

# Melbourn United Reformed Church

## Fire Risk Assessment

### FRA 4 – Use of Upper Room/Kitchen (Church Sanctuary Unoccupied)

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Approved by:.....  
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(reviewed October 2019 - no changes required)

# Fire Risk Assessment FRA 4

## Use of Upper Room/Kitchen (Church Sanctuary Unoccupied)

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### 1. Introduction

The format of the original Fire Risk Assessments (completed in 2007) identified any risks, recommended actions to mitigate them, recorded actions placed by the Elders in respect of the recommendations and recorded the date when such actions were completed. These are retained in our archives for record purposes.

The format of **this** Fire Risk Assessment, which has been conducted to update the document in light of current usage and changes to equipment in the intervening period, records fire risks and the measures currently in place to mitigate them. Any recommendations for further risk reduction measures are recorded at the end of the “Risk Reduction Measures” section.

Fire Risk Assessments are primarily about people and their safety - not about protecting the building. Where there are issues regarding the latter that arise as a result of this assessment they will, however, be noted.

### 2. Preamble

This Risk Assessment deals with use of the Upper Room when the Church sanctuary and other rooms within the church complex may be unoccupied. It would, however, normally only be used by Church associated groups due to it being within the sanctuary area of the premises.

It is, however, considered sensible to complete the Fire Risk Assessments for every likely (even infrequent) situation within the Church building complex and, although some of the issues will have been covered in FRA 2 - Usage of Sanctuary / Upper Room (e.g. Normal Sunday Worship), this Risk Assessment (FRA 4) will be produced to stand alone and includes possible use of the kitchen.

### 3. Current Assessment

#### 3.1 Potential Sources of Ignition

- i) Controlled by a timer located outside the kitchen on the ground floor, the Upper Room is heated by three fixed wall mounted convection heaters each supplied from a floor level fused supply. A television is available and is powered from an adjacent 13 amp socket. Currently there are a keyboard, radio and free standing convector heater available for use. Adequate 13 amp socket outlets are available. In the toilet adjacent to the Upper Room there is a small “frostat” heater individually fused.
- ii) It is possible that usage of the Upper Room may include use of the kitchen below. The kitchen (refurbished at the time of the construction of the new church hall in 1996) contains two ovens, one fridge/freezer, a water heater located under the sink area, a dishwasher, a “frostat” heater and a high level single bar electric heater – all appropriately fused as required by regulations at that time. Two high level extractor fans are provided. A free-standing “boiler”, electric kettles, microwave and filter coffee machine together with “Hostess” trolleys are available for use.

### 3.2 Sources of Fuel

- i) There are no obvious sources of fuel in the Upper Room. There are various books and furnishing but these are kept tidy and the foregoing stored well away from the above potential sources of ignition.
- ii) Within the kitchen there is no obvious source of fuel and it is kept in a tidy and clean condition.

### 3.3 Alarms & Escape Routes

- i) There is only one battery operated smoke detector within the building complex and this is situated at the top of the stairs leading to the Upper Room from the corridor in which the church kitchen is situated. This was installed specifically to alert occupants of the Upper Room of the possible presence of smoke emanating from the kitchen or other area below that would limit their escape routes. This is now checked on a regular basis (from FRA 2).
- ii) Regarding use of the Upper Room other than during normal Sunday morning worship, access would normally be through the main Church Hall entrance door then through the door which leads directly to the kitchen corridor and up the stairs past the smoke detector. From the Upper Room there are two exits: firstly retracing the entry route or secondly through the door which leads onto the sanctuary's balcony, along the length of the balcony and down the stairs at the "normal entrance" end of the building to exit through an emergency exit door with specially modified lock so that it can be opened from the inside with a simple handle (no key required) but not from the outside. Both exit doors are marked as is the escape route along the balcony adjacent to the outer wall, the exit down the stairs and the emergency exit door (actually the outermost of the lefthand pair of double doors which are the main entrance to the sanctuary). The building originally dates from 1717 and is Grade II listed. Were it to be constructed today this door would be outward opening to make for easy egress in an emergency. However, our Grade II listed status not only excuses us from this requirement but actively prevents us (even during the 2007 refurbishment) from altering this aspect even should we wish. Operation of this emergency exit door is now checked on a regular basis (from FRA 2).
- iii) Regarding use of the kitchen, there are two entrance/exit doors. The door from the kitchen corridor has no lock whilst the other exit is into the hall's servery. This self-closing door is normally locked (to prevent users of the hall gaining access to the church sanctuary) but a key is left on the church kitchen side window sill by this door. This door is now unlocked when the kitchen is in use and a note with this instruction is attached to the door (from FRA 2). Exit from the building from this point would be through the main Hall and then through the fire exit doors at the far end.

### 3.4 People

- i) By virtue of the stairs, only people who are reasonably physically able are likely to be in the Upper Room.

### 3.5 Other Issues

- i) Within the Upper Room there is a water fire extinguisher (primarily for use on fires involving solids and not suitable for flammable liquid or electrical fires). This is checked regularly by Chubb Fire Protection.
- ii) Within the kitchen a Fire Blanket is provided for use in an emergency together with a carbon dioxide extinguisher – suitable for both electrical and flammable liquid fires. Again these are checked regularly by Chubb Fire Protection.

## 4. Risk Reduction Measures

### 4.1 Potential Sources of Ignition

- i) Apart from keeping an eye on the condition of the electrical equipment as one would in ones own home (and in my view we should be able to trust the common sense of users here) no issues identified.

### 4.2 Sources of Fuel

- i) Maintain a “tidy” regime.

### 4.3 Alarms & Escape Routes

- i) On the very rare occasions when the Upper Room is occupied by non-Church associated groups, special care needs to be taken by the Hall Booking Secretary granting access to ensure that the “leader” of the group is familiarized with the emergency exit routes. A note to this effect is placed in the Hall Booking Folder held by the Hall Booking Secretary.

### 4.4 People

- i) No issues identified.

### 4.5 Other Issues

- i) Continue to have our fire extinguishers checked by professional body on annual basis.

*(BGM 4<sup>th</sup> July 2017)*