

Crediton Congregational Church

Seeking God, Serving people, Sharing hope

Crediton Congregational Church

Crediton Congregational
FIRE RISK ASSESSMENT

Risk Assessment Title:	Fire Risk Assessment	Reference:	Version 4
Original Author:	Nick Barton	Date of Assessment:	01/06/2026
Checked By:	Hannah Martin	Next Review Date:	01/06/2027

Declaration

As a church, we understand that we are required to undertake a Fire Risk Assessment in accordance with ‘The Regulatory Reform (Fire Safety) Order 2005 (FSO)’ which is the main piece of legislation governing fire safety in buildings in England and Wales.

The FSO applies to all workplaces and the common parts of buildings containing 2 or more domestic premises. It places legal duties on anyone in control of these premises (the Responsible Person - usually the owner or landlord) to undertake and record a fire risk assessment and put in place and maintain general fire precautions.

We note that we are required to take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of employees and guests, if we have any, and to take such general fire precautions as may reasonably be required in the circumstances to ensure that the premises are safe for all other visitors to the church including volunteers, members of the congregation, and contractors. Our Fire Risk Assessment and arrangements are therefore directed to the safety of people rather than the protection of the building itself.

We understand the PCC is the responsible person, and we will appoint one or more competent persons as appropriate to assist us in undertaking the preventative and protective measures.

We understand it is the responsibility of the Responsible Person(s) to fully record the following information in the fire risk assessment:-

- All findings from their fire risk assessment regardless of the size or purpose of the premises in full.
- Fire Safety Arrangements that show how you manage fire safety in the building. These can be anything from procedures you need to have written down to policies you have in place.
- Details of the appointed Fire Risk Assessor who undertakes or reviews any or all of the fire risk assessment.

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General Information

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	Nick Barton until the 20 th of June 2026, then TBC.		
Address of Premises	HIGH STREET CREDITON DEVON		
Postcode	EX17 3LF		
Assessor:	Nick Barton		
Date of Fire Risk Assessment	01/06/2026		
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>			
Subsequent Review Dates			
Reviewed by	Brian Williams	Date	29/11/19
Reviewed by	Brian Williams	Date	20/11/20
Reviewed by	Brian Williams	Date	16/08/22
Reviewed by	Nick Barton	Date	24/01/2024
Reviewed by	Nick Barton	Date	01/06/2026

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THE PREMISES	
Number of floors in building: <i>(To include basements)</i>	2 (CHURCH HALL) 2 (KARIS HALL, AGAPE, SHALOM) 3 (MANSE)
Approximate floor area: (m²) <i>(To include all floors of responsibility)</i>	500M2 (CHURCH) 160M2 (CHURCH ROOMS AND KITCHEN) 100M2 (MANSE and FOODBANK)
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	Crediton Congregational Church stands on the site of a former meeting house. The Church was built (largely using local volcanic stone) in a Classical style around 1863-1865. The Manse (also in stone) and Sunday School rooms (red brick) were added to the West in about 1890, and subsequently extended North to form the existing rooms.
Primary usage: <i>(eg Hotel, Shop)</i>	CHURCH
Secondary usage: <i>(eg Kitchen, Bar, Function Room, Offices)</i>	OFFICES, MEETING ROOMS, COFFEE BAR, PUBLIC EVENTS.

OCCUPANCY PROFILE						
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.			WEEKDAYS		WEEKENDS	
			0000 to 0400	0	0000 to 0400	0
			0400 to 0800	A	0400 to 0800	A
			0800 to 1200	D	0800 to 1200	D
			1200 to 1600	D	1200 to 1600	D
			1600 to 2000	D	1600 to 2000	D
			2000 to 2400	D	2000 to 2400	D
			Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None			
Description of Occupants	Mobility Issues	YES	Average Mobility	YES	Vulnerability Issues	YES

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OCCUPANTS ESPECIALLY AT RISK FROM FIRE	
Sleeping occupants <i>(Details of numbers - public/staff)</i>	NONE
Disabled occupants <i>(Personal Emergency Evacuation Plans in use when necessary)</i>	WHEELCHAIR USERS, PEOPLE WITH LEARNING DISABILITIES
Occupants in remote areas <i>(Lone working/isolated areas)</i>	MANSE OFFICES SOMETIMES OCCUPIED BY LONE WORKERS
Young person's <i>(Individual Risk Assessment provided for those persons under 16 yrs)</i>	CHILDREN, YOUTH, LEARNING DISABLED
Others <i>(Details of Elderly/Infirm/Mental Ability)</i>	ELDERLY CHURCH USERS

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Identified Fire Hazards and Primary Control Measures

ELECTRICAL SOURCES OF IGNITION		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (Every 5 years)	YES	
Portable appliance testing carried out on a risk assessed basis?	YES	
Suitable policy in place regarding the use of personal electrical appliances?	YES*	
Suitable limitation and management of trailing leads and adaptors?	YES**	
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Fixed electrical installation	5-year electrical check carried out in August 2025	Carry out regular visual checks to cables on stage and sound desk.
Faulty appliances	Portable appliances tested annually (last tested Jan 2026)	
Electrical circuit overload	Stage has isolating circuit breaker	
Use of multi-socket adaptors	Only one adaptor per socket	
Deficiencies and Comments		
*CCC Health & Safety policy prohibits use of untested personal electrical appliances.		
**Use of trailing leads in stage area has been substantially reduced by fixed cables and sockets		

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SMOKING		
Measures taken to prevent fires as a result of smoking.		
Smoking prohibited in the building?	YES	
Smoking permitted in appropriate areas?	YES	
Suitable arrangements for those who wish to smoke?	YES	
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Signage	No smoking signs on entrance	
Deficiencies and Comments:		

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ARSON/DELIBERATE IGNITION

Basic security against arson by outsiders or other persons appears reasonable.		YES
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Rubbish bins and recycling boxes	Stored away from main building	
Deficiencies and Comments:		

PORTABLE HEATERS

Portable heaters are used within the premises.		YES
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Portable heaters used in Manse	Tested annually as portable appliances	
Deficiencies and Comments:		

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FIXED HEATING INSTALLATIONS

Fixed heating installations such as boilers are used within the premises.		YES
Are fixed heating installations subject to regular maintenance?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Free standing gas heaters in church	Safety guards on heaters. Notices in place advising users not to put any items above heaters on the guards.	
Gas boilers in church and Manse	Boilers serviced annually by Ed Yeandle, July 2025	
Deficiencies and Comments:		

COOKING

Measures taken to prevent fires as a result of cooking.		
Filters cleaned or changed and ductwork cleaned regularly?		YES
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)		YES
Suitable Shut Down Procedures in place?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Cooker hood	Filters removed and cleaned in dishwasher	
Deficiencies and Comments:		

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LIGHTNING

The building has a lightning protection system.		NO
Is the lightning protection system subject to a suitable maintenance regime?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Lightning	none	
Deficiencies and Comments:		

DANGEROUS SUBSTANCES

Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>		NO
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?		N/A
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.		N/A
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HOUSEKEEPING

Standards of housekeeping.

Combustible materials appear to be separated from ignition sources?

NO

Appropriate storage of hazardous materials?

YES

Escape routes kept clear of any combustibles. (storage /furniture)

YES

Appropriate measures for the safe storage and disposal of waste?

YES

Identified Hazards

Existing Control Measures

Additional Control Measures Required

Food storage (dry goods)

Food stored in Foodbank kept away from sources of ignition;

Cushions on balcony pews

No sources of ignition present on balcony. Projector cables to be secured away from pews and cushions.

Investigate treating cushions with fire retardant spray

Storage in Manse attic

No present source of ignition but furniture, etc stored in an untidy manner.

Storage room next to organ

Combustible materials stored here (soft toys, Christmas decorations, etc) but no source of ignition

Bunting on church balcony entwined with 'fairy' lights.

Combustible fabric is in contact with potential source of ignition

Ensure lights are LED and checked annually (PAT test).

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HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS

Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?		YES
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors?		Contractor to provide Risk Assessment and RAMS for approval of Health and Safety Officer.
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments		

OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

Are there any other fire hazards that warrant consideration within the premises? <i>(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)</i>		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Candles	Candles stored in locked metal cabinet. Use of candles supervised by responsible adult.	Matches to also be locked metal cabinet.
Curtains, blinds and tapestries.	Fabric used is fire retardant.	
Organ bellows pump	Organ out of use.	
Deficiencies and Comments: Curtain on stage draped over electrical fittings and cabling.		

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Identified Fire Arrangements for Evacuation

EVACUATION STRATEGY		
SINGLE STAGE EVACUATION It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.	YES	
DELAYED EVACUATION	NO	
Written copies of Evacuation Procedures are located as follows:		
Fire safety log located in Church Office		
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Position of chairs in main hall can restrict access to disabled exit for wheelchair and motorised scooter users.		Investigate reserving a suitably sized area of main hall for wheelchair users close to disabled access. Fire wardens to ensure wheelchair users can leave building safely in the event of a fire via disabled access.
Deficiencies and Comments:		

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Provision of Elements of Fire Safety as Secondary control measure

MEANS OF ESCAPE		
It is considered that the premises are provided with reasonable means of escape in case of fire.		YES
Adequate design of escape routes?		YES
Reasonable distances of travel when:		
Where there is an escape in a single direction?		YES
Where there are alternative means of escape?		YES
Suitable protection of escape routes? (Fire resisting construction)		YES
Adequate provision of exits?		YES
Exits easily and immediately open-able where necessary?		YES*
Escape routes unobstructed?		YES
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
*Front entrance side doors may not always be unlocked Foodbank fire escape obstructed by waste and recycling bins	All doors required to be unlocked when balcony is used or building is opened for use by > 50 people.	

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Deficiencies and Comments:

MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

Compartmentation of a reasonable standard. (Fire resisting)	YES
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)	YES
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?	N/A

Identified Hazards	Existing Control Measures	Additional Control Measures Required
Exit by balcony users could be compromised by a fire in the Fishtank.	Partial fire resistant screen (including doors) in place to protect the front exits at foot of both stairwells.	

Deficiencies and Comments:

EMERGENCY ESCAPE LIGHTING

It is considered that there is a reasonable standard of normal, artificial and/or emergency escape lighting to ensure safe use of escape routes?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Emergency lighting in event of a fire	Fixed emergency lighting installed in Karis Hall, Kitchen, Agape, Shalom and passageway, and in Main Hall (stage end). Emergency torches provided in main hall and on balcony\stairs.	Emergency lighting (torches) suggested for Manse in event of electricity supply failure.

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Deficiencies and Comments:		

FIRE SAFETY SIGNS AND NOTICES		
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage.		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Fire exits	Fire action signs situated at every fire exit.	
Assembly point x1	Sign attached to wall at front of car park.	
Deficiencies and Comments:		

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MEANS OF GIVING WARNING IN CASE OF FIRE

Reasonable manually operated fire warning system provided?	YES
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If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc)

Church - fire alarm system with break glass call points installed in Karis Hall, Kitchen, stairwell and toilets. Worship leaders to be advised of how to make announcements in Main hall.

Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc)	YES BS5839 L1
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Throughout Premises	NO
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Part of Premises only	YES
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Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	YES
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Remote transmission of alarm signals to a monitoring station or other?	NO*
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Identified Hazards	Existing Control Measures	Additional Control Measures Required
Warning of fire	Fire alarm smoke detection system (partial); Worship leader to give verbal warning; Smoke alarm in Manse	Investigate extending alarm system to remainder of church and manse. Fire alarm serviced every 6 months and tested monthly. *Add smoke alarms to church to provide remote alerts.

Deficiencies and Comments:
Fire alarm system commissioned September 2019 by Chris Harper (Fire Security UK). *Smoke detection added to Manse with burglar alarm system in 2020 including remote alerts.

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MANUAL FIRE EXTINGUISHING APPLIANCES

Reasonable provision of portable fire extinguishers?		YES
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)		YES
Is suitable wall signage provided relevant to extinguisher?		YES
Are hose reels provided?		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Maintenance of fire extinguishers	Fire extinguishing appliances inspected annually by WEP Fire Protection Limited (23/12/2024) Monthly checks carried out by responsible person.	
Deficiencies and Comments:		

RELEVANT FIXED SYSTEMS AND EQUIPMENT

Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		

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FIREFIGHTER SWITCH – HIGH VOLTAGE LUMINOUS TUBE SIGNS ETC		
Suitable provision of fire fighter’s switches for high voltage luminous tube signs, etc (to include location)?		N/A
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Deficiencies and Comments:		

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Management of Fire Safety

PROCEDURES AND ARRANGEMENTS	
Fire safety is managed by:	Nick Barton until the 20 th of June 2026, then TBC.
Deputy or assistant:	Hannah Martin
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)? State name and responsible element of fire safety Hannah Martin Emergency light testing, alarm testing 	YES
Is there a suitable record of the fire safety arrangements?	YES
Appropriate fire procedures in place?	YES
Are procedures in the event of a fire appropriate and properly documented?	YES
Are there suitable arrangements for summoning the Fire and Rescue Service?	YES
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	YES
Is there a plan of the building available indicating basic layout and any areas of significant risk?	YES
Are there suitable arrangements for ensuring that the premises have been evacuated?	YES
Is there a suitable fire assembly point(s)?	YES

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Are there adequate procedures for evacuation of any disabled people who are likely to be present?	YES
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?	NO
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	NO
Routine in-house inspections of fire precautions (eg in the course of health and safety inspections)?	YES
Deficiencies and Comments: *INCLUDE PLAN OF BUILDING IN FIRE SAFETY LOG	

TRAINING AND DRILLS

Fire safety training is managed by:	Nick Barton until the 20 th of June 2026, then TBC.
Deputy or assistant:	Hannah Martin and Leaders require an on-line course
Are all staff given adequate fire safety instruction and training on induction?	YES
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	NO
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training? Give details:	NO
Does all training for staff provide information, instruction or training on the following:	
Fire risks in the premises?	YES

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The general fire precautions in the building?	YES
Action in the event of a fire?	YES
Action on hearing the fire alarm signal?	YES
Method of operation of manual call points?	YES
Location and use of fire extinguishers?	YES
Means for summoning the fire and rescue service?	YES
Identity of persons nominated to assist with evacuation?	YES
Identity of persons nominated to use fire extinguishing appliances?	YES
Are fire drills carried out at appropriate intervals and a record of such drills maintained?	YES
Give details:	
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)	YES
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?	YES
Give details: MANSE USERS GIVEN COPY OF FIRE SAFETY POLICY	
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	N/A
Deficiencies and Comments: Appointment of fire wardens – suggest that meet and greet team asked to act as fire wardens during church services, with suitable training. Annual Fire drills required.	

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TESTING AND MAINTENANCE

Testing and Maintenance is managed by:	Nick Barton
Deputy or assistant :	Hannah Martin
Adequate maintenance of workplace?	YES
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	YES
Monthly and annual testing routines for emergency escape lighting?	YES
Annual maintenance of fire extinguishing appliances?	YES
Periodic inspection of external escape staircases and gangways?	N/A
Six monthly inspection and annual testing of rising mains?	N/A
Weekly and monthly testing, six monthly inspection and annual testing of firefighting lifts?	N/A
Weekly testing and periodic inspection of sprinkler installations?	N/A
Routine checks of final exit doors and/or security fastenings?	YES
Annual inspection and testing of lightning protection system?	N/A
Other relevant inspections or tests: Give details: ANNUAL SERVICE OF GAS APPLIANCES ANNUAL PAT TESTING OF ELECTRICAL APPLIANCES	YES
Deficiencies and Comments:	Monthly fire extinguisher checks register. Fire safety is managed by?

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	5-year electrical check carried out in January 2025? Portable appliances tested annually (last tested by Rob Watkins in Nov 2021) ? Boilers and heaters serviced annually by Ed Yeandle, when? Investigate lightning protection? Ensure lights are LED and checked annually (PAT test). FIRE SAFETY LOG LOCATED IN FISHTANK? Fire safety training; Leaders to become fire marshals, training required. Try highspeedtraining.co.uk £35 per person.
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RECORDING

Appropriate records held for:

Fire drills?	31/05/2026
Fire training?	YES
Fire alarm tests?	YES
Emergency escape lighting tests?	YES
Maintenance and testing of other fire precaution systems?	N/A
Location of Records: (Available for inspection by Fire Authority if required)	
FIRE SAFETY LOG BOOK KEPT IN CHURCH OFFICE	
Deficiencies and Comments:	A fire evacuation drill and alarm test were conducted with the congregation on Sunday, 31 May 2026. All occupants were successfully evacuated from the building, with the exception of two elderly individuals who were unwell. It was considered unreasonable and potentially irresponsible to require them to participate in the evacuation drill due to their condition. The evacuation was completed in 1 minute and 42 seconds.

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PRIORITY	MEANING
High	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short-term action. Also includes matters that can be resolved at minimal cost</i>
Medium	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
Low	Low priority to be actioned within 6 months-1year <i>Items of non urgent priority or for future consideration</i>

SIGNIFICANT FINDINGS – REMEDY ACTION PLAN					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Arrange annual fire drills	HIGH	June 2027	Leadership Team	Raise with Leaders
2	Investigate lightning protection system	LOW	DEC 2023	Leadership Team	TBC
3	Extend fire alarm system to main hall, balcony and fishtank	LOW	NOV 2025	Leadership Team	TBC, dependent of refurbishment.
4	Apply fire retardant to curtains, blinds and tapestries	MEDIUM	Feb 2025	Leadership Team	Raise with Leaders
5	Appointment and training of fire wardens, Including training	HIGH	Feb 2025	Leadership Team	Raise with Leaders