Fire Risk Assessment

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FIRE RISK ASSESSMENT

The template is designed to be flexible, so please feel free to delete any individual rows or entire sections that are not relevant to your church or the event you are planning. You do not need to complete every part of the template; it is intended to be a helpful guide rather than a checklist of information that must all be included. Use the sections that are useful to you and adapt the document to suit your needs. You may also wish to ensure that your fire and emergency evacuation plan aligns with the risks identified in your risk assessment, so that the two documents work together.

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FIRE RISK ASSESSMENT

For completion by the Responsible Person

Document field	Complete / confirm
Church / organisation name	
Premises address	
Responsible Person	
Person completing FRA / assessor	
Assessment date	
Version	
Next planned review	
Maximum credible occupancy	
Candles / naked flames	**NOT PERMITTED** anywhere on site, including religious ceremonies; confirm communicated/ enforced.

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SECTION 1: RESPONSIBLE PERSON, PREMISES & SCOPE

Field	Details / response
1.1 Responsible Person (name / role)	
1.2 Organisation / church / governing body	
1.3 Contact details	
1.4 Extent of control over premises / activities	
1.5 Other Responsible Persons / duty holders	
1.6 Cooperation / coordination arrangements	
1.7 Assessor name / organisation (if applicable)	
1.8 Assessor competence: training / experience / knowledge	
1.9 Specialist input required / obtained	
1.10 Premises address / postcode	
1.11 Building age / construction / relevant history	
1.12 Building use / activities	
1.13 Operating hours / normal occupancy periods	

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Field	Details / response
1.14 Regular Sunday occupancy	
1.15 Easter / Christmas / special-service occupancy	
1.16 Weddings / funerals / concerts / festivals / hires	
1.17 Sleeping accommodation present?	[ ] Yes [ ] No — details
1.18 Shared / multi-occupancy use?	[ ] Yes [ ] No
1.19 Areas excluded and reason	
1.20 Drawings / plans available?	[ ] Yes [ ] No

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1.21 Building / Site Description

Item	Description / location / condition
Floors / storeys	
Main worship space	
Halls / meeting rooms	
Children / youth areas	
Coffee shop / kitchen / catering	
Offices / vestries / storage	
Roof voids / lofts	
Organ / organ loft	
Crypt / basement / galleries	
Boiler / plant / electrical intake / utility isolation	
External structures / bins / storage	
Adjoining buildings / boundaries / neighbouring risks	

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SECTION 2: PEOPLE AT RISK

Assess normal and exceptional attendance, including children, elderly people and high-attendance services.

No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
2.1	Who could be affected: employees, volunteers, worshippers, visitors, contractors, hirers, coffee-shop staff/ customers and public?	*Generic risk awareness notices; fire stewards on duty during services.*	*All user groups are identified. Occupancy ranges from 15 on site staff/ café staff to 800 during occasional services (e.g. Christmas carol service)*	*Low*	*Ensure steward meetings include specific responsibilities to ensure people at risk are not affected during major services.*	*P3*
2.2	Are children and young people regularly present, with suitable supervision and evacuation arrangements?					
2.3	Are elderly or frail people regularly present, including people with reduced mobility, hearing or sight?					
2.4	Are visitors/ unfamiliar people present at weddings, funerals, concerts, special services and hires?					
2.5	Are people with mobility, sensory, cognitive or other evacuation needs identified and supported?					

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No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
2.6	Are PEEPs or equivalent individual arrangements required, documented, reviewed and communicated?					
2.7	Are arrangements suitable for visitors/ contractors needing assistance?					
2.8	Are volunteers, trustees, church officers and stewards included in fire-safety arrangements and training?					
2.9	Are lone-worker/ low-staffing situations safe and workable?					
2.10	Are there isolated, noisy, basement, roof, tower, organ, gallery or remote areas where warning/ evacuation may be delayed?					
2.11	Are arrangements suitable for maximum credible attendance, including up to 800 at Easter/ Christmas?					
2.12	Are temporary injuries, pregnancy-related limitations and other temporary needs considered?					
2.13	Are children/ youth groups kept together					

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No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
	and accounted for without unsafe congestion?					
2.14	Are assistance animals or other specific evacuation considerations addressed?					

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SECTION 3: FIRE HAZARDS & DANGEROUS SUBSTANCES

Identify ignition, fuel, oxygen-enriching conditions and activities that could cause or increase fire.

No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
3.1	What ignition sources are present: electrical equipment, heating, cooking, plant, portable equipment, contractors?	*PAT testing carried out annually; Commercial kitchen equipment inspected; gas boiler serviced*	*Portable heaters restricted to thermostatically controlled oil-filled radiators in the vestry.*	*Low*	*Ensure all new/ donated portable electrical items undergo PAT testing prior to using.*	*P3*
3.2	Are candles, incense, oil burners, ceremonial flames or other naked flames permitted? CHURCH POLICY: NO CANDLES ANYWHERE ON SITE.					
3.3	If an unauthorised naked flame is found, are removal/ reporting and prevention controls effective?					
3.4	What combustible materials/ fire loads are present: seating, furnishings, books, paper, staging, storage, waste?					
3.5	Are Christmas/ Easter/ seasonal decorations suitably controlled and kept away from ignition sources and escape routes?					
3.6	Are dangerous substances present:					

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No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
	flammable liquids/ gases, aerosols, chemicals, fuels?					
3.7	Are dangerous substances stored, segregated, ventilated and controlled appropriately?					
3.8	Are hot works/ contractor ignition-producing activities controlled by suitable arrangements/ permits where needed?					
3.9	Are waste and recycling arrangements controlled to reduce ignition and arson risk?					
3.10	Are lithium-ion batteries, e-bikes/ e-scooters, battery tools or charging stations present?					
3.11	Are charging arrangements suitably located, managed and prevented from obstructing escape?					
3.12	Are smoking controls and safe disposal arrangements effective?					
3.13	Are electrical installations, sockets, extension leads and portable equipment					

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No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
	maintained without unsafe overloading?					
3.14	Are heating systems and portable heaters appropriately selected, positioned, maintained and controlled?					
3.15	Does the kitchen introduce cooking, extraction, grease, gas or electrical hazards?					
3.16	Are kitchen extraction/ grease filters/ ducts cleaned and maintained as required?					
3.17	Are cooking appliances/ catering equipment used safely, including controls against unattended cooking?					
3.18	Are deliberate ignition/ arson risks assessed, including bins, storage, secluded areas and access control?					
3.19	Are oxygen-enriched atmospheres or oxidising substances present?					
3.20	Are church-specific hazards such as organ equipment, bell tower, roof voids, workshops, staging or stored materials assessed?					

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SECTION 4: PREVENTIVE & PROTECTIVE MEASURES

Assess whether measures are appropriate to the building, occupancy, fire strategy and risk; do not assume a feature is required merely because it is listed.

No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
4.1	Are reasonable measures in place to reduce the likelihood of fire starting?	*Strict control over ignition sources, no candle policy; annual PAT testing; clean site policy; robust gas/ electric serving*	*Overall preventative culture is strong and effectively managed by PCC officers*	*Low*	*Continue current maintenance and audit routines.*	*P4*
4.2	Are escape routes/ exits sufficient for maximum credible occupancy and actual layout/ use?					
4.3	Are escape routes, stairs, landings and final exits clear and available for immediate use?					
4.4	Are final exit doors readily openable without undue delay or specialist knowledge when occupied?					
4.5	Do electrically locked/ security doors have suitable emergency release arrangements?					
4.6	Do Easter/ Christmas/ concert/ wedding/ funeral layouts maintain escape routes and exit capacities?					

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No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
4.7	Are fire-resisting doors appropriate to the fire strategy, correctly installed, maintained and capable of required fire/ smoke resistance?					
4.8	Are fire doors free from unauthorised wedges/ propping and are hold-open devices suitable and maintained?					
4.9	Are compartment walls/ floors, protected routes, lofts and roof voids suitable and free from significant defects?					
4.10	Are cable/ pipe/ duct penetrations adequately fire-stopped?					
4.11	Where historic/ listed, have fire measures and heritage constraints been considered without compromising life safety?					
4.12	Is the fire alarm/ detection system appropriate to building, occupancy, hazards and evacuation strategy?					
4.13	Does the warning system reach relevant persons in noisy/ isolated/ basement/ tower/ gallery/ organ areas?					

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No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
4.14	Is fire alarm/ detection inspected, tested and maintained at appropriate intervals for its design, standards and maintenance arrangements?					
4.15	Is emergency lighting provided where necessary for safe evacuation and maintained/ tested appropriately?					
4.16	Are firefighting appliances appropriate, correctly located, accessible, signed where appropriate and maintained by competent persons at suitable intervals?					
4.17	Where sprinklers/ suppression/ smoke control/ shutters/ curtains/ barriers are provided or required, are they maintained?					
4.18	Are contractors, maintenance works and temporary impairments to fire protection controlled and recorded?					
4.19	Are fire safety signs/ notices suitable, visible and maintained?					
4.20	Are storage, furniture and equipment prevented from obstructing escape					

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No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
	routes or fire equipment?					

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SECTION 5: EMERGENCY PLAN, EVACUATION & SPECIAL EVENTS

The emergency plan must work for normal worship, high-attendance services, special events, hires and out-of-hours use.

No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
5.1	Is there a documented emergency plan for all operating hours and significant activities?	*Documented Fire Emergency Plan stored in café kitchen and office master binder in the office.*	*Plan covers normal weekday operations, Sunday services, high-attendance events and third-party hall hires.*	*Low*	*Ensure annual review of contingency plan document is completed in conjunction with the FRA.*	*P3*
5.2	Does it state actions on discovering fire/ hearing the alarm, including calling the Fire & Rescue Service?					
5.3	Is the evacuation strategy appropriate for building, occupancy, detection, alarm, fire growth, travel distances, exits and occupant characteristics?					
5.4	Has evacuation been assessed for maximum credible attendance, including up to 800 at Easter/ Christmas?					
5.5	Are escape routes, final exits and assembly arrangements adequate for actual event layouts?					
5.6	Are stewards/ wardens positioned and briefed to support evacuation					

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No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
	safely?					
5.7	Are procedures suitable for children/ youth groups and responsible adults?					
5.8	Are arrangements suitable for elderly/ frail people and people needing assistance?					
5.9	Are accounting/ roll-call arrangements effective for staff, volunteers, children/ youth, visitors, contractors and coffee-shop personnel as applicable?					
5.10	Are visitors/ unfamiliar people likely to understand alarms and exits?					
5.11	Are out-of-hours arrangements effective when fewer trained people are present?					
5.12	Does the coffee shop have clear arrangements for alarm, evacuation, assembly and coordination with the church?					
5.13	Are hirers/ third parties given relevant fire-safety information, occupancy					

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No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
	limits, exits and emergency procedures?					
5.14	Are weddings, funerals, concerts, festivals, Christmas/ Easter services and hires assessed for different occupancy/ layout?					
5.15	Are assembly points suitable for expected numbers and do not obstruct Fire & Rescue Service access?					
5.16	Are utility isolation points and relevant emergency information identified where appropriate?					
5.17	Are arrangements in place for contacting the Fire & Rescue Service and providing relevant premises information?					
5.18	Are evacuation drills/ exercises carried out at suitable intervals and varied where useful?					
5.19	Are drill findings recorded and used to improve the plan?					

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No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
5.20	Are temporary alternative arrangements made if a critical fire safety system, exit or staircase is unavailable?					
5.21	Is there a procedure to restrict/ cancel an event if safe occupancy or controls cannot be maintained?					

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SECTION 6: TRAINING, DRILLS & INFORMATION

No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
6.1	Do employees receive role-appropriate fire safety instruction at induction and when duties/ risks change?	*Induction checklist covering exit locations, alarm points, emergency plan and fire prevention completed for all staff*	*Training records signed by staff members maintained in church office and on HR drive.*	*Low*	*Ensure new staff members complete fire induction checklist during first week*	*P3*
6.2	Are volunteers, trustees/ church officers, stewards and other regular non-employees trained/ informed appropriately?					
6.3	Are staff/ volunteers trained in raising alarms, evacuation, assembly, fire doors and other relevant procedures?					
6.4	Are designated fire wardens/ marshals/ stewards trained competently for their actual roles?					
6.5	Is extinguisher-use instruction provided only where appropriate, safe and within role/ training?					
6.6	Are refresher arrangements based on risk, role, change and experience rather than an assumed universal					

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No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
	fixed period?					
6.7	Are temporary/ agency staff, contractors and visitors given essential fire information where required?					
6.8	Are coffee-shop staff/ managers aware of the church fire procedures and coordination responsibilities?					
6.9	Are hirers given fire-safety information before use, including occupancy, exits, alarm arrangements and prohibited activities?					
6.10	Are drills/ exercises suitable for high-attendance services and realistic staffing levels?					
6.11	Are drills recorded with issues and corrective actions?					
6.12	Is the site's prohibition on candles/ naked flames communicated and understood?					

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SECTION 7: ACCESS & FIREFIGHTER SAFETY

No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
7.1	Is suitable vehicle and personnel access maintained for the Fire and Rescue Service?	*Front entrance provides clear hardstanding access for Fir and Rescue Service.*	*Road clear of permanent obstructions, yellow junction box outside of church gates.*	*Low*	*Ensure gates are unlocked during all public gathering times.*	*P3*
7.2	Are gates, barriers and access controls manageable in an emergency?					
7.3	Where hydrants, rising mains, firefighter switches or specialist controls are provided/ required, are they accessible, identified and maintained?					
7.4	Are significant firefighting hazards identified, including hazardous substances, photovoltaic/ solar systems, battery storage or unusual construction?					
7.5	Are towers, roof voids, basements, galleries, plant rooms and other relevant features identified for firefighting purposes?					

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No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
7.6	Is relevant emergency information available to the Fire & Rescue Service where appropriate?					
7.7	Has fire spread to/ from adjoining premises or external structures been considered?					
7.8	Has smoke/ firewater environmental impact been considered where relevant?					
7.9	Is the most recent Fire & Rescue Service visit/ inspection date and outcome recorded, if applicable?					

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SECTION 8: SHARED USE & HIRERS

Clearly define control and coordination where the church contains another business/occupier or areas are hired.

No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
8.1	Is the shared use (e.g. coffee shop's) extent of control/ responsibility documented?	*Formal Lease Agreement clearly defines area of responsibility and joint areas.*	*Lease specifies café compliance with church fire safety strategy and FRA policies.*	*Low*	*None Required*	*P4*
8.2	Are church and hirers cooperating and coordinating fire safety arrangements?					
8.3	Are alarm, evacuation, assembly and emergency-contact arrangements compatible?					
8.4	Are hirers' cooking/ extraction risks included in the overall FRA or appropriately assessed and coordinated separately?					
8.5	Are shared-use staff included in relevant training/ drills or equivalent arrangements?					
8.6	Is shared use customer					

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No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
	occupancy included in the overall evacuation strategy?					
8.7	Are shared use contractors/ maintenance activities controlled where they may affect church fire safety?					
8.8	Are hired areas subject to clear fire-safety conditions and maximum occupancy controls?					
8.9	Are hirers required to follow the church's prohibition on candles/ naked flames and other site fire rules?					
8.10	Are shared-area layout/ equipment changes communicated and assessed before use?					

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SECTION 9: HERITAGE, UNUSUAL SPACES & BUILDING-SPECIFIC RISKS

Complete where applicable. Heritage constraints can influence the choice of measures but must not override life safety.

No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
9.1	Is the building listed, locally listed, historic or otherwise subject to heritage constraints?	*Grade II listed building status (Cadw ref 12345). All fire safety interventions are made in consultation with the Conservation Officer*	*Sensitively styled wireless detection heads and discrete surface fitting installed to preserve historic significance.*	*Low*	*Ensure future surface alterations maintain historic fabric approvals.*	*P4*
9.2	Are historic construction features understood where they affect fire spread, compartmentation or evacuation?					
9.3	Have timber roof structures, concealed voids, panelling, galleries or other combustible/ historic features been assessed?					
9.4	Are roof voids/ lofts suitably controlled for ignition sources and combustible storage?					
9.5	Are bell towers/ towers assessed for access, detection, evacuation and combustible/					

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No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
	electrical hazards?					
9.6	Are organ lofts/ organ equipment assessed for electrical, combustible and access risks?					
9.7	Are crypts/ basements/ plant rooms and unusual spaces assessed for detection, access and evacuation?					
9.8	Are heritage contents/ furnishings protected where practicable without obstructing escape or increasing life risk?					
9.9	Where works affect historic fabric, has suitable specialist advice been obtained where necessary?					
9.10	Are contractor controls in place for work on historic fabric and concealed spaces?					

SECTION 10: REVIEW, RECORDS & ACTION MANAGEMENT

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No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
10.1	Is the complete FRA recorded, including all findings and fire safety arrangements?	*Complete FRA document compiled including detailed section analysis, action plan and floor plan appendices.*	*Master digital copy stored on office drive; physical copy is found in church office.*	*Low*	*Ensure updated FRA documents are placed in office safety binder immediately upon approval.*	*P3*
10.2	Is it accessible to the Responsible Person and available as appropriate to staff/ volunteers/ enforcement officers?					
10.3	Are test certificates, maintenance, training and drill records stored and retrievable?					
10.4	Are alarm, emergency lighting, extinguisher and other system records maintained?					
10.5	Are alterations, extensions, changes of use/ occupancy or system changes assessed for FRA impact?					
10.6	Is the FRA reviewed after fire, near miss, significant defect, enforcement action or other event affecting validity?					
10.7	Is it reviewed after material changes					

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No.	Assessment question	Control measures already in place	Response / evidence / findings	Current Risk Level	Actions required	Priority
	to services, special events, coffee shop, hirers or activities?					
10.8	Are findings communicated to trustees/ church committee, officers, staff, volunteers, coffee-shop management and hirers as appropriate?					
10.9	Is an action plan maintained with owners, target dates, interim controls and completion evidence?					
10.10	Is the next planned review date recorded and are trigger-based reviews required?					

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SECTION 11: RISK EVALUATION & ACTION PRIORITY

This matrix is an internal action-prioritisation tool. Use professional judgement and consider actual circumstances.

Likelihood / Consequence	Slight harm	Moderate harm	Extreme harm
Low	Trivial / P4	Tolerable / P3	Moderate / P2
Medium	Tolerable / P3	Moderate / P2	Substantial / P1
High	Moderate / P2	Substantial / P1	Intolerable / P1

11.1 Action Priority Definitions

Priority	Typical action expectation	Qualification
P1	Immediate / urgent control; consider temporary restriction	Not an automatic whole-building closure. Response must match actual risk; affected activity/ access may need to stop until controlled.
P2	Prompt planned action	Set target date and interim controls where needed.
P3	Planned improvement / routine control	Maintain and monitor.
P4	Routine monitoring	Record why existing controls are adequate.

11.2 Overall FRA Conclusion / Significant Findings

Field	Complete
Overall fire risk profile and rationale	
Maximum credible occupancy and basis	
Significant fire hazards	
People especially at risk	
Existing principal controls	
Significant deficiencies	
Immediate restrictions/ conditions, if any	
Key actions and timescales	
Special-event/ seasonal controls	

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Field	Complete
Coffee-shop/ shared-use controls	
Overall conclusion on suitability/ sufficiency, subject to actions	
Review triggers	

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SECTION 12: ACTION PLAN & DEFICIENCIES RECORD

This central action plan consolidates all identified findings, required actions, completion tracking, and post-completion risk updates across all sections.

No.	Finding / deficiency / hazard	Required action / control	Priority	Owner	When action is to be completed by	Action Completed? (Sign / Date)	Updated Risk Level for Section
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

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SECTION 13: SUPPORTING EVIDENCE / APPENDICES

Evidence / record	Attached?	Reference / location / date
Premises floor plans showing exits/ routes	[ ] Yes [ ] No	
Fire alarm design/ service/ test records	[ ] Yes [ ] No	
Emergency lighting records	[ ] Yes [ ] No	
Firefighting equipment records	[ ] Yes [ ] No	
Electrical inspection/ maintenance records	[ ] Yes [ ] No	
Heating/boiler/ gas records	[ ] Yes [ ] No	
Kitchen/ extraction/ cooking records	[ ] Yes [ ] No [ ] N/A	
Drill records	[ ] Yes [ ] No	
Training records	[ ] Yes [ ] No	
Coffee-shop/ hirer fire-safety arrangements	[ ] Yes [ ] No [ ] N/A	
Fire & Rescue Service correspondence/ visits	[ ] Yes [ ] No	
Heritage/ listing information/ specialist advice	[ ] Yes [ ] No [ ] N/A	
Other evidence	[ ] Yes [ ] No	

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SECTION 14: ASSESSMENT SIGN-OFF

Sign-off field	Complete
Assessor / person completing assessment	
Signature	
Date	
Responsible Person / authorised church representative	
Signature	
Date	
Committee / trustee review date (if used)	
Next planned review date	

Declaration: The Responsible Person confirms that this document records the fire risk assessment and fire safety arrangements for the premises to the best of their knowledge, that significant findings and actions have been recorded, and that arrangements will be reviewed when required.

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SECTION 15: COMPLETION NOTES & WELSH LEGAL / GUIDANCE BASIS

- ---

  Complete every applicable question. Use N/A only where it genuinely does not apply and record the reason where useful.
- Record observations, evidence, documents reviewed and deficiencies rather than simply marking Yes/No.
- Obtain specialist input where a system or building feature is outside the assessor's competence.
- For Easter/ Christmas and other high-attendance services, assess the maximum credible occupancy and actual event layout rather than relying on normal Sunday attendance.
- **Church site rule:** candles are not permitted anywhere on site, including religious ceremonies. Communicate and enforce this with staff, volunteers, hirers, contractors and users.
- The coffee shop is within the premises/ use arrangement. Clearly document shared responsibilities, staff training, cooking risks and evacuation coordination.
- Review after significant changes, incidents/ near misses, changes of use/ occupancy, significant defects, alterations or where the FRA may no longer be valid.

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