

Fire risk assessment form

Details of organisation

1 Name of organisation

St John the Baptist Church

Assessment undertaken by

P Juggins (Building Committee)

2 Address

Church Street

Yeovil

Somerset

Postcode BA20 1HE

3 Date

June 2025

Review date

June 2027

4 Area assessed

Schoolrooms (Church Hall)

Under Additional controls you should note the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.

Fire risk details

Hazards/risks/persons

Note existing situation

Additional controls

Note here the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented

1 What are the fire risks?

Note details of any flammable liquids, combustible materials, ignition sources and persons at risk

Flammable liquids: Limited to any cleaning products only

Combustible materials: Wood, fabrics and plastics in building structure and furnishings

Ignition sources: Lit candles; electrical wiring; electrical appliances; cooker

Persons at risk: Employees of PCC (4), plus clergy, volunteers, hirers of hall and visitors

Cleaning products kept in locked cupboard

Candles to be in purpose-made holders only and only left alight while the building is occupied.

Regular inspections / testing of wiring and appliances. (1)

Evacuation Procedure (1)

(1) See Health and Safety Policy

Fire risk details (continued)

Hazards/risks/persons

Note existing situation

Additional controls

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2

Can a fire be detected in a reasonable time and people be warned?

Note details of any automatic fire detection system or other means by which fire can be detected

Detection by sight / smell. Also by smoke alarms on both floors which will sound upon detection of smoke.

Fire alarm activated by breaking glass panels once fire is detected. Alarm then sounds throughout building (including areas not occupied as St John's Schoolrooms)

Evacuation procedure defined in Health and Safety Policy. Alarm control panel is in next door foyer area, checked by landlords annually.

Note: Alarm control panel is in separate part of the building, only accessible by arrangement with other building occupants/tenants or the landlords.

3

Can people in the building get out safely?

Note details of fire exit doors, escape routes, emergency lighting and signage

Main door
Back door
Upstairs side door through adjacent offices

Emergency lighting and exit signage in place for all fire exits.

Notes:

1. Back door leads into car park with locked gates which prevent access to the front of the building.
2. Upstairs side door leads to alarmed exit.

Fire risk details (continued)

Hazards/risks/persons

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4

Is there adequate firefighting equipment?

Note details of existing fire extinguishers, hose reels, etc.

Lobby; Water 9 litre
Downstairs room; Water 9 litre
Top of stairs; Water 9 litre
Upstairs kitchen; Carbon Dioxide
Upstairs main room; Water 9 litre
Fire blankets in downstairs and upstairs kitchens

5

Do people know what to do if there is a fire?

Note details of any written evacuation procedures

A copy of the evacuation procedure is maintained in the Health and Safety Folder and copies are also displayed in the Schoolrooms

Fire risk details (continued)

Hazards/risks/persons

Note existing situation

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6

Is a regular check made that firefighting equipment is in place, are people trained in its use, is it regularly maintained?

Note details of existing procedures for checking and maintaining firefighting equipment and training

Monthly check of extinguishers (as in place and not discharged)

Checked annually by:
Ball Fire Protection, TA6 7PT
The Fire Extinguisher Checks Certificate is displayed in the church vestry. Past copies are kept in the H&S Policy Folder

7

What effect would a fire have on our neighbours?

Note risks of spreading fire and evacuation on neighbouring premises

Fire could spread to other areas adjoining schoolrooms (offices, hairdressers and retail unit).

Fire alarm points within the building in the different occupancy areas are inter-connected so alarm sounds throughout building.



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