

## FIRE SAFETY POLICY

<b>IGNITION HAZARDS</b>				
<b>Ignition Hazard</b>	<b>Policy</b>	<b>Action</b>	<b>Responsibility</b>	<b>Notes</b>
Smoker's materials	A strict 'NO SMOKING' policy in the building			
Heaters/Boiler	Serviced annually by professional engineers; maintenance only by qualified engineers	Log service and maintenance; ensure annual servicing	Church Wardens	
Electrical Equipment and Lighting	<ul style="list-style-type: none"> <li>• Portable appliances to be tested annually by qualified person.</li> <li>• Electrical installation to be tested by NICEIC registered electrician every 5 years.</li> <li>• Any maintenance or installations to be undertaken by suitably qualified person and tested.</li> </ul>	Testing and maintenance logged	Church Wardens	
Portable Heaters	<ul style="list-style-type: none"> <li>• To be kept at a safe distance from any flammable material.</li> <li>• Not to be left on without adult supervision.</li> </ul>		Church Wardens, Clergy, Bellringers	
Candles (General)	<ul style="list-style-type: none"> <li>• Matches to be stored securely and well-hidden.</li> <li>• Candles to be lit and extinguished by adults (or with adult supervision)</li> <li>• All candles to be extinguished (with a snuffer) after use.</li> </ul>		Church Wardens, Clergy Worship Leaders Sidespeople	
Decorative	<ul style="list-style-type: none"> <li>• To be sited</li> </ul>		Wardens,	

Candles	<p>securely, out of reach of children, in suitable stands, or on saucers (or equivalent) or trays.</p> <ul style="list-style-type: none"> <li>• Not to be left alight while unattended.</li> </ul>		Clergy Worship Leaders	
Services with hand-held candles (eg Christingle, Carols by Candlelight; All Souls' Memorial)	<ul style="list-style-type: none"> <li>• Candles must be long enough to ensure that they can be held safely</li> <li>• Drip shields must always be provided.</li> <li>• Before candles are lit, an announcement must give appropriate safety advice</li> <li>• Suitable containers of water must be placed around the building.</li> </ul>	<p>Announcement to include:</p> <ul style="list-style-type: none"> <li>• Fire safety caution;</li> <li>• Positions of extinguishers and water containers;</li> <li>• Fire exit directions</li> </ul>	Clergy Other Worship Leaders	
Arson	Stores of candles, matches etc to be stored securely and/or well-hidden..		Church Wardens, Clergy Other Worship Leaders	

<b>FUEL HAZARDS</b>				
<b>Fuel Hazard</b>	<b>Policy</b>	<b>Action</b>	<b>Responsibility</b>	<b>Notes</b>
Candles	To be stored securely, away from heat sources		clergy, Church Wardens	
Petrol & Oil	<ul style="list-style-type: none"> <li>• Petrol and oil for churchyard maintenance equipment is never to be stored in or around building.</li> <li>• Mowers, strimmers, etc must be emptied of fuel if stored on site.</li> </ul>		Church Wardens and Churchyard Manager	
Gas Cylinders	<ul style="list-style-type: none"> <li>• Will not be stored on site.</li> <li>• In portable heaters, hose to be disconnected when not in use.</li> </ul>			
Wax Polish and impregnated cleaning rags	To be kept in metal-lidded container		Church Wardens	

<b>RISKS TO PEOPLE</b>				
<b>Risk Reduction</b>	<b>Policy</b>	<b>Action</b>	<b>Responsibility</b>	<b>Notes</b>
Fire Extinguishers	Supply and siting as per advice from FESCO or Chubb. Annual testing and servicing by qualified engineers.	Log of extinguishers, positions, testing and servicing.	Church Wardens	(see also policy on services with hand-held candles.)
Escape Routes	<ul style="list-style-type: none"> <li>• All doors to be kept in good working order.</li> <li>• All exit doors to be unlocked during services.</li> <li>• All escape routes to be kept clear (NB siting of extra seating, etc)</li> </ul>		Deputy Wardens; Sidespeople; clergy	'priest's door' have a key in the lock during main services
St. James's Church Tower	<ul style="list-style-type: none"> <li>• All access doors to remain unlocked while ringers are in the chamber.</li> <li>• In the event of fire in the nave/chancel, a warning must be given immediately to anyone in the tower.</li> <li>• Emergency Lighting to be tested monthly.</li> </ul>	Worship Leaders and the Warden/ Sidespeople on duty need to be aware of those in	Clergy, Worship Leaders, Warden/ Sidespeople	Should the escape route through the tower kitchen be blocked by fire, people would have to escape to the tower roof (door is kept unlocked)
Assembly Points	Outside the building At Lytch Gate		Deputy Wardens, clergy, worship leaders	
<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• Church buildings can be regarded as normal or low risk environments. An outbreak of fire is likely to remain confined and spread slowly, allowing people time to escape safely, even if the church is full. With high ceilings, there is minimal danger of people being overcome by smoke.</li> <li>• Normal congregations would be able to escape the building in less than 3 minutes (low risk). Extra care is to be taken with large congregations, with all available doors unlocked in case of emergency.</li> </ul>				

## EMERGENCY PLAN

1. On discovering a fire the person concerned should shout 'FIRE' as loudly as possible, and several times if necessary;
2. Those responsible (eg for a service) will take the lead in initiating an evacuation, and ensure that the warning is immediately passed to those who may be in any inner rooms or the tower;
3. Special care will be given to ensure that disabled people are given immediate assistance to escape;
4. Evacuation will be to the nearest safe exit;
5. All people shall assemble outside the building at a specified safe place, supervised by one of the responsible people;
6. A responsible person shall assess whether or not it is safe to fight the fire with the equipment provided and/or whether to call the fire service.

Need to identify 'responsible people' for each service/event

**NOTE:** All those likely to be responsible for a service or an events, as well as the Church Wardens and Sidespeople shall familiarise themselves with this Fire Policy and Emergency Plan.