

Risk Assessment				Date: 16/01/05	Review Date: January 2006	Ref. Number: Fire 1	Assessor: Mal Thomas
Location: Bethlehem Church Life Centre –(BCLC)							
<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
Work Activity/ Workplace	HSE Step 1 Hazard(s)	HSE Step 2 Persons at Risk	HSE Step 3 Existing Control Measures in Use (including Legal Standards)	Severity	Likelihood	Priority High (H) Medium (M) Low (L)	HSE Step 4 Measures Required To Prevent / Reduce Risk
Foyer / Reception Area - Access way to building. Public access in area. Reception Desk activity. Upper floor single access stairway in area. Equipment in reception includes fire system alarm panel, security camera monitor, computer, telephone and personal mobile radio's. Security cameras (2off) Fire fighting equipment, fire alarm Point, optical fire alarm detector and emergency lighting. Flooring material is vinyl tiles.	Fire	Employees, volunteer staff and visitors	Fire Alarm System to BS 5839-1 (2002) Type L2. Fire Fighting Equipment to BSEN3, No Smoking Policy, Housekeeping Policy, Maintenance and Testing of all electrical equipment, fire equipment and emergency lighting. Training of employees, Fire Drills. Building security policy and access ways, fire doors and emergency escape doors policy.	Moderate (3)	Improbable (1)	Low (L)	Enforce No Smoking and housekeeping policy. Reduce collection of flammable materials in area to minimum. Ensure that maintenance and testing of fire equipment and PAT testing of electrical appliances and testing of emergency lighting is carried out to schedule. Ensure that training of staff is carried out to schedule. Carry out Fire Drill to schedule. Ensure that access ways, fire doors and emergency escape doors policy is enforced. Single access stairway to be kept clear at all times. Fire fighting equipment in area to be unobstructed at all times.

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Coffee Shop. Public access to this area. Microwave cooking, toasting and hot sandwich making in this area. TV installed. Other equipment installed includes refrigerated food display unit, refrigerator, dishwasher, electric till, coffee maker and coffee grinder. Leather settees, tables and chairs are also installed Fire fighting equipment, fire alarm sounder, optical fire alarm detector and emergency lighting is installed. Flooring material is vinyl tiles.	Fire	Employees, volunteer staff and visitors.	Fire Alarm System to BS 5839-1 (2002) Type L2. Fire Fighting Equipment to BSEN3, No Smoking Policy, Housekeeping Policy, Maintenance and Testing of all electrical equipment, fire equipment and emergency lighting. Training of employees, Fire Drills. Building security policy and access ways, fire doors and emergency escape doors policy. Cooking equipment limited to - Microwave Oven, Toaster and Sandwich Maker.	Moderate (3)	Improbable (1)	Low (L)	Enforce No Smoking and housekeeping policy. Reduce collection of flammable materials in area to minimum. Ensure that maintenance and testing of fire equipment and PAT testing of electrical appliances and testing of emergency lighting is carried out to schedule. Ensure that training of staff is carried out to schedule. Carry out Fire Drill to schedule. Ensure that access ways, fire doors and emergency escape doors policy is enforced. Fire fighting

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Main Office/Adult Advice Drop-in Centre. This room is accessible to employees, volunteer staff and visitors. Equipment in this room includes computers (3off), printer, book shelves, books and information leaflets and stationary. Desks, table and chairs. Flooring material is vinyl sheet.	Fire	Employees, volunteer staff and visitors.	Fire Alarm System to BS 5839-1 (2002) Type L2. Fire Fighting Equipment to BSEN3, No Smoking Policy, Housekeeping Policy, Maintenance and Testing of all electrical equipment, fire equipment and emergency lighting. Training of employees, Fire Drills. Building security policy and access ways, fire doors and emergency escape doors policy.	Moderate (3)	Improbable (1)	Low (L)	Enforce No Smoking and housekeeping policy. Reduce collection of flammable materials in area to minimum. Ensure that maintenance and testing of fire equipment and PAT testing of electrical appliances and testing of emergency lighting is carried out to schedule. Ensure that training of staff is carried out to schedule. Carry out Fire Drill to schedule. Ensure that access ways, fire doors and emergency escape doors policy is enforced. Fire fighting

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Rear Access Corridor and Front and rear Toilets and Staff Shower Room. Public access and disabled access to main hall and rear disabled toilet facilities. Equipment includes vending machine, fire fighting equipment, optical fire alarm detectors (4off) fire alarm point and sounder and emergency lighting. Emergency fire escape and fire doors (4 sets) with magnet latches installed. Disabled toilet emergency alarm . Security cameras (4off). Flooring material is vinyl sheet.	Fire	Employees, volunteer staff and visitors.	Fire Alarm System to BS 5839-1 (2002) Type L2. Fire Fighting Equipment to BSEN3, No Smoking Policy, Housekeeping Policy, Maintenance and Testing of all electrical equipment, fire equipment and emergency lighting. Training of employees, Fire Drills. Building security policy and access ways, fire doors and emergency escape doors policy.	Moderate (3)	Improbable (1)	Low (L)	Enforce No Smoking and housekeeping policy. Reduce collection of flammable materials in area to minimum. Ensure that maintenance and testing of fire equipment and PAT testing of electrical appliances and testing of emergency lighting is carried out to schedule. Ensure that training of staff is carried out to schedule. Carry out Fire Drill to schedule. Ensure that access ways, fire doors and emergency escape doors policy is enforced. Fire fighting equipment in area to be unobstructed at all times.

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<p>Store Room. Employee and volunteer staff access only to this area. This locked store room is the main store room for the building. This room will store the following types of equipment – sports equipment, chairs, tables, maintenance and cleaning equipment including small quantities of cleaning chemicals and paint, craft materials, children's play equipment, hand and portable tools. The main hall demountable stage is also stored in this area.</p> <p>This room is fitted with optical fire alarm detectors (3off).</p> <p>Electrical equipment includes 3 phase sewage pumping station control point.</p> <p>Flooring material is felt carpet.</p>	Fire	Employees and volunteer staff.	<p>Fire Alarm System to BS 5839-1 (2002) Type L2.</p> <p>Fire Fighting Equipment to BSEN3, No Smoking Policy, Housekeeping Policy, Maintenance and Testing of all electrical equipment, fire equipment and emergency lighting. Training of employees, Fire Drills. Building security policy and access ways, fire doors and emergency escape doors policy.</p>	High (4)	Improbable (1)	Low (L)	<p>Enforce No Smoking and housekeeping policy. Reduce collection of flammable materials in area to minimum. Ensure that maintenance and testing of fire equipment and PAT testing of electrical appliances and testing of emergency lighting is carried out to schedule. Ensure that training of staff is carried out to schedule. Carry out Fire Drill to schedule. Ensure that access ways, fire doors and emergency escape doors policy is enforced. Steel Cupboard to be used for storage of small quantities of flammable materials such as paint.</p>

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Kitchen. This locked room is the main kitchen for the building. This room is accessible to employees and volunteer staff only. The equipment in this kitchen includes – electric/gas cooker, microwave oven, freezers/refrigeratos, hot water boiler, heat detecting fire alarm detector, fire fighting equipment and emergency lighting equipment. Gas fired central heating boiler. Flooring material is vinyl sheet.	Fire	Employees and volunteer staff	Fire Alarm System to BS 5839-1 (2002) Type L2. Fire Fighting Equipment to BSEN3, No Smoking Policy, Housekeeping Policy, Maintenance and Testing of Fire Equipment. Training of employees, Fire Drills. Building Security Policy and access ways, fire doors and emergency escape doors policy.	High (4)	Unlikely (2)	Medium (M)	Enforce No Smoking and housekeeping policy. Reduce collecting of flammable materials in area to minimum. Ensure that maintenance and testing of fire equipment and PAT testing of electrical appliances and testing of emergency lighting is carried out to schedule. Ensure that training of staff is carried out to schedule. Carry out Fire Drill to schedule. Ensure that Access ways, fire doors and emergency escape doors policy is enforced. Fire fighting equipment in area to be unobstructed at all times. Central heating boiler and gas

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Children's Room. This room is accessible to employees, volunteer staff and visitors. Equipment in this room includes - Desks, tables and chairs. Children's play equipment, Flooring material is felt carpet. Storage area in this room will store tables and chairs and ladders. This room will be used as a children's crèche, playschool etc. and will contain children's craft equipment including paper and paints (water based). Equipment also includes optical fire detectors (2off), alarm sounder and fire alarm point, security camera, emergency escape door and fire doors. Emergency lighting and fire fighting equipment is also installed.	Fire	Employees, volunteer staff and visitors.	Fire Alarm System to BS 5839-1 (2002) Type L2. Fire Fighting Equipment to BSEN3, No Smoking Policy, Housekeeping Policy, Maintenance and Testing of Fire Equipment. Training of employees, Fire Drills. Building Security Policy and access ways, fire doors and emergency escape doors policy.	Moderate (3)	Improbable (1)	Low (L)	Enforce No Smoking and housekeeping policy. Reduce collecting of flammable materials in area to minimum. Ensure that maintenance and testing of fire equipment and PAT testing of electrical appliances and testing of emergency lighting is carried out to schedule. Ensure that training of staff is carried out to schedule. Carry out Fire Drill to schedule. Ensure that Access ways, fire doors and emergency escape doors policy is enforced. Fire fighting equipment in area to be unobstructed at all times.

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Rear 1 st Floor Board Room. This room is accessible to employees, volunteer staff and visitors. Equipment in this room includes - Tables and chairs. Flooring material is carpet. Storage area in this room will store books and leaflets. This room will be used as a meeting room for up to 40 persons. Equipment includes optical fire detectors (1off), alarm sounder and fire alarm point, emergency escape door and fire doors. Emergency lighting and fire fighting equipment is also installed. An office is accessed from this meeting room. This room will contain a table and comfortable chairs and a pc. The flooring is carpet. Emergency lighting is provided in this room. Emergency escape from this room is via emergency access stairway through the Family Fitness Centre and outside rear access stairs and also through the Board Room and internal rear access stairs.	Fire	Employees, volunteer staff and visitors	Fire Alarm System to BS 5839-1 (2002) Type L2. Fire Fighting Equipment to BSEN3, No Smoking Policy, Housekeeping Policy, Maintenance and Testing of Fire Equipment. Training of employees, Fire Drills. Building Security Policy and access ways, fire doors and emergency escape doors policy.	Moderate (3)	Improbable (1)	Low (L)	Enforce No Smoking and housekeeping policy. Reduce collecting of flammable materials in area to minimum. Ensure that maintenance and testing of fire equipment and PAT testing of electrical appliances and testing of emergency lighting is carried out to schedule. Ensure that training of staff is carried out to schedule. Carry out Fire Drill to schedule. Ensure that Access ways, fire doors and emergency escape doors policy is enforced. Fire fighting equipment in area to be unobstructed at all times.

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Rear 1 st Floor Office (1off). This room is accessible to employees, volunteer staff only. Equipment in this room includes – Office desk and chair and pc Flooring material is carpet. Storage area in this room will store books and leaflets. Equipment includes optical fire detectors (1off) and fire door. Emergency lighting is also installed. Emergency escape from this room is via emergency access internal stairway in the adjacent meeting room to the rear of the building and the rear access external stairway.	Fire	Employees and volunteer staff	Fire Alarm System to BS 5839-1 (2002) Type L2. Fire Fighting Equipment to BSEN3, No Smoking Policy, Housekeeping Policy, Maintenance and Testing of Fire Equipment. Training of employees, Fire Drills. Building Security Policy and access ways, fire doors and emergency escape doors policy.	Moderate (3)	Improbable (1)	Low (L)	Enforce No Smoking and housekeeping policy. Reduce collecting of flammable materials in area to minimum. Ensure that maintenance and testing of fire equipment and PAT testing of electrical appliances and testing of emergency lighting is carried out to schedule. Ensure that training of staff is carried out to schedule. Carry out Fire Drill to schedule. Ensure that Access ways, fire doors and emergency escape doors policy is enforced.

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Main Hall. This room is accessible to employees, volunteer staff and visitors. Equipment in this room will include, at different occasions, tables and chairs, sports equipment of various types, demountable wooden stage, sound and visual presentation equipment and stage lighting equipment.
 Flooring material is specialist sports flooring (Pulastic 2000 polyurethane)
 Storage area off this room will store audio and visual electrical equipment and musical instruments. This store room also houses the main electrical distribution equipment. This room will be used as a meeting/conference room for up to 300 persons but also, when cleared of other equipment be used as a sports hall.
 Equipment includes optical fire detectors (6off), alarm sounders (2off) and fire alarm points (2off), emergency escape doors and fire doors. Emergency lighting is also installed. Gas fired radiant heating is installed at the 5.5metre height.

Fire

Employees, volunteer staff and visitors

Fire Alarm System to BS 5839-1 (2002) Type L2.
 Fire Fighting Equipment to BSEN3, No Smoking Policy, Housekeeping Policy, Maintenance and Testing of Fire Equipment. Training of employees, Fire Drills. Building Security Policy and access ways, fire doors and emergency escape doors policy.

Moderate (3)

Improbable (1)

Low (L)

Enforce No Smoking and housekeeping policy. Reduce collecting of flammable materials in area to minimum. Ensure that maintenance and testing of fire equipment and PAT testing of electrical appliances and testing of emergency lighting is carried out to schedule. Ensure that training of staff is carried out to schedule. Carry out Fire Drill to schedule. Ensure that Access ways, fire doors and emergency escape doors policy is enforced. Fire fighting equipment in area to be unobstructed at all times. Gas radiant heating maintenance is carried out to schedule.

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Front 1st Floor Training Room. This room is accessible to employees, volunteer staff and visitors. Equipment in this room will include, at different occasions, tables and chairs, computer equipment, craft equipment including industrial sewing machine, sound and visual presentation equipment and stage lighting equipment. This room will be used as a training/meeting/conference room for up to 20 persons. Equipment includes a hot water boiler (tea making station) and storage cupboards for craft materials etc. A gas fired central heating boiler is also installed in this room. Optical fire detectors (1off), alarm sounders (1off), fire door, security camera and emergency lighting is also installed. Emergency escape is via the single stairway to the foyer/reception area.

Fire

Employees, volunteer staff and visitors

Fire Alarm System to BS 5839-1 (2002) Type L2.
 Fire Fighting Equipment to BSEN3, No Smoking Policy, Housekeeping Policy, Maintenance and Testing of Fire Equipment. Training of employees, Fire Drills. Building Security Policy and access ways, fire doors and emergency escape doors policy.

High (4)

Unlikely (2)

Medium (M)

Enforce No Smoking and housekeeping policy. Reduce collecting of flammable materials in area to minimum. Ensure that maintenance and testing of fire equipment and PAT testing of electrical appliances and testing of emergency lighting is carried out to schedule. Ensure that training of staff is carried out to schedule. Carry out Fire Drill to schedule. Ensure that Access ways, fire doors and emergency escape doors policy is enforced. Fire fighting equipment in area to be unobstructed at all times. Central heating boiler maintenance is carried out to schedule.

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Front 1 st Floor Youth/Children's Drop – in Centre. This room is accessible to employees, volunteer staff and visitors. Equipment in this room will include, at different occasions, tables and chairs, computer equipment, craft equipment, play stations, TV, table games and juke box. This room will be used as a meeting room for up to 20 children/young persons. Equipment includes storage cupboards for craft materials etc. Optical fire detectors (1off), alarm sounders (1off), fire door, security cameras (2off) and emergency lighting is also installed. This room has 3off upholstered settees and comfortable chairs. Flooring is vinyl sheet. Emergency escape is via the single stairway to the foyer/reception area.	Fire	Employees, volunteer staff and visitors	Fire Alarm System to BS 5839-1 (2002) Type L2. Fire Fighting Equipment to BSEN3, No Smoking Policy, Housekeeping Policy, Maintenance and Testing of Fire Equipment. Training of employees, Fire Drills. Building Security Policy and access ways, fire doors and emergency escape doors policy.	(High) (4)	Unlikely (2)	Medium (M)	Enforce No Smoking and housekeeping policy. Reduce collecting of flammable materials in area to minimum. Ensure that maintenance and testing of fire equipment and PAT testing of electrical appliances and testing of emergency lighting is carried out to schedule. Ensure that training of staff is carried out to schedule. Carry out Fire Drill to schedule. Ensure that Access ways, fire doors and emergency escape doors policy is enforced. Fire fighting equipment in area to be unobstructed at all times.
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Front 1 st Floor Office. This room is accessible to employees and volunteer staff only. Equipment in this room will include, desks and chairs, computer equipment, TV monitor, projector, photocopier, printers, networking equipment and telephones, security camera equipment and mains/battery power supply. This room will be used for up to 4 persons Equipment includes storage cupboards for stationary and a steel safe box for money and documents. Optical fire detectors (1off), fire door, security cameras (1off) and emergency lighting is also installed. Flooring is anti static carpet tiles. Emergency escape is via the single stairway to the foyer/reception area.	Fire	Employees, volunteer staff	Fire Alarm System to BS 5839-1 (2002) Type L2. Fire Fighting Equipment to BSEN3, No Smoking Policy, Housekeeping Policy, Maintenance and Testing of Fire Equipment. Training of employees, Fire Drills. Building Security Policy and access ways, fire doors and emergency escape doors policy.	High (4)	Improbable (1)	Low (L)	Enforce No Smoking and housekeeping policy. Reduce collecting of flammable materials in area to minimum. Ensure that maintenance and testing of fire equipment and PAT testing of electrical appliances and testing of emergency lighting is carried out to schedule. Ensure that training of staff is carried out to schedule. Carry out Fire Drill to schedule. Ensure that Access ways, fire doors and emergency escape doors policy is enforced. Fire fighting equipment in area to be unobstructed at all times.

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Family Fitness Centre Rear 1 st Floor. This room is accessible to employees and volunteer staff and General Public. Equipment in this room includes, desk and chair, lounge settees (2off), Water purifier, computer equipment, TV's (4off) pc monitor, printer, networking equipment and telephone, security camera equipment and audio equipment. This room will be used for up to 24 persons. Equipment Fitness Machines (22pieces) includes storage cupboards for stationary and a showering/changing room facility. Optical fire detectors (1off), fire door, security cameras (1off) and emergency lighting is also installed. Flooring is anti static carpet tiles. Emergency escape is via the single stairway to the rear ground floor area. There is a lift access to this area but lift	Fire	Employees, volunteer staff and general public	Fire Alarm System to BS 5839-1 (2002) Type L2. Fire Fighting Equipment to BSEN3, No Smoking Policy, Housekeeping Policy, Maintenance and Testing of Fire Equipment. Training of employees, Fire Drills. Building Security Policy and access ways, fire doors and emergency escape doors policy.	High (4)	Improbable (1)	Low (L)	Enforce No Smoking and housekeeping policy. Reduce collecting of flammable materials in area to minimum. Ensure that maintenance and testing of fire equipment and PAT testing of electrical appliances and testing of emergency lighting is carried out to schedule. Ensure that training of staff is carried out to schedule. Carry out Fire Drill to schedule. Ensure that Access ways, fire doors and emergency escape doors policy is enforced. Fire fighting equipment in area to be unobstructed at all times. DO NOT USE LIFT IN CASE OF FIRE.