

FIRE RISK ASSESSMENT - 20²³

Goring United Reformed Church

Barrington Road, Goring by Sea, Worthing BN12 4EA

Premises Description Place of Christian Worship. Hall and Sanctuary Lettings

Hours when generally occupied. 8.00am—11.00pm

Maximum persons at any one time 250

Responsible Person ELIZABETH SWIERK

Position PROPERTY GROUP

Telephone Number 01903 243194

Building Owner The United Reformed Church

Tavistock Place, London

Telephone Number 0208 688 3730

Assessment by - ELIZABETH SWIERK + PAUL REDMAN

Assessment date -

12.10.23

Items listed in Summary completed.

Next assessment due

October 24.

Sources of ignition		Y	N
1	Electrical equipment testing and flexes safe - Visual checks in the last 12mths?	✓	
2	Electrical equipment fixed and PAT in the last 5 years, and certificates issued?	✓	
3	Gas servicing of all appliances, and certificates issued?	✓	
4	Portable, Fixed Heating & Cooking Hobs kept away from combustibles	✓	
5	Safe storage of combustibles, flammable liquids and paints.	✓	
Fire alarms and detection			
6	Is a procedure in place to check the alarms on a weekly <i>2 monthly</i> basis?	✓	
7	Are all call points and/or extinguishers free from obstruction?	✓	
8	Has the alarm system been tested in the last 12 months?	✓	
9	Have the extinguishers been tested in the last 12 months?	✓	
10	Have the stewards been reminded on what to do in case of an alarm?	✓	
11	Has a fire drill been carried out in the last 12 months?	✓	
12	Are the people hiring our premises aware of actions in case of fire?	✓	
Means of Escape with Signage and Lighting Requirements			
13	Are there alternative and sufficient exits from all areas of the premises?	✓	
14	Are all escape routes unobstructed and free from combustibles?	✓	
15	Notice is in place on choir vestry door. 'Keep unlocked when occupied' <i>Checked?</i>		
16	Are the premises fitted with suitable and sufficient exit signage?	✓	
17	Is the external meeting place sign in place?	✓	
18	Is all emergency lighting in working order?		✓
19	Have all escape routes been checked in last 12 months?	✓	

General		Y	N
20	Are the premises reasonably secure during the hours of darkness?	✓	
21	Is CCTV in place and working? New monitoring installed at 5 Salvington Hill. Required.	✓	
22	Is there a reasonable standard of external and movement detection security lighting?	✓	
23	Are wheelie bins remote from the building?		✓
Are the following records up to date :-			
24a	Fire alarm weekly tests, staff training and fire drills <i>2-monthly</i>	✓	
24b	Emergency lighting		
24c	Electrical Portable Appliance Testing/Visual testing	✓	
24d	Gas Servicing	✓	
25	Is the Fire Action Plan displayed at each exit point?	✓	
26	The Action plan gives information on the following - Action on discovering a fire, location of assembly point, how to raise the alarm, action on hearing the alarm, routes to exit building and to reach assembly point.	✓	

SUMMARY

Where 'NO' has been ticked in the above boxes, complete this Summary section below.

No.	Action required	Date completed
18	^{Lighting} Emergency to be checked by Keith Best electricals who are booked in on Thu 20th	
	to do the PAT testing	
23	Wheelie Bins - Not practical to be remote from building, but stored in area where can be seen and removed if need to	