

# St Columba's Integrated Fire, Health and Safety Maintenance Schedule

See also: Equipment maintenance map, Health and Safety Equipment Maintenance Map.

USING THESE AVOIDS CONFUSION: **X**= yes, positive **O**=no, negative **"/" or "n/a"** =n/a

## Health and Safety every week for the month:

2009

### To remember each week...

*Has the church Health and Safety Policy been followed regards ensuring that works are scheduled in such a way as to avoid public hazard?*

| Item   | w/c                      | w/c                      | w/c                      | w/c                      | w/c + notes                     |
|--|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------------|
| <b>Weekly Checks</b>   |                          |                          |                          |                          |                                 |
| <b>ZONE 3 –CLEANER'S CUPBOARD &amp; KITCHEN STORES LOBBY AREA</b>  |                          |                          |                          |                          |                                 |
| <i>Is there anything different about each zone this week that could be introducing a new hazard?</i>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        |
| Is the cleaning schedule up-to-date?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        |
| Has the cleaner left any messages for you in the notebook stored in the cleaner's cupboard (3.06)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        |
| Empty dishwasher. Gauge rinse aid/salt/soap. Check supplies in Cleaner's cupboard room 3.06, and supply of decanted dishwasher powder in cupboard next to dishwasher.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        |
| Are hazardous cleaning chemicals correctly stored in the cleaner's cupboard away from children (away from low-level) – and nowhere else in the kitchen / rest of building (non-hazardous and regular-use items can be left out)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        |
| Is the slippery floor sign available for use and in working order (in the kitchen stores lobby cupboard)   | <input type="checkbox"/> |                          |                          |                          |                                 |
| <b>ZONE 3 - KITCHEN</b>  |                          |                          |                          |                          |                                 |
| <i>Is there anything different about each zone this week that could be introducing a new hazard?</i>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        |
| Are electric heaters clear of obstruction?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        |
| Are sharp knives correctly stowed in cupboard above handwashing basin, not in cutlery cupboards? Is signage available in cutlery cupboards instructing users on where to put sharp knives?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        |
| Is alcohol stored correctly at a high level in the kitchen, and not in any low-lying cupboards?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        |
| <i>Is the kitchen notice about potential scalding in place near the water storage heater?</i>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> TO FIT |
| Are exposed water pipes all below 43 degrees or insulated?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        |
| Are oven gloves available in the kitchen?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        |
| Check cleanliness of dish cloths and towels. Move dirty ones to cleaning bin.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        |
| Check the First Aid Logbook. Is it OK for use? Have any completed pages been removed and filed in the church office for safe log keeping?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        |
| Check the first aid kits (the first aid zone is to the right of the ovens). They should include:   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        |
| - general guidance leaflet   |                          |                          |                          |                          |                                 |
| - 20 adhesive plasters   |                          |                          |                          |                          |                                 |
| - 2x sterile eyepads   |                          |                          |                          |                          |                                 |
| - 4x triangular bandages   |                          |                          |                          |                          |                                 |
| - 6x medium and 2x large non-medicated dressings   |                          |                          |                          |                          |                                 |
| - Disposable gloves.   |                          |                          |                          |                          |                                 |
| Accident log and first aid kits are fit for use, up to date, and clearly visible with  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>        |

signage

The signs for the two different sinks are clearly displayed in the kitchen (hands only, dirty items only, washing up only), and one sink in the Flower Store 2.08.

Remove old food from kitchen fridge and kitchen lobby fridge Kitchen supplies in notebook. Check tea, coffee, and sugar supplies – replenish from Fair Trade cupboard if necessary. Check kitchen has Antibac spray handy, washing up liquid, and a good scourer.

The 2x cordless phones and handsets are available and in working order in the kitchen....

**Check cleanliness. Put notes in book for Francis if necessary. Check for risks to fabric. Check for burnt out lights. Is the building fit and ready for use? (General tidiness.)**

**ZONE 3 - HALL**

**Is there anything different about each zone this week that could be introducing a new hazard?**

Is the poster in place in the hall explaining max number of stacking chairs, and suggested min. 2 people to handle chair and table setting up?

Is black/yellow trip hazard tape in place in 3x hall entranceways to mark a raised stone doorway?

TO BE REPLACED WITH PAINTED.

**Winter only:** Set the programmes for the heaters.

Collect and redistribute the post.

**Check cleanliness. Put notes in book for Francis if necessary. Check for risks to fabric. Check for burnt out lights. Is the building fit and ready for use? (General tidiness.)**

**ZONE 2 – LOBBY AREA**

**Is there anything different about each zone this week that could be introducing a new hazard?**

There is a step ladder stored in the cupboard to the left of the flower store (2.08). It is to be used for accessing items stored at high level in zone 3. Check availability.

Are all store cupboards locked (to left and right of Flower Store room, cupboards in Thomson Room)

RHS is done, LHS not yet done.

Is the Personal Protective Equipment (PPE) available and well-stocked in the Flower Store for those who clean external parts of the building (hard and rubber gloves, masks)? Is signage in place indicating use of this equipment?

TO BUY.

**MONTHLY:** There is a pinboard in the lobby which clearly displays the latest versions of the following:

Public liability and child policy yet to be received. Pinboard to be purchased and placed.

- employers' liability,
- public liability insurance,
- (Fire Policy addenda) = Candle policy,
- health and safety policy general statement,
- child safety policy (To be received.)
- fire equipment certificate,
- (H+S Policy addenda) = Lone worker guidance,
- HSE poster
- and stewarding actions list.

**Check cleanliness. Put notes in book for Francis if necessary. Check for risks to fabric. Check for burnt out lights. Is the building fit and ready for use? (General tidiness.)**

**ZONE 2 – VESTIBULE AREA**

**Is there anything different about each zone this week that could be**

**introducing a new hazard?**

|   |                          |                          |                          |                          |  |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--|
| Are protective gloves and masks available in the understairs cupboard wall pouch for people using hazardous chemicals? Is related signage in place? Is there any PPE stock we need to add for people to use due to the nature of chemicals stored here?   | <input type="checkbox"/> | TO PLACE. SIGNAGE TO DO. |                          |                          |  |
| Is the USC securely locked? Are all flammable products and non-cleaning-related hazardous chemicals stored in here and no-where else in the building? Is the air vent blocked?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> EXT. AIR VENT NEEDED. |
| There are no needles or other sharp items left in the exterior vicinity of the building. (If there are, these have been removed and put in sharps boxes ready for collection by Tradewaste managers. <b>Wear PPE supplied in Flower Store when handling waste in exterior of building.</b> )                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> TO BUY.               |
| Toilets. Green towels/ Soap (reorder from SOS. Store it in cleaner's cupboard.)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                       |
| Are electric heaters clear of obstruction?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                       |
| Do the pullchord alarms in Loo 1 and Loo 2 (disabled users) work? Sounder and light box work? Reset button works?   | <input type="checkbox"/> |                          |                          |                          |  |
| <b>Loo 2:</b> Ensure there are baby changing liners in the baby bench (loo 2) and a supply of nappy disposal bags. Keep a surplus stock of both in cleaners' cupboard 3.06. Wipe baby bench with antibac cleaner. Check bench is fit for use and secured to the wall. Check that there are coat hooks and mirror available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                       |
| <b>Vestibule:</b> Diary updates from online master diary.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                       |
| Are the 'church open' signs correctly stored near the USC door with chains holding them in position? (This is to stop them slipping and obstructing the USC door when someone is inside, which could trap them.)  | <input type="checkbox"/> | CHAINS TO BE FITTED      |                          |                          |  |
| Is the wheelchair ramp correctly stowed in the vestibule? Accompanying notice, including advice on manual handling, in place?   | <input type="checkbox"/> |                          |                          |                          |  |
| <b>Check cleanliness. Put notes in book for Francis if necessary. Check for risks to fabric. Check for burnt out lights. Is the building fit and ready for use? (General tidiness.)</b>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                       |

**ZONE 1 – VESTRY OFFICE, NAVE, AND CHANCEL**

|   |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Is there anything different about each zone this week that could be introducing a new hazard?</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The 2x cordless phones and handsets are available and in working order in the ...vestry office  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are electric heaters clear of obstruction?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA mic' batteries check. Memorial book. Communion chairs (once a month). Curatorial tasks. Tidy the chairs. Sort out the books in chair backs. Tidy the vestry. Throw out old leaflets. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the wheelchair wheels pumped up? Are the foot rests in working order? Pump is stored at the back of the nave.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Check cleanliness. Put notes in book for Francis if necessary. Check for risks to fabric. Check for burnt out lights. Is the building fit and ready for use? (General tidiness.)</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**ZONE 4 – THOMSON ROOM / COMMITTEE ROOM 2 / BASEMENT**

|   |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Is there anything different about each zone this week that could be introducing a new hazard?</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are electric heaters clear of obstruction?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are child play mats stored <u>outside</u> the cupboards in Thomson Room or CR2? (It is important that they are not stored with items such as tables which could slip on those with only one hand free.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Check cleanliness. Put notes in book for Francis if necessary. Check for risks to fabric. Check for burnt out lights. Is the building fit and ready for use? (General tidiness.)</b>                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**ZONE 1 - BALCONY**

- Is there anything different about each zone this week that could be introducing a new hazard?**
- Is the hazard tape in place at the head of each riser of the steps between each balcony level?
- Is the balcony locked up?
- Check cleanliness. Put notes in book for Francis if necessary. Check for risks to fabric. Check for burnt out lights. Is the building fit and ready for use? (General tidiness.)**

**ALL AREAS WEEKLY**

- Inspect zone 3, vestry, and zone 4 roof zones for damage and risks. Don't go out onto the roof on your own. Tell someone you are going up and to come looking for you in 20 minutes if you are not back. Access points for these roof zones are on both sides of the balcony. The nave, chancel, organ vestry and balcony roof zones are not checked.
- Make a list of shopping needs on Wednesday. Deliver shopping on Thursday.

- Are all electric cables kept away from walkways, away from items that get hot, away from water supplies, away from combustibles?
- Is **all** equipment that is **not** in use safely stowed?
- Have the staff had their entitled breaks this week?

**ALL AREAS MONTHLY**

- Have any staff grievances been followed up in the proper way?
- Are the ladders in safe working order (stored in long corridor x1, basement stairwell x2, Flower Store cupboard x1)
- Is all safety signage (non-fire signage) in place? See Health and Safety Equipment Maintenance Map. This includes all asbestos materials.
- Does all new equipment introduced this month carry the CE mark?
- Have all regular and non-regular contractors been alerted to locations of asbestos in the building? Is the emergency control measure for the vestry being observed? Have all labour-only and non-labour-only contractors been informed of the points made in our letter of understanding regarding Health and Safety? (Copies of both are on the church website.)
- Are all wall sockets in good order? No loose casings?

**January, April, July, October checks**

- Visually inspect all asbestos containing materials (ACM's) in the building to check for deterioration. If deterioration is found, re-assess the risk and consider safe removal / replacement. Use maintenance map to locate all ACMs being managed. (Refer to ACM Management Plan document if re-assessing the risk.)
- Is the current cleaner aware of the 'slippery floor sign', its mandatory use, and location?
- Are all plugs on all portable electrical items in good order? No loose casings or wires?
- Are the wooden/wicker chairs in a safe order for use? Have any requiring maintenance been safely removed until they are fixed?
- Under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR), have all incidents involving hospitalisation, or all incidents/ dangerous occurrences not involving personal injury, been

reported to the HSE website? (Keep a record in the office filing cabinet of all reports.)

Are the parquet floors in good condition throughout the building? No loose tiles or trip spots? Are mosaic tiles on balcony stairwell all secure? No loose tiles? Been scrubbed clean recently?  TO SCRUB.

**(Any loose tiles that are identified as a hazard and cannot be easily secured must be repaired.)**

Are the external floor areas (where they belong to the church) in good condition with no trip hazards?

Has all equipment (new and old) been visually inspected? Toolbox in office/flower room store, items in the USC, items in cleaner's cupboard.

**ANNUAL CHECKS GENERAL**

**ANNUAL (November):** Has a CORGI registered gas installer inspected our gas appliances (hall heater, kitchen water heater)? Do we have a copy of the resulting certificate or report attached to this logbook?  November each year.

**ANNUAL (August):** Have our gutters and downpipes been cleaned according to this schedule? – Clean flat roof areas above balcony stairwell, long corridor, Thomson Room, CR2: clean roofs, gutters, downpipes. Main nave roof check tile damage, clean gutters. Hall roof clean parapet gutters/leadwork, check and clear downpipes. Same again above kitchen, vestry, courtyard, and above basement stairwell. (The main nave roof has an access issue due to pigeon netting on the courtyard/south side. Ladders need to go up and over from the North side for access.)  Last completed by Wooldridge and Simpson 28.04.09

**ANNUAL (July):** Has all portable electrical equipment in the building undergone PAT testing in this 12-month period? Is there an up-to-date PAT testing log in the church office? X Last completed July 2009.

**ANNUAL:** Hazardous chemicals, identified by an orange warning symbol, have been assessed for safety using a COSHH (Control of Substances Hazardous to Health) assessment - reviewed annually. COSHH assessments are kept in the Health and Safety Folder in the church office. Not applicable.

**ANNUAL BUILDING MAINTENANCE**

**(March)** Is the exterior of the building in good condition? Any visible damage, corrosion, rot?

**(March)** Do wooden fittings, furniture and building fabric appear to be free of wood-boring insects?

**(September)** Is there an up-to-date Health and Safety Policy? Has it been signed by the owner/managers? Is the signed copy in the church office? Is the latest version and related material available on the website? X First signed September 2009.

**(November)** Health and Safety Risk Assessment including Lone Working Risk Assessment has an annual review date of November. Is review up to date? (The Asbestos Containing Material Risk Assessment is under on-going review.) X First conducted November 2008. First went live October 2009. Next due November 2010.

**(March)** Is there up-to-date Fire, Health and Safety building induction material available? Is the latest version on the website? Does it include a Significant Findings report card for building users to report hazards back to you?

**QUINQUENNIAL CHECKS GENERAL**

Have the mains installations been tested by a NICEIC contractor to comply with the IEEE/ BS57671 standards? Has a certificate been issued, and is this on file in the church office? 2009  2014  2019

Is there a current Buildings Survey? Has a related table of works been presented to Finance and Property/ Elders for consideration? Has a Schedule of Works been assembled for the next 5 year period as a result of these actions? (Some items arising will most likely relate to Health and Safety Risk Assessment. On years that they are due, they should be carried out prior to or as part of the Health and Safety Risk Assessment for that year.) 2008 X 2013  2018

**TRAINING SCHEDULE**

Have all relevant paid and voluntary staff been given lone worker training? X Last completed July 2009.



has 1 testbox for Vestry x1 internal, vestry yard – one of two////////

(Please note the maintained emergency light in vestry is not on the emergency circuit for a reason: it lights secondary escape route in a scenario where the main lights have **not** failed. This was requested by city fire officer.)

**Zone 1** = 3x extinguishers: chancel, organ vestry...

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

**Zone 4** Is emergency lighting and sign lighting working correctly? In Zone 4 the LONG CORRIDOR has x1 testbox for Corridor x3, organ loft store area x1////////

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Zone 4= 1x extinguisher half-way down corridor

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Zone 4 = is the corridor free from obstructions, combustible materials? Are the ladder brackets secure?

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

**Zone 2** Zone 2 = 1x extinguisher balcony stairwell

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

**Balcony** Is emergency lighting and sign lighting working correctly? BALCONY has 2 testboxes for stairwell x2, flood lights nave x2, below balcony x1, and balcony exitway light x1////////

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Zone 1= 3x extinguishers: ... balcony.

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

**Zone 2**

Are electric and non-electric FINAL FIRE EXIT signs in good condition and undamaged? Zone 2 = x1 paper.

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Is emergency lighting and sign lighting working correctly? In Zone 2 SHORT CORRIDOR has x1 testbox for Vestibule above glass doors x1, internal to pushbar door x1, external to vestibule disabled exit – one of two (the other – outside wooden side doors - is on a sensor)//////// DISABLED TOILET LOO 2 has x1 testbox for disabled toilet x1////////

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

### Notes

Are charging indicators (if fitted) visible? (There are 26 lights in total. 23 of them have charging indicators.)

Count 23 emergency lights. If all lights in above tests work there is no need to test this.

### Firefighting equipment. Always check...

Are all fire extinguishers:

- in their correct **positions** marked on the Equipment Maintenance Map?
- Are fire extinguishers clearly **visible**?
- Additional items from manufacturer's recommendations (Monarch): Tamper-proof **seal tags** are in place and good condition.
- **Pins** are in place and good condition.
- **Pressure locator gauges** are not showing red.

Accompanying **photoluminescent signage** on extinguisher use is in place next to equipment.

### Emergency and Maintained Lighting

Two hall lights, one kitchen stores lobby light, two courtyard lights, one vestry light, and one organ vestry light are on both the Emergency electrical supply, and the standard use electrical supply – enabling them to be operated in a 'maintained' way using wall-mounted switches. The organ vestry light covers an unofficial secondary escape route option, and hence it is not regularly tested.

## Fire Safety every month, three months, six months

### ADDITIONAL items every four weeks

#### Signage

Do ALL the signs indicated on the fire equipment map still appear in correct position, visible, and secured in their place?

**Fire warning systems**

Did the 5x breakglass alarms work correctly when tested?

(Zone 3= Did the smoke alarms work in kitchen, lobby, kitchen store lobby)?

(Zone 4= Did the relays for these alarms in the corridor x2 go off?)

(Zone 2= Did vestibule ceiling and balcony stairs ceiling go off?)

Did staff and other people hear the alarms?

**Escape routes**

Are fire door seals in good condition? Do all internal self-closing fire doors work correctly? Refer to Equipment Maintenance Map for location of fire doors.

Can zone 3 (older) fire exit be opened immediately and easily? Do all emergency fastening devices to fire exit (push bars and pads, etc.) work correctly? (Difficult to close again, so only check monthly. Hit bar on LH side first. Then RH side. To close, shut RH first. Pull bar and flick lever to ensure bolt slots into top and bottom holes. Pull LH lever to shut firmly.)

Does the torch used to illuminate the basement area work? Do batteries need replacing?

**Escape lighting n/a**

**ADDITIONAL items every 3 months: Jan, April, July, October**

**General, for the period of (state period):**

Are all portable heaters in good working order?

Has anyone introduced electrical equipment into the building that could cause a fire risk (e.g. – an electric heater)? Is the PAT testing log up to date with any new equipment added to the list for the next testing round?

(Zone 4) Are the combustible materials in the basement stored satisfactorily?

(Zone 2) Are the combustible materials in the under-stairs cupboard stored satisfactorily? Is the cupboard locked?

(Zone 1) Is the Organ bellows motor casing free of clutter in the organ vestry? (Fire hazard)

(October and January) Check the roof area and clear away leafy and pigeon mess. Wooldridge and Simpson clear our drains in August every year. Also go up on Vestry roof (access from vestry yard with ladder) and clear gutter/downpipe. This is just to make sure no extra mess has built up around gutters or downpipes, especially above the kitchen.

Comments

For info: Builders may use alternative roof access via Organ Vestry skylight (removable window). Use ladders in the corridor.

**ADDITIONAL items every six months: January, June, July, December checks**

**General, for the period (state period):**

June and December - Have Fire Marshals of hire and non-hire groups with recurring bookings of the venue been given their six-monthly training session? (They must attend one session every 12 months. Run on first Thursday in that month.)

Last completed 11.06.09. Four attendees were missing and are being chased.

See Administrator's log.

(January) (Zone 1 and whole building) Has the morning worship fire drill been conducted? Were findings recorded on 'significant findings' sheets and logged in the folder? Were these reported to the Fire Officer? Are there any follow-on actions?

X

See Fire Policy log. Having run it bi-annually for 1.5 years, we have agreed to run it annually.

|  |   |                      |
|--|---|----------------------|
| (July and January) (Zone 3) Has the Wednesday Welcome fire drill been conducted? Were findings recorded on 'significant findings' sheets and logged in the folder? Were these reported to the Fire Officer? Are there any follow-on actions? | X | See Fire Policy log. |
|--|---|----------------------|

|   |      |                          |
|---|------|--------------------------|
| Does the Facilities Manager's Excel workbook show a clear record that all Fire Marshals of non-recurrent events have received a Fire, Health and Safety Induction to the building, conducted by the Fire Officer? | YES. | See Administrator's log. |
|---|------|--------------------------|

**ADDITIONAL items every six months: April and October checks**

**Fire warning system in April / October (please delete)**

|  |  |  |
|--|--|--|
| Has the system been checked by Monarch? All smoke alarms indicated on map. All breakglass alarms indicated on map. All automatic fire doors indicated on map. All dorgards indicated on map. All emergency lighting. |  | Installed 12.03.08 but tested every Oct/Nov. |
|--|--|--|

|  |                          |  |
|--|--------------------------|--|
| Have all emergency generators been tested by Monarch? (Run them for one hour.) | <input type="checkbox"/> |  |
|--|--------------------------|--|

|  |                          |   |
|--|--------------------------|---|
| Has the emergency lighting system been checked by Monarch? | <input type="checkbox"/> | Installed 12.03.08 but tested every Oct/Nov. 3hr test due Nov 10. |
|--|--------------------------|---|

(Every three years starting 2011 has the emergency lighting had its 3-yearly service with Monarch?) After three years, has the emergency lighting been overhauled or replaced as required?

**Escape routes in April / October (please delete)**

|  |                          |  |
|--|--------------------------|--|
| (October only) Do all self-closing fire doors fit correctly? | <input type="checkbox"/> |  |
|--|--------------------------|--|

**Fire Safety every year**

**Annual checks March, May, June, November, December**

**Escape lighting**

**Firefighting equipment**

|  |      |                          |
|--|------|--------------------------|
| Has all firefighting equipment (extinguishers and accompanying signage and wall mounting, blankets and wall mounting) been checked by Monarch? (Usu. November each year) | YES. | Last Completed 12.11.09. |
|--|------|--------------------------|

|   |      |  |
|---|------|--|
| Has external access for the fire service been checked for ongoing availability? | Yes. | Last done 09.06.09. Call from Nigel Reynolds, the then acting city office fire officer. We are now on their register. Annual visits from them are not necessary if it's just a courtesy call. Oxford 242223. |
|---|------|--|

**General**

|  |                          |  |
|--|--------------------------|--|
| (Zone 4) Has the Organ Tuner been advised as to the risks in the organ loft and the location of fire fighting equipment? (Not regarded essential.) | <input type="checkbox"/> |  |
|--|--------------------------|--|

|   |   |            |
|---|---|------------|
| <b>Has the Fire Officer been on Fire Marshal training once every two years?</b> | X | <b>DUE</b> |
|---|---|------------|

|   |                          |  |
|---|--------------------------|--|
| (November)Is the anti-arson letter drop-box still securely in position? | <input type="checkbox"/> |  |
|---|--------------------------|--|

|  |  |      |
|--|--|------|
| (November)Is there a current Fire Safety Policy Document and has it been signed by the owner/managers? |  | Yes. |
|--|--|------|

|   |   |      |
|---|---|------|
| (November)Is the Fire Risk Assessment Folder, including all returned Records of Significant Findings, and all documents pertinent to a full log for fire safety in position in the church office? | X | Yes. |
|---|---|------|

YOU HAVE REACHED THE END OF THIS DOCUMENT.