

**St Matthew's Westminster
Fire Risk Assessment**

Action on Priority Recommendations

Paragon Fire Protection High Priority Recommendations	Action taken by St Matthew's
1. Provide a means for staff to sign in and out of the building – monitor to ensure that it is used.	1. A new video door entry system has been installed which to some extent monitors all those with key fobs and key cards entering the premises. These are allocated against names of staff members, volunteers, as well as friends and guests who are frequent visitors. House guest rooms are allocated by room number. However, the system does not monitor people when they leave the building. Other guests and conference centre users come and go frequently without any signing in procedures.
2. Prepare and robustly manage close down procedures for non-essential electrical appliances.	2. Clearance of non-essential electrical appliances was undertaken in December 2014 and April 2015. This is reassessed annually, and is incorporated into a scheduled inspection by our handyman.
3. Tidy the Courtyard basement boiler room and remove combustible materials.	3. The courtyard basement boiler room was cleared and all combustible materials were removed in December 2014. This is now checked annually by our handyman.
4. Ensure furniture and soft furnishings are all fire retardant.	4. The process of removing non-retardant soft furnishing is underway. Two beds and 3 chairs have been removed from the premises and carpets replaced. Monitoring of all new purchases for this is not currently recorded.
5. Test and certify fixed electrical installations.	5. A fixed wire electrical test of the entire building was conducted and passed in March 2015.
6. PAT test portable electrical equipment.	6. PAT testing was carried out on 5 June 2014 throughout the building.
7. Ensure gas appliances are serviced annually by an appropriately qualified person.	7. Gas meters and gas appliances were tested on 4 July 2014. Boilers were checked in November 2016. There is an annual reminder in the office calendar.
8. Relocate the propane cylinder to a secure and well-ventilated area away from ignition sources.	8. When the garden cellar clearance was carried out, the item identified as a 'propane cylinder' seemed to be attached to the pipes/boiler and leaked water when an attempt was made to move it so it remains in place.
9. Clear the courtyard basement boiler room escape routes and keep the door secured.	9. The courtyard basement boiler room escape routes were cleared in December 2014. Staff and volunteers should be made aware of this requirement. There is now a monthly inspection. The door was secured in July 2015.

10. Review the means of securing the final exit from the Conference Centre area so that egress is available to building occupants at all times.	10. The newly installed entry system now incorporates a push button release on the exits from the Conference Centre.
11. Professionally review fire doors to ensure that they and the door frames are appropriately fire rated.	11. This is outstanding. A special fire resistant paint was suggested at a PCC meeting.
12. Manage fire doors to ensure occupants do not prop or wedge fire doors open.	12. Information sheets for all guest rooms have been updated with the instruction not to prop or wedge open fire doors. Church management/PCC to decide if this policy is to extend to staff and volunteers and, if so, to instruct accordingly. PCC to be aware
13. Repair doors that have had self-closer mechanisms removed or are damaged.	13. Self-closer mechanisms on doors were repaired in January 2015. On-going inspection may have to be incorporated into an annual check.
14. Fit 'Fire Door Keep Locked Shut' signs to cupboards and replace the brass fire exit sign outside the Lady Chapel with a modern EN7010 direction arrow sign.	14. A new fire exit sign has been fixed in place in the corridor running off from the Lady Chapel.
15. Complete the Fire Action Notices with the location of the Fire Assembly Point.	15. Fire action notices have been placed in each guest room, indicating the location of the Fire Assembly Point. These notices do not extend throughout the house or conference centre.
16. Fit a fire alarm call point sign above each call point.	16. A decision was made not to fit fire alarm call point signs above each call point as this was considered unnecessary.
17. Extend automatic fire detection and alarm into the church tower.	17. Two quotes have been obtained to extend the automatic fire detection and alarm into the church tower. A decision to proceed now rests with the PCC. Needs to be agreed at next PCC – this is important as a business is run from the tower
18. Replace the painted call point in the Lady Chapel.	18. This will be addressed at the next redecoration.
19. Replace smoke detectors with heat detectors in areas where incense is likely to be burnt.	19. There are no automatic smoke or heat detectors in the sacristy. There is a manual alarm. Paragon advise against changing the smoke detector in the immediate vicinity to a heat detector.
20. Prepare a Fire Alarm Zone Plan	20. A zone list and colour-coded fire alarm zone plans have been completed and are located in the entrance hall of the house.
21. Remove and responsibly dispose of the two redundant fire extinguishers.	21. Redundant fire extinguishers have been removed.
22. Fit a fire blanket in the upstairs kitchen.	22. A fire blanket was fitted in the upstairs kitchen in December 2014.
23. Install extinguishers in the church tower studio.	23. 14 new fire extinguishers (with wall fixings and stands) were installed in December 2014, including

	2 in the church tower. Regular testing is carried out by Paragon Fire.
24. Appoint a contractor to service the fire alarm at 6 monthly intervals.	24. Paragon Fire undertake a 6 monthly service of the fire alarm system.
25. Conduct weekly in-house testing of the fire alarm using a different call point in rotation.	25. We do not currently carry this out. Claire has found out from Paragon how this is done. Realistically this will be difficult to do on a weekly basis. Two people are required. Suggestion: Administrator + ? handyman or ?verger monthly
26. Conduct monthly in-house testing of the fire extinguishers.	26. This is carried out every month by our handyman.
27. Conduct monthly in-house testing of the emergency lighting.	27. This will be carried out by Administrator or Handyman/Verger from June 2017.
28. If a lightning conductor is fitted to the church tower ensure that this is tested annually.	28. A lightning conductor has not been fitted to the church tower. Our architect advises that we are protected by adjacent taller buildings.
29. Conduct daily checks of final exits, fire doors and escape routes.	29. All staff are aware and respond appropriately.
30. Ensure that all church personnel receive fire awareness, safe use of portable fire extinguishers and evacuation training.	30. We do not currently carry this out. To be done by Abbey Security adviser?
31. Ensure refresher training is provided at 12-18 month intervals.	31. We do not currently carry this out. Needs to be included in Pastoral Assistant induction
32. Ensure that all subcontractors working within the premises receive fire instruction before commencing work.	32. All subcontractors to receive the same information given to guests on their arrival.
33. Conduct a fire drill twice a year to test staff.	33. This is now scheduled for May and November.
34. Prepare a robust written Emergency Plan also taking into account other disasters that could affect the business e.g. flooding, terrorism, etc. Refer to Appendix 1 for general guidance in its content.	34. Not yet undertaken. Inspection undertaken in 2016 by Abbey Security adviser who offered advice and offered to give training to staff. Her recommendations, written up by Jane, could form basis of emergency plan.
35. Prepare a robust Fire Management plan to cover general day to day fire procedures. Refer to Appendix 2 for general guidance in its content.	35. Not yet undertaken. Claire to construct draft plan for staff and volunteers.
36. Prepare building floor plans with contact information – consider incorporating this information into a Fire Alarm Zone Plan recommended earlier in this report.	36. Floor plans have been drawn up and are used in the zone plans.
37. Consider staff and visitors welfare needs, post evacuation, i.e. comfort, warmth, communications,	37. Not yet undertaken. Churchwardens to consider contingency e.g. liaise with Abbey Community Centre?

1 st Aid, etc. Refer to Appendices 1 and 2 for guidance.	
38. Complete and maintain records of testing and maintenance identified above in a Fire Log Book.	38. A fire log file of testing and maintenance of fire equipment is in place in the office.
39. Review this fire risk assessment every three months and record that this has taken place in Appendix 3.	39. Review reminder every three months is in the diary.
40. Fire alarm panel to be checked daily.	41. There is a box to tick on the daily diary sheet. All staff to be made aware of this and trained to reset.