

**PRESBYTERY OF KIRKCALDY**  
**FABRIC and FINANCE COMMITTEE**  
**REVIEW OF HEALTH AND SAFETY AND RISK ASSESSMENT**

Congregations are aware of their responsibilities with regard to Health and Safety and much has been done to meet these responsibilities. It is good practice to review procedures every five years, or so.

These notes, based on the advice issued to Fabric Conveners in April 2010, offer further advice and information on a number of issues and congregational office-bearers are encouraged to consider the content as they carry out a review of their practices and procedures.

Our focus must be to encourage good practice and seek to minimise risks to users of our buildings by being proactive rather than reacting to any health or safety issues which may arise.

Given that no two churches are identical in their building configuration, design or location or in the way property is managed, these notes must be taken as guidelines.

It will be for each congregation to adapt and use the documentation to suit their particular situation. For example, decisions have to be made regarding methods of involving users of the buildings, church organisations and community groups in the carrying out of assessments and how to communicate expectations and requirements to them.

Much has been written on the subjects of Health and Safety and Risk Assessment and there is no shortage of reference material. References are given to encourage further reading and consideration of more detailed advice should that be found to be necessary. These are primarily Church of Scotland circulars and websites from the Health and Safety Executive and similar.

Included are some examples to consider and suggested check-lists which can be used regularly to monitor how well procedures are being implemented. These are given for your consideration, particularly if you do not use check-lists at present.

The notes are sub-divided for ease of reference. Section Headings are -

**RISK ASSESSMENT**

- The Five Steps to be Taken
- Examples based on HSE guidance

**FIRE SAFETY RESPONSIBILITIES**

- Fire Risk Assessment
- Detailed consideration of steps to be taken
- Emergency Plan
- Recovery Planning

**BUILDING SECURITY**

- Maintenance
- Insurance

**INSPECTION CHECKLISTS**

**STATUTORY SAFETY CHECKS**

**REFERENCE MATERIAL and USEFUL WEBSITES**

## RISK ASSESSMENT

Risk Assessment is arguably the most important aspect of Health and Safety. If we treat it as a fact-finding exercise it allows us to find out what could cause harm to people in our Church buildings and then it may be used to help reduce these risks. All users of the building have the right to be protected from harm caused by failure to take reasonable control measures.

Although there is no set format there are 5 generally agreed steps to be taken when carrying out a Risk Assessment.

1. Look for and identify the hazards;
2. Decide who might be harmed and how;
3. Evaluate the risks and decide on precautions;
4. Record and implement your findings;
5. Review your assessment and update if necessary.

Don't overcomplicate the process since most risks are well known and the necessary control measures are easy to apply.

### Step 1 - Look for and identify the hazards

A hazard is anything that may cause harm, such as electricity, worn floor covering, working from ladders, an open drawer, spillages, chemicals (cleaning materials).

They can be building structures, fittings and fixtures, equipment and tools.

Look around the building to find those things that you consider to be a **significant** hazard.

Check the whole building, inside and out.

It is easy to overlook some hazards because they are familiar.

All regular users of the building should be encouraged to be observant and report hazards.

It is useful to ask people who hire the halls on a regular basis for their views.

### Step 2 - Decide who might be harmed and how

Consider the people who use the building and how the hazard could affect them. Some people might be more at risk than others. Pay particular attention to the needs of disabled people and the elderly and consider things that could pose a significant risk to young children.

Also there are people who usually work by themselves in the building such as Church Officer, Cleaner, Secretary.

It is important to consider how the hazard could cause an injury, from causing a small cut to potentially life threatening.

### Step 3 - Evaluate the risks and decide on precautions

A risk is the chance, low, medium or high, that somebody could be harmed by the hazard, together with an indication of how serious the harm could be. As a guide –

**Low risk** is where there is a small chance of a minor injury to a person

**High risk** is where there is a significant chance of a serious injury to one or more people.

As you evaluate the risk, think about those things that are already in place to reduce the risk.

If they do not reduce the risk to a low level think about what else you could do.

The additional measures you put in place need not be complex.

Most of the time it is just a case of making some simple changes and is plain common sense.

**Step 4 - Record and implement your findings.**

In all cases the Risk Assessment should be written down, dated and signed, then given to the Church Health and Safety Officer.

When implementing your findings, deal with those hazards that are high risk and have serious consequences first.

**Step 5 - Review your assessment and up-date if necessary.**

Your Risk Assessment should be reviewed annually to ensure that it remains valid. You may identify new hazards, think of new control measures and have the opportunity to make further improvements.

Remember, the purpose of Risk Assessment is to identify hazards and take appropriate action to reduce the risk or eliminate hazards.

It is not an exercise in creating paperwork.

**ILLUSTRATION**

Before considering a number of examples which are likely to apply to most churches, this illustration should help to clarify steps 1, 2 and 3. Take a process we all understand, and have probably done, but never thought about the detail – changing a light bulb.

*Note - there is no suggestion that we need to document a risk assessment for changing a light bulb to this level of detail. This scenario is unlikely to occur in a church context.*

**Activity** - Changing a light bulb, at night, on a top landing

**Hazards** - Electricity; cuts and burns from hot glass bulb; working at height in darkness.

**Who might be harmed and how**

One person fitting the bulb, others in the area

Electricity – electric shock if power is not correctly isolated

Cuts or burns from hot glass bulb while removing bulb and dropping it

Working in darkness could cause confusion

Fall from height if incorrect means of access used

**Evaluate the risks and decide on precautions (or control measures)**

Isolate electricity supply to ensure power is not switched on accidentally

Remove bulb when cool and handle carefully

Place bulb in a suitable container for disposal e.g. use box which contained new bulb

Use safety steps to gain access to bulb holder

Use torch if required

**Further control measures required**

Consider replacing bulb with low energy long life type which will last longer and requires changing less often.

**Conclusion**

To quote from the Church of Scotland Law Department circular –

*In most cases all that is required is the application of “common Sense”: if there is a safety risk then it is likely that it will be obvious to the layman and the solution should be equally self-evident.*

**EXAMPLE of a RISK ASSESSMENT FOR CHURCH PREMISES**

(Based on HSE example for a Village Hall – website reference [www.hse.gov.uk/casestudies/pdf/villagehall.pdf](http://www.hse.gov.uk/casestudies/pdf/villagehall.pdf))

Review date 27<sup>th</sup> July, 2011. Reviewed by Property Convener and Health and Safety Group

**Hazard - SLIPS, TRIPS AND FALLS e.g. uneven surface; cleaning floors**

**People at Risk and How** - Users of the Church and Halls may suffer injuries such as fractures or bruising if they slip on spillages or trip over objects.

**What we are doing at present**

- Good lighting in all rooms, halls and corridors
- Mats at entrances to stop rain water being carried in
- Nothing stored in corridors
- No trailing electrical leads/cables
- Hall users know to clear up spillages immediately and know where equipment for this is kept

**What further action is necessary?**

Lino to be repaired in lesser hall

Check hall user hire agreement

<b>Action by</b>	<b>by when</b>	<b>done</b>
<i>Fabric Committee</i>	15/9/11	21/10/11

**Hazard - WORK AT HEIGHT e.g. changing light bulbs, cleaning windows, putting up decorations**

**People at Risk and How** – Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.

**What we are doing at present**

- Appropriate commercial standard stepladder securely stored and available for use
- Hall users know that they are responsible for using the stepladder safely
- The church officer and cleaners know how to use the stepladder safely
- Copies of HSE guidance on safe use of stepladders made available to those who may use stepladder

**What further action is necessary?**

Consider implication for work at height of any future alterations to the hall.

**Action by** *Fabric Committee* As required

**Hazard - MANUAL HANDLING and STORED EQUIPMENT e.g. moving chairs and tables**

**People at Risk and How** - Users may suffer back pain if they try to lift heavy or awkward objects. Users could be injured by collapsing stacks.

**What are we doing at present**

- Trolleys available to move heavy equipment and users know where they are kept
- Users know to stack chairs no more than 5 high
- Users know to stack tables in the racks provided

**What further action is necessary?**

No further action needed

**Hazard - HAZARDOUS SUBSTANCES e.g. cleaning products**

**People at Risk and How** - The cleaner, and others cleaning, risk skin problems such as dermatitis and eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems.

**What we are doing at present**

- Mops, brushes and strong rubber gloves provided
- Cleaning products marked "irritant" replaced with milder alternatives
- Cleaner trained to use products safely e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container
- Cleaner trained in actions required should an accident occur
- Cleaning products stored securely and out of reach of children

**What further action is necessary?**

1. Review safe storage of bleach
2. Provide scissor mop for cleaning large hall

<b>By whom</b>	<b>By when</b>	<b>Done</b>
1. <i>Cleaner</i>	8/8/11	9/8/11
2. <i>Secretary to order</i>	15/8/11	8/9/11

**Hazard - ELECTRICITY**

**People at Risk and How** - All users of the Church and Halls risk electric shocks or burns from faulty equipment or installation.

**What are we doing at present?**

- Fixed installation checked by qualified electrician every 5 years
- All portable electrical appliances are tested annually
- All portable equipment checked for visual signs of damage before use
- Hall users know they are responsible for any equipment used by them, all of which must carry a valid test certificate

**What further action is necessary?**

Make sure hall users know where the fuse box is and how to switch supply off in an emergency.  
Remind users that any portable equipment considered unsafe should be marked and taken out of use.

<b>By whom</b>	<b>By when</b>	<b>Done</b>
<i>Property Convener</i>	31/10/11	31/10/11
<i>Added to hall letting agreement a.s.a.p</i>		

**EXAMPLE RISK ASSESSMENT for KITCHEN (not supplying meals regularly**

**Note: It is likely that there will be additional requirements if meals are cooked and sold on Church premises. Further advice will be given by the Council’s Environmental Health Department.**

**Hazard - SLIPS AND TRIPS**

**People at Risk and How** - Members of the congregation and hall users may be injured if they trip over objects or slip on spillages.

**What are we doing at present**

- Good housekeeping – work areas kept tidy, crockery etc. stored suitably
- Kitchen equipment maintained to prevent leaks on to floor
- Suitable cleaning materials available
- Users clean up all spillages immediately and leave floor dry
- No trailing cables or obstructions
- Any changes in floor level highlighted
- Equipment faults reported immediately

**What further action is necessary?**

Remind all users to maintain high standard of housekeeping

<b>By whom</b>	<b>By when</b>	<b>Done</b>
<i>Catering Team</i>	<i>12/9/11</i>	<i>11/9/11</i>

**Hazard - FOOD HANDLING - e.g. Guild Coffee Morning or Christian Aid Lunch**

**People at Risk and How** - Careless food handling could lead to illness amongst members attending event

**What we are doing at present**

- Food handlers remove coats before working in the kitchen
- Regular hand washing is encouraged
- Food grade single use, non-latex gloves are used where appropriate
- At least one suitably certificated person is present to assist

**What further action is necessary**

An additional suitably certificated person is needed.

<b>By whom</b>	<b>By when</b>	<b>Done</b>
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**Hazard - GAS APPLIANCES**

**People at Risk and How** - Kitchen users could suffer serious/fatal injuries as a result of explosion/release of gas.

**What are we doing at present?**

- Visual check of gas appliance controls
- Inspection, service and test carried out by Gas Safe registered engineer annually
- Users know where the main isolation tap is and how to turn supply off in an emergency

**What further action is necessary?**

<b>By whom</b>	<b>By when</b>	<b>Done</b>
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**EXAMPLE RELATED TO CHURCH GROUNDS.****Hazard - SLIPS, TRIPS and FALLS**

**People at Risk and How** - Users of church and halls may suffer injuries such as fractures or bruising if they trip and fall.

**What we are doing at present**

- Paths checked for uneven surfaces and repairs actioned
- Leaves swept up regularly
- Moss removed from surfaces
- Salt and sand spread in frosty and icy conditions

**What further action is necessary?**

- Improve lighting on all paths leading to entrances/exits
- Monitor excessive build up of water at door to kitchen

**Action by whom***Fabric Committee***By when***30/9/11***Done***22/11/11***Hazard - SHRUBS and TREES OVERGROWN**

**People at Risk and How** - Shrubs encroaching on paths and entrance/exit gate. Users may be cut or scratched.

**What we are doing at present**

- Shrubs are pruned in the Autumn
- Holly bushes are contained by netting

**What further action is necessary?**

- Trees and shrubs should be pruned back significantly by specialist contractor.

**Arranged by***Garden Convener***By when***30/9/11***Done***7/10/11***Risk – BUILDING SECURITY****What we are doing at present**

- Reviewing security by examining hidden areas caused by shrubs.
- Considering proximity of waste bins to building (fire risk)
- Considering ways that people can climb on to the roof and cause damage.

**What further action is necessary?**

Consider additional ways of limiting access to the rear of the building.

**Arranged by***Fabric Convener***By when***30/9/11***Done***7/10/11*

## **FIRE SAFETY RESPONSIBILITIES**

Fire Safety Legislation was amended to take effect from 1<sup>st</sup> October, 2006, and the Church Law Department subsequently highlighted the assessment obligations on Financial Boards. All congregations were issued with detailed guidance by the Scottish Executive – Safer Scotland Fire Safety Guidance Booklet.

Duties imposed by the legislation fall into seven general categories:

1. Carrying out a **fire safety risk assessment** of the premises;
2. Identifying the fire **safety measures necessary** as a result of the fire safety risk assessment outcome;
3. Implementing these fire safety measures using **risk reduction principles**;
4. Putting in place fire safety arrangements for the ongoing **control and review of the fire safety measures**;
5. Complying additionally with the specific requirements of the **fire safety regulations**;
6. Keeping the fire safety risk assessment and outcome under review; and
7. Record keeping

Referring to the 5 steps in carrying out a risk assessment, steps 1 to 3 are expanded to give some general guidance.

Attention is drawn also to the importance of

- regular maintenance of equipment,
- vigilance by all users of the building,
- clear instructions to be followed in an emergency,
- good building maintenance,
- sound security measures for the building to minimise arson attacks,
- correct valuation for insurance purposes.

## **FIRE RISK ASSESSMENT**

### **Step 1 Identify Fire Hazards.**

This step involves identifying potential ignition sources, the materials that might fuel a fire and the oxygen supplies which will help it burn.

Potential ignition sources include:

- smoker's materials such as cigarettes, matches and lighters
- naked flames such as candles or gas open flame equipment
- electrical, gas or oil-filled heaters
- hot processes such as repair work by contractors
- cooking equipment
- lighting equipment such as halogen lamps, display lighting or Christmas decorations
- faulty or misused electrical equipment

Indications of "near-misses", such as scorch marks on furniture or fittings, discoloured or charred electrical plugs and sockets etc. can help identify hazards.

Sources of fuel can be divided into two main groups

- Combustible fuels such as paper, wood, cardboard etc.
- Highly combustible fuels such as thinners, solvents, fuel for garden equipment, polyurethane foam etc.

There are hazards that may assist a fire to spread in the premises such as unwise storage of combustibles, open stairs and doors. Particular attention should be paid to storage of materials in boiler rooms where there are naked flames.

### **Step 2 Identify People at Risk**

Consider the risk to any people who may be present. In many instances the risk will not be significant but it can often be a problem evacuating a large number of people from the church or hall in safety. In addition, the age profile of those present must be considered. Persons who have some form of disability may have difficulty in perceiving or responding to a fire or in leaving the premises if there is a fire and this must be considered.

People must be clear about the nature of the warnings to be given should there be a fire or a need to evacuate the building quickly.

### **Step 3 Evaluate the Risks and Decide on Precautions**

Steps 1 and 2 will help to identify what the hazards are and who may be at risk because of them. You now need to evaluate the risks of a fire starting and decide whether existing precautions are adequate or more needs to be done.

#### **Evaluate the Risk of a Fire Occurring.**

In general fires start in one of three ways

1. Accidentally, such as flames or smoking materials not being extinguished properly.
2. Poor maintenance of equipment.
3. Deliberately, vandalism and arson attacks.

### Evaluate the Risks to People

Fire spreads in three ways, convection, conduction and radiation.

Convection – smoke rising from the fire gets trapped by the ceiling to form an ever-deepening layer over the entire space. The heat from the fire also gets trapped in the building, greatly increasing the temperature. There is added danger to people due to toxic gases in the smoke.

Conduction – some materials, such as ducting, can absorb heat and transmit it to the next room where it can set fire to combustible materials that are in contact with the heated material.

Radiation – radiation heats the air in the same way as an electric bar fire heats the room. Any material close to the fire will absorb the heat until it starts to smoulder and then burn.

### Implement Fire Safety Measures

- Remove or reduce fire hazards
- Remove or reduce sources of ignition
- Remove or reduce risks to people
- Remove or reduce source fuel
- Fire-fighting equipment - suitability and location plan
- Escape routes to be kept clear and well lit
- Signs and Notices
- Effective management of fire warning and evacuation arrangements.

## EMERGENCY PLAN

The purpose of the emergency plan is to ensure that the people in the premises should be able to know what to do in the event of a fire **and to ensure that the premises can be safely evacuated to assembly points** where persons will not be in danger.

In small premises the emergency plan may be no more than a fire action notice.

In larger premises these action notices should be prominently posted in key locations throughout the premises such as fire alarm call points, fire fighting equipment or general notice boards.

The plan should include clear instructions on:

- the action to be taken on discovery of a fire
- how people will be warned if there is a fire
- how any evacuation will be carried out
- where people should assemble and the procedure for checking the building has been evacuated
- identification of escape routes and the methods of using them
- the fire fighting equipment provided (**NB to be used only by trained personnel**)
- arrangements for safe evacuation of people at risk, including disabled and children
- the method of calling the fire brigade and other emergency services
- the procedure for liaising with the fire brigade
- key people who must be informed that there is a fire.

All users of the premises should receive a copy of the Emergency Plan and be encouraged to ensure their group members are aware of the evacuation plan details.

## RECOVERY PLANNING

A disaster recovery plan, formed before any potential disaster happens, will help to minimise disruption and speed up a return to “normal business”. The plan must be as succinct as possible and be easy to follow. It is suggested that a small team be chosen to form the plan and to take the lead as the recovery team. Advice may be sought from the Fire Service, the Local Authority and local tradesmen.

The following guidelines are by no means exhaustive.

### 1. Identification of Critical Operations.

- a) All activities undertaken by the Church should be recorded, including outreach, regular hall users and any known forward bookings.

Communications with all parties will be a priority, recognising that there will be emotional stresses created by the disaster.

- b) The location of electricity main fuse boxes and gas control valves must be recorded.
- c) The structural soundness and the security of the building needs to be addressed and all services should be disconnected. Advice will be given to the emergency services who will, of course, deal with these issues.

### 2. Temporary Office

A temporary office will be required with its address and telephone number recorded in the plan.

A contact list should be prepared, and kept up-to-date, for all trustees, key people, hall user contacts and service providers such as insurance company, gas, electric, water, local authority.

Consideration could be given to forming a telephone tree, or similar, to share the communication burden.

### 3. Place of Worship and Hall Accommodation

Alternative accommodation needs to be identified for worship and for organisational use. It is likely that these will be required for a considerable period of time.

Arrangements for any wedding bookings, etc., must be dealt with also.

### 4. Inventory and Photographic Record

- a) The Church and Halls inventory given in the Property Register should always be kept up to date.
- b) A comprehensive photographic record of the exterior and interior of the building, including furniture, equipment, communion items etc. etc. should be compiled and maintained.

Particular attention should be paid to photographing ornate or unusual features of the building including any stained glass windows.

Finally, consider carefully where the plan and all records mentioned are to be kept. A copy must be kept in a known location away from the building e.g. Manse.

**Disasters always happen to others - or do they!**

## **BUILDING SECURITY**

### **Exterior**

Some points to think about

1. Boundaries of property should be well delineated and known to office-bearers.
2. Perimeter walls – any damage should be repaired and any graffiti removed as soon as possible. Any damage that is left for long periods indicates that nobody cares and encourages more damage.
3. Perimeter hedges – choose something like hawthorn, hedging rose or holly, which will grow thick and be difficult to penetrate.
4. Trees can obstruct natural surveillance but they can also be a ladder for criminals and are somewhere to hide.
5. Windows and Doors – very vulnerable. Advice can be given by Local Crime Prevention Officer.
6. Keys - ensure that there is a system of control for the issuing and safe storage of keys.
  - pay particular attention to the return of keys by hall users.
7. Locking up – ensure that all users responsible for locking up are properly briefed.
8. Identify any features of the building that could provide cover for intruders, and remove or improve them.
9. Ensure that access to the roof is restricted by removing vulnerable features such as low walls.
10. Install security lighting if possible

### **Interior**

Some points to think about.

1. Items of exceptional value – these should be kept in a secure location such as a bank or museum (this can be costly)
2. Safes – are they real safes or just “fire boxes”? They should be proper B.S. type safes and bolted to floor or wall
3. Information lists – be careful what is left on public display.  
Lists of Church Workers can give the criminal a list of houses of folks who could well be at Church, leaving the house empty
4. Collection boxes – do not leave money in boxes from week to week.
5. Cash in transit – vary route to bank; do not walk alone; do not advertise the route.
6. Marking – security marking improves the chances of recovering any property stolen. Where possible, make the marking prominent.
7. Photographs – keep a photographic record of all valuable items.

### **Fabric Maintenance**

The maintenance of buildings costs a great deal of money each year but, as good stewards, we accept the responsibility of looking after the property which has been entrusted to our charge. The importance of regular checking and routine maintenance is clear to all and probably saves money in the long run. Bear in mind also that an insurance policy is not a substitute for good maintenance.

With regard to Risk Assessment attention is specifically drawn to the letter issued by the Law Department in 2002 regarding the Control of Asbestos at Work Regulations 2002, and to the booklet “A Short Guide to Managing Asbestos in Premises” issued in April 2003. This matter must be kept under review also.

## Insurance

All congregations must regularly examine the insurance valuations for their buildings. All properties vested in the General Trustees must be insured by the Church of Scotland Insurance Company Ltd.

All buildings in the Presbytery of Kirkcaldy were assessed for re-instatement value in 2008 and congregations know the current level to which they should be insuring their property. Failure to insure to the full value effectively means that the congregation's trustees are accepting a proportion of the risk since insurance companies apply "averaging" to any claims. This means that if a property is underinsured, say half of the current valuation, then the insurance company will only pay half of the cost of a loss.

Historically it is the case that, whereas buildings frequently suffer damage and have to be repaired, they are very rarely destroyed completely. In the case of old or historic buildings the cost of repairs can be very heavy and insurers have to be in a position where they can repair or replace as circumstances dictate at the time. In order to be fair to everyone, insurers relate the premium they charge as far as possible to the cost of rebuilding the church as it stands even although such action might not be contemplated.

Example: Church Valuation £4,000,000

Congregation insure for £2,000,000 i.e. half of the current valuation.

In the event of a total loss, insurance company pays £2,000,000

Partial damage estimated at £100,000

Insurance company pays  $£100,000 \times \frac{1}{2} = £50,000$

Congregation is required to pay the additional £50,000

(name) \_\_\_\_\_ PARISH CHURCH

**INSPECTION CHECKLIST**

Key: A = Adequate at time of Inspection

N = Needs Immediate Attention

Inspection Date \_\_\_\_\_

Inspected by \_\_\_\_\_

**A GENERAL HOUSEKEEPING**

	A	N
1. Corridors and floors are free from slip and trip hazards		
2. Corridors are clear and unobstructed		
3. Exits have appropriate signage in place		
4. Emergency exit routes and doors are unobstructed		
5. Waste bins are placed appropriately and emptied regularly		
6. All cleaning materials are stored safely and securely		
7. Visual inspection of tables, chairs, etc satisfactory		
8. Chairs are stacked no more than 5 high		
9. Upholstered furniture is in good condition and is fire retardant		
10. External paths are free from slip and trip hazards		
11. Gates and fences are undamaged		
12. Rubbish bins are not overflowing and are away from the building		

**B ELECTRICAL**

1. Internal lighting working properly and free from defects		
2. External lighting working properly and free from defects		
3. Emergency exit lighting signs working properly		
4. Emergency exit lighting back-up battery is fully charged		
5. Cables are only run where damage is unlikely		
6. All electrical protective devices are fit for purpose		
7. All portable appliances in use carry current test certificate		
8. Visual inspection of plugs, sockets, cables satisfactory		
9. Portable heaters are only used in an emergency		
10. If a portable heater has to be used, it is		
(i) fitted with a suitable guard		
(ii) securely fixed to prevent ease of movement		
(iii) sited at least 1 metre from curtains etc.		
(iv) sited where it does not impede access to exits		



**Name of Church****FIRE PREVENTION AND CONTROL CHECKLIST**

Key: A = Adequate at Time of Inspection

N = Needs Immediate Attention

Inspection Date \_\_\_\_\_ Inspected by \_\_\_\_\_

**A N**

1. Fire extinguishers serviced in previous 12 months and seals intact		
2. Fire extinguishers present at all emergency exits		
3. Fire extinguishers, suitable for purpose, clearly visible throughout the building		
4. Fire extinguishers are unobstructed and accessible		
5. A Fire Blanket is clearly visible and accessible in the kitchen		
6. All fire resisting doors are clearly signed "Fire door – Keep shut"		
7. Self-closing devices on doors are working properly		
8. All fire resisting doors close properly in the rebate		
9. Emergency exit doors can be easily and immediately opened		
10. Emergency exit routes and doors are unobstructed		
11. Directional fire safety signage is clear and adequate		
12. Fire evacuation notices are displayed throughout the building		
13. There are no displays involving combustible materials on escape routes		
14. Fire evacuation carried out within last 12 months		
15. Arrangements are in place for assisting people with disabilities		
16. All items of furniture compliant with current safety regulations		
17. No ceiling is lined with a combustible material		
18. All flammable materials are stored safely and securely		
19. Candles are placed in metal holders on a non-combustible surface		
20. Flammable decorations or notices are not posted above a source of ignition		
21. The "boiler room" is free from all forms of storage		
22. The location of the nearest telephone is displayed clearly		
23. All fitted smoke alarms are working and tested regularly		
24. Any LPG or compressed gas cylinders are stored safely and securely		
25. All portable electrical equipment has been tested within the last 12 months		
26. The electric wiring installation has been tested within the last 5 years		
27. The lightning conductor has been tested within the last 5 years		
28. All gas appliances have been tested and serviced within the last 12 months		
29. Emergency vehicles have easy access to the building		
30. If a Fire Alarm is fitted, the system is tested weekly		
31. All Fire Alarm Call Points are unobstructed and clearly visible		



## STATUTORY SAFETY CHECKS

All congregations are aware that a number of checks must be carried out by suitably qualified persons on a regular basis. These will be recorded in the Property Register.

**Fire Alarm** - test weekly

**Emergency Lighting** - monthly check simulating failure of normal lighting.

- six monthly, as monthly, but lasting 1 hour

- 3-yearly full discharge test

**Gas Equipment** - annual check by Gas Safe registered fitter

- boiler and cookers serviced (church and manse)

**Fire Fighting Equipment** - annual check and service

- seals fitted

**Portable Electrical Equipment** - annual check and test recommended

**Intruder Alarm** - annual service (church and manse)

**Electrical fixed wiring** - check and test every five years

**Lightning Conductor** - check every five years

## Visual Inspection of Portable Electrical Equipment

It is good practice to encourage all users to carry out a simple visual check before the equipment is used.

For example:

### Plug

cracked casing

bent pins

pins not insulated

loose connections

loose cable clamp

### Mains lead

cuts

fraying

brittle

taped joints

signs of burning or singeing

### Appliance

on/off switch faulty or damaged

damage to casing

loose parts

missing screws

evidence of overheating

evidence of moisture

accessible fuse holder

exposed cables

**FIRE SAFETY LOG**

**EMERGENCY LIGHT TESTS  
MONTHLY**

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2012												
2013												
2014												
2015												
2016												
2017												

**SIX-MONTHLY**

	MONTH 1	MONTH 2
2012		
2013		
2014		
2015		
2016		
2017		

**THREE-YEARLY**

	DATE
201--	
201--	

**SMOKE /CARBON MONOXIDE ALARM  
MONTHLY**

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2012												
2013												
2014												
2015												
2016												
2017												

**ANNUAL CHECKS**

	2011	2012	2013	2014	2015	2016
FIRE EXTINGUISHERS						
GAS BOILER						
KITCHEN GAS APPLIANCES						
PORTABLE ELECTRICAL EQUIPMENT						
INTRUDER ALARM						

**5-YEARLY CHECK**

	201--	201--
FIXED ELECTRICAL WIRING		
LIGHTNING CONDUCTOR		

## **REFERENCE MATERIAL and USEFUL WEBSITES**

### **Guidance Material**

Fire Safety Guidance Booklet - Scottish Executive 2006

Church of Scotland Booklet - Letting it Happen

Church of Scotland Law Department Circulars

- Fire precautions on Church premises (very comprehensive)
- Health and Safety Policy Statement
- Health and Safety and Fire Safety Responsibilities
- Health and Safety Gas Safety Regulations
- Food Safety Legislation: 1990
- Food Safety Legislation: 2006 update
- Control of Asbestos at Work Regulations: 2002

### **A selection of Useful Websites**

Advice lines

[www.healthyworkinglives.com](http://www.healthyworkinglives.com)

[www.hse.gov.uk](http://www.hse.gov.uk)

[www.infoscotland.com/firelaw](http://www.infoscotland.com/firelaw)

[www.food.gov.uk](http://www.food.gov.uk)

[www.churchofscotland.org.uk](http://www.churchofscotland.org.uk)

Specific

Health and Safety Made Simple - The basics for your business

[www.dwp.gov.uk/docs/good-health-and-safety-pdf](http://www.dwp.gov.uk/docs/good-health-and-safety-pdf)

Sample template for Risk Assessment: For example

[www.hse.gov.uk/risk/casestudies/pdf/villagehall.pdf](http://www.hse.gov.uk/risk/casestudies/pdf/villagehall.pdf)

Fire Safety

[www.firelawscotland.org/files/long](http://www.firelawscotland.org/files/long)

[www.firelawscotland.org/files/short](http://www.firelawscotland.org/files/short)

Church of Scotland Law Department

[www.churchofscotland.org.uk](http://www.churchofscotland.org.uk)