



TRBC 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.

Contents

Section A - Fire Safety Policy	2
1 Annual fire risk assessment	2
2 Escape routes	2
3 Fire Warning (Alarm) and Automatic Fire Detection Systems	2
4 Action to prevent a Fire.....	3
5 Action in the event of a Fire Alarm Activation	3
6 Firefighting equipment	3
7 Emergency lighting	4
8 Records of Fire Drills and Training	4
Section B - Version control.....	5

Section A - Fire Safety Policy

1 Annual fire risk assessment

- 1.1 The Trustees will hold an annual review of its Fire Risk Assessment, taking account of new legislative requirements and drawing, as necessary, upon external advice. The annual review should look at all aspects of fire safety and should identify any actions required to improve fire safety, including any appropriate changes in this Fire Safety Policy.

2 Escape routes

- 2.1 All escape routes must be properly maintained, sign-posted, and kept free from obstruction at all times.
- 2.2 A regular inspection should be carried out to ensure that:
- a) All doors that are on escape routes are easily openable without the use of a key or special procedure with the exception of the Garden Gate which requires a code (which is displayed in a wall mounted box next to the gate).
 - b) All escape routes, including staircases, corridors, doorways, etc. are free from obstruction.
 - c) All self-closing devices fitted to doors are effective in operation.
 - d) All doors fitted with automatic door release mechanisms specified in the risk assessment are tested in conjunction with tests for the fire warning system (see section 3.1).
 - e) All walls, doors, floors and glazing, which are required to stop the passage of fire and smoke, continue to maintain their fire and smoke resistance, that is, that there are no holes in walls and floors and no broken glazing, that doors are not damaged and that smoke seals touch the door and frame continuously, etc.
- 2.3 All fire doors must be used as per 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).
- 2.4 **NOTE: Before making any alteration to the internal layout of the premises, the risk assessment for Escape Routes must be reviewed.**

3 Fire Warning (Alarm) and Automatic Fire Detection Systems

- 3.1 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.
- a) **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.
 - b) **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.
- 3.2 **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.
- 3.3 **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.**

4 Action to prevent a Fire

- 4.1 Reduce the likely incidence of fire by not allowing the accumulation of combustible materials, e.g. paper, card, packaging materials, flammable liquids or paints etc., beyond that which is essential for the immediate ongoing work of your activity.
- 4.2 Do not leave flammable materials in an escape route for any reason.
- 4.3 Report immediately all defects to fire doors, fire alarm systems, electrical equipment, etc. which could allow the spread of fire or smoke, or cause or create a fire, or prevent staff / leaders from hearing or sounding an alarm.
- 4.4 Observe electrical safety by switching off unused equipment and removing plugs when work ceases.

5 Action in the event of a Fire Alarm Activation

- 5.1 In all cases, firefighting **MUST** be secondary to life safety; sounding the alarm to give warning to others and ensuring evacuation to a place of safety is the prime concern.
- 5.2 In TRBC, **the Trustees, Key Holders and others so appointed** will act as **Fire Marshals**. Unless you are a designated **Fire Marshal**, you should evacuate the building as soon as the Fire Alarm sounds. On hearing the alarm, the role of the **Fire Marshals** is as follows:
 - 5.3 The Prime Role of the Fire Marshals is to Manage Life Risk in an Emergency
 - 5.4 Life risk is managed in an Emergency by the Control and Supervision of an Evacuation
 - a) Take charge as soon as a Fire Alarm sounds
 - b) Direct all persons to leave the building via the nearest safe Fire Exit.
 - c) Ensure that any disabled people on the first floor are placed in the refuge area
 - d) Ensure that the building has been evacuated, checking that all rooms, toilets, etc are clear.
 - e) Ensure that Fire and Rescue Service has been called
 - f) Indicate to evacuees the safe area where they should gather.
 - g) Prevent the evacuees re-entering the building
 - h) Determine whether there is a fire or a false alarm, by a Fire Marshal re-entering the building if it is safe to do so. If not, await the Fire and Rescue Service.
 - 5.5 **IF NO FIRE IS FOUND** and being satisfied that it is a false alarm, silence the alarm and inform the other key holders that it is safe for people to re-enter the building.
 - 5.6 **IF A FIRE IS CONFIRMED**
 - a) If it is safe to do so, a key holder should ascend the staircase and ensure that the first floor has been evacuated, and that any disabled people who cannot descend the stairs are in the refuge area
 - b) Fire Marshals should take up position in the Assembly Area and make sure no-one re-enters the building
 - c) Fire Marshals will remain at their post until relieved by the emergency services, or in the case of a false alarm, told to stand down.
 - 5.7 Once the building is declared safe, **ensure that the Fire Alarm system is re-set**.

6 Firefighting equipment

- 6.1 **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).

- 6.2 **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.
- 6.3 Satisfactory annual tests should be recorded on a label on each extinguisher.
- 6.4 Fire Risk UK owns the fire extinguishers and loans 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 Fire Risk UK.

7 Emergency lighting

- 7.1 Regular servicing of emergency lighting systems is essential.
- 7.2 **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.
- 7.3 The **annual discharge tests** are carried out by Fire Risk UK in accordance with the current standard for Emergency Lighting, BS5266.

8 Records of Fire Drills and Training

- 8.1 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.
- 8.2 **Training:** All trustees, key holders and 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.
- 8.3 Any special needs for those less able must be taken into account.
- 8.4 Training should include:
 - a) Action to be taken upon discovering a fire
 - b) Action to be taken upon hearing the fire alarm
 - c) Raising the alarm including location of call points
 - d) Correct method of calling the fire service
 - e) The location and use of firefighting equipment
 - f) Knowledge of escape routes
 - g) Appreciation of the importance of fire doors and the need for them to be shut at all times (unless on automatic closers)
 - h) Use of the refuge space for those who are upstairs and unable to use the stairs.
- 8.5 Newly appointed staff, trustees and key holders must receive suitable training and be made aware of the means of escape and fire procedures when they take up their positions.

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
v3.2	Version number altered in version control	04/09/2023	
v4.0	Fourth version	16/07/2024	Trustees
v4.1	Kevin's draft		
v4.2	Conformed formatting to TRBC template		
v5.0	Fifth version	16/06/2026	Trustees