



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. The PCC is the 'Responsible Person' in law. 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.

Fire Precautions Policy

All Saints' Church – Walsoken

Forms

Form 1: The Fire Precautions Likelihood List

All Saints' Church, Walsoken			
Fire Precautions Likelihood List			
PART 1: Sources of Ignition (S)	Response		Comments
Are there any smokers materials in the area?	Yes	No	
Are there any naked flames in the area?	Yes	No	
Are there any electrical heaters in the area?	Yes	No	Not radiators
Are there any gas heaters in the area?	Yes	No	Not radiators
Are there any electrically generated sparks in the area?	Yes	No	
Are there any oil fired heaters in the area?	Yes	No	Not radiators
Are there any hot processes in the area?	Yes	No	
Are there any power tools in the area?	Yes	No	

Form 2: The Fire Risk Assessment Form

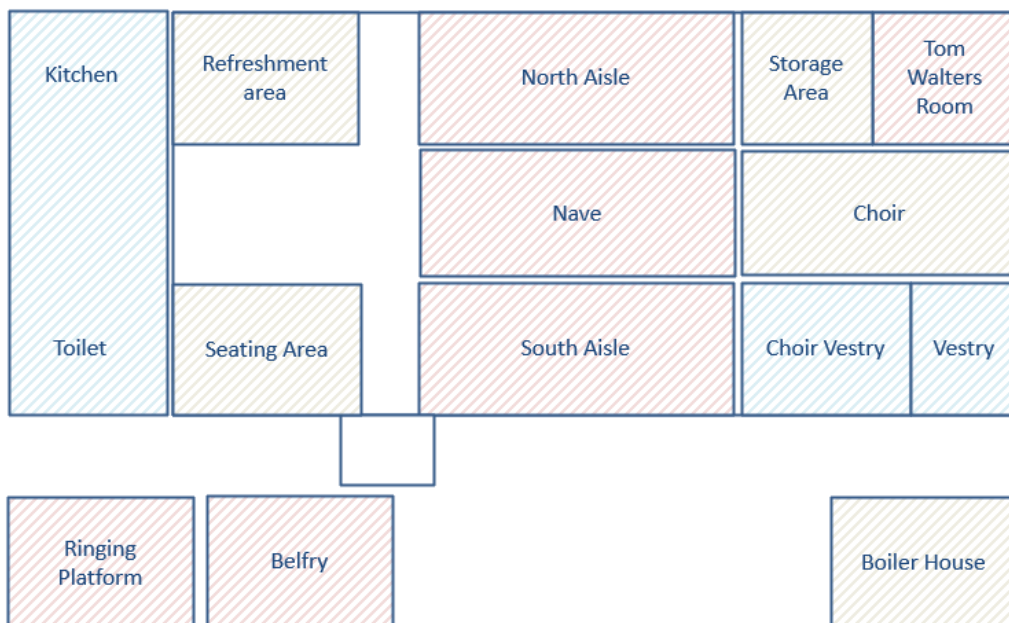
All Saints' Church, Walsoken																				
Fire Risk Assessment Form																				
Date			Area Assessed																	
Assessed By																				
Risk Rating = Severity x Likelihood																				
	Hazard	Persons at Risk	Severity 1 - 6	Likelihood 1 - 6	Risk Rating 1 - 36	Control Measures														
Sources of Ignition (SI)	Fire / Smoke	Visitors/ Congregation																		
Combustible Materials (CM)	Fire / Smoke	Visitors/ Congregation																		
Flammable Liquids and Gasses (FLG)	Fire / Smoke	Visitors/ Congregation																		
Round up to the nearest interger																				
Severity Table <i>Number of people normally in the area when it is being used</i> <table border="1"> <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>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 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 	
People	Severity																			
0 - 1	3																			
2 - 10	1																			
11 - 20	2																			
21 - 30	3																			
31 - 40	5																			
40+	6																			
Is the Fire Risk Controlled? YES NO Circle One																				

Fire Precautions Policy

All Saints' Church – Walsoken

Diagrams

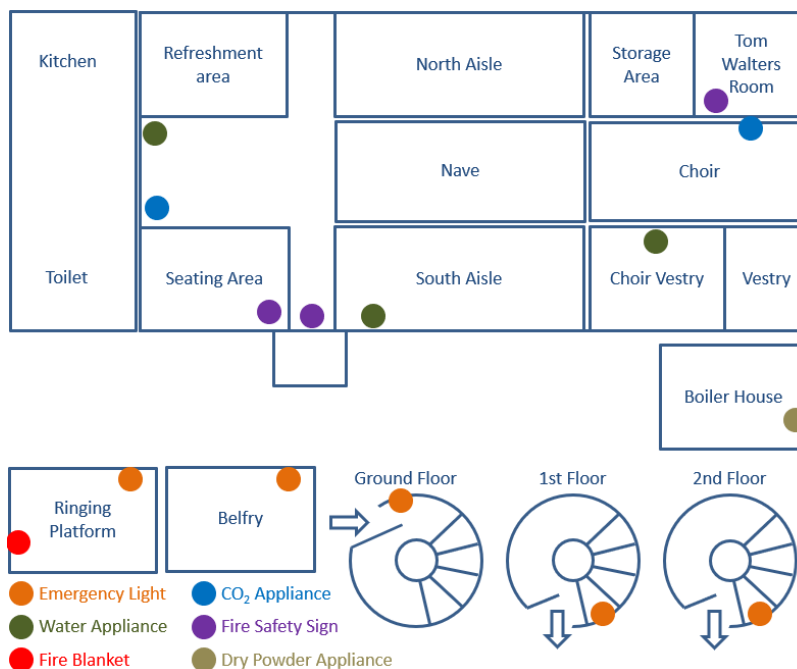
Diagram 1: The Fire Risk Assessment areas



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



Fire Precautions Policy

All Saints' Church – Walsoken

Appendices

Appendix 2: Example Fire Precautions Likelihood List

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

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

Fire Precautions Policy

All Saints' Church – Walsoken

Appendix 2: Example Risk Assessment Form

All Saints' Church, Walsoken																				
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															
Round up to the nearest interger																				
Severity Table <i>Number of people normally in the area when it is being used</i> <table border="1" style="margin: 5px auto; 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 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 	
People	Severity																			
0 - 1	3																			
2 - 10	1																			
11 - 20	2																			
21 - 30	3																			
31 - 40	5																			
40+	6																			
Is the Fire Risk Controlled? YES NO Circle One																				

Fire Precautions Policy

All Saints' Church – Walsoken

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.

Fire Precautions Policy

All Saints' Church – Walsoken

Emergency Evacuation Notes

If the emergency Services (Fire Service) attends Walsoken Church, they will want to know two things

- 1) Is everybody out of church.
- 2) Where is the fire.

On somebody raising the alarm whoever is taking the service needs to shout

“FIRE, FIRE, FIRE. Leave the church immediately”

DO NOT TACKLE THE FIRE UNLESS ITS SAFE TO DO SO

Whoever is Taking the Service (On a fire)

- a) Encourage people out of the choir area.
- b) Walk to the meeting room. If it unlocked check the room is empty or encourage people out, then close the door. If it's locked, then walk to the clergy vestry.
- c) Check the clergy vestry is empty or encourage people out. Close the clergy vestry door.
- d) Walk through the choir vestry encouraging people out.
- e) Walk across the nave checking the choir area is clear.
- f) Look behind the organ and check its empty or encourage people out.
- g) Walk through the nave encouraging people out. Make your way to the church gates.

Sides people and Church Wardens (On a fire)

- a) Open the main church inner door and secure it open.
- b) Walk to the church toilet encouraging people out of church as you walk.
- c) Look up to the ringing platform and shout “Is anybody up there?”
- d) Check the toilet is empty or encourage people out. Shut the toilet door when it's empty.
- e) Pull the bell tower door closed.
- f) Check the kitchen is empty or encourage people out.
- g) Close the doors between the kitchen and main church and make your way to the church gates.
- h) Close all the main church doors before you leave.

Any Church representatives: Dial 999 and ask for the fire service. Give the church post code as **PE13 3RA**. Do not enter the church until it's safe to do so.

For internal use only. While every effort has been made to ensure accuracy, this policy does not account for future judicial or church interpretation, decisions or any English legal changes that may alter its basis between revisions. All Saints' Church, Walsoken does not accept any liability resulting from the use of these policies by others. All decisions made based on these policies by others are at their own risk, and All Saints' Church, Walsoken disclaims any liability for losses incurred.