



Introduction

This form is designed to assist you to complete a Fire Risk Assessment for your church.

- A risk is defined as "the likelihood for a fire to occur and cause harm (injury, death,damage)".

A Fire Risk Assessment is a methodical 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.

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. It shares the same approach as health and safety risk assessments and can be carried out either as part of an overall risk assessment or a separate exercise.

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.

There are 5 Steps in the Process and this form takes you through each of them: 1) identify the people at risk; 2) Identify the fire hazards; 3) evaluate the risk and decide if the existing fires safety measures are adequate; 4) record the fire safety risk assessment actions and information; 5) review the fire safety risk assessment regularly.

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.

Church

Responsible person (office bearer having control of the premises)

Address of premises

Date of Fire Risk Assessment

Date of Fire Previous Risk Assessment

Next Review Date

Assessment Conducted by

Description of The Premises

Please provide brief details of the premises (*type, age, construction, rooms ,etc*).

Number of floors?

Approximate floor area?

Please describe the use of the premises, (*for example church service, vestry, office etc. if you let parts of the premises to clubs please indicate the usage and numbers involved. Do you hire the premises? If so please also indicate nature of the hire arrangements.*)

What are the normal opening hours of the premises?

Please insert any additional relevant information.

Step 1 Identify People at Risk

1.1 List all groups of people at risk from fire. *(For example the congregation; members of clubs; employees & lone workers; tenants; visitors and members of the public; contractors, and the approximate numbers in each group).*

1.2 Maximum number of people using the premises at any one time?

1.3 Average number of people using the premises at any one time?

1.4 Number of employees?

1.5 Are the premises used for overnight/sleeping accommodation?

Yes

No

1.6 If Yes please describe the arrangements.

(How often are the premises used for this purpose; which groups are involved, and what numbers stay).

1.7 Please advise regarding any disabled occupants.

1.8 Please describe use of the building by young persons.

(Insert the numbers/ages and types of groups using the premises. Young people generally have a lower perception of risk than adults and require specific action to be taken).

1.9 Please describe any lone workers you may have?

(For example - cleaner; halls convener or others who might work alone whilst in the building. If so consider what additional precautions may be necessary to protect them).

Step 2 Identify Fire Hazards

(Explanatory Note: A Hazard is defined as "something that has the potential to cause harm (loss)")

Electrical Sources of Ignition

2.1 Describe the general condition of the electrical wiring, sockets, lighting and circuit boards.

(Consider age, condition, usage - trailing/twisted cables, any overloaded extensions, adequate maintenance undertaken?).

2.2 Age of electrical wiring?

2.3 Fixed wiring periodically inspected and tested?

Yes
No

Date of last inspection?

2.4 Portable electrical appliance (PAT) testing carried out by a competent person?

Yes
No

Date of last test?

2.5 Is there a list of portable electrical appliances with the maintenance/testing recorded?

Yes
No

Comments & Hazards Identified

Insert any additional comments and record any hazards identified.

Action (s) required. If Yes please record the action(s) in Step 4.

Yes
No

Smoking

- 2.6 Smoking prohibited on the premises? Yes
No
- 2.7 No smoking signs displayed in accordance with the regulations? Yes
No
- 2.8 Suitable arrangements in place for those who smoke? Yes
No

Comments & Hazards Identified

Insert any additional comments and record any hazards identified.

- Action (s) required. If Yes please record the action(s) in Step 4. Yes
No

Cooking

- 2.9 Cooking undertaken on the premises? Yes
No

2.10 Please describe what equipment you have and the type of cooking undertaken?

(For example microwave, coffee machine, deep fat frying facilities, etc. Please also indicate if you operate a cafe.)

- 2.11 If present are filters changed and any duct work cleaned regularly? Yes N/A
No

- 2.12 Suitable extinguishers and or fire blanket provided in the cafe/kitchen? Yes
No

Comments & Hazards Identified

Insert any additional comments and record any hazards identified.

- Action (s) required. If Yes please record the action(s) in Step 4. Yes
No

Heating & Ventilation Systems

2.13 Describe how the premises are heated and ventilated.

(For example gas fired hot water and heating boilers. Please insert the age if known.)

2.14 Maintenance and inspection contract in place for fixed heating & ventilation installations?

Yes

No

Date of last

inspection?

2.15 Portable heaters in use?

Yes

No

If Yes describe arrangements.

Comments & Hazards Identified

Insert any additional comments and record any hazards identified.

Action (s) required. If Yes please record the action(s) in Step 4.

Yes

No

Housekeeping

2.16 Describe the general standard of housekeeping?

(Are the premises clean and tidy? Is combustible waste removed regularly? Are corridors and rooms free from clutter and obstruction?)

2.17 Avoidance of unnecessary accumulation of combustible materials or waste?

Yes

No

2.18 Are any hazardous materials stored on the premises?

Yes

No

Comments & Hazards Identified

Insert any additional comments and record any hazards identified.

Action (s) required. If Yes please record the action(s) in Step 4.

Yes

No

Furniture/Furnishings & Storage

2.19 Do you have any areas with soft furniture or furnishings?	Yes No	Does it meet furniture & furnishing regs?	Yes No
2.20 Do you have a soft play environment with a large volume of foam?	Yes No	Does it meet relevant standard (<i>BS582</i>)?	Yes No
2.21 Do you store dangerous substances in or near the premises e.g. propane or oxygen cylinders, paints, oils, thinners, foam, wax polishes, wax candles etc?	Yes No	Is your boiler room used for storage?	Yes No

Comments & Hazards Identified

Insert any additional comments and record any hazards identified.

Action (s) required. If Yes please record the action(s) in Step 4.	Yes No
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Lightning

2.22 Lightning protection system installed?	Yes No	
2.23 Subject to periodic inspection and testing?	Yes No	Date of last inspection?

Comments & Hazards Identified

Insert any additional comments and record any hazards identified.

Action (s) required. If Yes please record the action(s) in Step 4.	Yes No
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Outside Contractors and Building Works

2.24 Describe the use of outside contractors within the church. *(Who undertakes your maintenance and building work? Do you use outside contractors? How do you ensure they are competent? Please insert details.)*

2.25 Is satisfactory control over works carried out. *(‘Hot work’ work permit used if needed?)*

Yes

No

2.26 Is any maintenance or building work undertaken by members of the congregation?

Yes

No

Comments & Hazards Identified

Insert any additional comments and record any hazards identified.

Action (s) required. If Yes please record the action(s) in Step 4.

Yes

No

External Source - Arson & Premises Security

2.27 Describe the basic security of the premises. *(Mortice deadlocks to doors, key operated window locks, burglar alarm, external lighting, arrangements with neighbours to remain vigilant? Control of keys exercised? Almost 50% of all fires in churches are started deliberately so good security is very important.)*

2.28 Overall is the standard of security satisfactory?

Yes

No

2.29 Are there items in close proximity to the building that may be used by outsiders to fire raise e.g. storage bins, waste materials?

Yes

No

Comments & Hazards Identified

Insert any additional comments and record any hazards identified.

Action (s) required. If Yes please record the action(s) in Step 4.

Yes

No

Step 3 Evaluate the Risk of Fire and Adequacy of Fire Protection Measures

Risk (likelihood) of a fire starting

3.1 Describe the likelihood of a fire starting and the consequences foreseen based on the hazards identified in Step 2.

(For example cardboard packaging and paint pots stored in the boiler room close to an ignition source which may cause a fire to occur and damage the church hall building and endanger life.)

Action (s) required. If Yes please record the action(s) in Step 4.	Yes
	No

Fire Separation

3.2 Please consider and comment upon the degree or otherwise of fire separation of the premises. Are the premises compartmentalised with fire proof doors or is it mainly open plan?

3.3 Does the premises have any cavities that would aid the spread of fire?	Yes
	No

3.4 Does the building have internal linings that would aid the spread of fire?	Yes
	No

Action (s) required. If Yes please record the action(s) in Step 4.	Yes
	No

Management of Fire Safety

3.5 Person(s) appointed to manage fire safety?	Yes	Insert name(s).
	No	
3.6 Fire Safety Policy in place?	Yes	
	No	
3.7 Fire Safety Information and Training provided to volunteers and staff?	Yes	
	No	
3.8 Emergency Fire Evacuation Plan in place?	Yes	
	No	
3.9 Emergency Fire Evacuation Plan - communicated to staff, volunteers, tenants, community groups using the building?	Yes	
	No	
3.10 Fire Drills to practice Emergency Evacuation plan practiced periodically and records kept?	Yes	
	No	
3.11 Fire safety measures reviewed and maintained?	Yes	When and by whom last reviewed.
	No	
3.12 System in place for reporting and remedying any defects in fire safety arrangements?	Yes	Who is responsible?
	No	

Insert additional comments and deficiencies identified.

Action (s) required. If Yes please record the action(s) in Step 4	Yes
	No

Means of Escape

3.14 Premises provided with adequate escape routes in case of fire (including for those with disabilities)?	Yes	Escape routes unobstructed?	Yes
	No		No

3.15 Exits easily opened?	Yes	Exits open in direction of escape?	Yes
	No		No

Action (s) required. If Yes please record the action(s) in Step 4.	Yes
	No

Insert additional comments and deficiencies identified.

Emergency Lighting

3.16 Emergency lighting in place to illuminate escape route(s)?	Yes
	No

3.17 Tested regularly (monthly) plus longer duration test (annually)?	Yes	Record of Testing maintained?	Yes
	No		No

Insert additional comments and deficiencies identified.

Action (s) required. If Yes please record the action(s) in Step 4.	Yes
	No

Fire Safety Signs and Notices

3.18 Fire Signs and Safety Notices displayed ?	Yes
	No

Insert additional comments and deficiencies identified.

Action (s) required. If Yes please record the action(s) in Step 4.	Yes
	No

Fire Extinguishing Appliances (FEAS)

3.19 FEAs provided in accordance with guidelines? (<i>1 per 200 m², min 2 per floor; and appropriate to fire type(s)</i>)?	Yes	FEAs sited correctly and accessible?	Yes
	No		No

3.20 FEAs subject to a maintenance agreement and regularly inspected?	Yes	Date of last inspection	
	No		

3.21 Hose reel(s) or any other appliances provided?	Yes		
	No		

Insert additional comments and deficiencies identified.

Action (s) required. If Yes please record the action(s) in Step 4.	Yes		
	No		

Fire Alarm

3.22 Manually operated fire alarm protection in place?	Yes	What type?	
	No		

3.23 Automatic fire alarm provided?	Yes	What type?	
	No		

3.24 Does it protect all of the premises? (<i>church and church hall?</i>)	Yes	If No which parts of the premises are unprotected?	
	No		

3.25 Is the alarm tested regularly?	Yes		
	No		

3.26 Is it subject to a maintenance agreement and regularly inspected?	Yes	Name of Company	
	No		

Insert additional comments and deficiencies identified.

Action (s) required. If Yes please record the action(s) in Step 4.	Yes		
	No		

Please provide details of any other fixed systems or equipment with details, for example smoke alarms or sprinkler system that may be fitted. Please also comment upon access to water supplies and the accessibility for fire fighting services of the location.

Please Record Any Final Additional Comments

(When complete please move to Step 4 and complete the action point list on the next pages)

Step 4 Record and Prioritise Fire Risk Assessment Actions

The assessor should then having evaluated the risks decide upon those that need action which either removes, reduces, or protects from the identified risks. The actions should be recorded in the form below.

The actions should be assigned a priority based on the level of risk - a simple scale of Low, Medium, or High can be used. The following time scales are proposed as a guide for this, however so far as is practicable risks should be removed as soon as possible. The person responsible for the action and a date by when it is to be completed should also be recorded.

4.1 Priority Ratings and Suggested Timescales

Low risk (L) 3-6 months

Medium risk (M) up to 3 months

High risk (H) as soon as possible

Action Points

1) Action description.

Priority allocated.

Person
responsible?

By
when?

2) Action description.

Priority allocated.

Person
responsible?

By
when?

3) Action description.

Priority allocated.

Person
responsible?

By
when?

4) Action description.

Priority allocated.

Person
responsible?

By
when?

5) Action description.

Priority allocated.

Person
responsible?

By
when?

6) Action description.

Priority allocated.

Person
responsible?

By
when?

Action Points (continued)

7) Action description.

Priority allocated.

Person
responsible?

By
when?

8) Action description.

Priority allocated.

Person
responsible?

By
when?

9) Action description.

Priority allocated.

Person
responsible?

By
when?

10) Action description.

Priority allocated.

Person
responsible?

By
when?

11) Action description.

Priority allocated.

Person
responsible?

By
when?

12) Action description.

Priority allocated.

Person
responsible?

By
when?

13) Action description.

Priority allocated.

Person
responsible?

By
when?

Action Points (continued)

14) Action description.

Priority allocated.

Person
responsible?

By
when?

15) Action description.

Priority allocated.

Person
responsible?

By
when?

16) Action description.

Priority allocated.

Person
responsible?

By
when?

17) Action description.

Priority allocated.

Person
responsible?

By
when?

18) Action description.

Priority allocated.

Person
responsible?

By
when?

19) Action description.

Priority allocated.

Person
responsible?

By
when?

20) Action description.

Priority allocated.

Person
responsible?

By
when?

Step 5 Fire Risk Assessment Review

Review the risk assessment if there is a reason to suspect it is no longer valid or if there has been a significant change in the arrangements to which it relates. It is also good practice to review the assessment periodically normally annually.

Assessment Review

5.1 Reason for review.

5.2 Date of review.

5.3 Outcomes of review.

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](#)
[Scottish Government Sector Specific Guidance](#)
[COSIC web site](#)

Contact Information

FOR FURTHER INFORMATION
REGARDING THIS FORM OR ANY OTHER
MATTERS RELATING TO YOUR CHURCH
INSURANCE SCHEME POLICY PLEASE
CONTACT US.

TELEPHONE: 0131 220 4119.
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WWW.COSIC.CO.UK

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