



# Congregational & General

Protecting the things you value since 1891

## FIRE RISK ASSESSMENT CHECKLIST

**Name of Place of Worship:**

**Date:**

**Name of Assessor:**

### Introduction

This questionnaire is designed to assist minister/officials assess fire hazards and the risk of fire in places of worship and associated premises. A risk assessment is the starting point and is intended to highlight any areas where action is required.

A fire risk assessment should be reviewed every six months or whenever any significant changes are made at the premises to ensure that it remains valid.

If the answer to any question is "NO" then remedial action should be considered. Any question not applicable should be indicated as N/A.

### MEANS OF ESCAPE

Are you and your members aware of the means of escape from the premises?	Yes	No
Are all exits clearly indicated where necessary and are all escape routes kept free from obstruction?	Yes	No
Are aisles and passageways leading to exits free from obstruction?	Yes	No
Are the floor surfaces free from slipping and tripping hazards?	Yes	No
Are emergency exit doors freely available and in the event of an emergency able to be opened without the use of a key?	Yes	No
Is the emergency lighting, where installed, in correct working order and tested at least once a week?	Yes	No
Are self closing devices on fire doors in working order?	Yes	No
Are all fire resisting doors clearly labelled with "FIRE DOOR KEEP SHUT" notices?	Yes	No
Are arrangements in place for assisting people with disabilities in the event of an emergency?	Yes	No

### FIRE ALARM (Ignore if none fitted)

Have you identified an effective means of raising the alarm in the event of a fire?	Yes	No
Is the system tested each week from each call point to ensure they are working and smoke detectors tested for correct operation?	Yes	No
Are the fire alarm call points unobstructed and clearly visible?	Yes	No

### FIRE FIGHTING EQUIPMENT

Are there sufficient fire extinguishers of the correct type for the risk involved?	Yes	No
Are the recommended extinguishers positioned where they are clearly visible and immediately available?	Yes	No
Are the fire extinguishers regularly maintained?	Yes	No
Are key members of staff aware of how to use the fire fighting equipment?	Yes	No

## FIRE PROCEDURES

Are fire instructions clearly displayed throughout the premises?	Yes	No
Is the location of the nearest telephone from which the emergency services can be called, displayed in the main entrance?	Yes	No
Is the address of the key holder for the premises clearly displayed by the main entrance?	Yes	No

## ELECTRICAL INSTALLATION

Are the fixed electrical installations tested at least every five years? (Licensing conditions may require more frequent checks)	Yes	No	N/A
Are all items of electrical equipment fitted with fuses of the correct rating?	Yes	No	N/A
Is each appliance connected to a separate outlet socket? (multi point adaptors should not be used)	Yes	No	N/A
Are lengths of flexible cable kept to a minimum?	Yes	No	N/A
Are cables run only where damage is unlikely? (not under floor coverings or through doorways)	Yes	No	N/A
If lightning protection is provided, is it regularly inspected and tested at least every five years?	Yes	No	N/A

## HOUSEKEEPING

Are all flammable materials, such as petrol, paraffin and candles stored safely and securely?	Yes	No	N/A
Are all cleaning cloths impregnated with wax polish kept in metal-lidded containers?	Yes	No	N/A
Are regular checks of the premises made to ensure the housekeeping is in good order ensuring that rubbish does not accumulate, things are stored properly and not too close to light fittings and on top of heaters?	Yes	No	
Is upholstered furniture in good condition and that foam infill is not exposed?	Yes	No	
When premises are vacated, is a fire security check undertaken?	Yes	No	
If arson is a potential problem have measures been taken to reduce the risk of an attack?	Yes	No	N/A

## COOKING EQUIPMENT

Are all cooking appliances maintained and in a good condition?	Yes	No	N/A
Is the kitchen area clear of any combustible furnishings?	Yes	No	N/A
Is storage of combustible materials, such as tea towels, kept clear of the cooking appliances?	Yes	No	N/A
Is a wall mounted fire blanket provided, which is away from cooking equipment and located on an exit route?	Yes	No	N/A

## HEATING SYSTEMS

Is the heating system regularly serviced?	Yes	No
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### **Gas Fired Heating Systems**

Is the main "Gas Stop Valve" clearly indicated to allow for isolation in an emergency?	Yes	No	N/A
Is the Gas intake cupboard or room kept clear & free from all forms of storage?	Yes	No	N/A

### Oil Fired Heating Systems

Is the Oil Supply Pipe fitted with an automatic fire valve?	Yes	No	N/A
Is the oil storage tank regularly inspected for leaks & signs of corrosion?	Yes	No	N/A
Is a catchpit or bund provided to retain the contents of the tank in the event of a leak?	Yes	No	N/A
Is the catchpit or bund provided with a drain valve to remove excessive water?	Yes	No	N/A
Is the catchpit or bund kept clean and free from combustible materials and rubbish?	Yes	No	N/A

### Electrical Heating Systems

Is the equipment in use of the electrical convection, fan assisted, or enclosed element type?	Yes	No	N/A
Are the convector or fan assisted heaters fitted with a "cut out" device to prevent overheating?	Yes	No	N/A
Are the heaters fixed in position?	Yes	No	N/A

### General

Have you identified potential sources of ignition in each part of the place of worship?	Yes	No	
Have you identified the source of fuel in each one?	Yes	No	
Have you identified who is at risk should a fire start?	Yes	No	
Have you considered the evacuation of disabled persons?	Yes	No	

### Portable Heating should be used only where there is no suitable alternative

Are such heaters provided with suitable guards?	Yes	No	N/A
Are such heaters securely fixed to prevent ease of movement?	Yes	No	N/A
Are the heaters sited at least 1 metre from curtains and furnishings?	Yes	No	N/A
Are the heaters sited where they would not obstruct exits?	Yes	No	N/A

### Gas Cylinders Used for Heating Appliances

Are gas cylinders stored in a locked out-building or secured compound?	Yes	No	N/A
Are gas cylinders only changed outside in a well-ventilated area?	Yes	No	N/A