

Checklist for Places of Worship



Places of Worship often store valuable goods and items, many of which are irreplaceable, and are often located in high crime areas particularly vulnerable to arson attacks. Although the checklist below is not definitive, it should be used in conjunction with the accompanying guide (Small and Medium Places of Assembly ISBN 9781851128204) to guide you through the risk assessment process.

Safety Precautions	Y/N
Ensure your Fire Risk Assessment is reviewed regularly and takes into account the threat of Arson.	
Designate an area for rubbish bins and skips which is at least 6 meters away from buildings and boundaries if practical to do so.	
Reduce the amount of rubbish stored on premises by arranging for its regular removal.	
Purchase metal bins with lockable lids to hold rubbish and chain wheeled bins to a fixed post.	
Keep any undergrowth on waste or derelict land bordering onto your property under control by using a non-flammable weed killer if necessary.	
Regularly inspect unoccupied buildings such as storage areas and basements and remove any non-essential combustible material.	
Keep escape routes clear and ensure internal fire doors are kept closed.	
Have a clear procedure in place to ensure that candles are extinguished after use.	
Your Fire Risk Assessment will recommend appropriate fire extinguishers etc. Ensure these are maintained appropriately and you know how to use them.	
Ensure electrical circuits are not overloaded. Check electrical appliances have been PAT tested.	
Always ensure that a responsible person is available and is aware of their obligations under the Regulatory Reform (Fire Safety) Order 2005.	
If possible, have a register of all persons entering and leaving the premises.	
Ensure curtains are not draped over heaters or electrical appliances.	
Ensure that staff, new starters and volunteers are trained in Fire Safety and that this training is reviewed and updated as required.	
Report any security concerns to the Police and utilise networking/social media with other faiths to share information/risks.	
When the place of worship closes have the appointed person carry out checks before closing up the premises internally and externally.	
If your place of worship is visited by a multi-lingual congregation ensure adequate provision is made available. This includes what actions to take if the fire alarm sounds.	

For Security Precautions please see over.

Security Precautions

Y/N

Encourage employees to be vigilant and report suspicious behavior to the Police.	
Minimise gaps under external doors and secure openings. Installing a metal container on the inside of a letter box will help reduce the risk of arson.	
Promptly repair vandalism and remove graffiti, report suspicious behavior to the Police and alert surrounding neighbours	
Repair damage to perimeter fencing and gates and ensure that bushes along the perimeter are not overgrown.	
Install security lighting and if necessary CCTV in areas which are hidden from view. Cut back vegetation close to recesses which could provide cover.	
Fit window locks on ground floor windows and those near flat roofs and drain pipes.	
Avoid leaving valuable items on display and have clear procedures for employees to secure the premises at close down.	
Protect against lead/metal theft. Consider forensic marking such as Smart Water or consult your insurance company for guidance.	
Ensure items of high value and/or religious significance are held securely when the building is not in use.	



ARSON IS A CRIME!

Report arsonists in complete confidence and anonymity to Crimestoppers on **0800 555 111**

For advice on business fire safety, visit our website:
www.leicestershire-fire.gov.uk/your-safety/at-work/

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FIRE and RESCUE SERVICE

www.leicestershire-fire.gov.uk

Service Headquarters, 12 Geoff Monk Way, Birstall, Leicester, LE4 3BU

☎ 0116 287 2241 📠 0116 227 1330 ✉ info@lfrs.org



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