

Christ Church Willaston

CHURCH BUILDING – FIRE SAFETY RISK ASSESSMENT

Risk assessment for:

Christ church - church building, Following the reordering of the building.

Risk assessment written by:

Mr Mike Smith - Fire Marshal.

Signature:

Approved by:

Martin Woodhead - Church Warden

Signature:

The Church Wardens are currently the “responsible person” for signing off the church documentation, as the church is in interregnum.

Date:

JULY 2025

Executive summary

This fire safety risk assessment supersedes the previous assessment of October 2022, when the church was assessed as a **MODERATE** risk. Moderate risk meant that an outbreak of fire could foreseeably result in injury, including serious injury of one or more occupants, or the death of an occupant, in the room / compartment of the origin of the fire but was unlikely to involve multiple fatalities.

The church building is now assessed as a “**TOLERABLE**” risk.

The reduced risk a product of the work carried out in the reordering project, while its new fire safety hardware and supporting management systems, and working practices, now complete the package to enable compliance.

The lower **TOLERABLE** risk means:

1. That the “**MEDIUM** likelihood” of a fire remains the same, based upon the normal fire hazards in the building. But now, no more major additional fire safety controls are required.
2. That the likely consequences of a fire occurring has reduced to a “**TOLERABLE**” potential, from normal fire hazards and existing potential ignition sources within the building. There is still a risk to be managed, but now it’s subject to the appropriate controls.
3. The lower “**SLIGHT**” harm ranking now indicates that an outbreak of fire is unlikely to result in serious injury or the death of an occupant.

It’s important to remember that fire is a hazard to be managed.

In our case, the management of that risk demanded the introduction of fire safety hardware, processes and procedures, based on a combination of prevention and protection control measures. The “fire safety plan” now shows how we’ve learnt and improved from the 2022 risk assessments recommendations, and reminds us that there is always residual risk to be controlled in any situation, however well managed.

The implementation of significant fire safety hardware, together with new systems of work and management, take us not only to a place of compliance, but also to a place of greater awareness, knowledge, and understanding of our responsibilities regarding the fire safety of people in the building. We also now recognise that there is always room for improvement, and that we will reassess the buildings risks and needs should its conditions change.

However, the assessment highlights some important areas that are still to be addressed, surrounding responsible persons, roles and responsibilities, instruction and awareness, as well as the lightning protection require to be addressed, see below.

AREAS FOR IMPROVEMENT*

- 1) Carry out fire safety awareness training, for responsible persons.
- 2) Carry out the documented emergency evacuation plan for the building (*at least annually*). This needs to be addressed as soon as the training is given, to enable our compliance, and to look back learn and improve.
- 3) Responsible persons need to be aware of and understand their roles and responsibilities in an emergency situation.
- 4) We need to consider who is in the building for services – that can satisfy our requirements in an emergency.
- 2) Lightning conductor compliance.

RISK Hazard/ risks/persons affected	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Inadequate Insurance cover:</u> • Clergy. • Church members • Visitors • Volunteers • Church hub users	Inadequate cover will not cover liabilities	YES Insurance cover for personal liability and damage/theft to buildings and contents is in place and current: Aviva - Policy number 100729638DN/20816063 Dated 20/09/2023. Renewal date 29/09/2026.	1	2	2	None
Hazard/ risks/persons affected	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Electrical sources of ignition.</u> • Clergy. • Church members	Are reasonable measures taken to prevent fires of electrical origin. Does the fixed installation have suitable certification.	YES YES EIC18.3c certification No 31782399 Date certification issued 23/05/2025 G Jones Ltd.	1	1	1	None

<u>PAT testing.</u> • Clergy. • Church members • Visitors • Volunteers • Church hub users	Is portable PAT testing carried out ? Is there a PAT testing policy ?	YES Refer to the Barlow's electrical test certification. Dated 28.07.2025. YES Christ church document No CCW 09A Portable appliance testing policy. All items are listed on the church's management system / register and tested on or before their anniversary. The register resides with the policy document.	1	2	2	None
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Hazard/ risks/persons affected	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Smoking</u> • Visitors • Volunteers • Church hub users	Are reasonable measures taken to prevent fires as a result of smoking. Is there a written no smoking policy. Was the policy observed at the time of the risk assessment.	YES “No smoking” signage is displayed throughout the building. Smoking is prohibited in all areas of the building. YES Refer to the no smoking policy document No CCW 04 in the fire safety file No 1. YES	1	1	1	

Hazard/ risks/persons affected	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Fixed heating installations</u> • Clergy. • Church members • Visitors • Volunteers • Church hub users	Is fixed heating used. Are fixed heating installations subject to documented periodic testing and maintenance	YES Under floor heating and fixed radiators (wall mounted). Via a gas fired water boiler. YES The boiler is serviced annually, and the current certification is on file. Gas installation annual examination. Date of test -11.07.2025. Certificate No RW10001280 R Wallis Ltd. Under floor heating installation and testing: Date of test -21.07.2025. Certificate No 4739801 J Dean Ltd. X2 New hot water heaters in the vestry and kitchen, require testing and examination in 12mths time. Refer to the inspection schedules CCW - 03	1	1	1	None

Hazard/ risks/persons affected	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Lightning</u> • Clergy. • Church members • Visitors • Volunteers • Church hub users	Dose the premises have a fixed lightning protection system. Is the system subject to regular testing and maintenance, and does it have a current annual inspection certificate.	YES We have lightning protection on the steeple. YES The system is tested and maintained annually. We have a current test certificate. Date of test 21.03.2025 Ref Q.22560-cmo-cis. Refer to Osbourn Deltas “Strike” risk assessment Doc No 07/478 Dated 11/07/2025. We are currently awaiting a scope of work and costings.	4	4	8	Matter need addressing soonest.

Hazard/ risks/persons affected	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Housekeeping</u> • Clergy. • Church members • Visitors • Volunteers • Church hub users	Is the overall standard of housekeeping adequate Do combustible substances appear to be separated from ignition sources. Is there evidence of documented routine housekeeping inspections and audits.	YES YES Candles. Candle oil. YES Lighters to gas test gas Alarms. Matches or lighter for lighting candles. Refer to the monthly checks in fire safety folder No 2 section 11.	1	1	1	None

Hazard/ risks/persons affected	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Means of escape.</u> • Clergy. • Church members • Visitors • Volunteers • Church hub users	Is the design of means of escape considered adequate. Are exit and stairway capacities adequate for the number of occupants. Do fire exits open in the direction of escape routes. Are there satisfactory means of securing exits	YES Given the age of the building and some of its limitations. YES Refer to document No CCW 014 Emergency evacuation plan, in fire safety folder No1. Max occupancy = 148 seated. NO Only two of three, The main South exit door, opens inwards against the flow. This door is the largest opening functional door in the building, at an open width of 1108mm, <i>(measured in the open position)</i>. The door has the space to opens beyond a 90-degree opening. YES	1	1	1	None

	Are there reasonable distances to travel, where the escape route is in one direction. And where there is an alternate means of escape.	YES Our maximum travel distance is 31Meters.				
	Do the escape routes have suitable lighting.	YES Refer to the information in the Emergency evacuation plan document No CCW 14. We have 20 emergency escape lights spread across the whole of the buildings.				
	Is their suitable protection for inner rooms.	YES However, this has been addressed within in the design of the rooms, as per HSE guidance in the regulations.				
	Are there suitable means of escape for disabled persons.	YES Escape route and exit door widths have been increased where necessary, to comply with the regulations. Refer to the information in the Emergency evacuation plan document CCW 14.				

	Are escape routes available for use and suitably maintained. Are fire resistant doors maintained in sound condition, and self-closing where necessary. Are all escape routes clear of obstructions. Are all escape exits easily and immediately able to be opened when necessary.	YES Refer to the information in the Emergency evacuation plan document No CCW 14. YES Refer to the document Nos CCW 02 Fire safety plan, Inspection and testing spreadsheets No CCW 18, and CCW 03, the Inspection and testing schedules spreadsheet, and CCW 08 Fire safety checks. YES Refer to CCW 08 Fire safety checks. YES Only when the building is open and populated.				
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Hazard/ risks/persons affected	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Measures to limit internal fire spread</u> Surveyor for the reordering project.	Do the internal walls have any type of cladding. Are areas of special fire hazard closed in fire resistant construction. Is there a reasonable limitation of compartment linings that might promote fire spread.	YES New internal dividing walls are of wooden construction clad with 12mm plaster board and fibreglass filled (<i>1 hr fire resistance as per the regulations</i>). However, some existing areas have standard solid wood doors. YES Typically, the electrical intake areas electrical enclosure, is such a construction. That also has an FD 30 fire door. YES Two FD 30 fire doors have been installed as part of the reordering. Both are located on fire exit routes.	1	1	1	None

Hazard/ risks/persons affected	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Measure to limit the spread of fire:</u> Surveyor for the reordering project.	Do external walls have any type of cladding.	External walls are all of sandstone construction.	1	1	1	None
<u>Hazard/ risks/persons affected</u>	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Emergency escape lighting:</u> - Clergy. - Church members - Visitors - Volunteers - Church hub users	Does their appear to be a reasonable standard of emergency escape lighting provided.	YES There are 20 emergency escape lights spread across all areas of the building.	1	1	1	None

<u>Hazard/ risks/persons affected</u>	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Fire safety signs and Notices</u> • Clergy. • Church members • Visitors • Volunteers • Church hub users	Is there a reasonable amount of safety signs and notices. Are the fire safety action notices standardised, reflective of the evacuation procedure and expected actions of different relative persons reading them, easily understood and located in the appropriate positions. Is there suitable signage on escape routes. Are fire exits suitably signed. Are fire doors	YES YES YES YES	1	1	1	None

	suitably signed. Are hazard areas suitably signed. Are fire point fire extinguishers suitably signed. Are automatic and fixed firefighting installations suitably signed.	YES YES YES				
<u>Hazard/risks/persons affected</u>	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Means of giving warning</u> • Clergy. • Church members • Visitors • Volunteers • Church hub users	Is a reasonable fire detection system provided. Is a zone location displayed on the fire alarm panel.	YES A Fully compliant fire alarm system installed, with alarm panel and alarm sensors to BS 5839-1-2017. Was installed on the 28/05/2025. YES	1	1	1	None

<u>Hazard/ risks/persons affected</u>	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Manual fire extinguishing appliances.</u> • Clergy. • Church members • Visitors • Volunteers • Church hub users	Is there a reasonable provision of manual fire extinguishing appliances. What types of appliances are provided.	YES A total of 8 extinguishers cover the whole building. Portable fire extinguishers. • X3 Water. • X5 Co2.	1	1	1	None
<u>Hazard/ risks/persons affected</u>	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls

<u>management of fire safety.</u> • Clergy. • Church members • Visitors • Volunteers • Church hub users	Is there a suitable documented fire safety policy for the premises. The competent persons appointed under Article 18 of the fire safety order to assist the responsible person in undertaking the preventive measures (general fire precautions is Fire at the premises is managed by the fire Marshal. Is there a suitable Fire safety file (<i>arrangement</i>) for the premises.	YES Refer to CCW 01 Fire safety policy. YES The Church Wardens. Martin Woodhead and Chris Parry. The operation and maintenance manager / Fire Marshal Mr Mike Smith The fire Safety file No1 Containing Fire safety Policy, Fire Safety Plan, Scheduling requirements, Fire safety Procedures, Electrical logbook, Emergency evacuation plans, Risk assessments, Roles and responsibilities, Nominated key holders, and other documentation. The Church Wardens.	1	1	1	None
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	Are their competent persons appointed to assist in undertaking the preventive and protective measures (<i>ie the relevant file precautions</i>). Is there a documented Fire Emergency Plan. Are their suitable and documented arrangements for summoning the Fire and Rescue Services. Are their suitable documented arrangements to meet the Fire Rescue Services on arrival. Are their suitable and documented arrangements	YES The Church Wardens. CCW 14 Emergency evacuation plan. YES CCW 14 Emergency evacuation plan YES CCW 14 Emergency evacuation plan YES CCW 14 Emergency evacuation plan				
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	for ensuring that the premises have been evacuated. Arte their suitable and documented fire assembly points. Are their nominated people to assist with the evacuation of disabled persons. Is there appropriate liaison with the fire and rescue services. Are their routine and documented in house inspections of the general fire precautions including weekly and monthly checks of all escape routes and exits.	YES CCW 14 Emergency evacuation plan YES CCW 14 Emergency evacuation plan. YES CCW 10 - PEEP's Personal emergency evacuation plans. YES CCW 14 Emergency evacuation plan. CCW 03 Inspection, testing and maintenance schedules for the given year. CCW 08 Fire safety checks. CCW 13 Roles and responsibilities of Fire Marshals and Church Wardens.				
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<u>Hazard/ risks/persons affected</u>	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Training and Drills.</u> • Clergy. • Church members • Visitors • Volunteers • Church hub users	Are all appropriate persons given adequate fire safety training.	NO	3	3	9	Training needs to be put in place as soon as possible.
	Are all appropriate persons given training on induction	NO				
	Are all appropriate persons given refresher training.	NO				
	Is the training adequate, and has it covered:	NO				
	• The risks of fire.	NO				
	• The fire safety measures in the building.	NO				
	• Action in the event of fire.	NO				

	Action on hearing a fire alarm signal.	NO				
	Method of operation of manual call points.	NO				
	Location and use of fire extinguishers	NO				
	Means of summoning the fire and rescue services.	NO				
	Identity of persons nominated to assist with evacuation.	NO				
	Are there appropriate records for training.	NO				
	Are the staff with special responsibilities give additional training.	NO				
	Are fire drills carried out at appropriate intervals	NO				

Hazard/ risks/persons affected	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Testing and maintenance.</u> • Clergy. • Church members • Visitors • Volunteers • Church hub users	Is there adequate maintenance of fire protection systems. Fire alarm and detection systems - is their documented periodic testing and maintenance by a competent person. Emergency escape lighting ANNUAL testing in place. Emergency escape lighting MONTHLY testing in place.	YES Refer to certification on file. YES Testing by the Fire Marshal. Documentation in fire safety file No 2 and CCW 03 Control spreadsheet. YES Testing by the Fire Marshal. Documentation in fire safety file No 2 Section 11, and on the CCW 03 inspection and testing Control spreadsheet. YES Testing by the Fire Marshal. Documentation in fire safety file No 2 Section 11, and on the CCW 03 inspection and testing control spreadsheet.	1	1	1	None

	Portable fire extinguishers is there ANNUAL testing and maintenance by a competent person. Fire doors is there regular documented testing and maintenance of the fire doors by a competent person.	YES Testing by Mike Howel M H Fire protection Documentation in fire safety file No 2 Section 11, and on the CCW 03 inspection and testing control spreadsheet. YES Testing and standard integrity checks carried out by the Fire Marshal. Documentation in fire safety file No 2 Section 11, and on the CCW 03 inspection and testing control spreadsheet				
Hazard/ risks/persons affected	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Other records of fire protection systems and fire safety arrangements.</u> • Fire Marshal. • Deputy	Fire strategy. Is there a fire strategy document for the premises. Plans - are there plans which show the fire compartmentation	YES Refer to CCW 02 Fire safety plan. YES CCW 14 Refer to the emergency evacuation plan support	1	1	1	None

	within the premises. Emergency escape lighting system, are there records to indicate it has been designed, installed and commissioned in accordance with BS 5266. Portable fire extinguishers – are there records to indicate the specification. Fire doors Are there records to indicate the specification, installation and commissioning by a competent person.	documentation. (Compartmentation drawing). YES Refer to the electrical installation certification EIC18.3c YES Refer to the certification of examination No 6729 from H M Fire protection Wrexham. YES Refer to the hand over documentation from the managing contractor for the reordering project.				
Hazard/ risks/persons affected	How can hazard cause harm?	Normal Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Additional Controls
<u>Fire service access</u> • Fire Marshal. • Deputy	Are there requirements for fire service assess provided	YES The front of the building or the rear car park.	1	1	1	None

Likelihood: 1= Low (Seldom) 2= Medium (frequently) 3= High (certain or near certain)	Severity: 1= Low (minor cuts and bruises) 2= Medium (serious injury on incapacitated for 3 days or more. 3= High (fatality or a number of persons seriously injured)	Risk Rating: 1-2 = Low priority 3-4 = Medium priority 6-9 = High priority
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