



Benefice \_\_\_\_\_

Deanery \_\_\_\_\_

Church \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

## **Fire Risk Inspection and Assessment**

Date of Assessment \_\_\_\_\_

### **PART 1**

#### **Church Building – physical features**

*1. Construction type (tick all that apply)*

Brick  Timber

Stone  Other e.g. corrugated iron

*2. Roof exterior (including tower or steeple)*

Slated  Tiled  Lead covered  Thatched

Other (please state) \_\_\_\_\_

**3. Roof interior (including tower or steeple)**

Boarded and felted

Other (please state) \_\_\_\_\_

**Does the roof (including tower or steeple) have concealed cavities or empty**

**spaces?**  Yes  No **If YES, are they accessible?**  Yes  No

**PART 2**

**Church building Internal Arrangement**

**Is the church partitioned in any way? (tick all that apply)**

Tower screen: fixed/moveable  Rood screen: fixed/moveable

Aisle screen: fixed/moveable

Other (please state) \_\_\_\_\_

**Number of seats**

**Is the seating**  fixed  movable

**PART 3**

**Means of Escape**

**Number of doors to outside**

*(include Porch doors, Priest's doors, external vestry doors, external nave doors, external tower doors, any other final exit door)*

**Do all the doors close fully into the door frame?**  Yes  No

Are all exit routes clear of obstruction?  Yes  No

Are all exit routes indicated?  Yes  No

Are all exit doors unlocked when church is in use?  Yes  No

If No, please state which doors are NOT unlocked and why

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#### **PART 4**

#### **Lighting and heating arrangements**

**Location of main valve(s) and switchboard for heating and lighting supplies**

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Is the church lit by  Electric lamps  Gas lamps  Oil lamps

*(please tick all that apply)*

Is the church heated by  Electricity  Gas  Oil

*(please tick all that apply)*

**Please detail all FIXED heating sources**

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**Please detail all PORTABLE heating sources**

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**Are all heaters fitted with fixed, adequate and suitable guards?**

Yes  No

**If No, please state which heaters are NOT and why**

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**• If a fixed heating system is in use, is the boiler  internal  external**

**Is the fuel supply  internal  external**

**Is the fuel supply kept secure and away from heat source?  Yes  No**

**• If portable heating sources are in use, please detail the location of each device**

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**Spare fuel cylinders (location, number and type)**

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*(Red coloured i.e. Propane cylinders must be stored externally.)*

**Is the fuel supply kept secure and away from heat source?  Yes  No**

## **PART 5**

### **Fire fighting provision**

**(Legal requirement is 1 x 9 litre (2 gallon) water type fire extinguisher for each 200 sq. metres of floor space; plus CO2 /Dry Powder extinguishers for electrical and / or flammable liquid risks**

**Detection and/or warning of fire and fixed fire fighting equipment**

**What provision for**

**(a) General areas** \_\_\_\_\_

**(b) Electrical hazards?** \_\_\_\_\_

**(c) Fuel hazard sources?** \_\_\_\_\_

**Annual Extinguisher Service Certificate**

**Issued by** \_\_\_\_\_

\_\_\_\_\_

**Dated** \_\_\_\_\_

**PART 6**

**Electrical Installation**

**Date and type of electrical safety certificate**

\_\_\_\_\_

**Issued by** \_\_\_\_\_

**Fuse board**

Re-wireable/cartridge fuses     Miniature circuit breaker?

**If re-wireable or cartridge fuses are the ratings correct?**     Yes     No

**Are electrical appliances switched off and unplugged when not in use?**

Yes     No

**Are there any trailing electrical flexes/wires/portable appliances?**

Yes     No

Are electrical flexes and/or wires kept in good condition?  Yes  No

Are any wires routed under carpets or floor coverings?  Yes  No

If YES, are they encased in suitable protective coverings?  Yes  No

## **PART 7**

### **General Housekeeping**

Are all candles housed in suitable holders when in use?  Yes  No

Location of spare candle storage \_\_\_\_\_

#### **• General storage areas**

Please indicate which areas of the church are used for general storage

Upper tower room/ ringing chamber  Tower room (ground floor)

Stairwells  Vestry rooms  Porch room (upper floor)

Other (please detail) \_\_\_\_\_

Are they properly arranged and tidy?  Yes  No

Secure or open to general public?  Secure  Open

Is all book and paper storage secure and tidy?  Yes  No

#### **• What soft furnishings are in place?**

Altar coverings  altar rail kneelers  hassocks  curtains

Other (please specify) \_\_\_\_\_

Are any in close proximity to open sources of ignition?  Yes  No

If YES, (please specify what and where) \_\_\_\_\_

• Floor coverings  Loose  Fitted

Are they free of trip hazards?  Yes  No

Arrangements for removal and disposal of rubbish

\_\_\_\_\_  
\_\_\_\_\_

• Refreshment facilities:

• Separate Kitchen  Yes  No

Hot water provision

Kettle  Urn  Other (please specify) \_\_\_\_\_

If kitchen, fuel source  mains gas  gas cylinder  electric

Control valve/main switch location

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Is this accessible in the event of an emergency?  Yes  No

Refreshment seating  Yes  No  Fixed  Portable

## **PART 8**

### **Staff Training**

Names of staff

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Dates of Familiarity training (suggested once every two years)

(a) Fire Plan \_\_\_\_\_

(b) Evacuation procedure \_\_\_\_\_

(c) Use of fire extinguishers \_\_\_\_\_

## **PART 9**

List of valuables for retrieval in emergency

**PLEASE ATTACH A SEPARATE LIST OF VALUABLES AND THE PRIORITY FOR RESCUE IF POSSIBLE WITHOUT ENDANGERING LIFE**

**If fire occurs dial 999 or 112 giving full address and Postal Code of premises, then get out and stay out until the Fire Service arrives.**

Date \_\_\_\_\_ Signature of risk assessor \_\_\_\_\_

**For any other church rooms not covered on this form, please complete a separate risk assessment using this form as a guideline**