



Building Health and Safety Inspection

St Peters, 3 Middlesbrough Rd, South Bank, Middlesbrough TS6 6NS

Date 12th October 2021

Inspection carried out by Debra Butler

The contents of this report lists the findings of an inspection carried out at St Peters in Southbank on 12th October 2021 to ascertain any issues which may present a hazard to the health or Safety of any person using the premises.

The report shows findings for both the external and internal condition of the building with particular regard to Health and Safety.

External

1. Paths and walkways

Generally, even ground however weeds are present which could crate a slip hazard in wet conditions and trip hazards if left to become more overgrown.

The surrounding grounds are becoming overgrown with weeds and will be slippery in poor weather conditions and cause damage to ground.

Risk – Low/medium



2. Drains and gutters

Poorly maintained, drains taking water from the downpipes in some instances are overgrown with weeds and one has a dead pigeon blocking it, in addition to the weeds, there is evidence of nesting birds. The church has several food preparation businesses close by and this could attract rats if dead animals are left to rot.

Gutters are in some places overgrown with weeds/foilage, if not attended to this could allow water to enter the building possibly compromising electrics.

Risk – High





3. Walls

Brickwork is in poor condition, around the building bricks are spalling (pic 4) due to damp which is evident on all walls. (Pic 3)

Weeds are growing and damaging brickwork at high level. (pic 2)

Damage to roof edge and walls could result in damaged brick and tile debris falling potentially onto person or persons gaining access to the church or walking on church grounds.

Decorative columns have already degraded to the point that half of one has fallen off the façade of the building this had the potential to cause serious injury or death had someone been standing below it when it fell. The remaining columns have now been strapped (picture 1 below of damaged column which has been placed inside main doorway creating a possible trip issue.

Risk Rating – High

Pic 1 column pieces from front of external façade



Pic 2 Foliage damage



Pic 3 Damp



Pic 4 Spall





4. Roof

There are several tiles missing from the roof, there was at the time of the inspection very little evidence of broken tiles on the ground this would suggest either the tiles have been missing for some time or someone is clearing the area.

Falling tiles present a risk of injury or death to anyone below or damage to property, the roof needs to be assessed by an expert as soon as possible.

Risk Rating – Very High





INTERNAL

1. Side Entrance (Milbank Street)

Entrance porch is in very poor condition, damp has taken hold and there is evidence of both black and white mould of which the spores are dangerous to human health. It appears fungus is also present.

Risk Rating Very High







2. Internal walls – Ground Floor

With the exception of the extension off the Sacristy, which is used as a meeting room, every wall shows serious degradation due to damp for the most part this is causing white mould and causing the plaster to crack and bulge.

There is a risk to human health from the mould spores and a safety risk from crumbling plaster at high levels which could potentially fall onto anyone standing or sitting below.

Sockets around the building have damp coming close to and surrounding the sockets this presents a risk of electric shock and they need to be checked by an electrician

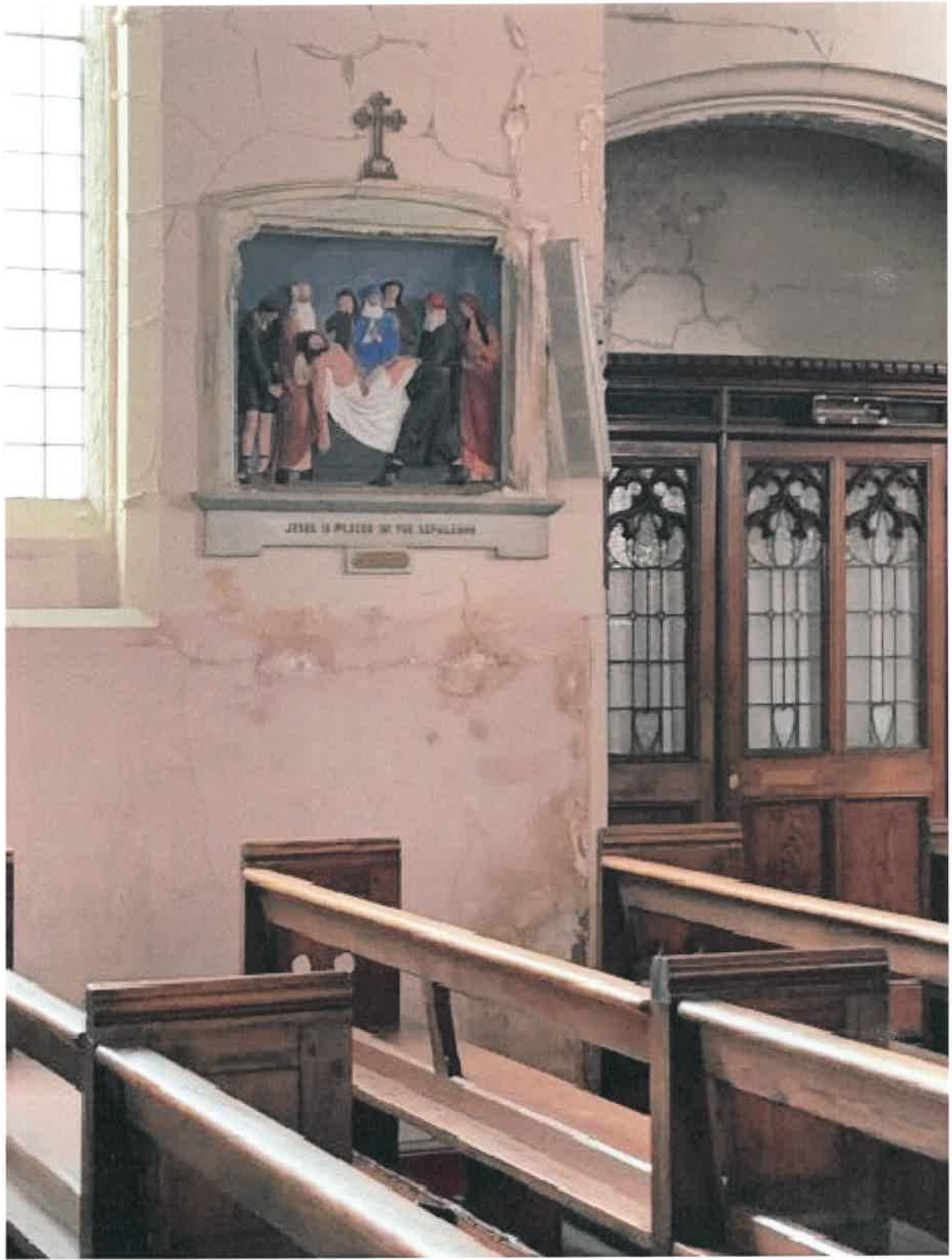
Risk Rating – High

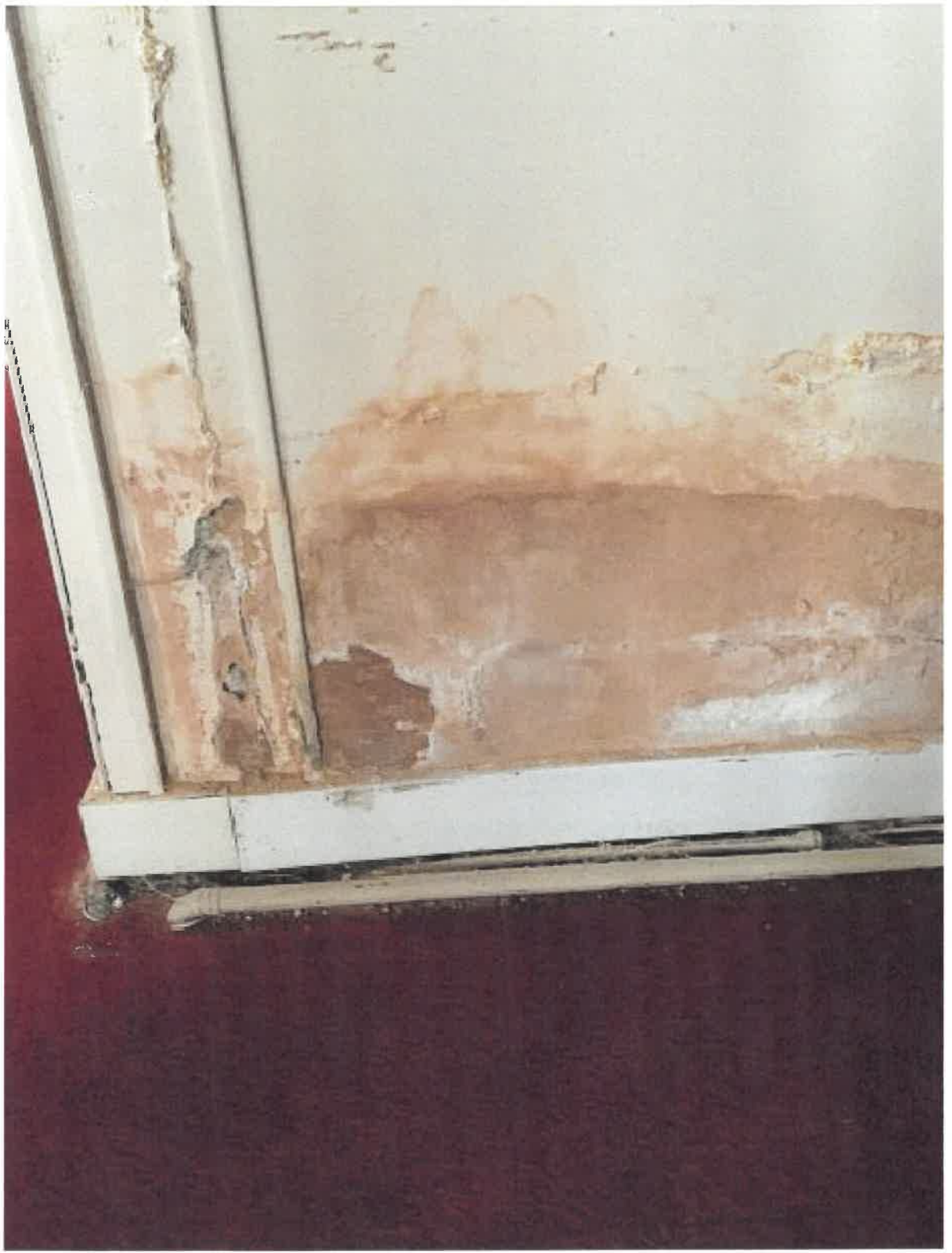














3. Internal Walls – Bell Tower

The wood lining the wall leading into the bell rope area feels damp to the touch.

The main electrics are in this area at present the walls where the electrics are fixed, visually looks dry and in good condition but the guttering in this area is blocked by foliage therefore this should be checked regularly and the gutters cleared as soon as reasonably possible.

Risk Rating – Medium to very high

4. Flooring – Ground level

Flooring where the pews are sited is visually and when walked on appears sound this will in some part be due to it being raised. The exception is at the back where the tiled area is starting to lift, the tiles in this area are to be assumed to be asbestos, one tile is completely loose but in one piece.

The raised areas in the 2 alcoves (Side alters) both have evidence of damp compromising the flooring.

Risk Rating – Medium – High



5. Flooring – Balcony

Some floorboards are loose on the balcony and feel 'spongy' underfoot.

There is a loose floorboard leading into the balcony area off the stairs which needs to be secured.

Risk Rating – Low – Medium

6. Confessional

The confessional has very serious mould, the area must not be used in its present condition due to the heavy curtains and no ventilation the spores are a serious risk to human health.

The curtains need to be taken down to provide ventilation and the curtains and chairs thoroughly cleaned as well as the walls and floors.

The area should not be used in its original design without risk assessing and eliminating the risk of a recurrence.

Due to no lighting in the area, it was not possible to get a picture at the time of the inspection.

Risk Rating- Very High

7. Alter and Baptistry

Walls all show signs of damp with walls crumbling and white mould present.

It is advised that no baptisms are carried out in the area whilst mould spores may be present and a risk to the child.

There is evidence that damp has got into the main floor opposite the alter as there is white mould present at the foot of the first barrier off the alter step.

Risk Rating – Medium







8. Church Ceiling

The roof has had leaks over the alcoves which have been attended to however there are buckets placed around the main church, all buckets are dry, it is unknown when they were put in situ or if they have been emptied with no heavy rain occurring since they were emptied.

Although the ceiling looks to be in good condition there does appear to be dark marks which may be water damage.

If the ceiling is being damaged by water possibly from the missing roof tiles there is a danger parts of the ceiling could fall.

Risk Rating – Medium



9. Electrics

It is evident that some of the electrical sockets at ground level in the main church, are located in areas which have been compromised by damp.

In the sacristy the wall with incoming electrics is badly cracked.

Risk Rating – High (requires an electrician to assess)



10. Housekeeping

Whilst the church, sacristy and toilet are clean and tidy there is evidence of other areas being used to dump items e.g. the broken column, a piece of Perspex from one of the windows and other general rubbish is in the hallway of the main door.

Bin and cleaning equipment are blocking the back door (opposite the toilet) this door is the only exit should a fire start in the main church to evacuate from the sacristy and small meeting room.

It appears there is a door leading from the small meeting room which has been blocked off from the inside, further investigation required as this would be better used as a fire exit.

Conclusion

The church has serious health and safety risks due to being poorly maintained over a long period, this appears to have been compounded by the pandemic as the church has been closed for the duration which has resulted in little ventilation allowing the damp to take a stronger hold, however there are no records of the monthly premises inspections being completed to support this.

Pigeons had managed to gain entry to the church recently, this was spotted, and the birds removed, and netting placed at the site of entry however there are a lot of pigeons still using the roof and evidence of what looks like a crow nesting in the guttering.

The guttering has been allowed to become overgrown with foliage.

The sacristy smells musty possibly from the damp or lack of ventilation whilst closed.

The church is still closed due to the pandemic, and I would recommend it is not reopened until the following remedial actions are undertaken:

- The guttering is cleared
- Roof is assessed to ensure it is not a risk to persons below from falling tiles
- The internal walls are cleaned and stripped back to remove all mould and loose plaster to cut the risk of damp spores being breathed in.
- External decorative columns etc are checked to ensure there is no danger of more falling away creating a risk to persons below.
- The confessional, curtain and furnishings should be completely cleaned if feasible or where necessary disposed of. The area should then be risk assessed to assess if this area is suitable for use in its current design.
- The baptistery area is cleaned and assessed to ensure there is no risk to babies and young children
- The floorboards leading onto and on the balcony are fixed to eliminate the risk of trips
- All electric sockets are checked by a qualified electrician where damp may have made them unsafe.

The building will need to be assessed by a professional to ascertain the extent of the damp and what needs to be done to remedy.

This report is supported by photographic evidence along with the safety audit, fire risk assessment, asbestos checklist and premises inspection report.

Health & Safety Management System - Annual Inspection

Location of inspection: St Peters Southbank

Name of inspector: Debra Butler DATE: 12th October 2021

Signature: *D Butler*

Full compliance = 2 Partial compliance = 1 RP = Responsible person

Subject	Possible score	Actual score	Comment
1.0 Health and Safety Management			
Is the Health and Safety Policy up to date?	2	2	
Is the Statement of Intent displayed?	2	0	Please attach statement to notice board (note: building closed since first lockdown)
Is the Health & Safety plan current?	2	2	
2.0 Handbooks – Clergy, Employees, Volunteers			
Are the handbooks up to date?	2	2	
Are all personnel provided with health and safety information?	2	0	Church is currently closed however no evidence of this for pre-lockdown. Please ensure these are communicated once volunteers are back on site
Is there evidence that the handbooks are being circulated eg a register of signatures or signed handbooks?	2	0	Church is currently closed however no evidence of this for pre-lockdown. Please ensure these are communicated once volunteers are back on site
3.0 Policies & Procedures			
Are there any Parish specific policies & procedures in place and are they up to date?	2	2	Diocese issued policies are in folder
Are any Parish specific policies and procedures recommended?			No score req'd - comments only
Comment:			

Subject	Possible score	Actual score	Comment
Are Diocesan issued policies and procedure up to date?			
4.0 Safe Systems of Work (SSOW)			
Are safe systems of work in place and up to date?	2	2	Diocese issued policies are in folder
Are there any further SSOW recommended for this Parish?			No score req'd - comments only
Comment:			
5.0 Risk Assessments			
Have personnel had the risk assessments brought to their attention?			
5.1 Fire			
Is there a fire risk assessment in place?	2	2	
Have all recommended actions been attended to?	2	0	Not actioned due to lockdown, please complete recommendations now pending church reopening.
When was the Fire RA completed?			Date: 11th August 2020
When was the fire RA last reviewed?			Date:
5.2 COSHH (control of substances hazardous to health)			
Are COSHH risk assessments in place?	2	1	Diocese issued assessments in folder but during inspection the cleaners cupboard was found to have weed killer and slug killer stored please download data sheets and ensure the cleaner etc. has access to the information.
Are they accessible to personnel using the substances, eg cleaners?	2	0	Folder not held on site and copies not available. When church reopens the folder needs to be kept on site.
Have recommendations arising been actioned?			
5.3 Legionella			
Has a Legionella RA been carried out?	2	0	No assessment completed, church has running water (toilet, sink) due to the building not being in use it is strongly advised that the toilet be flushed and taps ran off for a few minutes at regular intervals whilst church is closed.
If not, is one recommended?			

Subject	Possible score	Actual score	Comment
If so, have recommendations arising been actioned?			
5.4 DSE (display screen equipment)			
Are there any personnel classed as DSE "users" at this Parish?	0	0	N/A
If so, have DSE RA's been conducted?			
Have recommendations arising been actioned?			
5.5 Premises Risk Assessment			
Has a general premises risk assessment been carried out?	2	0	Not completed these need to be completed on a regular basis. DB has completed one due to poor condition of building which is sent with this audit report please file in folder and ensure one is completed monthly going forward - report any further deterioration to Sharon Westcough and Debra Butler particularly where it is perceived this presents a hazard
Has the general premises risk assessment been reviewed?	0	0	
Have recommendations arising been actioned?			
Are risk assessments completed for those activities where a significant risk of injury is foreseeable?			
5.6 COVID			
Is there a risk assessment in place?	0	0	N/A as church has been closed during pandemic, one will need to be completed before church reopens DB will help with this
Has it been updated in line with latest guidance?	0	0	
6.0 Registers & Inspections			
6.1 Asbestos			
Is the asbestos register available for inspection?	2	0	Not in folder, copy sent with this report please file and ensure it is available if requested
Has the asbestos register been communicated to personnel likely to come into contact with the asbestos eg contractors and is there evidence of this communication?	2	0	

Subject	Possible score	Actual score	Comment
Have recommendations been actioned?	0	0	
Are ACMs (asbestos containing materials) correctly labelled where required?	2	2	
Is all known asbestos material free from damage or deterioration?	2	2	
Has the asbestos monitoring checklist been completed?	2	2	Copy sent with report to be filed in folder
Have the regular checks been completed?			
When was the register completed?			Date: 6/4/2021
When was the last review date of the register and the monitoring checklist?			Reveiw Date: Checklist Date:
6.2 Electrical			
6.2.1 Periodic Hardwire tests			
Is the periodic hardwire test up to date?	2	2	Due October 2021, Paul is waiting for Zurich to get back with date to carry out inspection
Have recommendations been actioned?			
6.2.2 PAT tests & Visual Inspections			
Is the portable appliance inspection and testing schedule up to date?	2	0	
Have recommendations been actioned?			
Is there evidence of visual inspections/pre-use checks taking place by users of equipment?			
6.3 Gas/Oil inspection certificates			
Is the gas or oil safety inspection certificate up to date?	2	2	Gas - Carried out 1st October 2021
Are CO monitors in place?	2	0	
Are the isolation valves readily identifiable and operable?	2	2	

Subject	Possible score	Actual score	Comment
Is a copy of the emergency procedure displayed at or near the gas meter or oil tank?	2	2	
Is the oil tank either banded or a twin walled tank?	0	0	
Are LPG cylinders secured (eg caged) away from buildings?	0	0	
6.4 Fire Alarm & Emergency Lighting			
Is there a means of raising the alarm, and does it work?	2	0	Need to purchase a rotory gong or similar - church has a room within a room, exit from small meeting room off sacristy is not marked up as fire exit please affix notices and ensure door is unbolted when building is occupied
If there is a fire alarm system, has it been serviced annually and is the certificate in date?	0	0	N/A
Are weekly alarm tests being conducted and recorded?	0	0	
Is the fire alarm log book up to date?	0	0	
Has the emergency lighting been tested and serviced within the last 12-months?	0	0	No emergency lighting fitted
6.5 Fire Extinguishers			
Have all extinguishers been serviced within the last 12 months?	2	2	
6.6 Lightning conductor			
Has the lightning conductor been tested within the last 11-months?	0	0	
6.7 CCTV & Security Alarms			
Are CCTV warning signs on display and clearly visible?	0	0	N/A
Has the CCTV system been regularly serviced?	0	0	
Has the security alarm been regularly serviced?	2	0	Alarm needs annual service
Are accessible toilet alarms being tested?	0	0	N/A
6.8 Premises Inspections			

Subject	Possible score	Actual score	Comment
Are regular visual premises inspections taking place and being recorded? EG use of the premises inspection journal or other means	2	0	Not completed these need to be completed on a regular basis. DB has completed one due to poor condition of building which is sent with this audit report please file in folder and ensure one is completed monthly going forward - report any further deterioration to Sharon Weststough and Debra Butler particularly where it it preceived this presents a hazard
Are issues arising being addressed?	2	0	No evidence
Is good housekeeping evident around the premises?	2	1	The main church is tidy but there is evidence of items being stored in corridors (main entrance perspex which has fallen from external window, boxes corridor off sacristy bins, buckets blocking exits.
Are there any obvious defects with any premises and/or its fixtures, fittings & contents that need addressing?	2	0	The building is in a poor state a safety report has been completed for Property Manager.
7.0 Accidents & Incidents			
Is an Accident Book available and are details entered correctly?	2	0	Not on site please ensure the book is brought to the church and placed with first aid kit
Is an accident/incident log being maintained?			
Are details of accidents/incidents being forwarded to the Diocesan Property Manager?	2	2	No accidents to report but know to do this
Are there sufficient first aid boxes provided?	2	2	There are 2 first aid boxes, some items are out of date please check and replace.
Are details of the Appointed Persons / First Aiders displayed?			
8.0 Audits			
8.1 Internal Audits			
Has a quarterly audit been conducted by the Parish Priest or the Parish H&S co-ordinator? (form ref: DOM-SHE8.1-QF01)			Date:
Has an annual audit been conducted by the Diocesan Property Dept? (form ref DOM-SHE8.1-QF02)			Date:
Have recommendations arising been actioned?			
8.2 External Audits			

Subject	Possible score	Actual score	Comment
Has an external auditor visited this parish?			Date:
Have recommendations arising been actioned?			
8.3 Leadership visits			
When was the last Bishop's visitation?			Date:
When was the last visit by the Dean?			Date:
Have any H&S recommendations been actioned?			
Comment: (what/when/how)			
9.0 Training			
Have personnel received training in relevant H&S subjects?	2	0	No evidence of training, church currently not in use please carry out training as appropriate before church reopens, H&S advisor can assist
Are training records up to date?	2	0	Handbook, before use checks of portable appliances etc.
Is any specific training recommended?			
10.0 H&S meetings			
Has the Health and Safety Committee met at the agreed intervals? (this may form part of the Parish Finance Committee)	0	0	
Have the Committee's minutes been circulated?	0	0	
Are there any issues outstanding?			
Have actions raised during inspections/audits been discussed by the H&S Committee?			
11.0 Contractor management			
Is the "control of contractors" document being used?	2	0	Form in folder is blank, please ask contractors to complete and file in folder

Subject	Possible score	Actual score	Comment
Is the Diocesan Approved list of Contractors' booklet up to date?	2	2	List is at St Andrews (office) and is used
Is there evidence of approved contractor's being used?	2	2	
Have details of Parish contractors been forwarded to the Diocesan Property Dept for checking & inclusion on the "Approved List"?	2	2	Know to do this
Where contract or maintenance work is being carried out, have effective measures been put into place to segregate people from the hazards?	2	2	
Is there evidence of the Asbestos register being provided to contractors prior to work commencing?	2	0	Not in folder, copy sent with this report.please file in section 6.1
12.0 Continuity Planning			
Is there a plan in place to conduct mass elsewhere in the event of a catastrophe rendering the Church unusable?	2	0	No written plan, church has not been in use and services are taking place at St Andrews Please write plan and file in folder
Are Parish registers stored in a fire resistant safe/cabinet?	2	2	Kept in safe at St Andrews
Are electronic files backed up off-site? Eg cloud storage or hard disk storage	0	0	
13.0 Regulations, References, Guides			
Are documents current and in-date?			
14.0 Further comments/observations			
FINAL SCORE		44	
POTENTIAL SCORE	90		
% COMPLIANT		48.888889	

The Regulatory Reform (Fire Safety) Order 2005



FIRE RISK ASSESSMENT DIOCESE OF MIDDLESBROUGH

Name and address of premises:	St Peter's Middlesbrough Road Southbank TS6 6NS
Responsible person: (e.g. Parish Priest or person with control of premises)	Reverend Michael Sellers
Person(s) consulted:	Paul Terry – Parish Manager
Date of previous fire risk assessment:	N/A
Suggested date for review ¹ :	Annual or in the event of any significant changes.

Assessed by:	Date of assessment:	Signature:
John Feeney	11 th August 2020	J Feeney

¹ This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-QF-RA-03	Page 1 of 21

Executive Summary

The primary aim under the legislation is to ensure the safety of people. The normal congregation is relatively small they know the building well and could easily evacuate the building in the event of fire.

Smoking is not permitted anywhere on the premises and there are no hazardous activities.

The premises are used as a place of worship and are occupied during the following times;

Monday Closed

Tuesday Closed

Wednesday Closed

Thursday Closed

Friday Closed

Saturday Closed

Sunday 1130 -1300

The premises are not occupied during the hours of darkness.

The premises are well managed and fire hazards are generally low throughout the premises. There are very few ignition sources within the premises and sources of fuel are extremely limited too.

There have been no known fire incidents since the premises was constructed in 1880 (approximately).

There are a number of minor issues which should be rectified in order to keep the risk of fire in the premises as low as reasonably practicable. These minor issues are identified within the risk assessment and within the action plan.

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 3 of 21

General Information

1. The Premises

- 1.1 Number of floors: One floor and very small mezzanine which contains the church organ and provides access to the bell tower.
- 1.2 Brief details of construction: Stone and brick construction.
- 1.3 Use of premises: Place of worship.

2. The Occupants

- 2.1 Maximum occupancy of 450 persons. Average occupancy is less than 60 persons.

3. Occupants Especially At Risk From Fire

- 3.1 Sleeping occupants: None.
- 3.2 Disabled occupants: None.
- 3.3 Occupants in remote areas and lone workers: None.
- 3.4 Young persons: Altar boys all supervised.
- 3.5 Others: None.

4. Fire Loss Experience

None.

5. Other Relevant Information

None.

6. Relevant Fire Safety Legislation

- 6.1 The following fire safety legislation applies to these premises:
The Regulatory Reform (Fire Safety) Order 2005
- 6.2 The above legislation is enforced by: Cleveland Fire Authority
- 6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010): None.

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 4 of 21

6.4 The legislation to which 6.3 makes reference is enforced by: N/A

6.5 Comments:

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 5 of 21

Management of Fire Safety

7. Procedures And Arrangements

7.1 **Fire safety on site is managed by**²: Paul Terry – Parish Manager

7.2 **Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?** Yes No

Comments: The Diocese Health & Safety Advisors are available to provide assistance as and when required.

7.3 **Is there a suitable record of the fire safety arrangements?** N/A Yes No

Comments: An "Emergency Fire Action Plan" requires to be completed with the assistance of the Diocese Health & Safety Advisor.

7.4 **Appropriate fire procedures in place?** Yes No

More specifically:

Are procedures in the event of fire appropriate and properly documented? N/A Yes No

Are there suitable arrangements for summoning the fire and rescue service? Yes No

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? N/A Yes No

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A Yes No

Is there a suitable fire assembly point(s)? N/A Yes No

² This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 6 of 21

Are there adequate procedures for evacuation of any disabled people who are likely to be present?

N/A Yes No

Comments:

7.5 Persons nominated and trained to use fire extinguishing appliances?

N/A Yes No

Comments: Many of the stewards have received formal training in the use of fire extinguishers. The priority is life safety and evacuating personnel safely.

7.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people?

N/A Yes No

Comments:

7.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?

N/A Yes No

Comments: Well established Church which the fire service are well aware of.

7.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?

N/A Yes No

Comments:

8. Training And Drills

8.1 Are all staff given adequate fire safety instruction and training on induction?

Yes No

Comments: Only two employees who are well aware of fire prevention and fire safety management issues.

8.2 Are all staff given adequate periodic "refresher training" at suitable intervals?

Yes No

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 7 of 21

Comments: As per 8.1 only two employees.

8.3 Does all staff training provide information, instruction or training on the following:

- | | | |
|---|---|--|
| Fire risks in the premises? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| The fire safety measures in the building? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Action in the event of fire? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Action on hearing the fire alarm signal? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Method of operation of manual call points? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Location and use of fire extinguishers? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Means for summoning the fire and rescue service? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Identity of persons nominated to assist with evacuation? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Identity of persons nominated to use fire extinguishing appliances? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

Comments: No manual call points.

8.4 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A Yes No

Comments:

8.5 Are fire drills carried out at appropriate intervals and records kept? Yes No

Comments: fire drills do not occur practically however an assessment has been carried out to ensure that all persons can be evacuated within 2 minutes.

8.6 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? N/A Yes No

Is it ensured that the employees are provided with adequate instructions and information? N/A Yes No

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 8 of 21

Comments:

9. Testing And Maintenance

9.1 **Adequate maintenance of premises?** Yes No

Comments and deficiencies observed:

9.2 **Weekly testing and periodic servicing of fire detection and alarm system?** Yes No

Comments and deficiencies observed: No electric fire warning system in place as not required.

9.3 **Monthly and annual testing routines for emergency escape lighting?** Yes No

Comments and deficiencies observed: Emergency Lighting Units not required as premises not used in the hours of darkness throughout the year.

9.4 **Annual maintenance of fire extinguishing appliances.** Yes No

Comments and deficiencies observed:

9.5 **Periodic inspection of external escape staircases and gangways?** N/A Yes No

Comments and deficiencies observed:

9.6 **Six-monthly inspection and annual testing of rising mains?** N/A Yes No

Comments and deficiencies observed:

9.7 **Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts?** N/A Yes No

Comments and deficiencies observed:

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 9 of 21

9.8 **Weekly testing and periodic inspection of sprinkler installations?** N/A Yes No

Comments and deficiencies observed:

9.9 **Routine checks of final exit doors and/or security fastenings?** Yes No

Comments and deficiencies observed: Checks carried out at all times the premises is occupied.

9.10 **Annual inspection and test of lightning protection system?** N/A Yes No

Comments and deficiencies observed:

9.11 **Other relevant inspections or tests:**

Comments and deficiencies observed:

10. Records

10.1 **Appropriate records of:**

Fire drills? N/A Yes No

Fire training? Yes No

Fire alarm tests? N/A Yes No

Emergency escape lighting tests? N/A Yes No

Maintenance and testing of other fire protection systems? N/A Yes No

Comments: Records required. Diocese Fire Log Book can be used to keep appropriate records. (To be circulated to all Parishes following meeting on 20th August 2020).

Fire Hazards and Their Elimination or Control

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 10 of 21

11. Electrical Sources Of Ignition

11.1 Reasonable measures taken to prevent fires of electrical origin? Yes No

11.2 More specifically:

Fixed installation periodically inspected and tested? Yes No

Portable appliance testing carried out? Yes No

Suitable policy regarding the use of personal electrical appliances? Yes No

Suitable limitation of trailing leads and adapters? Yes No

11.3 Comments and hazards observed: Fixed wiring inspected 5 yearly.

12. Smoking

12.1 Reasonable measures taken to prevent fires as a result of smoking? Yes No

12.2 More specifically:

Smoking prohibited in the building? Yes No

Smoking prohibited in appropriate areas? N/A Yes No

Suitable arrangements for those who wish to smoke? Yes No

This policy appeared to be observed at time of inspection? Yes No

12.3 Comments and hazards observed: No smoking anywhere on the premises.

13. Arson

13.1 Does basic security against arson by outsiders appear reasonable?³ Yes No

³ Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 11 of 21

13.2 **Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?** Yes No

13.3 Comments and hazards observed:

14. Portable Heaters And Heating Installations

14.1 **Is the use of portable heaters avoided as far as practicable?** Yes No

14.2 **If portable heaters are used:**

Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided? N/A Yes No

Are suitable measures taken to minimise the hazard of ignition of combustible materials? N/A Yes No

14.3 **Are fixed heating installations subject to regular maintenance?** N/A Yes No

14.4 Comments and hazards observed:

15. Cooking

15.1 **Are reasonable measures taken to prevent fires as a result of cooking?** N/A Yes No

15.2 **More specifically:**

Filters changed and ductwork cleaned regularly? N/A Yes No

Suitable extinguishing appliances available? Yes No

15.3 Comments and hazards observed: No cooking on the premises.

16. Lightning

16.1 **Does the building have a lightning protection system?** Yes No

16.2 Comments and deficiencies observed:

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 12 of 21

Lightning protection system fitted to the buildings in accordance with BS EN 62305.

17. Housekeeping

17.1 **Is the standard of housekeeping adequate?** Yes No

17.2 **More specifically:**

Combustible materials appear to be separated from ignition sources? Yes No

Avoidance of unnecessary accumulation of combustible materials or waste? Yes No

Appropriate storage of hazardous materials? N/A Yes No

Avoidance of inappropriate storage of combustible materials? Yes No

Comments and deficiencies observed: Combustible materials to be removed or reduced from the front porch area.

18. Hazards Introduced By Outside Contractors And Building Works

18.1 **Are fire safety conditions imposed on outside contractors?** Yes No

8.2 **Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?** Yes No

18.3 **If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits?** N/A Yes No

18.4 **Comments:**

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 13 of 21

19. Dangerous Substances

19.1 If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? N/A Yes No

19.2 Comments:

20. Other Significant Fire Hazards That Warrant Consideration Including Process Hazards That Impact on General Fire Precautions

20.1 Hazards:

20.2 Comments and deficiencies observed:

Fire Protection Measures

21. Means Of Escape From Fire

21.1 It is considered that the building is provided with reasonable means of escape in case of fire. Yes No

21.2 More specifically:

Adequate design of escape routes? Yes No

Adequate provision of exits? Yes No

Exits easily and immediately openable where necessary? Yes No

Fire exits open in direction of escape where necessary? Yes No

Avoidance of sliding or revolving doors as fire exits where necessary? Yes No

Satisfactory means for securing exits? Yes No

Reasonable distances of travel:

• Where there is a single direction of travel? Yes No

• Where there are alternative means of escape? Yes No

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 14 of 21

Suitable protection of escape routes? Yes No

Suitable fire precautions for all inner rooms? Yes No

Escape routes unobstructed? Yes No

21.3 **It is considered that the building is provided with reasonable arrangements for means of escape for disabled people.** Yes No

Comments and deficiencies observed: The main body of the church is one large open area with no corridors or risk of congestion and the doors providing the principal means of escape to the open are clearly visible.

Areas such as the sacristy which is separated from the main body of the church are only occupied by a small number of people who know the building well.

22. Measures To Limit Fire Spread And Development

22.1 **It is considered that there is:**

compartmentation of a reasonable standard⁴ Yes No

reasonable limitation of linings that might promote fire spread Yes No

22.2 **As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?** ^{4 5} N/A Yes No

22.3 **Comments and deficiencies observed:**

⁴ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁵ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 15 of 21

23. Emergency Escape Lighting

23.1 Reasonable standard of emergency lighting system provided? ⁶ Yes No

Comments and deficiencies observed: Not required.

24. Fire Safety Signs and Notices

24.1 Reasonable standard of fire safety signs and notices? Yes No

Comments and deficiencies observed: Fire exit signs and fire action notices required throughout the premises.

25. Means Of Giving Warning In Case Of Fire

25.1 Reasonable manually operated electrical fire alarm system provided?⁷ Yes No

25.2 Automatic fire detection provided? N/A Yes No

25.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? N/A Yes No

25.4 Remote transmission of alarm signals? Yes No

Comments and deficiencies observed: No electrical fire alarm system required due to the nature of the building when the building is occupied a fire would be detected almost immediately by persons either smelling or seeing smoke and raising the alarm by operating a manual warning device such as a rotary gong. This would ensure all persons on the premises would hear the alarm.

⁶ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

⁷ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 16 of 21

26. Manual Fire Extinguishing Appliances

26.1 Reasonable provision of portable fire extinguishers? Yes No

26.2 Hose reels provided? Yes No

26.3 Are all fire extinguishing appliances readily accessible? Yes No

Comments and deficiencies observed: Suitable extinguisher required on the ground floor entrance such as a 9 litre water or foam extinguisher and a 2kg carbon dioxide extinguisher.

27. Relevant⁸ Automatic Fire Extinguishing Systems

27.1 Type of system

27.2 Comments: None.

28. Other Relevant⁸ Fixed Systems and Equipment

28.1 Type of system: None.

28.2 Comments:

28.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc. N/A Yes No

28.4 Comments:

⁸ Relevant to life safety and this risk assessment (as opposed purely to property protection)

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 17 of 21

Fire Risk Assessment

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Potential Consequences of fire →	Slight harm	Moderate harm	Extreme harm
↓ Likelihood of fire			
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low Medium High

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm Moderate harm Extreme harm

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 18 of 21

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly).

Status	Date	Revision	Ref.	Page
Copy	17/08/2020	4	DOM-SHE-5.1-QF01	Page 19 of 21

Section	Management of Fire Safety	Priority	Action By whom



Asbestos Monitoring Checklist

Parish Name & Building:	St Peter Church	Parish Address:	South Bank
Last Asbestos Survey	30 th August 2006	Survey Carried Out By	Assurve Ltd
		Location of Survey Documents	Parish Health & Safety File and Curial Office

Location of Asbestos Materials	Materials Identified / Labelled	All Staff Aware	Any Disturbance or Degradation of Material	Effective Action Required	Name	Signature	Date	Comments
Ground floor tiles – asbestos (6m2)				Manage the material and use a permit to work / method statement for all work that will affect the material. Check Annually.	C Bingley		6/4/2021	There is a low to medium risk of fibre release, therefore material can be retained and managed without risk to the occupiers. However, we recommend removal during refurbishment works.
Ground floor gift shop – floor tiles (3m2)				Now carpeted over – remain aware Manage the material and use a permit to work / method statement for all work that will affect the material. Check Annually.	C Bingley		6/4/2021	There is a low to medium risk of fibre release, therefore material can be retained and managed without risk to the occupiers. However, we

RECORD OF MONTHLY PREMISES INSPECTION



PARISH	Teesville	P.I.C.	Father Michael Sellers
ADDRESS	St Peters Southbank Middlesbrough		
INSPECTOR	Debra Butler		
DATE	12 th October 2021		

P.I.C. – PERSON IN CONTROL S – SATISFACTORY NS – NOT SATISFACTORY W/C – WORK COMPLETE

EXTERNAL

REF	TOPIC	CRITERIA	S/NS	OBSERVATIONS
1	Roof	Roof covering in good order, no evidence of missing slates/tiles etc	NS	Missing slates
2	Gutters/fallpipes	In good order, no evidence of leaks	NS	Gutters have weeds growing in them need to be cleaned asap
3	Windows & frames	No broken panes, no rot visible	NS	Trims coming away where visible
4	Walls	No cracks or signs of movement	NS	Bricks are broken right around the premises, white mould or lime present on most walls
5	Doors & frames	All correctly fitting, no signs of rot/deterioration	S	Wood visually appear to be in good condition at present but damp from walls will cause problems. Needs assessing by builder
6	Footpaths	In good order, no evidence of trip hazards	S	Weeds and moss needs to be attended to before it becomes a hazard

Status	Date	Revision	Ref	Page
ORIGINAL V1	19/08/2021	0	DOM-SHE-6.8-QF03	Page 1 of 4

RECORD OF MONTHLY PREMISES INSPECTION



7	Roads/parking/markings	In good order/markings visible	N/A	Council road is in fair condition but lots of rubbish
8	Landscape	Tidy & in good order	NS	Weeds/moss on path and in drains

INTERNAL

REF	TOPIC	CRITERIA	S/NS	OBSERVATIONS
9	Ceilings	No cracks, evidence of leaks	NS	Although the ceiling in church looks undamaged it is known that there is a leak one has been fixed but seems to be dark areas on main ceiling which could be signs of leaks and buckets underneath but no water in at time of visit
10	Walls	Straight/plumb/no cracks or evidence of movement	NS	Walls are in very poor condition, damp is well established and causing major cracks to plaster with white and black mould present Possible there is dry rot in areas this needs to be assessed.
11	Floors & coverings/levels	In good order, sound and level, changes in level clearly identified, slip & trip hazards identified	NS	The main church where the pews are situated appears to be sound at present, they are on a raised floor. Flooring in the alcoves is damaged with damp showing in joints
12	Lights	All working	S	
13	Firefighting equipment	All in correct placements	S	
14	Fire exit routes	All clear and free from obstruction	NS	Items are being stored in corridor, route is not marked up as fire escape but is the only escape route for sacristy and small meeting

Status	Date	Revision	Ref	Page
ORIGINAL V1	19/08/2021	0	DOM-SHE-6.8-QF03	Page 2 of 4

RECORD OF MONTHLY PREMISES INSPECTION



REF	TOPIC	CRITERIA	S/NS	OBSERVATIONS
15	Fire exit doors	All openable and free from obstruction	N/S	room if a fire is blocking the exit from the main church – Fire Risk Assessment to be reviewed. See above
16	First aid boxes	Present, inspected monthly, correctly stocked and de-fib checked	S	
17	Accident book	Present and all completed sections removed and stored safely	NS	No book available
18	Electrical equipment - cables/wires/plugtops etc	Visual inspection of all	NS	Damp is present around some sockets PAT test needs to be completed but hoovers, kettle look to be in good order visually
19	Storage arrangements for chemicals/cleaning substances etc	Chemicals/cleaning materials to be securely stored. NO DECANTING	S	All cleaning materials are on shelving in a cupboard in sacristy, COSHH sheets need to be made available for weed killer and slug killer
20	Sanitary accommodation	Present and clean	S	No issues at time of inspection, toilet flushed as not being used at present due to church being closed
21	Washing facilities	Present and clean	S	

PREMISES INSPECTION - ACTIONS DATE:

REF	ACTION REQUIRED	BY WHOM	BY DATE	DATE W/C
1, 3, 4, 9,10, 11	Building needs a surveyor visit to check if building structure has been compromised and ascertain if the visual issues are mainly cosmetic or if major works need to be undertaken to make the building safe	Please check with Sharon Westcough		

Status	Date	Revision	Ref	Page
ORIGINAL V1	19/08/2021	0	DOM-SHE-6.8-QF03	Page 3 of 4

RECORD OF MONTHLY PREMISES INSPECTION



		P.I.C	End Oct 2021
2	Gutters need to be cleared as soon as a contractor can be arranged	P.I.C	End Oct 2021
6	Footpaths and surrounding areas	P.I.C	Nov 2021
14	Fire exit to be cleared of items, doors to be marked up as exits	P.I.C	Nov 2021
17	Accident book to be brought and left on site	P.I.C	Nov 2021
18	Electrics to be checked to ensure damp has not compromised	P.I.C	Oct 2021

THIS DOCUMENT SHOULD BE FILED IN SECTION 6.8 OF THE SAFETY MANAGEMENT SYSTEM

Status	Date	Revision	Ref	Page
ORIGINAL V1	19/08/2021	0	DOM-SHE-6.8-QF03	Page 4 of 4