

FIRE RISKS & PROCEDURES

1. RESPONSIBLE PERSONS

During services it is the responsibility of Duty Churchwarden, Sidesman & Children's Leader to be aware of all Fire Risks & to ensure compliance with Fire Procedures and be responsible for safe evacuation.

For other activities – Courses; Coffee Mornings; Children's activities etc it is the responsibility of the Organiser to be aware of all Fire Risks & to ensure compliance with Fire Procedures and be responsible for safe evacuation.

2. PRINCIPAL FIRE RISKS

- Lighted Candles – during services
- Electrical & electrical appliances failure – Vestry & Body of Church
- Fire Risk – Kitchen appliances & Hob [NB all electric]
- Gas Explosion – Boiler Room
- Combustible Materials – Shed in Churchyard

3. FIRE DETECTION

- There is no automatic fire detection in the main body of the church or in the vestry
- The Cornerstone Room is protected by fire detection system and fire alarms.
- In the event the alarm triggers the Internal Fire Door between the main body of the church and The Cornerstone Room shuts automatically to prevent the spread of fire to the main body of the Church.

ESSENTIAL PRECAUTIONS

The Church has 3 Exits: The Main Door; The External Vestry Door; The External Door in the Cornerstone Room

1. **SERVICES** - ALL DOORS MUST BE UNLOCKED WHENEVER THERE IS A CHURCH SERVICE [NB Vestry Door leave key in lock – do not unlock]
2. **OTHER ACTIVITIES** – THE MAIN DOOR AND CORNERSTONE ROOM EXIT MUST BE UNLOCKED
3. **THE DUTY WARDEN OR ORGANISER** MUST CARRY A MOBILE PHONE
4. **CHILDREN** MUST NEVER BE LEFT UNSUPERVISED IN THE CORNERSTONE ROOM
5. **EVENING SERVICES** – DUTY WARDEN & SIDESMAN TO HAVE FLOOD LIGHTS ALONGSIDE THEM TO AID EVACUATION

EVACUATION PROCEDURES DURING SERVICES

FIRE IN MAIN BODY OF CHURCH OR VESTRY

1. A VERBAL WARNING & DECISION TO EVACUATE WILL BE ANNOUNCED BY THE DUTY WARDEN
2. CONGREGATION IN REAR PART OF CHURCH WILL EXIT VIA THE CORNERSTONE ROOM EXIT.
3. CONGREGATION IN MIDDLE & FRONT OF CHURCH WILL EXIT VIA MAIN DOOR OR VESTRY DOOR
4. SIDESMAN ARE RESPONSIBLE FOR ENSURING SAFE EVACUATION
5. ASSEMBLY POINT – CHURCH GREEN
6. DUTY WARDEN WILL CO-ORDINATE ATTACK ON FIRE
7. DUTY WARDEN WILL CALL EMERGENCY SERVICES

FIRE IN CORNERSTONE ROOM

NB – AN AUTOMATIC ALARM WILL SOUND AND THE INTERNAL FIRE DOOR WILL CLOSE

1. OCCUPANTS IN THE CORNERSTONE ROOM EXIT VIA THE EXTERNAL DOOR
2. A VERBAL WARNING & DECISION TO EVACUATE WILL BE ANNOUNCED BY THE DUTY WARDEN
3. CONGREGATION IN MIDDLE AND REAR PART OF CHURCH WILL EXIT VIA MAIN DOOR
4. CONGREGATION IN FRONT OF CHURCH WILL EXIT VIA VESTRY DOOR
5. SIDESMAN ARE RESPONSIBLE FOR ENSURING SAFE EVACUATION
6. ASSEMBLY POINT – CHURCH GREEN
7. DUTY WARDEN WILL DELIGATE SOEMONE TO CALL EMERGENCY SERVICES
8. DUTY WARDEN WILL CO-ORDINATE ATTACK ON FIRE IF SAFE TO DO SO

EVACUATION PROCEDURES DURING “OTHER ACTIVITIES”

1. A VERBAL WARNING & DECISION TO EVACUATE WILL BE ANNOUNCED BY THE ORGANISER
2. PARICIPANTS WILL EVACUATE THROUGH THE APPROPRIATE EXIT
3. THE ORGANISER WILL CO-ORDINATE AN ATTACK ON THE FIRE
4. THE ORGANISER WILL CALL THE EMERGENCY SERVICES
5. ASSEMBLY POINT – CHURCH GREEN

Policy Owned By: Church Wardens

Reviewed By: EDF PCC

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Next Review Due: 15.01.25