

The Parish of St John The Baptist, Hey



Policy Statement

Fire Policy

This policy statement is subject to annual review and was agreed by the PCC on March 2015

Commonsense summary - Our aim is to do everything possible to minimize the risk of fire and that equipment is serviced and in place. Read the policy however

In the event of fire - do not panic

Action on discovering fire

- 1. Sound alarm - Shout FIRE.**
- 2. Call Fire Brigade 999 to St John's Church St John St Lees OL4 3DT.**
- 3. If possible tackle the fire using appliance provided. Do not endanger yourself or others in doing so.**

Action on hearing alarm

- 4. Leave the building by the nearest available exit and go to the assembly point in the church car park**
- 5. Close the door behind you.**
- 6. Report to the person in charge at the assembly point.**

Do not take risks

Do not stop to collect personal belongings

Do not reenter the building until you are told it is safe to do so.

Location of Fire Fighting equipment

- | | | |
|-----|----------------------|--|
| 1. | Hall Kitchen | Carbon Dioxide (CO ₂) Extinguisher 2Kg |
| 2. | Hall Kitchen | Fire Blanket 1.2m x 1.2m |
| 3. | Hall entrance door | Water Extinguisher 9 litres |
| 4. | Hall Emergency exit | Foam Extinguisher 6 litres |
| 5. | Hall Emergency exit | Foam Extinguisher 3 litres |
| 6. | Hall Creche exit | Foam Extinguisher 6 litres |
| 7. | Boiler House | Powder Extinguisher 6Kg |
| 8. | Church main entrance | Water Extinguisher 6 litres |
| 9. | Church Vestry | Carbon Dioxide (CO ₂) Extinguisher 2Kg |
| 10. | Church Vestry | Fire Blanket 1.2m x 1.2m |

Introduction

1. **Rationale.** The Parochial Church Council ('PCC') of St John the Baptist, Hey aims to promote a policy defining its attitude to fire safety that can be clearly understood by all members of the church community. The policy covers the areas over which the PCC has responsibility and/or control, and details the fire arrangements within the church.

2. The Church clearly recognises and accepts its responsibilities for providing, so far as it is reasonably practicable, a fire-safe environment with a view to ensuring the safety of all those who use the Church premises. This responsibility covers all church employees, leaders, helpers, volunteers, Church members and members of the public who visit and use the Church premises.

3. **Purpose.** The purpose of the policy is to:

- a. promote—in a positive manner—the appreciation of fire Issues in all the buildings under the control of the PCC control (Church and Hall).
- b. obtain agreement on good practice regarding fire issues.
- c. set out the Church’s arrangements for fire safety and the welfare of people in the event of a fire.
- d. ensure that the fire regulations policy is applied consistently and followed by all members of the church community.

4. **Broad Guidelines** are as follows:

- a. Once agreed, this fire policy should be applied consistently and followed by all members of the Church community.
- b. This fire policy should enable the PCC to be confident that all reasonable and practical steps are taken to ensure the safety and welfare of all persons using the premises.
- c. This policy aims to:
 - 1) establish and maintain a fire-safe environment.
 - 2) provide a clear framework to establish as structure for the on-going review of Fire safety issues in church buildings.

5. **Conclusion.** A clear Fire Policy, which is followed by all, is for the mutual benefit of all members of the church community. We aim to promote such a policy, which is available to all who take part in activities at St Johns, adults and children, and is the subject of regular review and that all are safe at all times from risk of Fire in the areas under the jurisdiction of the PCC.

Fire Policy

Promoting Health and Safety

6. In producing this fire policy, the PCC demonstrates its regard to the fire safety Policy of Oldham Metropolitan Borough Council. The Church Wardens are legally responsible for advising the PCC and for the implementation of the fire-safety policy within the Church and Hall. They are also responsible for ensuring that other responsible adults perform their duties and co-operate with the policy, which will be encouraged as part of the daily routine, thus promoting good practice. The Church Wardens will ensure that arrangements are made to bring the policy to the notice of all responsible adults and children; and the relevant sections to visitors and contractors.

7. The policy of the PCC is to:

- a. Provide equipment and systems of work which are safe and are not a fire risk.

- b. Make arrangements for ensuring, so far as is reasonably practicable and without risk to health, the safe use, storage and transportation of articles and substances in accordance with COSHH regulations;
 - c. Ensure the provision of sufficient information, instruction, training and supervision to enable all people working on site, and all users to avoid hazards and to contribute to fire safety.
 - d. Promote the development and maintenance of sound fire safety practices.
 - e. Maintain a safe place and safe ingress to and egress from the premises;
 - f. Formulate effective procedures for use in case of fire emergencies and procedures for evacuating the church premises.
 - g. To consult with users on matters affecting them concerning fire safety.
 - h. To ensure that all employees are competent to do their tasks and to give them adequate training;
 - i. To review and revise this policy as necessary at regular intervals
8. **Responsibilities.** Overall and final responsibility for Fire Safety rests with the PCC. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Church Wardens. Nevertheless all users of Church premises should:
- a. Co-operate with Wardens and PCC members on fire safety matters;
 - b. Not interfere with anything provided to safeguard their safety;
 - c. Take reasonable care of their own safety; and report all fire safety concerns to the Wardens

Arrangements

9. **Fire precautions and emergency procedures.** A visual check of emergency doors, lights, extinguishers are to be made weekly as part of the Sunday locking up procedures after church by the duty warden or the clergy person locking up. There are smoke detectors in both hall and church.
10. The buildings are to be evacuated either at the sound of the alarm or on somebody shouting "FIRE". Evacuate as follows:
- a. **From the hall** - all fire exits are clearly marked and include the main entrance, the fire doors on three walls of the main hall, through the crèche.
 - b. **From church** - at the rear of church through the main door or via the hall door; at the front right or left through the vestry.
11. Notices are displayed prominently to indicate evacuation procedures to be taken in the event of fire.

12. All fire equipment is tested annually by a qualified practitioner.
13. The emergency procedures will be explained at the beginning of all additional events in Church-owned premises.
14. **Contractors and fire safety.** Contractors' equipment that is deemed flammable or combustible must not be left unattended or carried through areas where other users are present. They must not smoke within the Church-owned buildings and must conform to their own fire safety regulations.
15. **Monitoring of fire safety issues**
All users of property owned by St John's are encouraged to identify and report all potential fire hazards in the buildings and to suggest schemes by which these problems may be solved or the hazards minimised.
16. The Wardens are to designate a member of the PCC who is to make regular inspections of the buildings to monitor and comment on fire safety issues. It is the responsibility of the PCC to identify and plan for appropriate fire safety training. Inspections of the contents and fabric of the buildings relating to fire safety will be performed by the Wardens, and all hazards identified and reported to the PCC.
17. **Safe plant and equipment.** No unauthorised electrical equipment may be used on church / hall premises. Where appropriate residual current safety devices are to be employed on all electrical equipment in the church/hall. Electrical equipment will be bought from reputable suppliers to satisfy insurance requirements and fire regulations.
18. The PCC will identify plant/equipment needing maintenance and that may become a fire hazard, and will ascertain that maintenance is implemented promptly. Any problems found with plant and/or equipment must be reported to the Wardens. The PCC will check that new plant and equipment meets fire safety standards before it is purchased.
19. **Fire and safety risks arising from work activities.** The PCC is to:
 - a. oversee the assessment of potential Fire risks on Church-owned property. The findings of all fire risk assessments will be reported in full to the PCC and minuted
 - b. Take action to remove/control risks
 - c. check that implemented actions have removed/reduced the risks of fire.
 - d. review Fire Assessments every year or when the work activity changes, whichever occurs soonest.
20. All group leaders should carry out their own risk assessments on all activities.
21. **Consultation with users.** All regular users of Church-owned property will be given a copy of this Fire policy and are invited to offer feedback to the PCC.