ducts fitted with signs to say, "Fire Door - keep locked shut"?	Yes
Are fire action notices clearly displayed ?	Yes

11. ACTION POINTS

The following action points were raised on V1.0 of the Hall risk assessment.
ALL Action points will be managed by Health and Safety Officer. (Administrator)

Action Point	Status
Communicate Fire policy to meeting leaders and confirm.	DONE
Amend Hire check list to cover Fire training responsibilities and procedure	DONE

Communicate Fire process to ALL user groups including external hirers. New and existing.	DONE -
Amend hire agreement to cover PAT testing of any electrical equipment they supply or use	DONE
Check chairs on carpet area for fire retardant kite mark	Done - Non-Kite marked chairs are to be REMOVED by 8 April 2024
Replace Battery backed up exit signs-	Done
Review addition of linked fire alarms for side room	Action Administrator
Obtain Signs for Assembly point	Action Administrator.