FIRE INSTRUCTIONS *Gathering point is far side of car park*

Downstairs:

- Main Hall exit via fire door to rear of room or via main door
- Coulston room exit via main door

Upstairs

- Sanctuary exit downstairs via main door or via fire exit in foyer (disabled) or main entrance to street.
- Balcony exit via fire exit in foyer (disabled) or main entrance to street.

Fire extinguishers are located in all rooms and hallways.

Please see URC Fire risk Assessment for fuller details below.

PENRITH UNITED REFORMED CHURCH

FIRE RISK ASSESSMENT.

This Fire Risk Assessment has been completed in order to comply with the conditions of the Regulatory Reform (Fire Safety) Order 2005.

The following checks have previously been carried out:

ELECTRICITY

The entire system was tested during 2017 and remedial work carried out. The next full check is due in 2022

GAS

Both boilers are serviced and systems checked annually in the autumn.

FIRE EXTINGUISHERS

These are checked and serviced annually. A recent survey indicated that an increase in extinguishers may be necessary. This is currently in progress.

EMERGENCY LIGHTS

These are tested every 3 months

FIRE ALARM

This is tested weekly

SMOKING

Is not permitted anywhere in the building.

During the assessment, no immediate risks were found and any indication that a risk may develop in the future is addressed at appropriate items in this document.

G.M.McCrone MBE

(Elder)

1st July 2020

THE SURVEY

UPPER FLOOR

BALCONY

This area is rarely used for worship. There is one entrance/exit via a stone staircase.

There is a storage cupboard at the rear of the area containing vases and books. Boxes of Christmas decorations, banners and ladders are also stored in this area.

A 9 litre foam extinguisher is situated here.

Risk : LOW Further action: A limit must be placed on the amount of equipment stored in this area.

CLOAKROOM

Contains the Electrical Distribution Board for the upper floors. Some chairs are stored in this area and at the time of the survey some bags of clothing and foodstuffs were stored prior to distribution. This is an infrequent occurrence.

Risk: LOW Further Action: Nil

STOREROOM

Brushes, Vacuum cleaners and cleaning materials, tools, flower arranging baskets and wooden stands are stored here.

Risk: LOW Further Action: Limit to be placed on the amount of equipment stored in this area.

ENTRANCE

Stone steps with handrail lead to the foyer.

A fire alarm operating point is situated in this area together with an emergency light and a fire extinguisher.

Risk: LOW Further Action: Nil.

FOYER

Has a disabled entrance/exit. Contains a cupboard, a small electric organ and a book stand.

Risk: LOW Further Action: Nil

MAIN CHURCH

This area measures 20x11metres. It has a high wooden roof and contains wooden pews, seats, a wooden pulpit a pipe organ, an electric piano, public address system and lighting. There are two emergency exits from this area via the Foyer and via a landing to the ground floor via the back stairs. Emergency lighting is situated above the door to the Foyer. At the landing entrance, one foam and one CO2 extinguisher are positioned by the door.

The risk in this area is higher than other areas due to the large amount of timber in the construction and fittings. Whilst the main source of fire would be electrical, occasionally lit candles are used during church services.

Risk: MEDIUM Further Action: Checks must be made that electrical equipment is switched off after use (preferably unplugged). Also that candles are properly extinguished after use. Scheduled Electricity maintenance checks to continue.

VESTRY

Situated in the corner of the main church, this is used to store books, ledgers and a small safe. There is a table and three chairs. A door to the landing is kept locked for security reasons.

Risk: LOW Further action: nil.

LANDING

This area connects the main church and vestry to the stairs to the lower floor entrance hall. Situated off the landing are the McConnell Room, the Vestry and a toilet. On the landing is a sink unit and cupboard. There is a Fire Alarm operating point an emergency light and two fire extinguishers (previously mentioned).A smoke/fire detector is positioned above the stairs.

Risk: LOW Further Action: Nil.

McCONNELL ROOM

Contains seating, a table and two photo-copiers together with a paper supply.

Risk: LOW Further Action: Care to be taken that the photo-Copier is switched off after use (preferably un-plugged.

GROUND FLOOR

ENTRANCE HALL

This connects the lower entrance to the main hall, kitchen, Coulston Room, disabled toilet, ladies and gents toilets, and the stairs to the landing. Below the stairs is a small boiler room.

This area contains a desk, storage cabinets, cupboards and telephones all belonging to a Day Centre operated by Age Concern.

The Fire Alarm control panel is situated near the entrance door. In this area is a Fire Alarm operating point and two emergency lights. A foam extinguisher is situated near the entrance, a CO2 extinguisher at the kitchen door and a 2kg powder extinguisher at the door to the small boiler room.

Risk: LOW Further Action: Nil.

TOILETS

Risk: LOW Further Action: Nil

SMALL BOILER ROOM

Situated under the concrete stairs to the landing in a locked room. Contains a Potterton boiler and hot water cylinder with associated controls. A Fire detector is situated in the room.

Risk: LOW Further Action: Nil

COULSTON ROOM

Contains a cupboard, piano, tables, chairs a TV monitor and a video player on a trolley.

Risk: LOW Further action: Checks to be made that equipment switched off (preferably unplugged).

KITCHEN

As well as normal kitchen units, the kitchen contains a gas cooker, a fridge, a freezer, a dish washer and a hand dryer. A fire blanket is located in the room and a CO2 extinguisher located at the door.

Risk: LOW. Further Action: Nil.

MAIN HALL

Contains a storage cupboard, cabinets and portable tables with chairs. There are 16 “easy” chairs for use of Day Centre clients with extra cushions. A TV monitor and a video recorder are positioned on a trolley.

In a cupboard by the entrance door the Electricity Distribution Board serving the rear of the building is located. The entrance door has an emergency light and Exit sign above it. A

second emergency exit is located at the opposite end of the hall and this again has an emergency light and exit sign above it. A 6 litre foam extinguisher is located near this exit.

Risk: LOW. Further Action, Nil

STOREROOM

This is situated at the end opposite to the main entrance and is used for the storage of folding tables and stackable chairs. This area also contains two step ladders and a shelved alcove containing teaching items. The Main Electrical Distribution Board and Electricity meter are located in this room.

Risk: LOW. Further Action: Care to be taken that this room does not become cluttered with flammable material.

MAIN BOILER ROOM

This room is located via a door leading off the storeroom. It contains Two Worcester Bosch Boilers recently installed with controls. A hosepipe on a reel is located here for use in draining the system.

Risk: LOW. Further Action: Nil

REAR ENTRANCE PORCH

This is the second exit point from the hall leading directly outside to the car park. The porch has an emergency light.

Risk: LOW. Further Action: Nil.

OUTSIDE TOILET

This is situated below the steps leading to the main entrance of the church from Lowther Street. The toilet is currently out of use and contains the Gas and Water meters, toilet, sink and some items of garden furniture and metal stands.

Risk: LOW. Further Action: Care to be taken that this area does not become cluttered with flammable material.

FIRE DOORS

All fire doors have automatic closure mechanism . Access doors between the main areas are closed and locked when the building is vacated..

EMERGENCY EXITS

All emergency exits are kept clear with signs clearly displayed.

EVACUATION PLAN

All emergency Exits are clearly marked with the statutory signage and lighting. The following action will be taken on sounding of the fire alarm:

Immediately call the Fire Service

Upper Floor

Main Church

Exit via main doors through the vestibule to the front door or via the disabled exit to the ramp. The disabled exit has a quick release handle. Additional exit via the north west door to the landing and inside stairs to ground floor.

Balcony

Down stairs to vestibule then east door to ramp and open air or main entrance steps to open air.

Vestry and McConnell Room

Exit to landing then downstairs to foyer and south entrance to car-park, or through east door to church and exits to open air.

Ground Floor

All exits through lobby to main door into car park.

Main Hall

Main door to foyer then south entrance to car-park, or south door direct to car-park.

Coulson Room and Kitchen

Exit door to foyer then south door to open air.

Boiler Room

Exit through large meeting room to foyer and exit main entrance, or exit direct to car-park.

Assembly Point

All personnel will assemble in the church car-park where a roll call will

be made to ensure complete evacuation.

Fire Fighting equipment

1. Two foam extinguishers on the balcony.
2. One foam extinguisher in the main church entrance foyer.
3. One co2 extinguisher on the rear landing by church door
4. One foam extinguisher on rtear landing by church door.
5. One dry powder extinguisher on ground floor by small boiler room.
6. One foam extinguisher in ground floor entrance foyer.
7. One dry Powder extinguisher on ground floor outside kitchen.
8. Fire blanket in kitchen.
9. One foam extinguisher in large meeting room beside the rear exit.
10. One dry powder extinguisher in the main boiler room.

*All fire fighting equipment is checked and serviced annually.