

Parkgate & Neston United Reformed Church

Fire Safety Policy

General Statement of Policy

This is the Fire Safety Policy of Parkgate & Neston United Reformed Church.

This Policy and the way in which it operates will be reviewed every two years, although this is a continuous working document. A copy of the policy will be displayed in the Hall. Hirers, users, volunteers and visitors will be made aware of it and must observe and support it.

1. Introduction

This Policy is designed to contribute to the safety of Parkgate & Neston United Reformed Church users, volunteers, hirers, and visitors, demonstrating a continuous improvement in fire safety performance.

Parkgate & Neston United Reformed Church are to ensure all users, volunteers, hirers, and visitors know what action should be taken in the event of a fire within the building. This policy has relevance to those organising functions in the Hall.

To ensure action is taken to minimise the probability of a fire starting and ensuring all fire safety measures for the protection of users, volunteers, hirers, and visitors are in place and maintained.

2. Legislation

This Policy is written in line with the requirements of:

- The Fire Safety Order 2005
- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999

3. Management

Parkgate & Neston United Reformed Church are to maintain and provide a safe environment for all users, volunteers, hirers, and visitors.

Parkgate & Neston United Reformed Church to continually improve its fire safety performance.

All users, volunteers, hirers, and visitors are to participate in maintaining sufficient fire safety.

Parkgate & Neston United Reformed Church are to recognise legal requirements are the minimum standards to be maintained.

Parkgate & Neston United Reformed Church are to conduct a Fire Risk Assessment.

4. Responsibilities

General Health and Safety responsibilities can be found in the Parkgate & Neston United Reformed Church Health & Safety Policy.

Elders / Trustees

- Overall legal responsibility for the Fire Safety of Parkgate & Neston United Reformed Church.
- Ensure Fire Safety Policy is followed.
- Promote and encourage high standards of performance in the Fire Safety Policy

Parkgate & Neston United Reformed Church Building & Maintenance Committee will appoint one of its members to act as Fire Safety Coordinator, a deputy will also be appointed.

Building & Maintenance Committee

- Ensure everyday compliance with the requirements of the Fire Safety Order 2005.
- Ensure Fire Safety Policy is followed.
- Promote and encourage high standards of performance in the Fire Safety Policy • To ensure the Fire Safety Policy is regularly reviewed and updated.
- Ensure users, volunteers and hirers are provided with a copy of the Fire Safety Policy and understand its contents.
- Ensure Fire Safety training is completed.

- To arrange and practice a fire drill twice yearly.
- Drawing to the attention of the Elders / Trustees any matters they are unable to deal with. Correspondence regarding these matters to be marked urgent.
- Ensure all hirers are given a copy of the fire evacuation plan.

Fire Safety Coordinator / Deputy

- Ensure everyday compliance with the requirements of the Fire Safety Order 2005.
- Ensure Fire Safety Policy is followed.
- Promote and encourage high standards of performance in the Fire Safety Policy.
- To ensure the correct equipment is available Policy compliance.
- Drawing to the attention of the Building & Maintenance Committee any matters they are unable to deal with. Correspondence regarding these matters to be marked urgent.
- Providing and monitor an emergency plan of evacuation.
- Complete, maintain and review Fire Risk Assessment.
- Record Keeping.
- Manage the electrical installation for the building.
- Testing in accordance with regulations.
- Emergency lighting to be tested monthly.
- Monthly fire fighting equipment checks.
- Ensure firefighting equipment receives an annual maintenance check by a certified person.
- Six monthly fire door checks.
- Weekly fire alarm testing
- Annual fire detection and alarm maintenance

Elders / Trustees & Volunteers

- Elders / Trustees and Volunteers to be trained in the Fire Evacuation Policy.
- Elders / Trustees and Volunteers to be trained in using fire fighting equipment.
- Ensure fire safety roles designated are clearly identified.
- Ensure fire exits, corridors and escape routes are clear from obstruction.
- In the event of a fire ensure a rapid notification and controlled eviction.
- Responsible for their own acts and the effect these may have upon the safety of themselves and others.
- Report any discrepancies to the appointed fire safety officer.
- Individuals are legally required to co-operate and work safely.

Visitors and Hirers

- Responsible for their own acts and the effect these may have upon the safety of themselves and others.
- To comply with Fire Safety Policy of Parkgate & Neston United Reformed Church.

5. Fire Equipment

Firefighting equipment will be provided in appropriate places within the Church, according to the particular fire risk posed. All firefighting equipment will be visually checked at least on a monthly basis by the responsible person, and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded. Any extinguisher that has been discharged / damaged must be replaced immediately by the recognised contractor.

Fire Alarm locations:

Fire Alarm Panel Adjacent to main entrance door

Manual Call Points Adjacent to main entrance door
 Adjacent to main door
 Adjacent to rear fire door
 Adjacent to School Room exit door (basement)
 Adjacent to basement fire door exit (back corridor)
 Adjacent to boiler room door (basement)

Sounders / Strobes Main entrance
 Body of church (Nave) 2 Nr.
 School room (basement)

Smoke Alarms Boiler room (basement)
 School room (basement)
 Corridor (basement)
 Rear corridor (basement)
 Back storage area (basement)

Fire Extinguisher locations

Foam 6 litre	Church Lobby
CO2 2 Kg	Church Lobby
CO2 2Kg	Side room
2 litre foam	Next to Organ
6 litre foam	Rear door
Water 9 litre	Basement entrance
Powder 2Kg	Basement entrance
Powder 2 Kg	Basement
Fire Blanket	Basement kitchen area
Foam 2 litre	Basement kitchen area

6. Means of Escape

All fire doors will be checked monthly

A check will be carried out to ensure corridors / escape routes are clear of obstruction on every use of the hall and weekly.

7. Records

All tests and checks will be recorded and any discrepancies found will be communicated to the Building and Maintenance Committee.

8. Electrical Equipment and Appliances

The Church's electrical installation will be inspected and tested every 5 years by a recognised contractor. All portable electrical equipment to be tested bi-annually by a recognised contractor.

The results of all electrical inspections and tests shall be recorded.

Users and hirers are not permitted to bring their own electrical equipment onto the premises unless it has had a certified PAT test.

The church's gas boiler will be serviced annually by a registered contractor and the results recorded.

9. Training and Instruction

All Elders / Trustees will receive appropriate training in use of fire fighting equipment, evacuation procedures.

All hirers of the church will be given a copy of this policy and the associated appendices.

Smoking is not permitted anywhere within the church.

10. Signage & Assembly Point

All fire exits shall be clearly identified and have appropriate illuminated fire exits signs.

Fire Evacuation Procedure shall be displayed throughout the building, see appropriate procedure.

The Assembly point is:

LOWER END OF THE HALL CAR PARK



11. Fire Safety Procedure

A copy of the Fire Evacuation Procedure shall be displayed throughout the building.

Evacuation drills will be carried out twice a year.

All users of the church shall familiarise themselves with the layout of the building and the evacuation routes and location of the Assembly Point.

All regular hirer's of the church shall conduct their own fire evacuation drills for their event attendees.

Appointed Health and Safety Officer: Paul Lyon

Appointed Fire Safety Officer: Paul Lyon

Deputy Fire Safety Officer: Brian Jones

**Associated Policies: Parkgate & Neston United Reformed Church
Health & Safety Policy**

Compiled: July 2024

Reviewed: Nov. 2024

Paul Lyon Fire Safety Officer

Date: 07-11-2024