**Name of Faith Institution**

Address of premises being assessed: xxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**Template Fire Safety Risk Assessment for Places of Worship holding up to 300 people**

**Step 1 - Identify fire hazards (pages 12 - 14 of** [**the government guidance**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=14)**)**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Question*** | ***Tick if yes*** | ***Record your findings here*** | ***Initials of person assessing*** |
| **Have you identified everything which might start a fire?** *For example: cooking equipment, heaters, faulty or misused electrical equipment, lighting, or arson.**Go through the list* ‘**Identify sources of ignition**’ *in section 1.1 on* [*pages 12 – 13 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=14)*.*  | [ ]  |  |  |
| **Have you identified all the possible sources of fuel for a fire?***Eg furniture, stationery, displays and stands, curtains and other items.* *Go through the list* ***‘Identify Sources of Fuel’*** *‘in section 1.2 on* [*page 13 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=15)*.*  | [ ]  |  |  |
| **Have you identified all potential sources of oxygen?** *The main source of oxygen for fire is the air around us. In an enclosed building this is provided by the ventilation system which is either:**the natural airflow through doors, windows and other openings, or* * *mechanical air conditioning systems and air handling systems, or*
* *a combination of both*

*There may also be other sources of oxygen eg some chemicals.* *Go through the list* **‘Identify Sources of Oxygen’** *‘in* section *1.3 on* [*pages 13 - 14 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=15)*.* | [ ]  |  |  |
| **Have you made a note of your findings? (tick if yes)** | [ ]  |

**Step 2 - Identify people at risk (pages 14 - 15 of** [**the guidance**](https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly)**)**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Question*** | ***Tick if yes*** | ***Record your findings here*** | ***Initials of person assessing*** |
| **Have you identified who is at risk?***You must consider all the people who use the premises, but you should pay particular attention to people who may be especially at risk including unaccompanied children, older people, people with disabilities, and employees who work alone or in isolated areas eg cleaners.* *Read* **STEP 2 IDENTIFY PEOPLE AT RISK** *on* [*pages 14 – 15 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=16)*.*  | [ ]  |  |  |
| **Have you identified why they are at risk?***Read* **STEP 2 IDENTIFY PEOPLE AT RISK** *on* [*pages 14 – 15 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=16)*.*  | [ ]  |  |  |
| **Have you made a note of your findings? (tick if yes)**  | [ ]  |

**Step 3 - Evaluate, Remove, Reduce and Protect from Risk**

**(pages 15 - 31 of** [**the guidance**](https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly)**)**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Question*** | ***Tick if yes*** | ***Record your findings*** | ***Initials of person assessing*** |
| **Have you evaluated the risk to people in your building if a fire starts?***To evaluate the risk to people in your premises, you need to understand the way fire can spread.* *Read* **section 3.1 ‘Evaluate the risk of a fire occurring’** *and section* **3.2 ‘Evaluate the risk to people’** *on* [*page 15 - 16 of the guidance.*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=17)  | [ ]  |  |  |
| **Have you removed or reduced the hazards that might cause a fire?***Read* **section 3.3 ‘Remove or reduce the hazards’** *on* [*page 17 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=19)*.**To complete this question, you will need to have completed the questions about the sources of ignition, fuel and oxygen below* | [ ]  |  |  |
| **Have you removed or reduced sources of ignition?***Read* **‘Remove or reduce sources of ignition’** *on* [*pages 17-18 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=19) | [ ]  |  |  |
| **Have you removed or reduced sources of fuel?***Read* **‘Remove or reduce sources of fuel’** *on* [*pages 18 – 19 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=20) | [ ]  |  |  |
| **Have you removed or reduced sources of air or oxygen?***Read* **‘Remove or reduce sources of oxygen’** *on* [*page 19 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=21) | [ ]  |  |  |
| **Have you considered the need for fire detection and for warning?** *Read* **‘3**.**4.1** **Fire Detection and warning systems’** *on* [*page 21 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=23) | [ ]  |  |  |
| **Have you considered the need for firefighting equipment?***Read* **‘3.4.2** **Firefighting equipment and facilities’** *on* [*page 22 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=24) | [ ]  |  |  |
| **Have you determined whether your escape routes are adequate?***Read* **‘3.4.3 Escape Routes**’*on* [*pages 24 - 27 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=26) | [ ]  |  |  |
| **Have you determined whether your lighting and emergency lighting are adequate?***Read* **‘3.4.4 Emergency Escape Lighting**’*on* [*pages 27 - 28 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=29) | [ ]  |  |  |
| **Have you checked that you have adequate signs and notices?***Read* **‘3.4.5 Signs and Notices**’*on* [*pages 28 - 29 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=30) | [ ]  |  |  |
| **Have you regularly tested and maintained your security equipment?***Read* **‘3.4.6 Installation, testing and maintenance’** *on* [*pages 29 - 31 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=31) | [ ]  |  |  |
| **Have you considered whether you need any other equipment or facilities?** | [ ]  |  |  |

**Step 4 - Record, Plan, Inform, Instruct and Train**

**(pages 32 - 37 of** [**the guidance**](https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly)**)**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Question*** | ***Tick if yes*** | ***Record your findings here*** | ***Initials of person assessing*** |
| **Do you have an emergency plan and, where necessary, have you recorded the details?***Read* **‘4.2 Emergency Plans’** *on* [*pages 33 - 35 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=33) | [ ]  |  |  |
| **Does your plan take account of other emergency plans applicable to the same building (if there are any)?***Read* **‘4.2 Emergency Plans’** *on* [*pages 33 - 34 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=35) | [ ]  |  |  |
| **Is the plan readily available for staff to read?**  | [ ]  |  |  |
| **Is the emergency plan available to the enforcing authority (if they asked for it)?** | [ ]  |  |  |
| **Have you told your staff about the emergency plan?**  | [ ]  |  |  |
| **Do you know the location and identity of people you have nominated to do a particular task?**  | [ ]  |  |  |
| **Have you given staff information about any dangerous substances?*****See* ‘Dangerous Substances’ on** [**p.107 of the guidance**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=109) ***for details of the information you would need to provide.***  | [ ]  |  |  |
| **Do you have arrangements for informing temporary or agency staff about how to prevent fires and what to do if there is a fire?**  | [ ]  |  |  |
| **Do you have arrangements for informing other employers whose staff are guest workers in your premises, such as maintenance contractors and cleaners?**  | [ ]  |  |  |
| **Have you informed guests and visitors about what to do in an emergency?**  | [ ]  |  |  |
| **Have you co-ordinated your fire safety arrangements with other responsible people and with any contractors in the building?** ***See* ‘Co-operation and ‘co-ordination’ on** [**p.35 of the guidance**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=37) | [ ]  |  |  |
| **Have you recorded details of any information or instructions you have given and the details of any arrangements for co-operation and co-ordination with others?** ***See* ‘Co-operation and ‘co-ordination’ on** [**p.35 of the guidance**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=37) | [ ]  |  |  |
| **Have your staff received any fire safety training?** *Read* **‘4.4 Fire Safety training’** *on* [*pages 36 - 37 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=38) | [ ]  |  |  |
| **Have you carried out a fire drill recently?****See ‘Fire Drills’ on** [**pages 109 – 110 of the guidance**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=111) | [ ]  |  |  |
| **Are employees aware of specific tasks if there is a fire?** ***For example, guiding people to the nearest exit.***  | [ ]  |  |  |
| **Are you maintaining a record of fire safety training sessions?**  | [ ]  |  |  |
| **Do you carry out joint training and fire drills in multi-occupied buildings?**  | [ ]  |  |  |
| **If you use or store hazardous or explosive substances have your staff received appropriate training?**  | [ ]  |  |  |

**Step 5 - Review (pages 37 - 38 of** [**the guidance**](https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly)**)**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Question*** | ***Tick if yes*** | ***Notes*** | ***Initials of person assessing*** |
| **Are you committed to constantly monitoring what you are doing to implement the fire risk assessment, to assess how effectively the risk is being controlled?** ***See******‘Step 5 – Review’*** *on* [*page 37 of the guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf#page=39) | [ ]  |  |  |
| **Will you review your fire risk assessment - and if necessary revise it – if:*** **you have any reason to suspect that your risk assessment is no longer valid; or**
* **there has been a significant change in your premises that has affected your fire precautions**
 | [ ]  |  |  |

**Name of Person/s updating risk assessment:**

**Date risk assessment updated:**

**IMPORTANT NOTE: Fire Safety Risk Assessment Template**

**for Places of Worship accommodating up to 300 people**

Fire safety law in England and Wales is set out in the Regulatory Reform (Fire Safety) Order 2005 ‘the Fire Safety Order’. The Fire Safety Order applies to places of worship (and many other types of premises). It places the responsibility for fire safety on the ‘Responsible Person’.

The Responsible Person in a workplace is an employer. If it is not a workplace the ‘Responsible Person’ is the occupier or the building owner.[[1]](#footnote-1)

The Responsible Person must:

* carry out a fire risk assessment of the premises and review it regularly
* tell staff or their representatives about the risks you’ve identified
* put in place, and maintain, appropriate fire safety measures
* plan for an emergency
* provide staff information, fire safety instruction and training

The government has produced guidance on completing fire safety risk assessments, including for places of worship:

**For small and medium places of assembly (accommodating up to 300 people):**

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly>

The guidance states that *“If you read the guide and decide that you are unable to apply the guidance, then you should seek expert advice from a competent person. More complex premises will probably need to be assessed by a person who has comprehensive training or experience in fire risk assessment.”*

This checklist reflects the checklists set out in this guidance, with space provided for notes on each section. Further information about the meaning of each of the questions, and how to make the assessment and what additional steps to take are set out in the guidance. **The person(s) completing the Fire Risk Assessment must:**

* **read the guidance alongside completing the checklist**
* **ensure the fire risk assessment process, including any use of this template, meets the specific needs and circumstances of the premises and people who use them**
1. <https://www.manchesterfire.gov.uk/staying-safe/what-we-do/fire-safety-law/> – (23/09/2021) - the definition of ‘responsible person’ is set out in full in article 3 of the Fire Safety Order 2005: <https://www.legislation.gov.uk/uksi/2005/1541/article/3/made> [↑](#footnote-ref-1)