

Record of Significant Findings – Fire, Health and Safety

Please use this form to report any significant findings from your own event Health and Safety or Fire Risk Assessments to the Fire Officer, and leave in envelope in vestibule marked for the Fire Officer’s attention.

Risk Assessment — Record of significant findings		
Risk assessment for	Assessment undertaken by	
Group/company	Date	
Address	Completed by	
	Signature	
Sheet number	Zone	Use
Step 1 — Identify fire hazards		
Sources of ignition	Sources of fuel	Sources of oxygen
Step 2 — People at risk		
Step 3— Evaluate, remove, reduce and protect from risk		
(3.1) Evaluate the risk (of the fire occurring)		
(3.2) Evaluate the risk (to people from a fire starting in the premises)		
(3.3) Remove and reduce the hazards that may cause a fire or other risk		
(3.4) Remove and reduce the risks to people (from a fire)		
Assessment review		
Assessment review date	Completed by	Signature
Review outcome (where substantial changes have occurred a new record sheet should be used)		

Notes

- (1) The risk assessment record significant findings should refer to other plans, records or other documents as necessary.
- (2) The information in this record should assist you to develop an emergency plan; coordinate measures with other 'responsible persons' in the building; and to inform and train staff and inform other relevant persons.

APPENDIX

Questions you may want to ask yourself

How will members of your group identify you as the **Fire Marshal** on duty?

Who will be your helper? How many helpers do you need?

What special evacuation needs do your attendees have?

How will you check everyone is out?

Who will call the fire brigade?

Who will be your fire extinguisher operators?

Answers to questions in the induction

[1] Because you would not hear an alarm going off in the hall if you were in the vicinity of basement or organ loft. The two kitchen doors, and hall to lobby door, are automatic so as to close off zone 3 (hall and kitchen area) from all other zones. Zone 3 is the area of greatest risk of a fire starting.

[2] Because they may be locked (main glass doors), unsuitable for some (external step to wooden side doors), or clumsy to operate (glass doors open inwards, wooden side doors open inwards and have a bolt system, neither set of doors is push-bar).

[3] Because the fire may be obstructing the vestibule exit.

[4] Cooking equipment in kitchen. Electrical appliances. Gas fuelled heater in hall. Gas pipes.

[5] Yes

[6] Insufficient width. Self-closing. External step. May be obstructed and you would not see.

Your responsibilities to yourselves (advice from us) for Fire, Health, and Safety.

- We assume that you have:
 - Read up on **Risk Assessments**. To read more about FRA's, you might want to go to:
<http://www.fire.gov.uk/Workplace+safety/WhatTheLawRequires/>
<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>
 - Had your own **Fire Marshal** training (e.g.- at Slade Fire Station)
<http://www.oxfordshire.gov.uk/firesafetytrainingcourses>
- As such, we assume you will, for your own groups and meetings:
 - Identify fire hazards,
 - Identify people at risk,
 - Evaluate, remove, reduce and protect from risk
 - Record, plan, instruct, inform and train
 - Review

When you need this induction again

- Once per year, especially
 - When your named **Fire Marshal** changes

Always let us know when the fire safety contact is changing for your group. We check!

Our duties to you as a building user

- ...are to have carried out our own **Fire Risk Assessment**, and **Health and Safety Risk Assessment**.
- to maintain the building according to **Assessment** findings, and to
- provide this building induction at least once a year making sure all groups receive it *or acknowledge receipt of the same information as they would have received had they attended*.

In short:

Fire Marshals should make sure they are familiar with all the points on the **Fire Action notices**, the location of **alarm call points**, the **assembly point**, and are adequately prepared for an emergency.

This building carries a normal level of fire risk. This is a Conservation area, but our building is not listed. Hence, unlike some churches, we must have signage and alterations to the fabric throughout the building according to current requirements.

Our geography means access for emergency services is middling to poor. This underlines the value of having proper escape and assembly plans in place.

What we found from our own Fire risk assessment, and measures we have put in place

From our first Fire Risk Assessment we found that the main risks were:

- Inadequate planning and training
- Absence of **fire action notices** anywhere
- Absence of suitable alarms anywhere
- Absence of **assembly point**
- Absence of evacuation procedure
- (Zone 1) Inadequate emergency lighting and warning systems
- (Zone 2 and 4) Trip hazards in corridors and escape routes
- (Zone 3) Combustible curtains hanging over fire escape route doors and absence of automatic fire doors
- (Zone 4) Absence of warning systems inc. smoke alarm relays from Kitchen and Hall area to Thomson room area, smoke detector for head of corridor, and safety warnings in working spaces, e.g. organ loft.

As a result, we carried out the following works on the building:

- Production of **Fire Action Notices** and placement of signage throughout
- A new alarm system and creation of **alarm call points**
- Decision about **assembly point** and education about it
- New emergency lighting
- Removal of trip hazards and curtains
- Re-hanging of some doors, and fitting push-bars and automatic closers
- Maintenance checks – weekly, monthly...
- Establishment of a Fire Safety Policy, and finally...
- Initiation of these inductions.

Emergency plan for the responsible person

(Adapted from Fire Safety Risk Assessment: Small and Medium Places of Assembly.
HM Gov publication. 2006.)

As the responsible person for the event/function, etc. you have a legal duty with regards to the safety of those persons assisting or attending the event.

Before the event or function, you should be aware of:

- What fire protection systems are present;
- How a fire will be detected;
- How people will be warned if there is a fire;
- What staff should do if they discover a fire;
- How the evacuation of the premises should be carried out;
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- Identification of key escape routes and exits, how people can gain access to them.
- What instructions helpers and deputies need, and ensuring this training is given;
- Exit doors requiring to be unlocked are unlocked for the duration of the event;
- Check escape routes are clear of obstruction and combustibles.

Before the event or function, you should decide:

- Arrangements for fighting a fire;
- Duties and identity of staff who have specific duties if there is a fire;

- Arrangements for evacuation of people identified as especially at risk, for example, those with disabilities;
- Who will call emergency services;
- Who will liaise with the fire service upon their arrival;
- How you will deal with evacuees after they are evacuated.
- Who will be your deputy to help people down the external step from the final exit in the hall (hall users only), and who will be deputy to help evacuees assemble on Bear Lane (all users).

At the start of the event, you should notify all those present about:

- Emergency fire alarm;
- Who is your fire marshal on duty;
- Location of exits and escape route;
- Taking only valuables immediately to hand but not going to collect other belongings;
- What will happen after evacuation (eg, possible re-entry when Marshal states that it is safe).

During the event or function you should ensure that:

- Escape routes and exits do not become blocked;
- No naked flames are present, except within the Candle Policy for the building;
- Fire Capacities for numbers of people in rooms are observed.

Notes on Health and Safety

Our Health and Safety Policy, and a General Statement Poster about it, is available for public viewing online at www.saintcolumbas.org/healthandsafety/

The poster is also on display in the building.

Please familiarise yourself with this Policy. Here are some general points for hiring users.

Building security

- Put everything away correctly
- Safely dispose of damaged items and report them to the Administrator
- Unplug all electrical equipment (except fitted kitchen items)
- Turn off all lights
- Secure the building
- Close all windows and doors

Leave the premises as you want to find them.

Child Safety – Building Aspects

A separate Child Safety Policy is to be in force at the church for events reporting to church meeting. However, please observe this general point:

- Visually inspect toys before they are used by children.
- Do not store knives in the kitchen where children could reach them.
- Do not store hazardous chemicals anywhere other than where you found them, and always keep them out of reach of children.

Electrical Equipment and Wiring

If using portable electrical equipment, use gaffer tape to secure loose cables to the floor. Minimise crossing walkways, by running cables along the outside of rooms. Microphone stands / music stands / projector screens and so on must not cause a trip hazard.

Hazard Reporting

Please use the Significant Findings report form in this handout to report both general Fire and Health and Safety hazards and findings back to us. The same form is used for reporting both kinds of hazard.

Manual Handling

Two persons are required to operate the wheelchair access ramp(s).

Sale of Food, Preparation of Food

It is a stipulation of the hire agreement that goods (including food) not be sold on our premises. This is partly because selling food brings in the Food Safety Act,

1990. Outside Food Caterers, when used, must have their own public liability insurance.

Health and Safety regarding Preparation of Food on this site

Users of the building providing food for events in this building should note the following points and questions:

- Temperature control. Is the food at acceptable temperature for serving? (Items needing to be HOT should be +63*. Items needing to be CHILLED – 5*.)
- Have product-specific regulations been followed?
- Who used the building before you and what for? Do you need to disinfect surfaces prior to food preparation?
- Use brightly coloured waterproof dressings to cover any open wounds immediately if handling food.
- Clothing. Do you need to wear a hat or apron?
- The hot water is on-demand and gets very hot.
- Observe the different uses of sinks in this kitchen.
- Have you handled raw foods correctly?

Where to find important material

The Fire Safety Policy, and the Health and Safety Policy documents provide a comprehensive list of all documents relating to each Policy, and where these are stored as not all of them are online.

Copies of the building induction document are available online and always kept to the latest version at <http://www.saintcolumbas.org/firesafety.shtml>.

YOU HAVE REACHED THE END OF THIS DOCUMENT.