

**03/03/2019 DRAFT 1**

# **Brighter Futures Consortia**

**INITIAL RISK ASSESSMENT (V001)  
34 Wellington Road**

**NEXT REVIEW DATE: March 2020**

## INDEX

1.	Premises Particulars
2.	General Statement of Policy
3.	Management Systems
4.	General Description of Premises
5.	Fire Safety System within the Premises
6.	Plan Drawing
7.	Fire Hazards
8.	People at Risk
9.	Means of Escape (Horizontal Evacuation)
10	Means of Escape (Vertical Evacuation)
11	Fire Safety Signs and Notices
12	Fire Warning System
13	Emergency Lighting
14	Firefighting Equipment
15	Maintenance
16	Method of Calling the Fire Service
17	Emergency Action Plan
18	Training
19	Action Plan - Record of Fire Safety Deficiencies
20	General Comments and/or Observations
21	Additional Hazards
22	Fire Safety Management Plan
23	Fire Action Notice for Premises

## **INTRODUCTION**

This document is being issued to assist employees, volunteers and visitors to remain as safe as possible in our new building. The assessment will be monitored and reviewed on a weekly basis for the first month of the building being used, then monthly for an additional 6 months against any reports of damage, breakages, accidents, near misses along with feedback from users, volunteers and staff.

This assessment identifies a wide range of hazards present in the new building and current control measures we have put in place to appropriately to control these hazards. However, this document may not identify all possible hazards and as such the weekly and monthly monitoring will be conducted for at least 6 months from April 2019.

Employees and members are reminded to keep written records of any observations, near misses and accidents with their particular activities that can be reviewed.

Further information and advice may be obtained from the Health and Safety Champion on 07392 396728 or [hello@rhylmensshed.co.uk](mailto:hello@rhylmensshed.co.uk)

## INITIAL RISK ASSESSMENT (LIVE WORKING DOCUMENT)

<b>FIRE RISK ASSESSMENT</b>	
<b>1. PREMISES PARTICULARS</b>	
<b>Premises Name:</b> <i>Wellington Vaults</i>  <b>Address:</b> <i>34 Wellington Road</i> <i>Rhyl</i> <i>Denbighshire</i> <i>LL18 1BN</i>	<b>Planned use of Premises:</b>  <i>Offices &amp; community projects</i>
<b>Tel No:</b> <i>01745 798350</i>	<b>Owner:</b> <i>Hughes Properties</i>
<b>Date of Risk Assessment</b> <i>XX/013/2019</i>	<b>Date of Review:</b> <i>Review weekly (for 1 month)</i> <i>Review monthly (for 6 months)</i>
<b>Name and relevant details of the person who carried out the Fire Risk Assessment and/or standard used for assessment:</b>  <i>S Owen. (Group Health and Safety Champion)</i>  <i>The Following resources have been used:</i> <i>The HSE 5 steps to Risk Assessments</i> <i>A brief guide to controlling risks in the workplace (indg163)</i> <i>The Government Guide to Fire Safety Risk Assessment for Offices and Shops</i>	
<b>2. GENERAL STATEMENT OF POLICY</b>	
<b>Statement:</b> <i>Brighter Futures (BF Health &amp; Safety policy is issued to each employee and available both in the office and online at <a href="http://www.brighterfuturesrhyl.co.uk">www.brighterfuturesrhyl.co.uk</a>.</i>  <i>It is the policy of BF to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.</i>  <i>The consortia will provide and maintain safe and healthy working conditions, equipment and system of work for all employees and provide such information, training and supervision as they need for this purpose.</i>  <i>The consortia will give a high level of commitment to health and safety and will comply with all statutory requirements as detailed fully in our health and safety policy and guidance handbook.</i>	
<b>Signed:</b>	<b>Print Name:</b>
	<b>Date:</b>

### 3. MANAGEMENT SYSTEMS

#### **Commentary:**

*The Health, Safety & Welfare management plan is contained with the Health and Safety file and it kept in the BF office & Gdrive cloud server account linked to hello@brighterfutureshyl.co.uk.*

*The plan confirms that a risk assessment will be completed to ensure adequate safety for all users of the building and will be reviewed regularly as necessary. The risk assessment will follow the five step approach detailed in the risk assessment guide.*

*The significant findings will be recorded and any deficiencies identified by the risk assessment process will be prioritised and rectified accordingly or control measures put into place to isolate any hazards.*

*(As the most competent person internally) responsible for safety matters, which include the risk assessment and all matters appertaining to it, however ALL staff and volunteers should involve themselves in this process, safety is everyone's responsibility in Brighter Futures.*

*The Health and Safety Champion is responsible for:*

- *Deciding the level of required safety, protective and preventative measures*
- *Ensuring they are implemented and communicated to other employees*
- *Ensuring all staff are adequately trained and supported.*
- *Ensuring all staff and volunteers feed into all assessment checks/reviews*
- *Routine periodic checks and reviews*
- *Promote a culture of safety throughout the group*

*Health, Safety and Welfare will be an agenda item for the quarterly group meetings following the initial weekly, then monthly reviews that will occur on the building opening.*

*The other appointed persons are shown on the attached schematic. They will be responsible for the fire safety measures, first aid and workshop safety as shown. We will seek to engage external support on any safety issues identified where necessary.*

*The Health and Safety Champion is responsible for monitoring the effectiveness of all risk assessment processes and the implementation of them while liaising with external competent persons where required.*

*Fire Drills are to be carried out with every group on first use, then followed by every six months. (where activities are working with vulnerable adults or children the drills should be carried out by groups leaders monthly). If leaders are unsure they should contact the Safety Champion.*

*All fire training, routine checks and engineers tests of fire safety equipment will be recorded in the Fire Log Book which will be located at the main entrance to the building.*

*First Aid provisions should be checked on a Monthly basis, a record of use is required and should accompany any incident/accident reports and returned to the*

HSC.

All near misses should be recorded on the near miss forms and returned to the HSC as soon as possible.

All staff are required to familiarise themselves with the operation of the ZOLL defibrillator within 1 week of the building opening.

#### 4. GENERAL DESCRIPTION OF PREMISES

**Description:**

The building comprises of a medium sized, semi-detached type public house, approximately 400sqm over two floors, 250sqm on the ground floor with 150sqm on the first floor traditionally brick built with pitched slate roof and small area of flat roof over the kitchen and male toilets areas. Built in the early 1800's.

The premises are considered to be of low risk taking into account the likelihood of failure, fire or injury and the likely consequences due to control measures currently in place and regular planned orientation events planning along with staff training.

The building has one internal stairway which is protected from all other rooms on the ground floor by fire resisting walls, partitions and FD30 style doors, the underside of the staircase (which holds electrical equipment and is a source of ignition) has been lined with fire resistant materials to the recommended 60 minutes. This staircase will be used by the groups and as access/egress for the first floor above the public house which is to be used for group activities.

There are 2 nominated fire doors / external emergency escapes leading from the front meeting room, additionally there is a final exit located in the small rear room next to the kitchen (South West corner) and the workshop, both with access leading out to the main rear grounds then onto the street.

The building has a small front reception/lobby, large main room, 2 x toilets, main kitchen and SW room and small storage areas, a link corridor to the main room and kitchen through the building.

Attached is a long workshop area within a small outbuilding.

The First floor comprises of 6 main rooms and two bathrooms, one bathroom is to be converted into a store room.

**Occupancy:**

**Times the Premises are in use:**

8.00am. to 8.00pm (none residential)

**The total number of persons employed within the premises at any one time:**

4

**The Total Number of other persons who may resort to the premises at any one time.**

65

**Size:**

**Building footprint (400square meters)**

**Number of Floors: 2**

**Number of Stairs: 1 internal**

#### 5. FIRE SAFETY SYSTEMS WITHIN THE PREMISES

**Fire Warning System: (ie automatic fire detection, break-glass system to BS 5839, other)**

There is no apparent Electrical system complying to BS 5839: Part 1 and Break-glass call points are not provided to any ground floor rooms, the stairwell and first floor. 2 standalone smoke detectors appear to be installed (battery powered with no backup power supply are not installed and comply to BS EN 14604: 2005. These have been installed prior to our takeover.

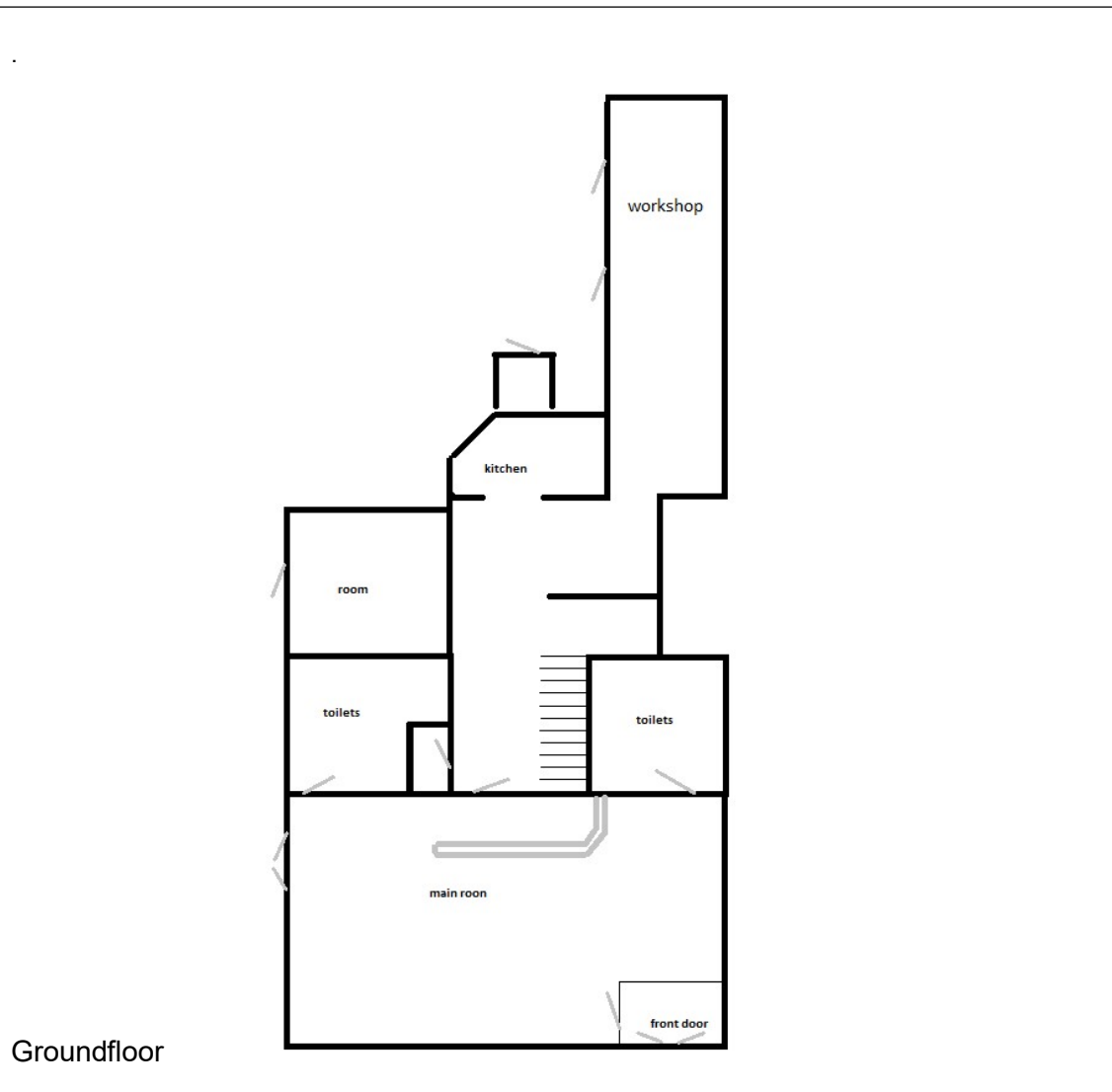
**Emergency Lighting (ie maintained/non-maintained, 1hr/3hr duration to BS 5266)**

*There does not appear to be non-maintained type (3 hours complying with BS 5266: Part 1) fitted in the premises, fire exit directional signs are not fitted and final exit signs are missing throughout the premises.*

**Other: (e.g. Sprinkler System to LPC rules BS 5306)**

*Portable Fire-Fighting Equipment to BS EN3 provided in accordance with the Guide are not installed in the building. No sprinkler system is installed.*

**6. (Single line) PLAN DRAWING OF PREMISES**







## 7. IDENTIFY FIRE HAZARDS

### Source of Ignition:

*The ignition sources are mainly those commensurate with office premises, being office electrical equipment.*

*There is also an electric heater in the ground floor main room. The main kitchen contains items such as toaster and kettle, gas cooker, fridge and microwave oven.*

*Smoking is not allowed in the building and a purpose made cigarette bin is provided in the designated 'Smoking Area' at the front of the building.*

*A stock of COSHH items is on site and not stored in a metal / secure COSHH cupboard. The electrics within the building appear outdated and there is no evidence of a CEIR being completed. There are no other significant ignition sources within the workplace identified at this time. There is no evidence of any PATT or safety checks of any kind.*

### Source of Fuel:

*The sources of fuel are various, general waste including paper, clothing and fast burning items are onsite, furniture, stationary and combustible office equipment.*

*There is a considerable amount of paper products stored within the premises which would present a considerable source of fuel for any fire. Spare paper for printers etc is stored in every room (not in a stationery cupboard/filing cabinet) which is just disagreed everywhere. Waste paper bins are full, the entire premises is filled with waste ranging from mattresses to food packaging. stored outside away from the building in the rear yard are various sources of fuel (general waste and rubbish)*

*There is 'mains gas' supplying the gas boiler, I am unable to confirm the model or condition of either items, it is worth noting the cooker appears aged and no relevant paperwork has been viewed at the time of this RA being completed. Gas cylinders are stored in the rear yard close to the building*

### Source of Oxygen:

*Air-conditioning is fitted into the premises (it appears this is a system to cool the cellar).*

*There are no additional sources of oxygen other than normal air.*

### Work Processes:

*The work processes are commensurate with normal office premises. There are no processes that pose a significant fire hazard. A competent electrician maintains all the portable electrical equipment by PAT testing and the installed electrical systems are to be inspected periodically in accordance with Institute of Electrical Engineers (IEE) recommendations. A 5 year (EIRC) inspection is being undertaken on 10/04/2017. The company policy is to close down all unnecessary electrical equipment on the close of any activity.*

### Structural features that could promote spread of fire:

*This is an old building, built around 1860.*

*All services and compartments have been inspected visually; it is not financially feasible for the company to employ a surveyor.*

*There have been no significant building alterations since commencement of the building use as a community facility.*

## **8. IDENTIFY PEOPLE AT RISK**

**Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:**

*Volunteers are distributed throughout the building. All are given an induction including all safety procedures on first being welcomed on the premises. This is acknowledged and recorded in their personnel file and training records. No cleaning staff employed and no staff lone work within the premises.*

*Visitors and contractors are signed in the visitors book. All contractors who may be working on the site have been accepted as approved contractors with a general 'permit to work' system in place under 4TC policy. General visitors are not always accompanied by a volunteer but the fire evacuation procedures are posted in every room of the building 'Fire Notice' The alarm signal which is a siren is also accompanied by a warning light system in the toilets for those who may have limited hearing. Volunteers are made responsible for their guests during any evacuation. 3 employees and 1 director are trained fire marshals.*

*At the present time there are no employees with disabilities but many volunteers/guests have both mental and physical disabilities. Where it is not so obvious what assistance may be needed by visitors with disabilities then staff will ask the person attending the office for guidance, the facility has no safe area or dedicated means of Escape for Disabled People on the ground floor, but has a designated area on the first floor which Fire Marshals are instructed to check, the building is also not fully DDA compliant in regards to door widths, steps & facilities, however significant improvements are being made regularly.*

*There are no persons under 18 years of age employed at present. There is an awareness of the additional requirements in fire legislation if under 18's or school age children are employed. However, a Youth Project does take place fortnightly which will be assessed by the Church as this is not a 4TC activity.*

*There will be six-monthly fire evacuation drills carried out at varying times of the day to ensure all persons take part at least once a year and remain familiar with the emergency procedures. Records are maintained in the fire log-book (Employees are aware that should vulnerable persons be onsite regularly then the company requests drills are undertaken monthly where employees believe this would significantly reduce risk.*

## **9. MEANS OF ESCAPE – HORIZONTAL EVACUATION**

### **Commentary:**

*All employees are trained in what actions to take on hearing the alarm or discovering a fire. There are no employees with disabilities that would prejudice their evacuation from the premises. Limitations of the building mean we are unable to fully comply with systems as described in Section 8 regarding people with disabilities or sensory impairments.*

*There are sufficient fire exits from the premises but they are not of ideally suitable width nor FD rated but they are within acceptable travel distances in accordance with the Offices and Shops Guide. They require to have locks fitted with no override. These will allow all persons in the premises to evacuate safely in the event of fire. None of the emergency exits open outwards in escape direction however the numbers using the building would not be 60 or more. There are no 'dead-end' conditions.*

*It is anticipated that a fire in the building would be a medium growth fire involving paper and wood type materials. It is also anticipated that any fire would be noticed fairly soon after ignition by persons, due to the working practices of the building and layout and that the alarm would be raised quickly.*

*It is anticipated that all employees and persons resorting to the building would have evacuated the building in less than five minutes, before any escape route becomes untenable. This should be demonstrated in fire drills and noted.*

*Not all door fastenings can be easily opened at all material times without the use of any keys and all escape routes lead to a place of safety in the open air.*

*Escape routes are all covered by Emergency Lighting.*

## **10. MEANS OF ESCAPE – VERTICAL EVACUATION**

### **Commentary:**

*Overall - There are sufficient exits in the premises for means of escape in accordance with the Guide for Offices and Shops. The facility is far from best practice, however with the limited funds available clear progress is being made, this should be monitored closely by directors.*

## **11. FIRE SAFETY SIGNS AND NOTICES**

### **Commentary:**

*There are adequate fire safety signs and notices in the premises in accordance with the Guide, if possible signs should be bilingual, most are only in English. All emergency exit routes and doors are adequately signposted with the green 'running-man'. Fire Action Notices are displayed beside each break glass.*

*Self-closing fire doors should be installed displaying 'Fire Door – Keep Shut' signs.  
Fire doors to cupboards/store display 'Fire Door – Keep Locked Shut' signs.  
Fire extinguisher positions are marked by appropriate signs showing the type.  
Most signs are photo-illuminent*

## **12. FIRE WARNING SYSTEM**

### **Commentary:**

*Electrical system complying to BS 5839 : Part 1 and Break-glass call points are provided and maintained by competent persons. The L2 system is accompanied by 2 stand alone smoke detectors (battery powered with no backup power supply) are installed to provide cover for the first floor accommodation and comply to BS EN 14604: 2005. The 2 kitchens have battery operated CO2 detectors installed.  
A Service contract with North Wales Fire and Alarms.*

## **13. EMERGENCY LIGHTING SYSTEM**

### **Commentary:**

*Non-maintained type 3 hours complying with BS 5266 : Part 1 is fitted in the premises, this includes fire exit directional signage (final exit) and is maintained by competent persons from North Wales Fire and Alarms, however the first floor office and arts/craft room currently has no emergency lighting.*

## **14. FIREFIGHTING EQUIPMENT**

### **Commentary:**

*There are a sufficient number of fire extinguishers correctly mounted on wall brackets and located throughout the premises in accordance with the Guide. They are adequate for the risks within the premises and have been serviced within the last twelve months.*

*A Service contract with Clwyd Fire is in place. who also advise as necessary if there are any issues with numbers or type of extinguishers provided.*

*An extinguisher schedule will be kept with the fire log-book to assist in monthly location and condition checks.*

<b>15. MANAGEMENT – MAINTENANCE</b>		
<p><b>Is there a maintenance programme for the fire safety provisions in the premises:</b>  <b>Commentary:</b>  <i>All Warning systems and emergency lighting is serviced by competent persons regularly.</i></p>	<b>Yes</b>	<b>No</b>
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p><b>Are regular checks of fire resisting doors, walls and partitions carried out:</b>  <b>Commentary:</b> <i>Self-closing FD doors are fitted with automatic closers (close on the sound of the fire alarm) expanding door seals are fitted, the fire doors are FD30 rated and have vision panels. Fire doors are checked daily.</i></p>	<b>Yes</b>	<b>No</b>
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p><b>Are regular checks of escape routes and exit doors carried out:</b>  <b>Commentary:</b> <i>Monthly checks carried out by the board and recorded. While session/activity leaders make visual checks prior to each activity.</i></p>	<b>Yes</b>	<b>No</b>
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p><b>Are regular checks of fire safety signs carried out:</b>  <b>Commentary:</b> <i>Quarterly checks carried out by the board and recorded.</i></p>	<b>Yes</b>	<b>No</b>
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p><b>Is there a maintenance regime for the fire warning system:</b>  <b>Commentary:</b> <i>Monthly check carried out by the board. Along with an annual inspection by North Wales Fire and Security (checks should be six monthly but this is not financially possible)</i></p>	<b>Yes</b>	<b>No</b>
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p><b>Is there a maintenance regime for the emergency lighting system:</b>  <b>Commentary:</b>  <i>All lights are visually inspected monthly and run down every 6 months, they are also serviced every 12 months by North Wales Fire and Security</i></p>	<b>Yes</b>	<b>No</b>
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p><b>Is there maintenance of the firefighting equipment (by competent person?):</b>  <b>Commentary:</b>  <i>Annual inspection carried out by Clwyd Fire contractors and recorded.</i></p>	<b>Yes</b>	<b>No</b>
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p><b>Are records kept and their location identified;</b>  <b>Commentary:</b> <i>The Fire Log Book for all aspects relating to maintenance issues is kept in the office.  All engineers' testing paperwork is kept at the rear of the Fire Log Book.</i></p>	<b>Yes</b>	<b>No</b>
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	

**16. METHOD FOR CALLING THE FIRE SERVICE**

**Specify:**

*Admin/co-ordinator or any senior person calls 999 from their desk or work mobile any time the alarm sounds unless any obvious hazard from fire or smoke.*

*Co-ordinator is warned each time alarm is tested to avoid false alarms.*

*Any difficulty due to any apparent fire is reported to senior member of staff and mobile phone used once outside the building. Alternatively neighbouring occupier's phone is used.*

**17. EMERGENCY ACTION PLAN (EAP)**

**Commentary:**

*There is an Emergency Action Plan for fire, but not bomb threat and gas leak emergencies at this time.*

*The Emergency Action Plan for fire is to be attached at the end of this report once complete and this section of the assessment updated.*

**18. TRAINING**

**Commentary:**

*Training is arranged throughout the year with competent trainers for all staff and volunteers.*

*Fire evacuation drills carried out six-monthly as a minimum.*

*An annual training meeting is held to remind staff of what to do in the event of fire.*

*All personnel including the Directors take part in this Training.*

**19. FIRE SAFETY DEFICIENCIES TO BE RECTIFIED**

<b>See Section:-</b>	<b>Deficiency / Rectification</b>	<b>Priority</b>	<b>To be Completed within</b>	<b>To be Completed by - name</b>	<b>Date Rectified. Name and Signature</b>
	No EAP for gas leak	1	4 weeks	Shane	
	No emergency lighting in 1 <sup>st</sup> floor Office	1	4 weeks	Shane	
	No Fire alarm sensor/sounder 1 <sup>st</sup> floor Office	1	8 weeks	Shane	
	Office 2 gang socket requires replacement as cracked	1	2 weeks	Shane	
	Office extension leads to be replaced with a second 2 gang socket (items plugged in reduced)	1	2 weeks	Shane	
	No EICR completed within last 5 years	1	4 weeks	Shane	
	Fire door to kitchen has no self-closer	1	2 weeks	Shane	
	Rear fire escape requires thumbscrew in place of key lock	1	4 weeks	Shane	
	Main room 2 gang socket requires reattaching to wall	1	4 weeks	Shane	
	Hallway 1 gang socket requires replacing as cracked	1	1 week	Charles	
	Reduce stored combustibles from around building / declutter	1	4 weeks	Shane	
	Complete PATT	1	2 weeks	Shane	

<b>20. GENERAL COMMENTS AND/OR OBSERVATIONS</b>	
<b>Item</b>	<b>Control Measure/Action</b>
<p><i>Deficiencies identified (see Section 19).</i></p> <p>Directors to review Fire Service report.</p>	<p><i>Action required by Directors</i></p>



**21. ADDITIONAL HAZARDS**

**Specify:**

**No EAP for gas leak**

**No emergency lighting in 1<sup>st</sup> floor Office**

**No Fire alarm sensor/sounder 1<sup>st</sup> floor Office**

**Office 2 gang socket requires replacement as cracked**

**Office extension leads to be replaced with a second 2 gang socket (items plugged in reduced)**

**No EICR completed within last 5 years**

**Fire door to kitchen has no self-closer**

**Rear fire escape requires thumbscrew in place of key lock**

**Main room 2 gang socket requires reattaching to wall**

**Reduce clutter**

**Complete PATT**

**Need to consult Fire Service**

**Yes**

**No**

*Fire Service have visited and are being consulted*

# FIRE SAFETY MANAGEMENT PLAN

## FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY FOR FIRE SAFETY

RESPONSIBLE PERSON

Name: **S OWEN**

POSITION

## FIRE RISK ASSESSMENT

PERSONS RESPONSIBLE FOR CARRYING OUT AND REVIEW

RESPONSIBLE PERSON

Name: **S OWEN**

POSITION

## MAINTENANCE PROGRAMME

- MAINTENANCE OF FIRE SAFETY PROVISIONS
- FIRE ALARM
- EMERGENCY LIGHTING
- FIREFIGHTING EQUIPMENT
- ESCAPE ROUTES
- FIRE SAFETY SIGNS/NOTICES

RESPONSIBLE PERSON

Name: **S OWEN**

POSITION

## EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR PRODUCTION AND REVIEW

RESPONSIBLE PERSON

Name: **S OWEN**

POSITION

## STAFF TRAINING

PERSON RESPONSIBLE FOR:

- FIRE SAFETY TRAINING OF ALL STAFF
- IMPLEMENTING FIRE DRILLS

RESPONSIBLE PERSON

Name: **S OWEN**

POSITION

# **EMERGENCY ACTION PLAN – FIRE**

## **ASSEMBLY POINT**

MAIN CRPARK ENTERANCE

## **ACTION ON DISCOVERY OF FIRE**

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSMBLY POINT
- CALL THE FIRE SERVICE (999) BY MOBILE PHONE (AFTER LEAVING THE BUILDING) OR NEIGHBOUR'S PHONE
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

## **ACTION ON HEARING ALARM – FIRE ALARM SIGNAL IS A CONTINUOUS BELL**

- LEAVE THE BUILDING BY THE NEAREST EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- RECEPTIONIST WILL CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING) OR NEIGHBOUR'S PHONE
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

## **VISITORS**

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY

## **ALTERNATIVE ACCOMMODATION**

IN THE EVENT OF BEING UNABLE TO RETURN TO THE BUILDING IN A SHORT TIME, ARRANGEMENTS HAVE BEEN MADE WITH FARTHER CHARLES TO USE THE CHURCH