

# Church Fire Risk Assessment – May 2025

All Saints Church Grayswood	Address Grayswood Road, Grayswood, Haslemere, Surrey GU27 2DJ Tel. No. 01428 656504
Church Office Secretary Sarah Dowd	Fire Officer Safety Co-ordinators Diana Ramsden John McLean
Minister Revd Fiona Gywnn	Assessor Diana Ramsden

<b>Building Details</b>	
Describe the premises (including construction, brief layout – e.g. number of floors linked buildings, etc	Single storey stone and tiled roof construction built 1902 with (no significant enclosed roof space)
What are the normal activities undertaken at the premises?	Church Services Church office in vestry Bell ringing, maintenance and adjustment of church clock
What businesses or activities border or adjoin the building which may have a bearing on emergency situations or fire safety?	None
What are the principal sources of ignition and fuel within the premises?	Wooden pews, wooden floors and wooden vaulted ceiling. Candles lit during services. Combination boiler in church office. Stored items including books, vestments and boxes.
Are smoking controls in place and are they observed?	No smoking policy throughout
Have there been fires, vandalism or other problems in the past which may raise fire risk?	No
<b>Occupancy Details</b>	
Is the building single or multiple occupancy?	Single
• If multiple occupancy who has lead responsibility	Not applicable
• On average what is the adult congregation at a 10.00am service	40 approximately
• On average what is the infant/child congregation at a 10.00am service	2-3
• Are there disabled or other mobility impaired people in the building	Yes
<b>Fire Safety Management</b>	
Does the premises have an up to date fire certificate?	Yes
• Is a copy available for inspection?	Yes, displayed in church office
• If available are there any obvious contraventions or discrepancies?	Not applicable

<b>Fire Safety Management (cont.)</b>	
Is there a fire alarm and or detection system. <ul style="list-style-type: none"> <li>Is it automatic or manual</li> <li>Does it alert the fire brigade automatically</li> <li>Does it have a back-up power supply</li> <li>Is it audible throughout the building</li> <li>Is it suitable for the building, its use and its fire risk</li> </ul>	No N/A N/A N/A N/A N/A
What fire extinguishing equipment is in place?	Foam and CO2 portable extinguishers and one dry powder in the basement
Is emergency lighting present and of what type?	Yes, battery operated
<b>Fire Detection Systems</b>	
Is the fire alarm and detection system checked by occupant and how often?	N/A
Is emergency lighting checked by occupant and how often?	Yes, monthly
Is fire extinguishing equipment checked by occupant (i.e. visual check) and how often?	Yes, annually Last inspected March 2025
Is there evidence of external competent inspection, testing and maintenance of: <ul style="list-style-type: none"> <li>fire alarm and detection system</li> <li>fire extinguishing equipment</li> <li>emergency lighting</li> </ul>	N/A Yes Yes, 5 yearly by installer
<b>Fire Action Plan</b>	
Is there a written fire action plan?	Yes
Is it relevant and appropriate?	Yes
Does it address and/or identify: <ul style="list-style-type: none"> <li>The action to be taken on hearing an alarm</li> <li>Responsibility for calling the fire brigade</li> <li>Assembly point</li> <li>Fire marshals/fire officer including the person who will call the roll/liase with the fire brigade</li> </ul>	N/A Church Wardens/Sidespeople Congregate by church lych gate and assemble on village green. Church Wardens/Sidespeople
<b>Fire Control Measures</b>	
Are evacuation drills carried out? <ul style="list-style-type: none"> <li>How often</li> <li>Are records maintained</li> </ul>	No N/A N/A
Is other fire training carried out?	No

<ul style="list-style-type: none"> <li>• What type of training</li> <li>• Is it sufficient for the premises and operations carried out</li> </ul>	<p>See below:</p> <p>During a Christingle service the congregation are told before the service of the possible risks with lit Christingle candles.</p> <ul style="list-style-type: none"> <li>• They are made aware that children holding lit Christingles should be stationary and carefully monitored</li> <li>• Both external doors are accessible.</li> <li>• Additional sidespeople are present in case there are any children/candle related incidents.</li> <li>• There are members of the congregation who have medical training and the first aid box in the Church is clearly marked.</li> </ul>
Is adequate access control and registration in place to prevent unauthorised access and register those who are on the premises?	No the Church is unlocked during the day Numbers are counted before services
<b>Access Control</b>	
Are escape routes clearly and correctly signed?	No but during a large service/wedding/funeral the congregation are made aware of the external doors. Usually, during a service, both external doors are available for exit, at the front and back of the Church.
<p>Are exit arrangements adequate and in accordance with guidance:</p> <ul style="list-style-type: none"> <li>• Exit doors unobstructed</li> <li>• Push bar or other fittings correct</li> <li>• Door direction and width in accordance with numbers</li> <li>• Exit route travel times and widths adequate for numbers</li> </ul>	<p>Yes</p> <p>N/A</p> <p>Yes</p> <p>Yes</p>
<b>Assessment of Risk</b>	
<p>Overall assessment of risk:</p> <ul style="list-style-type: none"> <li>• L M H</li> </ul>	Low
Are there any unsafe situations or defects which have immediate risk to safety?	No
Are there items which require immediate rectification?	No
<b>Record of Inspections</b>	

Portable Appliance Testing (PAT)	Yes
<ul style="list-style-type: none"> <li>Is this carried out?</li> <li>Date of last PAT</li> </ul>	Yes 6 May 2021
Testing of fixed electrical installations	Yes
Testing of fixed gas installations	Yes annual service/inspection of central heating boiler – 05/06/2025

No	Recommendations	Action Taken please sign and date
1	Fire procedures and plans to be reviewed during 2025.	
2	Training of PCC members and sidespeople during 2025	
Signed by Minister:  Fi Gwynn Print name		Signed by Safety Assessor:  D Ramsden Print Name
Date: May 2025		Date: May 2025