The background of the entire page is a repeating pattern of stylized pine needles, rendered in a light grey or blue tone. The needles are arranged in a way that creates a sense of depth and texture, with some appearing to be in the foreground and others receding into the background. The overall aesthetic is clean and modern.

Fire Risk Assessment

St James Church, Clitheroe

October 2024

Fire Risk Assessment Report

Updated October 2024

Introduction

The purpose of this policy is to set out the way in which the Church intends to manage its premises in line with good fire safety practice to protect all those using the buildings. It is also to ensure that the Church complies with the legal obligations of the Regulatory Reform (Fire Safety) Order 2005.

Responsibility

The Parochial Church Council (PCC) has overall responsibility for all Church policies and their implementation. The Responsible Person for the premises including Fire Safety is the Operations manager. As the Responsible Person, he/she must

- (a) carry out or arrange for a risk assessment of the premises;
- (b) ensure that the Church implements and maintains appropriate and adequate fire safety measures to minimise the risk to life from fire.

Fire Safety

The Church premises have been equipped with a number of general features to improve fire safety:

- Emergency lighting along routes to fire exits;
- Adequate, well maintained fire safety equipment (extinguishers and emergency sirens);
- Appropriate signage including marked fire exits;
- Smoke detectors in the main kitchen and throughout the building;

The Operations Manager will oversee the inspection and maintenance of these systems and equipment in accordance with the required schedules.

Checks on other equipment and systems which contribute to fire safety will also be carried out in accordance with the required schedules:

- Fixed electrical systems will be checked every five years;
- Portable Appliance Tests (PAT) will be conducted annually;
- Gas safety checks will be conducted annually;
- The central heating boilers will be serviced annually under contract.

The Church will also conduct specific processes and encourage a number of practices to minimise the risks of a fire starting and to minimise the risk to individuals in the unlikely event of a fire. These will be informed by an annual review of the Church's Fire Risk Assessment (see below).

The Risk Assessment

A risk assessment for the whole building was completed in 2007 and has been reviewed repeatedly, most recently in 2024. Most hazards listed on the risk assessment have been

assessed as “normal”; therefore giving no cause for concern provided the necessary management and control measures are adhered to.

All actions in the Action Plan should be implemented as soon as is feasible, and any

Emergency Plan

On discovering a fire the alarm should be raised by pressing an emergency panel and alerting the person in charge at the time (i.e. during a service a Warden, Rector or member of staff, during midweek activities the person with overall responsibility for the activity and for groups hiring a room the person responsible for hire).

Those with responsibility for the session (or during services Welcomers) should direct people to the nearest exit.

The meeting point is St James’ Yard.

Once at the meeting point the person in charge will check to ensure all persons have been evacuated, using a register taken at the beginning of the session. (It is noted that for services and some events it is not practical to take a register, therefore at this point persons present would be asked to indicate if they know of anyone who was in the building who is not at the meeting point)

The person in charge is responsible for telephoning the fire brigade.

Firefighting equipment is available in the building and should only be used by persons trained to do so, and at no time should a person endanger their own life or the life of others by using such equipment.

Fire practices for all users should take place annually. A recommended time to do this is following the AGM, as this would naturally involve all those who would usually be responsible.

Means of Escape

Since the building has been reordered in line with building regulations, it is felt that the means of escape are satisfactory for normal occupancy of the building.

Fire exits must not be blocked at any time. The Operations Manager is responsible for ensuring they are not blocked by furniture or anything else.

Whoever unlocks first during the day must unlock the padlocked gate to the churchyard. This should be locked with the last lock up of the day. All users must note if the gate has not been unlocked, rectify this and inform the Operations Manager.

Care needs to be taken to ensure there is always a gap equal to the fire exit (90cm/3ft) around the edge of the chairs in Church.

Exits are well signed and illuminated exits are maintained as part of a contract with Lancashire Fire and Safety.

Firefighting Equipment

Fire extinguishers are provided throughout the building along with a fire blanket in the kitchen. The type of extinguisher placed in each part of the building has been done so on recommendation of Lancashire Fire and Safety who service the extinguishers and blanket annually. A plan of the firefighting equipment is shown in appendix B.

The Operations Manager has undertaken Fire Extinguisher Training and visually checks all the fire extinguishers monthly to ensure they have not been tampered with or moved.

Fire Alarm

The alarm system is tested weekly by the Operations Manager, systematically varying the call points to ensure all are working.

Persons to Assist

During a service, Staff, Wardens and Welcomers would be expected to assist evacuation of the Main Church, and group leaders would be expected to assist evacuation of children, youth and any other groups present in the building.

At other times the leaders of the activities would be expected to act as fire marshals.

External hirers of the building also need to be notified of their responsibilities.

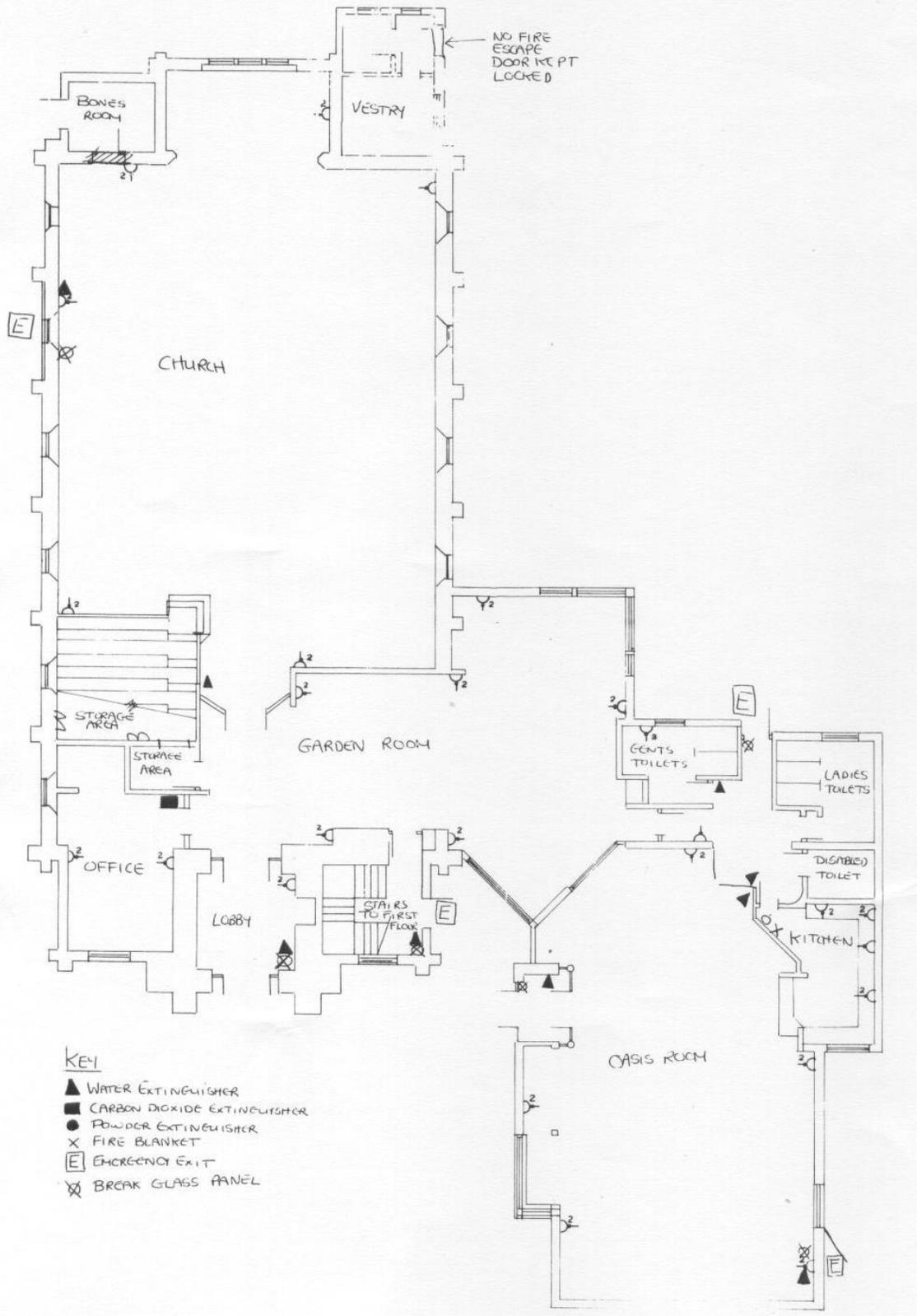
Monitor & review

The fire risk assessment and report should be regularly monitored and formally reviewed annually.

Review conducted October 2024.

Appendix B

Ground Floor Plan



First Floor Plan

