



The Church of Scotland

Location:

**FIRE SAFETY
RISK ASSESSMENT**

Purpose of the Form

This form is designed to assist you to complete a Fire Risk Assessment for your church. A risk is defined as “the potential for a fire to occur (likelihood) and cause injury, death, or damage (impact). A Fire Risk Assessment is a review of your church premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises. There are 5 simple steps.

The 5 Step Guide to Fire Safety Risk Assessment

- 1 Identify people at risk – who might be harmed.
- 2 Look for and identify the fire hazards.
- 3 Evaluate the risks decide whether existing precautions are adequate or whether more should be done to either remove, reduce and protect from the risks identified.
- 4 Record the findings, plan implementation of any additional measures. Inform, instruct and train those who use and are involved in the fire safety of your premises.
- 5 Review regularly and when there is major change to the premises or the activities undertaken.

Background & Legislation

The requirements relating to general fire safety are covered by the Fire (Scotland) Act 2005, supported by the Fire Safety (Scotland) Regulations 2006. If you have responsibility for your buildings through having control of them you are required to undertake a fire safety risk assessment.

Based on the findings of the assessment you should take appropriate action as necessary. You must also review your fire risk assessment and regularly update it.

The fire safety risk assessment process involves evaluating and keeping under review, the existing fire safety measures to establish whether they are adequate or if more requires to be done. It is essentially a matter of applying common sense in consideration of the premises for which you have responsibility and identification of anything which could cause harm from fire.

Fire safety law requires information to be recorded where five or more employees are employed; or the premises are subject to licensing or registration; or an alteration notice has been issued by an enforcing authority requiring this. We would however always recommend it is recorded in writing and this form can be used for that purpose. If however you do not feel sufficiently confident/competent to undertake the fire safety risk assessment you may wish to commission a fire safety specialist.

Emergency Plan

The findings of the fire safety risk assessment should be used to prepare an emergency plan. The plan should set out, what to do in case of fire, identify the escape routes, where to assemble and how to contact the Fire and Rescue Service. The fire safety equipment and any equipment that provides a possible ignition source (e.g. cooking, electrical appliances, fixed wiring etc.) should be regularly maintained to reduce the chance of fire and the risk to people. Frequent checks should also be made to make sure that the storage of materials, especially flammable materials, does not increase the risk of fire or prevent the use of escape routes. It is important that all persons using the church know what to do if a fire does occur. To make sure that the emergency plan works regular fire drills should be carried out.

FIRE SAFETY RISK ASSESSMENT

DETAILS

Church Name:	
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Premises Name:	
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Address:	
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Responsible Person:	
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Position:	
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Date of Assessment:	
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Carried out by:	
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Position:	
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Description of the church

Step 1 - Identify People at Risk (& activities undertaken)

Brief details:	
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Use of the Premises:	
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Numbers using the buildings	
Times in Use	
Total Number of Employees & Activities:	
Capacity & Maximum Number of Persons Present at a Church Meeting or Service:	
Maximum Number of Persons Present at a Club or Concert or other activity:	

Occupants/users especially at risk	
Sleeping Occupants:	
Disabled Occupants/Users:	
Lone Workers:	
Young Persons:	
Contractors:	

Step 2 - Identify Fire Hazards (Sources of Ignition)

Type	Comment	Are existing control measures sufficient?	
<p>Electrical appliances and wiring – what is the condition and inspection regime like, including leads, fuses, fixed wiring, lighting, projection, audio & office equipment, and mains switch gear? (Is your Fixed Wiring in good condition and tested? Date of last test? PAT (portable appliance testing completed)? Date of last test? Users requested to undertake visual inspection before using? Equipment subject to a regular formal inspection? Mains switch gear modern and in good condition?)</p>		YES	NO
<p>Cooking on the premises – what type of equipment do you have? (Any deep fat frying – are ducts & filters regularly cleaned; steam coffee making machine- is it subject to statutory inspection; do you have any gas cylinders are they stored outside securely; is the mains gas isolation valve accessible?)</p>		YES	NO
<p>Heating & Ventilation Appliances – what type of equipment do you have? (If you have gas fired water and heating boilers are they regularly maintained and inspected? Do you have any portable heating? Is your heating guarded where needed? Are areas adequately ventilated? Is the boiler room locked and free from clutter and not used for storage?)</p>		YES	NO
<p>Naked Flames – do you use candles, oil lamps or incense? (Stored satisfactorily and always extinguished following use?)</p>		YES	NO
<p>Smoking – is it prohibited and signs displayed?</p>		YES	NO
<p>Housekeeping & Storage – are areas clean and tidy free from clutter? (Are the buildings and surrounds free from defects, clean and tidy? Do you have a clear and documented process for reporting defects and remedying them? What items do you store? Are they combustible? Are they stored under the correct conditions? Do you have any areas where there is an accumulation of items? Any paint or thinners or other inflammable items e.g. cleaning products?)</p>		YES	NO
<p>Combustible Materials – does your furniture and any furnishings meet the regulations? (What if any other combustible materials do you have – soft play area with foam materials, crash mats, etc; paints, thinners, gas bottles; wood; etc? Are they accessible and stored correctly? Christmas trees, decorations, lights at that time of year?)</p>		YES	NO

<p>Use of Contractors and Volunteers – to undertake work at the premises. (Do you discuss how the work will be completed? Do you undertake a risk assessment? What procedures are in place when working at height, or depth, using heat- do you ask to see a method statement, is a hot work permit used? Is there are process for informing contractors and volunteers of hazards?)</p>		YES	NO
<p>Arson – what precautions do you take to prevent malicious fire? (Is there good security to doors and windows; secure storage of bins/skips adjacent to the building; letterboxes have internal metal box to contain any burning material pushed through; extent and appropriateness of security lighting, boundary fencing, alarms and CCTV? What are your keyholding arrangements?)</p>		YES	NO
<p>Lightning – is the conductor subject to inspection and regular testing?</p>		YES	NO
<p>Other Sources</p>		YES	NO

If you have answered NO to any question above complete the details below:



<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>



Any Additional Information:



Step 3 - Evaluate, Remove, Reduce and Protect From Risk

Question			Comment
Are ignition sources controlled to reduce the chances of fire?	YES	NO	
Are combustible materials kept away from ignition sources?	YES	NO	
Are all windows and openings closed last thing at night?	YES	NO	
Do you have a fire alarm?	YES	NO	

What type of fire alarm?

Is your fire alarm system adequate for your premises?	YES	NO	
Will everybody be warned if the fire alarm operates?	YES	NO	

If you do not have a fire alarm how will everybody be warned?

Do you have any smoke alarms?	YES	NO	
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Where are your smoke alarms located?

Can everyone escape without assistance?	YES	NO	
Is escape from fire available in more than one direction?	YES	NO	
Are all fire exits easily identified by the correct signs?	YES	NO	
Are escape routes free from obstruction and storage?	YES	NO	
Are all doors on escape routes easily opened without a key?	YES	NO	
Do all doors on escape routes open in the direction of escape?	YES	NO	
Can everyone escape in a reasonable time?	YES	NO	
Do you have emergency lighting?	YES	NO	
Is the lighting adequate to illuminate circulation routes?	YES	NO	
Do you have fire fighting equipment?	YES	NO	
Is it serviced annually?	YES	NO	
Is the fire fighting equipment adequate for the risks present?	YES	NO	
Are fire doors in good condition and labelled fire door keep shut?	YES	NO	
Are housekeeping and general waste management adequate?	YES	NO	
Are security arrangements sufficient to prevent access?	YES	NO	
Are measures adequate to prevent the incidents of arson?	YES	NO	

What are your keyholding arrangements?

Can the fire service easily get to your premises?	YES	NO	
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If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>

Any Additional Information:

Step 5 - Review

Your fire safety risk assessment must be kept up to date

Date of next review

It is recommended that you review your fire safety risk assessment regularly (recommended every 12 months) OR if you make changes to the layout of your premises, any changes to work processes, significantly increase the amount of combustible materials stored or displayed or sources of ignition, change your opening hours (e.g. to include night time for rough sleepers, etc) or any failures in your fire safety precautions then you should review your fire safety risk assessment.

References	Health & Safety Executive Practical fire Safety Guidance Church of Scotland Insurance Services Ltd (the web site contains a number of information sheets which will also be of assistance when considering fire safety)	Health & Safety Executive http://www.hse.gov.uk/toolbox/fire.htm Scottish Government Sector Specific at http://www.scotland.gov.uk/Topics/Justice/public-safety/Fire-Rescue/FireLaw/FireLaw/SectorSpecificGuidance Guidance Church of Scotland Insurance Services Limited http://www.cosic.co.uk/guidelines
Contact Information	FOR FURTHER INFORMATION REGARDING THIS FORM OR ANY OTHER MATTERS RELATING TO YOUR CHURCH INSURANCE SCHEME POLICY PLEASE CONTACT US.	CHURCH OF SCOTLAND INSURANCE SERVICES LIMITED TELEPHONE: 0131 220 4119. IF YOU PREFER YOU CAN E-MAIL US AT: ENQUIRIES@COSIC.CO.UK OR VISIT OUR WEB SITE AT: WWW.COSIC.CO.UK

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PREMISES

SUMMARY FIRE SAFETY ACTION PLAN

Each item should be allocated a priority as follows: -

Priority 1:	Needs attention immediately
Priority 2:	Needs attention within 1 month
Priority 3:	Needs attention within the next 6 months
Priority 4:	Needs attention within the next 12 months

No	Action Required	By Whom	Due Date	Date complete	Priority
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					