

Fire Safety Policy

1. Purpose:

This policy outlines the procedures and responsibilities for ensuring the safety of all individuals using the church or church hall and in the event of a fire or other emergency. We are committed to providing a safe environment for all who use the church, including staff, volunteers, members, and visitors.

2. Scope:

This policy applies to all areas of the church building (including the sanctuary, upstairs room, offices, kitchen and any other areas used for church activities) as well as the church hall.

3. Responsibilities:

- **Priest or Vicar / PCC:**
 - Ensure a fire risk assessment is conducted and updated regularly
 - Implement and maintain fire safety measures as outlined in the risk assessment
 - Ensure all staff and volunteers are trained in fire safety procedures
 - Regularly review and update this fire safety policy
- **Fabric Committee:**
 - Responsible for the day-to-day implementation of the fire safety policy
 - Conduct regular fire safety inspections and maintain records
 - Ensure fire extinguishers and alarm systems are properly maintained and tested
 - Coordinate fire drills and evacuation procedures
- **Volunteers / Users of the Church or Church Hall:**
 - Familiarize themselves with the fire safety policy and procedures
 - Report any fire hazards or safety concerns to the Vicar / PCC
 - Participate in fire drills and evacuation procedures
 - Know the location of fire extinguishers and how to use them

4. Fire Safety Procedures:

- **Fire Detection and Alarm:**
 - All fire alarms are tested regularly and are in good working order
 - All staff and volunteers must be aware of the location of fire alarms and how to activate them
- **Fire Extinguishers:**
 - Ensure that all fire extinguishers are readily accessible and in good working order
 - Only trained personnel should use fire extinguishers
- **Evacuation Procedures:**
 - In the event of a fire alarm, all occupants must evacuate the building immediately by the nearest exit
 - Evacuate to the designated assembly point
 - Do not re-enter the building until authorized by the Fire Brigade
 - Ensure that persons with disabilities are assisted in evacuating the building
- **Fire Drills:**

- Conduct regular fire drills to ensure that all occupants are familiar with evacuation procedures
- Document all fire drills and review the results
- **Fire Prevention:**
 - Ensure that all electrical equipment is maintained and inspected regularly
 - Do not overload electrical outlets or use extension cords improperly
 - Keep aisles and exits clear of obstructions
 - Store flammable materials in a safe and secure location
 - Ensure that all candles are extinguished before leaving the church
 - Ensure that gas appliances are cleaned after use
- **Emergency Contact Information:**
 - Post emergency contact information (Fire Brigade, Police, etc.) in a prominent location
 - Ensure that all staff and volunteers know how to contact emergency services

5. Review and Updates:

- This fire safety policy will be reviewed and updated annually, or as needed, to ensure that it remains current and effective
- Any changes to the policy will be communicated to all staff and volunteers

6. Compliance:

- All staff, volunteers, and users of the church premises are expected to comply with this fire safety policy