

# Melbourn United Reformed Church

## Fire Risk Assessment

### FRA 5 – Use of Candles (or other devices with a flame)

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Approved by:.....  
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# Fire Risk Assessment FRA 5

## Use of Candles (or other devices with a flame)

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### 1. Introduction

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 the use of candles (or other devices with a flame) throughout the building complex **and supplements** the other relevant Fire Risk Assessments for the various scenarios and areas covered.

Candles are used on a number of occasions, *for example*:

- within the Sanctuary for Christingle, Advent and Watchnight (and other) Services
- in the Back and Upper Rooms during Reflective Services and Bible Studies
- in the Hall (particularly when being hired out for birthday parties)

### 3. Current Assessment

#### 3.1 Potential Sources of Ignition and 3.2 Sources of Fuel

- i) Candles and other devices with a flame have the properties of being both a source of ignition and an initial source of fuel to add to those identified in Fire Risk Assessments FRA's 1 - 4.

#### 3.3 Alarms & Escape Routes

- i) As identified in Fire Risk Assessments FRA's 1 - 4.

#### 3.4 People

- i) In addition to those issues identified in Fire Risk Assessments FRA's 1 - 4 the groups of people affected by the use of candles etc fall into two distinct groups:
  - a) those present during a Church - led activity  
and
  - b) those present at a non Church - led activity when a "Hirer" is responsible for the activity - most frequently this would be in the Hall but also (infrequently) in the Upper Room.

#### 3.5 Other Issues

- i) As identified in Fire Risk Assessments FRA's 1 - 4.

## 4. Risk Reduction Measures

### 4.1 Potential Sources of Ignition and 4.2 Sources of Fuel

- i) For main Church - led activities within the Sanctuary, the Duty Elder should ensure that the candles or other sources of flame are checked and appear in a suitable condition and a note to this effect is on the Elders' Checklist.
- ii) For other Church - led activities outside the main Sanctuary, the Leader is responsible for ensuring that the candles or other sources of flame are checked and appear in a suitable condition. As this would normally be our Minister, he has been provided with his own copy of this Risk Assessment. On any occasion when this is not the case such activity would be known about and planned in advance. This is covered at regular Elders' Meetings where appropriate action would be taken to ensure any Leader is aware of their responsibilities in this respect.
- iii) For non Church - led activities within the Hall, the Hirer is responsible for any candles or other sources of flame that they bring. A note to this effect is on the Hall Terms and Conditions

### 4.3 Alarms & Escape Routes

- i) As identified in Fire Risk Assessments FRA's 1 - 4.

### 4.4 People

- i) For Church - led activities within the Sanctuary as Fire Risk Assessments FRA's 1 - 4. In addition, specifically for Christingle Services (considered the highest risk occasion), it is recommended that one Sidesman is positioned in the Balcony area during the period when Christingles are alight to provide the best possible view and early alarm should such be necessary.
- ii) For other Church - led activities outside the main Sanctuary, the Leader is also responsible for acting as "Fire Marshall" in the event that evacuation is required. As this would normally be our Minister, he has been provided with his own copy of this Risk Assessment. On any occasion when this is not the case such activity would be known about and planned in advance. This is covered at regular Elders' Meetings where appropriate action would be taken to ensure any Leader is aware of their responsibilities in this respect.
- iii) For non Church - led activities (normally in the Hall) the Hirer is responsible for ensuring the safety of persons attending the function and that lit candles are never left unattended. A note to this effect is on the Hall Terms and Conditions, which all hirers sign to say they have read.

### 4.5 Other Issues

- i) As identified in Fire Risk Assessments FRA's 1 - 4.

*(BGM 14<sup>th</sup> July 2017)*