



# ALLSAINTS

## WOODFORD WELLS

<b>Title</b>	Addendum – Fire Risk Assessment
<b>Owner</b>	Operations Director
<b>Issue Date</b>	March 2017
<b>Reviewed By</b>	Bob Darby and Rachel Whitelegg
<b>Approved By</b>	Risk and Governance Committee
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<b>Next Review Due</b>	March 2026

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**The Parish of All Saints' with St. Andrew's Fire Risk Assessment Regulatory Reform (Fire Safety) Order 2005** is structured into seven sections:

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# SECTION 1

## Scope and Site Details

### 1.0 Scope

This fire risk assessment covers the structure, activities and systems relating to fire safety within the Basement Auditorium, Lower Meeting Room and associated access and egress routes only within the Annexe Building at All Saints' Church and supplements the Fire Risk Assessment and Emergency Plan for the site as a whole, which are still current. This specific assessment has been completed as a result of the recent development of the basement area into its planned use as an Auditorium, subsequent to the initial build of the Annexe Building of which it is a part.

### 1.1 Risk Rating

This fire risk assessment has assessed the Basement Auditorium, Lower Meeting Room and associated access and egress routes as **NORMAL RISK**.

The development of the Auditorium does not affect the **NORMAL RISK** rating for the site as a whole.

### 1.2 Site Details (at time of fire risk assessment)

Location Name: All Saints' Church  
Annexe Building – Basement Auditorium, Lower Meeting Room and Associated  
Access and Egress Routes

Address: All Saints' Church  
Inmans Row  
Woodford Green  
Essex  
IG8 ONH

Person in charge: Ken Macgregor – Operations Director

Person responsible  
For Fire Safety: Ken Macgregor – Operations Director

Assessor: Andy Newborough – Activus STC Ltd, Ken Macgregor – Operations Director

Assessment date: Thursday 2 June 2016

### 1.3 Description of the facility

The Auditorium, Lower Meeting Room and associated access and egress routes form part of the basement of the Annexe Building with ground and first floors above, constructed of concrete and block with exterior cladding and a timber and tile roof.

The Auditorium itself consists of a fully accessible room 7.8m x 11.2m (c87m<sup>2</sup>) and a plant room of 7.8m x 2.45m forming one fire compartment, fitted with a motorised retractable seating unit (capacity 84 persons), a wheelchair lift and hearing loop. The Auditorium is accessed by a lobby and double fire doors, leading from the Lower Meeting Room and access to the basement is by way of an internal staircase and passenger lift.

Emergency escape is provided by way of the main access double fire doors through the lobby and into the Lower Meeting Room and to the final fire exit in the light well, leading to an external steel staircase and to ground level. A Disabled Refuge Point, with a lightweight evacuation chair and communication system is also located in the Lower Meeting Room. There is a secondary single exit leading into a separate lobby and the internal stairwell up to the ground floor and a final fire exit. The passenger lift is not a fire fighting lift and cannot be used in the event of an evacuation.

The maximum occupancy level is **100 persons**.

#### **1.4 Activities conducted in the area**

The Auditorium is designed for audio-visual presentations and events and is to be used by groups within the Church organisation itself and for hire to outside groups. The Lower Meeting Room is itself used for meetings and events and as a gathering point and hospitality area for the Auditorium. Food and drink may be served in the Lower Meeting Room.

History of fire:           No history

# SECTION 2

## Identification of Fire Hazards

### 2.0 Sources of Ignition

#### Observations

- No smoking site.
- Purpose designed combined heating and ventilation system, with associated plant located in the plant room.
- Integral power units to wheelchair lift and retractable seating (single phase).
- Mobile AV units x2.
- Other portable appliances.

#### Actions Required

- Ensure all commissioning certificates are supplied and available for future reference.
- Ensure all fixed wired systems are included in 5yr Fixed Wire Test and retractable seating unit and wheelchair lift are serviced in line with manufacturers recommendations.
- Following 1st year warranty, ensure all AV units and other portable appliances are included in the Portable Appliance Test (PAT) schedule.

### 2.1 Sources of Fuel

#### Observations

- Soft furnishings (retractable seating) complies with all BSEN and fire retardancy standards.
- General waste to be contained in lidded metal waste bins and emptied after use.

#### Actions Required

- Supply appropriate lidded bins.

### 2.2 Sources of Oxygen

#### Observations

- Natural airflow and combined heating and ventilation system.

#### Actions Required

- No actions.

# **SECTION 3**

## **Identification of People at Risk**

### **3.1 Occupants**

#### Observations

- Supervisory staff (min x2) onsite when facility is in use.
- Mixed groups of up to 100 persons (including supervisors and organisers).

#### Actions Required

- Ensure all supervisory staff are trained in Emergency Procedures and receive regular refresher training (see All Saints Church Emergency Plan).
- Ensure standard adult to child supervisory ratios are applied to all groups where necessary i.e. 1:4 under three's and 1:8 for over three's.
- Ensure all visiting groups compile a register (names and total number) prior to using the facility in order to facilitate roll call in the event of an emergency evacuation.

### **3.2 Occupants at increased risk**

#### Observations

- Facility is open to public hire therefore visitors may have physical and sensory impairments.
- Facility is DDA compliant with hearing loop and wheelchair lift fitted.
- Lightweight Evacuation Chair and signed Refuge Point with intercom installed, located in the Lower Meeting Room.

#### Actions Required

- Ensure staff are trained on safe use of Lightweight Evacuation Chair.

# SECTION 4

## Fire Protection Measures

### 4.1 Fire Detection and Warning

#### Observations

- Facility is adequately protected with automatic optical smoke and combined sensor sounder beacons, wired into Basement Zone of existing fire alarm system.
- Break Glass Call Points (BGCP's) are visibly located in the Auditorium, Lobby and Lower Meeting Room.
- Modification Certificate is in place.
- Main panel is located in the link between the Church Hall and Annexe.
- Activation results in immediate evacuation to designated external assembly point.
- Existing Emergency Plan applies.
- Outside telephone lines x2 are supplied (Auditorium and lift), intercom systems are fitted in The Library (Media Store) and at the Refuge Point and staff are supplied with radios to aid internal communications in the event of an emergency.

#### Actions Required

- Ensure additions to the fire detection and warning system are included in the existing check and test routine.
- Install telephone handset to supplied outside line in the Auditorium, as scheduled.

### 4.2 Emergency Escape Lighting

#### Observations

- Emergency lighting (integrated units) and illuminated fire exit signs are installed to standard. External emergency lights are due to be installed in the light well leading to the external steel staircase.

#### Actions Required

- Ensure additions are included in the existing check and test routine.
- Install external emergency light luminaires x2 as scheduled, in place of standard units.

### 4.3 Fire Fighting Equipment and Facilities

#### Observations

- Sufficient foam and CO2 extinguishers are appropriately located on hooks and fire stands (Foam and CO2 in Auditorium, CO2 in Plant Room, Foam in Lobby and Foam in Lower Meeting Room).

#### Actions Required

- Ensure additions are included in the existing check and test routine.

#### **4.4 Fire Signage**

##### Observations

- Sufficient fire signage (fire exit, directional and annotated fire action notices) are in place.

##### Actions Required

- No actions required.

#### **4.5 Fire Separation**

##### Observations

- 30-minute compartment.
- Min FD30S self-closing fire doors with vision panels were subject to final fitting and adjustment at the time of assessment.
- Final sealing of compartment in the Plant Room with intumescent material was underway at the time of assessment.

##### Actions Required

- Ensure fire doors are fitted to within tolerance on completion of works.
- Ensure additional doors are subject to existing check and test routine.
- Complete final sealing of the compartment wall (Plant Room).

#### **4.6 Means of Escape**

##### Observations

- Occupancy levels are limited to 100 persons max.
- Two fire exit routes are available from the Auditorium; one primary route with double fire door leading to the Lobby and a second double fire door leading to the Lower Meeting Room (min 1705mm) and final fire exit located in the light well; and a secondary route leading into a separate lobby (min 920mm) and the internal stairwell (min 1220mm), up to the ground floor and a final fire exit.
- Means of escape are sufficient for the max occupancy level when the primary route is discounted.
- Travel distances are within guidance.

##### Actions Required

- No actions required.



# SECTION 5

## Fire Safety Training

### 5.1 Staff Training and Drills

#### Observations

- All supervisory staff to be inducted into the new facilities, fire related systems and the updated Emergency Plan at handover.

#### Actions Required

- Provide staff induction at handover and record training.
- Provide fire awareness and refresher training in line with existing system.

### 5.2 Fire Drills

#### Observations

- A fire drill should be completed with the Auditorium occupied (including the evacuation of wheelchair users and the use of Evac Chair) on handover.

#### Actions Required

- Complete the drill and a de-brief to check the effectiveness of systems and procedures and take further corrective actions as required.
- Record the drill in the Fire Log Book and complete further drills in line with existing routine.

# SECTION 6

## Record Keeping

### 6.1 Record Keeping

#### Observations

- Include the Auditorium in the existing fire inspection and check and test routine.

#### Actions Required

- Add new BGCP's, Emergency Lighting and Portable Fire Extinguishers into Fire Log Book and include in existing check and test routine.

# SECTION 7

## Fire Safety Management

### 7.1 Fire Safety Management

#### Observations

- The Emergency Plan has been updated in line with this new addition.
- The site Fire Risk Assessment is scheduled to be updated in July 2016, post-handover of the Auditorium.

#### Actions Required

- Complete site Fire Risk Assessment update, as scheduled.