

## Risk Assessment

### Fire Risks in Peter St Rooms

<b>Name and address of location</b> Peter Street Rooms, Peter Street, Shepton Mallet BA4 5BL		<b>Activities:</b> All activities in this location, i.e. use of office, kitchen, children's activities, group meetings by church groups and hirers	<b>Assessment carried out by</b> Steve Bruce-Jones (based on a 2019 assessment carried out by Nick Bennett)	
<b>Date: November 2025</b>		<b>Date of review: November 2026</b>	<b>PCC noted on</b>	
<b>Potential hazard</b>	<b>Who is at risk?</b>	<b>Current controls</b> (What you are currently doing to reduce risk)	<b>Future controls</b> (Action needed to reduce risk)	<b>By whom?</b>
Fire caused by heating system (gas boiler and fan assisted HW radiators)	All occupants	Boiler and radiators are kept clear of combustible materials. Warning notices and staff vigilance. Boiler serviced annually.		Churchwardens and Administrator
Fire caused by cooking equipment (gas cooker)	All occupants	The domestic gas cooker is rarely used but always by an experienced member of the catering team taking the necessary precautions. After such events the cooker is checked to ensure that it is correctly turned off and has cooled down.	Cooker's main gas valve should be closed if cooker is not being used for long periods	Catering team
Fire caused by electrical fault	All occupants	Wiring to ground floor rooms and office inspected early 2023 by NICEIC registered contractors and identified faults rectified. All other circuits isolated and not to be used (see right). Portable appliances tested every 2 years and faults rectified or item decommissioned. Photocopier switched off when unattended.	PSR property is under review for possible sale. Should the property be retained, future refurbishment will ensure major rewiring of all electrical circuits	Churchwardens  Administrator
Fire caused by smoking or vandals	All occupants	PSR is a no smoking area (enforced by event group leaders during events). PSR is locked when not in use.	PSR rooms are not currently available for hire by external groups	Administrator and Group leaders
Fire caused by naked flames (of candles)	All occupants	Candles only used very rarely (birthday cakes and prayer/meditation). Group leaders to take reasonable precautions		Group leaders
Fire exacerbated by storage of fuels or flammable materials	All occupants	No fuels are to be stored in the building. Unused paint and solvents to be removed after use		Churchwardens and Administrator

Potential hazard	Who is at risk?	Current controls (What you are currently doing to reduce risk)	Future controls (Action needed to reduce risk)	By whom?
Delays in fire detection and response leading to increased risk	All occupants	<p>No integrated fire detection/alarm system in place but battery operated smoke alarms are installed on the stairs and landings which are tested quarterly by churchwardens or office administrator</p> <p>Emergency procedures cards are posted in the building for Group Leader to call fire brigade if necessary or (for small fires) to tackle themselves with extinguishers. When PSR is unoccupied we rely upon neighbours and passers by to raise the alarm in case of fire.</p>	<p>PSR rooms are not currently available for hire by external groups.</p> <p>All activities on the ground floor rooms are supervised by church members or church staff</p>	Churchwardens  Group Leaders
Fire exacerbated by inadequate fire fighting equipment	All occupants	<p>No sprinkler systems as greatest risk is during occupation. A fire blanket in the kitchen and suitable fire extinguishers are provided as advised by specialist contractors and inspected annually and replaced as necessary. In addition the churchwardens will inspect the extinguishers at least quarterly to see if they have been tampered with or discharged.</p>		Churchwardens
Inadequate means of escape		<p>Both main fire exits (north and south doors from ground floor hallway) to be kept clear and unlocked at all times during occupation. Push bar fire exit doors to ground, first and second floor meeting rooms to be kept clear and usable. Checked quarterly [?] by churchwardens or Administrator. All fire exits are signed. Cellar is decommissioned and remains locked.</p> <p>External fire escape stairs from first and second floors to be kept clear from fly tipping (CCTV installed to monitor)</p> <p>Emergency lighting system activated when electricity fails. Checked quarterly[?] by churchwardens</p> <p>Documented emergency procedures include evacuation.</p>	<p>PSR rooms are not currently available for hire by external groups.</p> <p>All activities on the ground floor rooms are supervised by church members or church staff</p>	Group Leaders  Churchwardens and Administrator  Churchwardens