

Living Waters Lynton United Reformed Church

Lee Road, Lynton, Devon EX35 6BS

Fire Risk Assessment

Completed on 5th January 2024

Updated: 14th January 2025

Review date: January 2026

By: Julia Dolan

Position in Church: Church Secretary



Fire detection arrangements for the building	<p>Fire exits:</p> <p><u>Church:</u></p> <ul style="list-style-type: none">i. Main front doorii. Back door in vestry <p><u>Hall:</u></p> <ul style="list-style-type: none">i. Main front doorsii. Back door in kitchen <p>Fire extinguishers:</p> <p><u>Church:</u></p> <ul style="list-style-type: none">i. Water – left of entrance into Church by Bible bookcaseii. CO2 – to the right of entranceiii. Water – to right of pulpit by door to vestryiv. CO2 – behind piano <p><u>Hall:</u></p> <ul style="list-style-type: none">i. Water – to left of hall entranceii. In kitchen – CO2, Foam and Fire Blanket
What are the evacuation arrangements	<ul style="list-style-type: none">● On hearing or raising the alarm for fire, all persons within the premises are to evacuate the building in an orderly fashion using the fire safety escape routes which are as stated above. The muster point is Lee Road outside the Church. This can be reached directly from the main doors or by the back garden and walking up Park Street.● The Fire service should be called on 999 as soon as it is safe to do so.

	<ul style="list-style-type: none"> The Church Elders are responsible for ensuring the fire service is called and for liaising with them to ensure the building is confirmed as safe to re-enter. <p>See the detailed evacuation plan.</p>	
How have church users been informed?	<ul style="list-style-type: none"> We have signs showing where the emergency exits are. The kitchen fire door has a push bar that opens easily. We have a fire evacuation diagram on the Church noticeboard in the entrance and in the Church Hall. 	
Servicing of Fire-fighting equipment	<p>Service details:</p> <p>All fire extinguishers are serviced annually.</p>	<p>Date of last service:</p> <p>November 2024</p>

Premises

Area Assessed	Church Entrance Lobby	
Identified hazards	This is empty apart from the Easter cross and some sandwich boards with church notices which are kept well back from the main thoroughfare.	
Who may be at risk	Church members and volunteers Visitors using the Church	
Exit routes	Should fire break out in the lobby or near the main entrance to the Church it would block the main entrance exit but we also have the vestry exit. The floor is in good condition and there are no obstructions.	
Fire fighting Equipment	None – the fire extinguishers are in the main room but one of them is just to the left of the main entrance which leads off from the lobby so could be quickly accessed.	
Control Measures	<ul style="list-style-type: none"> Keep tidy and clutter free Ensure flooring is maintained 	Date action completed Ongoing

Area Assessed	The Tower
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Identified hazard	There is no fire escape from the Tower if someone was in the top room, but the likelihood of fire breaking out is very slight. There is no need for anyone other than Leaders and Elders to visit. There are some cleaning materials on the tower stairs	
Who may be at risk Record details of users who may be at risk	Church members and volunteers Should not be accessed by visitors to the Church	
Exit routes	Exit is down the stone stairs. This could be a risk if the Church entrance lobby is on fire as there is no other way out. However, the stairs are stone and there is a heavy door at the bottom which should keep fire out for a time. It would not be possible to exit via the window.	
Fire fighting Equipment	None	
Control Measures	<ul style="list-style-type: none"> ● Make sure it is kept clean and tidy at all times. ● Ensure flammable cleaning materials are kept tidy 	Date action completed Ongoing

Area Assessed	Church	
Identified hazards	<p>Wires leading from music area at the front of Church to sound desk by main entrance have now been covered by a rubber sleeve.</p> <p>There are also wires around the music performance area and behind the pulpit where there are lights fixed around the dome. These are mostly new, regularly checked and new electrical power points have been added so that there is no overloading. The speakers on the window shelves are wired but these are neatly arranged so that they don't present a hazard. The wire leading from the music area to the lectern microphone crosses an area where people need to walk. This has a rubber sleeve.</p> <p>In short the main fire risk is from electrical wires igniting but this is minimal as they are all hidden or covered and in good condition, regularly checked and maintained.</p> <p>There are various electrical devices, eg laptop, sound desk, musical instruments, projector etc. These are all regularly PAT tested.</p> <p>There are several noticeboards, both on walls and freestanding, which have sheets of paper notices pinned up. These could ignite if fire broke out, though in themselves they are not a risk. These are regularly checked and contents</p>	

	<p>updated. There is also a fire extinguisher nearby. Similarly the book shelf containing bibles could be flammable but this is neatly arranged and maintained on a weekly basis. The corner area by the piano also has stacks of books. It is in an alcove so not causing an obstruction to people evacuating the Church but can become untidy over time. The table by the main entrance has leaflets and a visitors' comments book. This is regularly tidied.</p> <p>The Church has wood cladding around all of the walls, a wooden pulpit, various wooden tables, bookshelves and cupboards. All of these would be highly flammable if fire broke out.</p> <p>Tea light candles on the prayer table during services only. These are blown out at the end of the service. There is also an Easter candle in the Communion table to which the same applies.</p> <p>The children's corner by the piano has some paper, books and wooden toys but no soft toys and is not near any wires or other flammable items.</p> <p>The piano has a bible and water jug/glasses and is otherwise kept clear.</p>	
Who may be at risk	<p>Church members and volunteers</p> <p>Visitors to the Church for Sunday services and hiring</p>	
Exit routes	<p>There are two emergency exits. One is the main entrance and the other the back door through the vestry, both clearly marked with green exit signs.</p> <p>Chairs are set out in two groups facing the front. There is a wide aisle between the chairs which allow free movement should quick evacuation be required.</p> <p>There are no obstructions.</p> <p>Floor surface is carpeted and is in good condition, clean and level.</p>	
Fire fighting Equipment	<p>Wall-mounted water fire extinguisher to left of main entrance, a CO2 one to the right and another CO2 one behind the piano. They are serviced yearly – last service November 2024</p>	
Control Measures	<p>When setting chairs out in rows enough space must be left to ensure that there is free access to the exits through vestry and main door.</p> <p>Candles must not be lit near fabrics of any kind and only used when the Church is occupied.</p>	<p>Date action completed</p> <p>Ongoing</p> <p>Last electrical survey and PAT testing December 2024. Reviewed</p>

	<p>The wires must be regularly checked, all electrical objects PAT tested and wires kept tangle free and covered in either duct tape or rubber sleeves.</p> <p>All paper resources must be kept tidy. All surfaces and noticeboards must be kept clear of unnecessary papers and regularly maintained. Papers must be properly pinned to noticeboards to ensure no loose edges.</p>	in five years.
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Area Assessed	Vestry	
Identified hazards	Files in a cupboard Fuse board – last checked December 2024	
Who may be at risk	Church members and volunteers Visitors using the vestry for meetings and prayers	
Exit routes	The back door is the fire door and should be unlocked when the church is in use.	
Fire fighting Equipment	None*	
Control Measures	Keep clean and tidy. Minimise clutter.	Date action completed Ongoing

Area Assessed	Church Hall Entrance Lobby	
Identified hazards	This is empty apart from the hostess trolley which is rarely used. There are double fire doors into the hall which could reduce the risk of fire spreading should it break out in the lobby or the main hall.	
Who may be at risk	Church members and volunteers Visitors using the church hall	
Exit routes	Should fire break out in the lobby it would block the main door exit but we also have the kitchen exit. The floor is in good condition and there are no obstructions.	
Fire fighting Equipment	None – the fire extinguisher is in the main hall (see above)	
Control Measures	The floor is in good condition and should not cause tripping of any kind.	Date action completed

	Keep tidy and clutter free	Ongoing
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Area Assessed	Church Hall	
Identified hazards	<p>The hall has tables and chairs that can be moved around and the tables will fold and stack if necessary but generally they are kept fully assembled. These could present an obstacle if fire broke out but there is a wide aisle between the two rows of tables and chairs so that exit by one of the two routes should not be impeded. The floor is clear of obstacles and well-maintained.</p> <p>There is a stage which is a wood structure. This would burn if fire broke out very quickly and this would block the exit through the kitchen from the main hall. However the curtains are of fire resistant fabric and everything stored on the stage is in plastic boxes or stored in closed cupboards.</p> <p>There is storage above the main door which mainly consists of toys for children's groups. We do not have any such groups at present nor plans to have any so these items are not moved regularly.</p>	
Who may be at risk	<p>Church members and volunteers</p> <p>Visitors using the facilities (eg the NHS Physiotherapy Unit, the coffee morning, refreshments after church)</p>	
Exit routes	<p>The exit for the hall is the main entrance and the back door through the kitchen, both clearly marked with a green exit sign.</p> <p>There are no obstructions</p> <p>Floor surface is clean and level.</p>	
Fire fighting Equipment	Floor-standing fire extinguisher to left of main entrance.	
Control Measures	<p>If setting chairs out in rows enough space must be left to ensure that there is free access to the exits through kitchen and main door.</p> <p>Tables must be neatly arranged in two rows leaving an aisle as an escape route.</p> <p>The stage must be kept tidy with all materials stored in containers and regularly checked.</p> <p>If a children's group is formed then all toys will need to be replaced after every session above the main door.</p>	

Area Assessed	Kitchen – at back of Church Hall	
Identified hazards	<p>Electric hob and oven. Both are in good working order</p> <p>Electric immersion heaters – one for the washing up and another for hand washing. These are in good working.</p> <p>Kettles and urn are switched off when not in use.</p> <p>Toasters and slow cookers are in the right hand under-sink cupboard.</p> <p>Microwave oven is on the kitchen work top and is switched on at the socket all the time</p> <p>Wide range of cleaning materials in the left hand under-sink cupboard</p>	
Who may be at risk	<p>Church members and volunteers</p> <p>Visitors using the kitchen, for example groups hiring the hall for social events</p>	
Exit routes	The exit is through the kitchen door leading outside as explained above. There are no obstructions and the floor vinyl is smooth, anti-slip and with no rucks or breaks.	
Fire fighting Equipment	<p>Wall-mounted fire extinguishers, CO2, Foam</p> <p>Fire blanket</p> <p>All checked at annual service in September. Last service November 2023</p>	
Control Measures	<p>All appliances to have 2-yearly PAT testing</p> <p>All users of kitchen must have an induction session</p>	Date action completed

Area Assessed	Male and Female Toilets – one in vestry corridor, a second, accessible toilet in the hall lobby, a third next to the kitchen.	
Identified hazards	<p>Vestry:</p> <p>Newly carpeted so no hazards presented but it is down a step so care needed. There is a warning sign. There is a rubbish bin – emptied regularly. The area is regularly cleaned and tidied.</p> <p>Hall Lobby:</p> <p>There is a rubbish bin – emptied regularly.</p> <p>There are switches outside the door for the hot water, light and hand drier. These are left turned on.</p> <p>The toilet fittings are modern and adapted for disabled use.</p> <p>There is a table for baby changing with various accessories such as two changing mats, a toilet seat and a potty. As such this area is full but shouldn't present a fire risk as the door provides a quick exit through the lobby to the outside and is</p>	

	<p>regularly cleaned and tidied.</p> <p>Next to the kitchen:</p> <p>In need of refurbishment but not presenting any hazards. There is a bin that is emptied regularly. The area is regularly cleaned and tidied.</p>	
Who may be at risk	<p>Church members and volunteers</p> <p>Visitors using the church hall</p>	
Exit routes	Users exit via the one entrance door.	
Fire fighting Equipment	None	
Control Measures	<p>Keep clean and tidy</p> <p>Ensure all electrical equipment is PAT tested, and switched off after use</p> <p>Check wires for electrical appliances are maintained in good condition</p>	<p>Date action completed</p> <p>Ongoing</p>