

Fire Risk Assessment

August 2026



Battle Baptist Church
Mount Street
Battle TN33 0EG

Professional Fire Risk Assessment

Date of Assessment: 23 April 2025

Lead Risk Assessor: Paul Evans GFireE, NEBOSH
Fire Safety South East Ltd

The professional Fire Risk Assessment (FRA) referred to above is a working document and is available on request.

Domestic Fire Risk Assessment

Overview

This document represents BBC's summary FRA and has been prepared using the Home Office's '[Fire safety risk assessment: 5 step checklist](#)' as a template. In addition, guidance has been sought from the Baptists Together guideline leaflet L10 'Health and Safety and Fire Precautions' (latest version issued July 2025)). The FRA should be read alongside the professional FRA.

The Church Administrator is responsible for the day to day running of the premises. The Church Administrator will carry out the initial Fire Risk Assessment with the Chair of the Premises Committee.

Where necessary, information will be shared with the small staff team and with Trustees. Our Health and Safety Policy, of which Fire Safety is a part, is presented annually to members at the AGM, and is published on our website.

This FRA will be reviewed annually, or more frequently should any fire incident occur.

Date of Assessment: 12th August 2026

Date of next review: August 2027

Assessor: _____ Date: _____

Premises details:

Battle Baptist Church, Mount Street, Battle, East Sussex TN33 0EG

Tel: 01424 774825

Use of premises:

BBC is primarily a place of Christian worship. Many groups use the premises for different community purposes throughout the week including for example a parent / toddler group; a youth group for teens; and two wellbeing groups.

Caterpillar Pre-school operates from the Children's Room during school term times. Pre-school staff manage risk assessment policies for their setting.

The PremisesGeneral description of the premises

The original chapel is stone built and is dated 1820. The rest of the premises is built out of bricks and dates from last quarter of the 20th century.

The chapel can accommodate approximately 150 people seated, approximately 100 downstairs and 50 in the first-floor gallery.

The rest of the accommodation at the front of the building is single storey. At the back of the premises there is a single staircase to the first-floor offices, youth room and prayer room. There is a lift too.

Typical occupancy

Staff team: Monday – Friday 0830 – 1700 (max 7 adults)

Pre-School team: Monday – Friday 0830 – 1730 (up to 6 adults; 28 children)

Sunday Worship: 0830 – 1230 (up to 130 adults and 25 children);

Parent & Toddler group: Mondays 0900 – 1100 during term time (up to 30 adults and 25 babies/toddlers)

Tuesday Fellowship: 1330 – 1530 during term time (up to 20 adults)

Renew 1066: Wednesdays 1000 – 12 noon (up to 25 adults)

BTFC Runners: Wednesdays 1830 -1930 (up to 30 adults)

Friday Coffee Club: 1000 - 1200 noon every Friday (up to 25 adults, mostly elderly)

Grove After School: Fridays 1530 – 1700 (up to 20 children aged 7-12 and 5 adults)

Friday Youth: 1900 – 2100 (up to 20 teenagers and 5 adults)

The activities listed above show the routine use of the building and the largest groups that we host. In addition to this, several other smaller groups meet at the church regularly, and many members come and go from the buildings during the week.

We also host the following community groups once a month (typical number of attendees is in brackets):

DISC dementia support & carers' support group (30)

Kinship support group (8)

East Sussex Hearing monthly clinic (10)

The busiest times are Sundays, Wednesdays and Fridays. We employ four cleaning staff, and contractors visit the premises when necessary.

Step 1: Identifying Fire Hazards

Manna House kitchen

Ignition source: Electrical equipment; gas hob

Fuel source: Cloth (tea towels, oven gloves, aprons); food; paper towels; food safety management paperwork

Manna House

Ignition source: Electrical equipment; boiler

Fuel source: Curtains, play equipment, resources stored in cupboards

Loft above Manna House

Ignition source: Electric sockets

Fuel source: Play equipment, camping equipment, paper records, decorations, fabric

Chapel

Ignition source: Electrical equipment; boiler

Fuel source: Curtains, chair covers, blinds, wooden banister, resources stored in cupboards

Children's Room & Pre-school accommodation

Ignition source: Electrical equipment

Fuel source: Play equipment, resources, paper, cloth, display boards

Toy storeroom

Ignition source: Electrical equipment

Fuel source: Play equipment

Foyer areas / first floor landing

Ignition source: Electrical equipment

Fuel source: Books, chair covers, paper & other resources

First floor offices

Ignition source: Electrical equipment

Fuel source: Notice boards, chair covers, blinds, files, desk furniture, portable heaters

Step 2: Identifying People at Risk

Everyone is potentially at risk from fire and so anyone attending our premises could be vulnerable (see details of typical occupancy at 2b above).

People who may be especially at risk include elderly people, people with mobility issues and people who are living with dementia. Risk of harm would be exacerbated should anyone these groups be on the first floor of the premises in the event of a fire: it would not be possible to use the lift and escape is only possible via the staircase.

Step 3: Evaluate and Act

1. Escape routes and prevention of fire spread

Plan drawings are attached at Appendix A showing the location of escape routes, exits, stairs, fire safety signs and notices, fire warning devices, emergency lights and firefighting equipment. [some of these are inaccurate!]

All fire exits are easily and immediately openable.

The building of bespoke, fire-retardant cupboards and the reorganisation of resources allows us to keep escape routes clear of obstructions.

Distances of travel to fire exits are reasonable – but ideally vulnerable people should not be upstairs in the event of a fire (see ‘Step 2-People at risk’ above). We try to ensure that all planned activities which are attended by those who are elderly or who have mobility issues are held on the ground floor, but this is not always practicable (notably the DISC support group meets upstairs once a month and one of our LIFEgroups meets upstairs weekly during term time).

We need to devise generic personal emergency evacuation plans (PEEPs) (see Evans pp 20-21 & 70).

Fire doors lead to all the rooms in the newest part of the premises (ie the Children’s Room and the first floor) and at the foot of the stairs leading to the first floor. Where necessary, these have been rehung to meet recommendations of Evans’ FRA (points 9,10 & 12 on pp 11-13; pp 15, 58-59).

Evans has identified several issues related to *construction* and *fire doors* which need to be addressed in order to reduce the risk of fire spreading (see pp 7 (now resolved), 8, 13 (point 11), 14, 21, 51 (now resolved) 52, 53, 63, 65 (now resolved).

All chair coverings, blinds and curtains on the premises are made of fire-retardant fabric.

2. Fire alarm systems

There is an automatic fire detection and alarm system which covers the entire premises. In total, there are nine manual call points, 29 smoke detectors and two heat detectors across the premises (see Appendix A).

The fire alarm system is serviced every six months by a competent professional contractor.

3. Emergency lighting is in place across the entire premises. Regular testing is carried out by competent volunteers, and they maintain records of this. Annual testing and any servicing that is required is carried out by a competent professional contractor.

4. Fire safety equipment is adequate across the premises:

Location	Type of extinguisher	Service record (since 2019)
Chapel Foyer	Water 9l	Replaced Dec 2022
Chapel stage	CO ₂ 2kg	Test & refurb Dec 21, 22
Chapel gallery	Water 9l	Replaced Oct 2020
Sound desk	CO ₂ 2kg	Test & refurb Dec 21, 22
Car park entrance	Water 9l	Replaced Dec 2022
Manna House entrance	Water 9l	Replaced Dec 2022
Downstairs office	CO ₂ 2kg	Replaced Dec 2022
Manna House	Water 9l	Replaced Feb 2026
Kitchen	CO ₂ 2kg Fire Blanket	Replaced Feb 2026

Upstairs landing	Water 9l CO ₂ 2kg	Replaced Feb 2026 Pressure tested Oct 2019
Children's Room	Water 9l CO ₂ 2kg Fire Blanket	Replaced Feb 2026 Replaced Feb 2026

The fire safety equipment is serviced annually by a competent professional contractor.

5. Fire safety signs and notices

All fire safety signs comply with the current standard.

There are no 'fire exit' signs in the chapel or chapel gallery.

There are no pictorial fire safety signs showing escape routes from the premises.

Current signs instructing people what to do in the event of a fire are home-produced and purely textual: could improve these (Evans p74 (Task 28)).

Provide 'Fire Door -Keep Shut' signs throughout the premises (Evans p73).

?Install 'fire assembly point' sign on the grassy area at the end of the car park (Evans p75)

6. Electrical installations and equipment

PAT is carried out annually by a competent professional electrical engineer.

Fixed electrical installation was last inspected by a competent professional electrical engineer in February / March 2022 and will be looked at again in 2027, in line with good practice guidelines.

The photocopier and the lift are maintained regularly by competent professional contractors.

The Evans' FRA has identified that we need to get rid of multiplug adaptors (pp 6 & 50).

7. Smoking

Neither smoking nor vaping is permitted at BBC, and signs communicating this are displayed at both entrances.

8. Arson

Rubbish bins are stored away from the building but are currently not lockable. Windows and doors are secure. External lighting overlooking the car park at the rear of the building was upgraded in October 2021, which should act as a further deterrent.

9. Heating systems and portable heaters

Each of the three gas boilers is serviced annually by a competent professional plumber.

Portable heaters are PAT tested annually.

10. Cooking

The gas cooker in the Manna House kitchen is serviced annually by a competent professional plumber. The cooker and cooker hood were last cleaned professionally in 2023.

11. Housekeeping

We employ cleaners who work to prevent build-up of debris and waste materials. There are rubbish bins across the premises, and the cleaners (or volunteers) remove these to wheelie bins which are stored away from the building in the car park.

12. Hazardous substances

As stated in our Health and Safety policy, we only use domestic cleaning products. We will ensure that these are stored, used and disposed of in accordance with the manufacturers'

instructions, taking any necessary precautions that are specified.

13. Management of fire safety

The Church Administrator is responsible for managing fire safety at the premises.

The Church Administrator keeps records of testing and maintenance of the fire alarm system, the fire safety equipment, and the servicing of the boilers and gas cooker.

There is an Emergency Action Plan (attached at Appendix B). This should probably be shared with activity leaders...

Fire Warden training for staff members (and volunteers?) needs to be refreshed (Tasks 19 & 20, Evans p68).

Fire drills need to be carried out from time to time.

Step 4: Record, plan and train

We need to address the issues set out in the Evans FRA (and cross refer with issues highlighted above).

Summary of action points arising from Evans FRA (23.04.25):

Task & pg no	Deficiency	Priority	Comment (review at 12.08.26)
1, p50	Excessive use of multiplug adaptors (Youth Room kitchen & TV in foyer) <i>Cost of putting in an additional socket was prohibitive: would need to take out kitchen units. Risk has been reduced with cube adaptor.</i>	Med	Multiplug adaptor in youth room removed.
2, p51	Risk of fire spread in MH loft	Med	Risk has been reduced 'to an acceptable level' by installation of automatic fire detection in MH (including loft).
3, p52	Repair walls and ceiling of chapel boiler room to provide 60 mins fire resistance	Med	
4, p53	Enclose electrical equipment in toy storeroom	Med	
5, p54	Reduce volume of combustibles in escape routes	Med	Significant improvements have been made through building of cupboards and reorganising resources.
6, p55	Reduce volume of combustibles in loft and toy storeroom	Med	Some progress with loft
7, p56	Remove combustibles from all boiler rooms	Med	MH boiler room has been cleared. Significant clearance of chapel boiler room.
8, p57	No smoking policy and signage	Med	Was already in place

9, p58	Rehang fire doors	Med	Completed July 2025
10, p60	Repair self-closing action of fire doors	Med	Completed July 2025
11, p61	Replace certain doors with fire doors <i>Evans also recommended replacing the cupboard doors in the MH housing the boiler, fuse box etc and the door to the cupboard under the stairs in the chapel. We are not replacing these. Risk has been reduced by removing combustibles. Advice from our routine electrician was that this is good enough. Maybe still need to consider replacing door to chapel boiler cupboard?</i>	Med	Doors from chapel to storeroom replaced Spring 2026
12, p62	Repairs to two fire doors	Med	Completed July 2025
13, p63	Provide fire stopping in external boiler room, MH electrical cupboard & MH loft area	Med	
14, p64	Repair glazed beading to fire door at foot of stairs	Med	Completed July 2025
15, p65	Repair blocked doorway into chapel to achieve correct period of fire resistance	Med	Completed July 2025
16, p66	Extend fire detection & alarm system across premises	Med	Completed Nov 2025
17, p67	Install emergency lighting in chapel	Med	Completed Nov 25
18, p67	Put fire policy & procedures in place	Med	Was already in place
19, p68	Refresh Fire Warden training for staff / volunteers	Med	
20, p68	Provide training in use of fire-fighting equipment for staff / volunteers	Med	
21, p68	Testing of fire alarm system weekly by BBC and six monthly by competent contractor	Med	MG & JW do the weekly testing; six monthly testing now in place with Jennery's
22, p69	Emergency lighting needs short duration tests every month and full duration test annually.	Med	MG & JW have been testing the emergency lighting monthly.
23, p70	Draw up Personal Emergency Evacuation Plans	Low	
24, p71	Replace door to first floor toilet with a fire door	Low	Completed July 2025
25, p72	Install emergency lighting to external escape routes	Low	Completed Nov 25
26, p73	Provide 'Fire Door – Keep Shut' notices	Low	

27, p73	Provide 'Fire Door – Keep Locked Shut' notices for boiler / electrical cupboard doors	Low	Do we want to do this? These doors are not yet fire doors...
28, p74	Provide 'Fire Action' notices across premises	Low	
29, p74	Provide a Zone Plan to indicate location of fire detection and alarm system zones	Low	Jennery's supplied these and they are displayed by the fire alarm panel.
30, p75	Fire assembly point plus signage	Low	We have assembly point. Do we really need a sign?
31, p75	Initiate routine fire safety inspections	Low	MG & JR do this as part of regular premises inspections.

Step 5: Review

We will review our progress towards making the required improvements at Premises Committee meetings and through routine inspections by the Church Administrator and the Chair of the Premises Committee. We will use the 'Fire risk assessment checklist' set out in the Home Office's ['Fire safety risk assessment: 5 step checklist'](#) as part of our routine inspections.

Fire Risk Assessment Review Findings

Date	Finding	Control measures and actions
05.11.24	Fire drill at Tuesday Fellowship highlighted shortcomings of fire safety equipment in the Manna House.	Fire safety systems installed across the premises. Professional FRA undertaken (see below).
23.04.25	Paul Evans' FRA highlights a range of required improvements (see Section 4 above).	Progress towards improvements reviewed 15.01.26 ahead of Premises Cmte meeting on 19.01.26 (see comments in second table at Step 4 above).
12.08.26	There is still plenty of work to be done.	Current focus: emergency procedures & training for staff team / pre-school colleagues

Revisions to FRA

12th August 2026

- i. Drafting amendments to update where necessary eg occupancy details and figures (page 2); frequency of servicing (page 4). Strengthening of language: 'competent professional contractor / plumber / engineer' etc in wake of Grenfell recommendations. Updating of progress made towards eliminating deficiencies cited at Step 4 (second table).

18th August 2026

- i. Following meeting with Chair of Premises Committee, the first table under Step 4 (page 6) was removed: all points are addressed in the body of the policy or in the next table, which sets out required tasks following Paul Evans' FRA.
- ii. Revisions to table of action points arising from Paul Evans' FRA to give more detail of action taken and, where appropriate, rationale for why no further action is being taken.
- iii. Updating of table under Step 5 ('Fire risk assessment review findings') to bring it in to line with action we have taken.