

Fire risk assessment checklist

You must keep a copy of this completed fire risk assessment for your records

Responsible person (employer or person having control of premises):	R. Wainwright / The Elders.
Address of premises:	Primley United Reformed Church, Primley Road Sidmouth EX10 9LB
Assessor:	R. Wainwright
Date of assessment:	Jan 2026
Use of premises:	Church Buildings, Hall (often hired out)
Number of floors:	1 + balcony
Construction:	Cavity brick
Maximum number of employees/visitors:	arbitrarily up to 100

Electrical installations and equipment

Are fixed installations periodically inspected and tested every five years?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are electrical equipment and appliances periodically inspected and tested?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the use of trailing leads and adaptors avoided where possible?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Smoking

Are adequate measures in place to stop people from smoking on the premises?

Yes

No

Are 'No smoking' signs provided?

Yes

No

Are suitable arrangements in place for those who wish to smoke outside the premises?

N/A

Yes

No

Arson

Are the premises adequately secured to prevent unauthorised access?

Yes

No

Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?

N/A

Yes

No

Heating systems and portable heaters

Are fixed heating systems subject to periodic maintenance?

N/A

Yes

No

Are portable heaters subject to periodic inspection and used safely?

N/A

Yes

No

Cooking

Are adequate measures taken to prevent fires from cooking?

N/A

Yes

No

Are filters and ductwork subject to regular cleaning?

N/A

Yes

No

Housekeeping

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?

Yes No

Are combustible materials kept separate from ignition and heat sources?

Yes No

Is it ensured that all contractors who undertake work on the premises are competent and qualified?

Yes No

Dangerous substances

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?

N/A Yes No

Other significant fire hazards

Are there any other significant fire hazards in the premises?

Yes No

If the answer to the above questions is yes, please list each hazard and any control measures to reduce the likelihood of fire in the box below.

If the answer to any question is no, include suitable action within the Action Plan.

- 1). We have no fuel sources other than utilities in the premises. Waste materials are regularly put in the appropriate waste bins outside.
- 2). Yes. Good 'housekeeping' ensures this. Few ignition sources.
- 3). We only use competent contractors.

Means of escape

Are all escape routes kept clear of obstructions to enable people to escape safely? Yes No

Are all fire exits easily and immediately openable? Yes No

Are distances of travel considered reasonable? Yes No

Are suitable precautions in place for all inner rooms? N/A Yes No

Is adequate fire protection provided to stairways, including the provision of self-closing, fire-resisting doors? N/A Yes No

Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises? N/A Yes No

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the Action Plan.

The premises is on level ground. There is one step only at the front door to the Church.. The lh side doors have no steps. There are three doors all of which can act as fire doors. It is the responsibility of the Church or Hall users to ensure appropriate doors are unlocked as required.

Means of giving warning in case of fire

Is there a suitable electrical fire alarm system? N/A Yes No

Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate? N/A Yes No

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

The buildings consist of two main but separate areas, the Church and the Hall. The Hall has 2 fire alarms, 1 in the main hall and one in the kitchen, which are mains powered with backup battery. There is a CO2 alarm. The Church has no fire detection alarm. Should evacuation ever be necessary this can be through the front double doors or side doors.

Manual fire extinguishers

Is there reasonable provision of fire extinguishers?

N/A

Yes

No

Emergency escape lighting

Is there a reasonable standard of emergency escape lighting to illuminate escape routes and areas without natural lighting?

N/A

Yes

No

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

Extinguishers are tested and checked annually.
Escape routes are clearly marked.
Fire doors are clearly marked.

Fire safety signs and notices

Is there a reasonable standard of fire exit signage and fire safety signs?

N/A

Yes

No

Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations?

Yes

No

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

Exit signs at correct level and adequate in number. Fire exits clearly marked or known.

Management of fire safety

- Has someone been appointed to manage fire safety? Yes No
- Are procedures in the event of fire appropriate and properly documented? Yes No
- Are all employees given regular instruction and training on the action to take in the event of a fire? Yes No
- Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles? N/A Yes No
- Are daily checks carried out to ensure exit routes are kept clear and fire exits remain easily openable? Yes No
- Are monthly and annual testing routines in place for the emergency escape lighting? N/A Yes No
- Are weekly testing and periodic maintenance and servicing routines in place for the fire alarm system and any automatic detectors? N/A Yes No
- Are fire extinguishers subject to annual maintenance? N/A Yes No
- Are records of testing and maintenance maintained? Yes No

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

Whilst as a Church we have people who can manage fire safety, it is the responsibility of Hall hirers / users to manage that responsibility themselves.
Daily checks are deemed not necessary as all Hall and Church users ensure the entrances and exits are kept clear for their own groups and for other users.

Action plan

If any of the above boxes are ticked with a 'No', the deficiencies should be described below, along with proposed action for rectification.

Item	Deficiency	Proposed action	Timescale	Person responsible
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				