



Fire Precautions Policy

All Saints' Church, Walsoken

Please refer to Church document H&S_Doc_001 for all General Health & Safety requirements

Specific Policy

This Health & Safety (H&S) sub-policy controls the fire risk in the church.

Our Church H&S Officer will carry out Fire Risk Assessments to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005. Fire Risk Assessments will be carried in all areas in Church. New Fire Risk Assessments will be made every 3 years or if the Church layout significantly changes.

In the risk assessment the likelihood of a fire starting will be based on:

- 1) Ignition sources (See appendix 5 concerning services with candles).
- 2) Combustible materials.
- 3) Flammable liquids and gasses are identified in type.

The various levels of severity in the risk assessment will be simplified to only include the numbers of people who are usually in occupancy in that area when it's in use.

Preventive and Protective control measures will be considered in the risk assessment.

Fire safety appliances will be kept in serviceable condition and inspected routinely by a competent person. Records will be kept of the servicing. Use of fire appliances will be for the protection of life first & property second.

Fire safety will be discussed with appropriate people (sides-people etc.) to ensure that any emergency evacuation can be completed within 90 seconds of the alarm being raised.

Reference Documents

Health and Safety at Work etc Act 1974.

Regulatory Reform (Fire Safety) Order 2005.

Procedure

Print off the two forms in H&S_Doc_011F_Fire Risk Assessment Form. Visit the area being assessed.

Use the "Fire precautions Likelihood list" first. This is the second page of the Fire Risk Assessment

- 1) Read each question in Part 1 and look for those sources of ignition in the area being assessed. If any exist in that area, circle 'Yes' otherwise circle 'No'.
- 2) Read each question in Part 2 and look for those combustible materials in the area being assessed. If any exist in that, area circle 'Yes' otherwise circle 'No'.
- 3) Read each question in Part 3 and look for any flammable liquids and gasses in the area being assessed. If any exist in that area, circle 'Yes' otherwise circle 'No'.
- 4) Count the number of 'Yes' responses for each of the three parts and circle the appropriate box on the Likelihood matrix.
 - a. If the number of Yes responses is between 0 and 4, the score is 2
 - b. If the number of Yes responses is between 5 and 8, the score is 3
 - c. ... and so on.

Use the "Fire Risk Assessment form" next. This is the first page of the Fire Risk Assessment. All yellow boxes need to be completed.

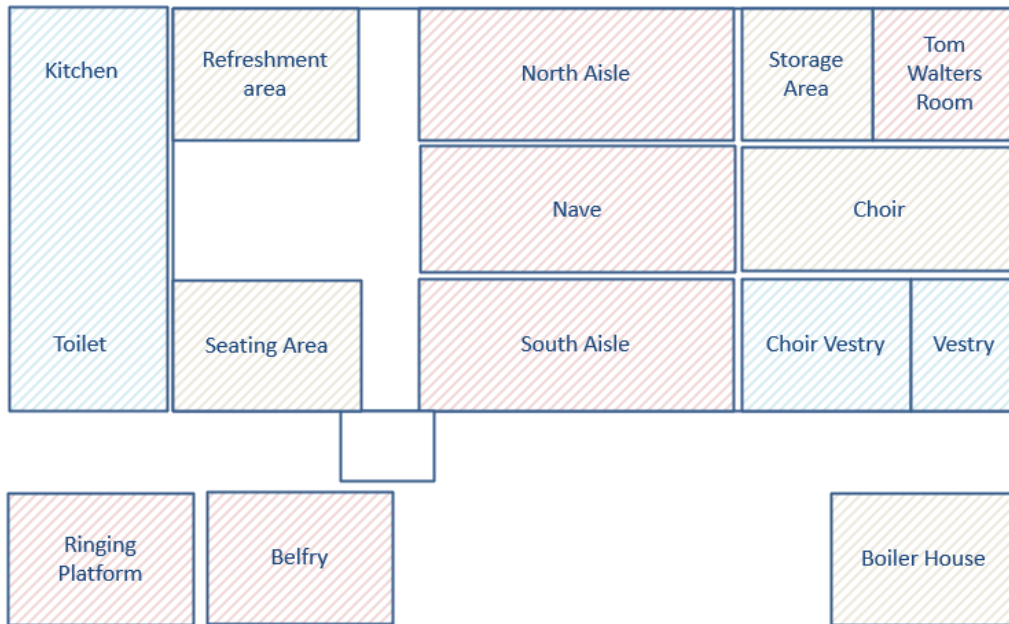
- 1) Fill in the date, the Area being assessed and who is doing the assessment.
- 2) Determine the severity score by considering how many people are usually in the area, using the severity table.
- 3) Use the Likelihood score from the Likelihood list previously determined.
- 4) Multiply the two together for each line and write the result.
- 5) Look around the areas being assessed and look for control measures. Write the key for each in the box.
- 6) Make any notes as appropriate and decide if the Fire Risk is Controlled. Circle your answer.

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Diagrams

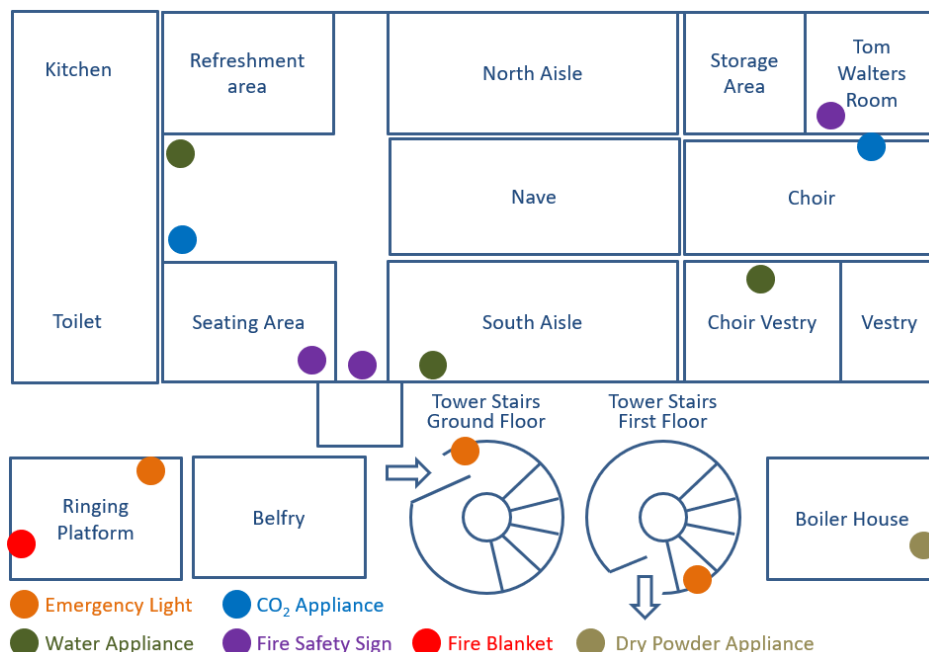
Diagram 1: The Fire Risk Assessment areas



The specified areas of the Church to be fire risk assessed are.

- 1) The Vestry.
- 2) The Meeting room.
- 3) Storage Area.
- 4) The Choir.
- 5) The Nave and North & south aisles.
- 6) The seating area & Refreshment area.
- 7) The Kitchen, toilet & west door entrance area.
- 8) The Ringing platform.
- 9) Boiler room.
- 10) The Bell belfry.

Diagram 2: Fire Appliance locations



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Appendices

Appendix 2: Example Fire Precautions Likelihood List

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Fire Precautions Likelihood List		
PART 1: Sources of Ignition (S)	Response	Comments
Are there any smokers materials in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Are there any naked flames in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Are there any electrical heaters in the area?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Not radiators
Are there any gas heaters in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	Not radiators
Are there any electrically generated sparks in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Are there any oil fired heaters in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	Not radiators
Are there any hot processes in the area?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are there any power tools in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Are there cooking processes in the area?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are there electric motors in the area?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are there any boilers in the area?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are there any powered machinery in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Are there any portable appliances in the area?	<input checked="" type="radio"/> Yes <input type="radio"/> No	With 13A plugs on
Is there any electric lighting in the area?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are there any hot surfaces in the area?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Is static electric generated in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Is there a strong possibility of Arson in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Are there any other ignition sources in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
PART 2: Combustible Materials (CM)		
Is there any wood in the area?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Is there any paper in the area?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Is there any cardboard in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Is there any plastic in the area?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Is there any rubber in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Is there any polystyrene in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Is there any furniture foam in the area?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are there any combustible fixtures and fittings in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Are there any textiles in the area?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Is there any waste material in the area?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Is there any other combustible material in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
PART 3: Flammable liquids and gasses (FLG)		
Are there any flammable gasses in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Are there any flammable liquids in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Are there any flammable solvents in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Are there any flammable chemicals in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Are there any other suspect liquids or gasses in the area?	Yes <input type="radio"/> No <input checked="" type="radio"/>	

Likelihood Matrix

Part 1: Number of 'Yes' Responses (SI)	0 - 4	5 - 8	9 - 15	16+
Sources of Ignition Score	2	3	5	6
Part 2: Number of 'Yes' Responses (CM)	0 - 4	5 - 8	Sep-15	16+
Combustible Material Score	2	3	5	6
Part 3: Number of 'Yes' Responses (FLG)	0 - 4	5 - 8	9 - 15	16+
Flammable Liquid & Gasses Score	2	3	5	6

Include these results overleaf

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Appendix 2: Example Risk Assessment Form

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Fire Risk Assessment Form																																								
Date	27/08/2025	Area Assessed	Tea Room																																					
Assessed By	Charles Wilson																																							
Risk Rating = Severity x Likelihood																																								
	Hazard	Persons at Risk	Severity 1 - 6	Likelihood 1 - 6	Risk Rating 1 - 36	Control Measures																																		
Sources of Ignition (SI)	Fire / Smoke	Visitors/ Congregation	2	3	6	IFD, FA, EL																																		
Combustible Materials (CM)	Fire / Smoke	Visitors/ Congregation		2	4																																			
Flammable Liquids and Gasses (FLG)	Fire / Smoke	Visitors/ Congregation		2	4																																			
<i>Round up to the nearest interger</i>																																								
Severity Table <i>Number of people normally in the area when it is being used</i> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>People</th><th>Severity</th></tr></thead><tbody><tr><td>0 - 1</td><td>3</td></tr><tr><td>2 - 10</td><td>1</td></tr><tr><td>11 - 20</td><td style="border: 2px solid blue;">2</td></tr><tr><td>21 - 30</td><td>3</td></tr><tr><td>31 - 40</td><td>5</td></tr><tr><td>40+</td><td>6</td></tr></tbody></table>		People	Severity	0 - 1	3	2 - 10	1	11 - 20	2	21 - 30	3	31 - 40	5	40+	6	Key Control Measures <table border="1" style="width: 100%; border-collapse: collapse;"><tbody><tr><td style="border: 2px solid blue;">IFD</td><td>Internal Fire Door</td></tr><tr><td>FC</td><td>Fire Corridor</td></tr><tr><td style="border: 2px solid blue;">FA</td><td>Fire Appliance</td></tr><tr><td>SD</td><td>Smoke Detector</td></tr><tr><td>HD</td><td>Heat Detector</td></tr><tr><td>PA</td><td>Public Address</td></tr><tr><td>AD</td><td>Automatic Fire/Smoke detector</td></tr><tr><td style="border: 2px solid blue;">EL</td><td>Emergency Lights</td></tr><tr><td>AS</td><td>Alarm Sounders</td></tr><tr><td>EFD</td><td>External Fire Door</td></tr></tbody></table>			IFD	Internal Fire Door	FC	Fire Corridor	FA	Fire Appliance	SD	Smoke Detector	HD	Heat Detector	PA	Public Address	AD	Automatic Fire/Smoke detector	EL	Emergency Lights	AS	Alarm Sounders	EFD	External Fire Door	Notes None	
People	Severity																																							
0 - 1	3																																							
2 - 10	1																																							
11 - 20	2																																							
21 - 30	3																																							
31 - 40	5																																							
40+	6																																							
IFD	Internal Fire Door																																							
FC	Fire Corridor																																							
FA	Fire Appliance																																							
SD	Smoke Detector																																							
HD	Heat Detector																																							
PA	Public Address																																							
AD	Automatic Fire/Smoke detector																																							
EL	Emergency Lights																																							
AS	Alarm Sounders																																							
EFD	External Fire Door																																							
<div style="display: flex; justify-content: space-between;"><div>Is the Fire Risk Controlled? YES NO</div><div style="text-align: center;">Circle One</div></div>																																								

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Appendix 4: Action in case of Fire notice



Appendix 5: Action for Services with Candles

Some of our church services have candles as part of the worship. If more than 30 candles AND more than 30 people are in that service, the following announcement must be made.

“Adults are responsible for children in their care concerning lit candles. Please be vigilant. Should a fire start the emergency exits are through the South and North door”.

Then point out where those doors are.