

FIRE RISK ASSESSMENT FOR ST JOHN'S CHURCH, NEEDHAM MARKET (INCLUDING THE ARK)

Note:

Master copy retained by Health and Safety Officer

Controlled copy retained by Incumbent

Assessment undertaken by: Sarah du Boulay

Date: July 2020

Passed by: Members of the PCC

Date: July 2020

Ref No	HAZARD	EXISTING/TEMPORARY PRECAUTIONS ALREADY IN PLACE	ADDITIONAL PRECAUTIONS NECESSARY	DATE ACTIONED
1	Sources of Ignition <ul style="list-style-type: none">- Heating systems- Electrical installations (including portable electrical equipment)- Candles used for services and infrequently by congregation- Candles used for private prayer during daylight hours	Gas fired heaters and heating system are serviced regularly. Tested regularly Candles are extinguished and made safe at end of use by sacristan or servers. Candles checked regularly by team checking the building and locking up each day.	None None None None	N/A N/A N/A N/A

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2	<p>Fire detection</p> <ul style="list-style-type: none"> - Church - The Ark 	<p>There are no alarm devices located in the church.</p> <p>Alarm system installed but not linked to smoke/heat detectors. Activated manually using Break Glass panels . Alarm system is tested monthly and should be serviced regularly.</p>	<p>Safety Officer to check.</p> <p>Safety Officer to investigate.</p>	
3	<p>Access and Egress</p> <ul style="list-style-type: none"> - Church - The Ark 	<p>Main entrances to the church are unlocked during church services/meetings. Key kept in Priests Door in the Sanctuary.</p> <p>Welcomers and Servers are on duty during regular services to assist in the evacuation of the church. The assembly point across road on corner.</p> <p>The main entrance to The Ark is unlocked when the hall is in use. In addition the building has a door leading to the back passage, which is fitted with a push pad release type mechanism in the event of an emergency</p>	<p>None</p> <p>To be discussed by the PCC</p> <p>None</p>	<p>N/A</p> <p>N/A</p>
4	<p>Placement of Signs and Notices</p> <ul style="list-style-type: none"> - Church 	<p>Emergency exit signs are not considered necessary given the visibility of doors into/out of</p>	<p>None</p>	<p>N/A</p>

	- The Ark	the church and the attendance of church officials during church services Illuminated emergency exit signs should be located in The Ark and checked regularly.	Safety Officer to check and action if necessary.	
5	Fire Fighting Equipment	Fire extinguishers are positioned in appropriate areas in the Church, and The Ark. Fire extinguishers are tested regularly.	None None	N/A N/A
6	Emergency Lighting	There is no emergency lighting in the church or tower. The Ark does have emergency strip lighting. Emergency (wind up) torches will be purchased and installed.	Safety Officer	
7	Lightning Conductor	There is one lightning conductor, as advised, on the tower which is tested professionally every four years, and a visual inspection is undertaken annually by the Health and Safety Officer.	None	N/A

This assessment will be reviewed annually and a report submitted to the PCC

Date reviewed..... By whom.....

Comments:

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