



Fire Safety Policy

We recognise and accept our responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use the church premises. This Fire Safety Policy is a sub-policy of the main Health & Safety Policy. It is maintained separately from the main policy to enable it to be made available easily to hirers and other users of the Church premises.

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Section A - Fire Safety policy

1 Escape routes

- 1.1 All escape routes must be properly maintained and kept free from obstruction at all times.
- 1.2 A regular inspection should be carried out to ensure that:
 - a) All doors that are on escape routes must be easily openable without the use of a key or special procedure.
 - b) All escape routes, including staircases, corridors, doorways, etc. are free from obstruction.
 - c) All self-closing devices fitted to doors should be effective in operation.
 - d) All doors fitted with automatic door release mechanisms specified in your risk assessment should be tested in conjunction with tests for the fire warning system (see section 2.2).
 - e) All walls, doors, floors and glazing, which are required to stop the passage of fire and smoke should be inspected to ensure that the fire and smoke resistance is being maintained i.e. no holes in walls and floors, no broken glazing, doors are not damaged and smoke seals touch the door and frame continuously, etc.
 - f) All fire doors must be used as the instructions given on the door. For example, it may say 'Fire door keep shut' in which case they should be in the shut position at all times unless fitted with a self-closing device linked to the building's fire alarm (doors to hall from Gathering space). Doors that state 'Fire door keep locked shut', should also be locked (high risk storage cupboards).
- 1.3 **NOTE: Before making any alteration to the internal layout of the premises, the risk assessment for Escape Routes must be reviewed.**

2 Fire Warning (Alarm) and Automatic Fire Detection Systems

- 2.1 The following tests/inspections should be carried out in addition to any other tests recommended by the manufacturer, supplier or installer of the system. Please refer to the Maintenance Schedule for recorded servicing frequency.
- 2.2 **Weekly Test:** The Housekeeper will test the system at the same time every week using a different call point each time (if they are away, the Administrator will do it). This ensures sequential testing of all call points'. This will also include opening the shutters, either side of the kitchen, and the doors into the hall to make sure they close when the fire alarm goes off. This is then recorded on the sheet provided.
- 2.3 **Periodic Inspection and Test:** Fire Risk UK has been appointed, by TRBC, to inspect the fire alarm and emergency lighting every 6 months. They will do a comprehensive check and test sequence, in accordance with the current standard such as the British Standard for Fire detection and fire alarm systems for buildings BS5839 Pt1.
- 2.4 **False Alarms:** Every actuation of the fire alarm should be recorded in the logbook, including false alarms. The cause of the alarm should be recorded together with any action taken to avoid a repeat occurrence. This will enable the alarm system to be managed in accordance with BS5839. These records will also assist a service engineer to maintain the system.
- 2.5 **NOTE: Any maintenance of the fire alarm and automatic fire detection system, which necessitates the system being inoperative for any period, must be carried out at a time when the building is unoccupied, unless suitable temporary arrangements are instigated.**

3 Fire Fighting Equipment

- 3.1 **Routine Inspection by User:** A regular inspection of all extinguishers should be carried out by the Housekeeper to ensure that they are in their appropriate position (if they are away, the Administrator will do it).

- 3.2 **Annual Inspection, service and maintenance:** The annual inspection, service and maintenance of portable extinguishers will be carried out by Fire Risk UK in accordance with the relevant part of the current standard for "Fire Extinguishing Installations and Equipment in Premises", BS5306, Part 3, and in accordance with the manufacturers' instructions.
- 3.3 Satisfactory annual tests should be recorded on a label on each extinguisher.
- 3.4 Fire Risk UK owns the fire extinguishers and loan them to us. They will replace them if any run empty or have any problems. Should an extinguisher be used, a member of staff needs to inform them.

4 Emergency Lighting

- 4.1 Regular servicing of emergency lighting systems is essential.
- 4.2 **Routine Inspection and Tests:** The monthly function test is carried out by the Administrator at the end of each month (if they are away, the Housekeeper will do it). This simply involves switching on the lights for a short period to ensure they illuminate and switching back off. This is then recorded on the sheet provided.
- 4.3 The **annual discharge tests** are carried out by Fire Risk UK in accordance with the current standard for Emergency Lighting, BS5266.

5 Records of Fire Drills and Training

- 5.1 Fire drills are to be done once a year, at the end of a church service, as this is when the building is at its busiest.
- 5.2 **Training:** All employees must receive instruction and training to ensure that they understand the fire precautions in the building and the actions to take in the event of fire.
- 5.3 Any special needs for those less able must be taken into account.
- 5.4 Staff Training should include:
- Action to be taken upon discovering a fire
 - Action to be taken upon hearing the fire alarm
 - Raising the alarm including location of call points
 - Correct method of calling the fire service
 - The location and use of firefighting equipment
 - Knowledge of escape routes
 - Appreciation of the importance of fire doors and the need for them to be shut at all times (unless on automatic closers)
 - Use of the refuge space for those who are upstairs and unable to use the stairs
- 5.5 Newly appointed staff must receive suitable training and be made aware of the means of escape and fire procedures at the commencement of their employment.

Section B - Version control

Version	Comment	Date	Approved by
v1.0	First version	24/09/2014	Church meeting
v2.0	Second version	13/06/2017	Church meeting
v2.1	Revised by Administrator	10/06/2020	
v2.2	Revised into new template	04/11/2022	
v2.3	Revised into TRBC standard fonts	20/03/2023	
v3.2	Version number altered in version control	04/09/2023	
v3.3	Revised by trustees	16/07/2024	
v4.0	Approved	16/07/2024	Trustees