

The **Methodist** Church

Bush Hill Park

135 Wellington Road, Enfield, Middlesex EN1 2RS.

Ministers

Revd. Bill Tardy

Revd. Tim Swindell

Fire Risk Assessment

Carried out by: Irene Manning and Lynda Soutter

Date: 21 July 2012

Area	Assessment	Action
Church Hall	<p>Hall has two fire extinguishers and fire exit doors with crash bar.</p> <p>Fire Exit signs are in place and illuminate when dark.</p> <p>Blinds are fire retardant.</p> <p>Cooking should only take place in the kitchen and not the hall as the kitchen is equipped with the appropriate extinguisher and blanket.</p> <p>Hall has two lobbies either side of the front entrance which are used for storing tables and chairs on trolleys. They are cleared only when the hall is let for voting or other occasions when the public use this entrance. Otherwise this entrance is locked.</p>	Ensure Fire Exit is kept clear.
Long Vestry	<p>Room is used for storage.</p> <p>Fire Exit sign is in place and illuminates when dark.</p>	Walkway must be kept clear
Kitchen	<p>Foam fire extinguisher and fire blanket.</p> <p>Cupboard under sink has childproof locks</p> <p>Fire Exit sign is in place and illuminates when dark.</p> <p>There is a light outside the Fire Exit door</p> <p>Smoke Alarm under hatch</p> <p>Whistle – for attracting attention - is kept in first kitchen drawer on left when entering the kitchen</p>	<p>Fire Exit must be kept clear. Trolleys or other items should not be left in front of this door.</p> <p>Test the smoke alarm regularly to make sure in good working order. Change battery when required.</p> <p>Make sure all interested parties are aware of whistle.</p>

Area	Assessment	Action
Choir Vestry	<p>Fire extinguisher</p> <p>Fire Exit signs are in place and illuminate when dark.</p> <p>Curtains not fire resistant</p>	Remove papers and clothing if left for long periods.
Boiler Room	<p>Some items are stored here</p> <p>Fire Extinguisher is due to be checked in 2012.</p>	<p>Ensure that pump switch is always left "on". Display notice as a reminder.</p> <p>Make sure the extinguisher is checked next time as it was missed previously.</p>
Ladies Toilet	Electric radiator with timer	Check windows are closed before leaving premises.
Disabled Toilet	Electric radiator with timer	<p>Emergency alarm needs to be switched on when church premises are being used. Display notice over switch as a reminder.</p> <p>Ensure windows are closed before leaving premises.</p>
Lobby outside Gents toilet	Fire Exit sign in place and illuminates when dark.	
Gents Toilet	Electric radiator with timer	Ensure windows are closed before leaving premises.
Garden Room	<p>Fire Exit sign in place and illuminates when dark.</p> <p>Fire Extinguisher</p> <p>Electric fires</p> <p>Curtains not fire resistant</p>	Switch off electric fires.
Garden	Gas cylinders kept in cages	
Minister's Vestry	<p>Church Keys stored in cabinet</p> <p>Also whistle for attracting attention</p> <p>Phone can be used to call emergency services</p> <p>CO2 extinguisher is kept in church by music desk</p> <p>Potential Hazards – Photocopier, Papers, curtains (not fire resistant)</p>	Door is kept locked except during services. Groups meeting on church premises should carry mobile phones.

Area	Assessment	Action
Church	<p>Fire extinguishers</p> <p>Book case used for cards - not secure.</p> <p>Projector, hymnal and laptop used each Sunday – CO2 extinguisher kept next to music desk</p> <p>Blinds are fire retardant</p> <p>Lit candles</p> <p>Wall heaters</p>	<p>Fix to wall with a hook.</p> <p>There should always be plenty of room in the middle aisle and each side of the church to enable people to pass quickly to the exits.</p> <p>Care should be taken when candles are lit that they are extinguished safely after the service.</p> <p>Ensure wall heaters are switched off after the service and windows and doors are closed.</p>
Porch	<p>Calor gas heater stored here</p> <p>Fire extinguisher</p>	
Stairs	Items are stored on bottom step	To be kept clear
Balcony		Keep doorway clear
Car park	<p>Disabled access strip</p> <p>Keep clear notice is in place on side of church wall.</p>	

Fire Extinguishers:

All extinguishers and the fire blanket have been checked – next review to take place in 2013. The only exception is the one in the Boiler Room – ensure this is checked next time.

Electrical appliances

All electrical appliances are checked annually

Fire Exit signs

Illuminate when dark.

Procedures**Church Designated Fire Officers:**

Irene Manning, Mary Bird, Karen and Robert Cook, Lynda Soutter, Norma Downer-Powell or other responsible person(s) nominated as appropriate.

Designated Assembly Point: Corner of Wellington Road / Edenbridge (do not cross road).

If a fire is discovered on the church premises one of the Church Designated Fire Officers (or should they not be present any responsible person(s) can be appointed) to alert the Fire Service (999) and provide assistance (as necessary) to those present to leave the premises as quickly and safely as possible through the Fire Exits. Particular assistance may be required for disabled, vulnerable groups or children.

Church Designated Fire Officers (or other responsible person(s)) should only attempt to put out the fire with one of the extinguishers if it is safe to do so. We are not expected to put ourselves at risk. The kitchen, toilets and other areas both inside and outside should be checked to make sure no one is left on the premises. To assist in this use whistle to attract attention – one is kept in key cupboard in minister's vestry and another in first drawer on the left when entering the kitchen. Senior Steward also keeps one on set of keys.

If it is safe to do so turn off all electrical appliances.

Ensure that no one re-enters the premises to collect personal belongings.

Training: The Church Designated Fire Officers and other responsible person(s) should familiarise themselves with the extinguishers, where they are sited and how to use them.

Remember The Fire Service's motto - Get Out, Stay Out and call 999.