

Nature of Check		Result of Check and note of action	Programme for action
1.	<p>What are the fire risks?</p> <p>Fire is most likely around the Kitchen area. Flammable liquids locked in COSHH cupboard. Candles on communion table.</p>	<p>Fire blanket in Kitchen (checked in place at regular intervals). Fire extinguishers throughout the building. Periodic checks made to ensure flammable items are locked in COSHH/cleaning cupboard. Candles are lit in situ and used during services only – extinguished at the end of services.</p>	
2.	<p>Can a fire be detected in reasonable time and the alarm raised?</p> <p>Integrated fire alarm installed and maintained on regular basis.</p>	<p>Integrated fire alarm installed throughout the building. Regularly checked and maintained.</p>	
3.	<p>Can people get out the building safely?</p> <p>Suitable emergency escapes. Escape routes published in communal rooms. Emergency lighting & evacuation signage in place.</p>	<p>Emergency exits unlocked prior to service/event commencement. Signage in place for evacuation route above doors and on posters.</p>	<p>Consider replacing aging lights with newer, brighter LED equivalent where not already present.</p>
4.	<p>Is there adequate fire fighting equipment?</p> <p>Fire fighting equipment located throughout premises.</p>	<p>Fire extinguishers with signage located throughout building. Signage directs users to safe use. Checked for correct placement through regular visual inspection. Annual testing of all equipment.</p>	<p>Only confident, competent persons to operate fire fighting equipment.</p>
5.	<p>Do people know what to do during a fire/evacuation?</p> <p>Specific roles given to those in positions of duty. Procedures in place.</p>	<p>Stewards or Group Leaders to assume overall control. Other stewards/helpers to act under direction.</p>	<p>Consider yearly fire drills for all external, internal and regular groups.</p>

		Evacuation procedures on display. Evacuation procedures announced prior to large events.	
6.	Is fire fighting equipment checked, in place and training given? Visual inspection checks made to ensure all items in place and clear for use.	Spaces for equipment and signage show clearly if equipment is not in place. Competent, confident people to operate equipment in case of emergency, fighting fire from a doorway ensuring a safe evacuation route.	Consider training to be given to all who feel confident to act in case of an emergency.
7.	What effect would the fire have on our neighbours? Detached property. In proximity to other buildings. Shared drive to other buildings.	Closest neighbouring properties located to the side and rear of the premises approx. 2m distance. Risk of fire spreading low (wind spreading only).	

Carried out by: Liam Hodgetts

Date: 11/09/2023

Review date: Sept 2024