

St Mary the Virgin Friston

HEALTH & SAFETY POLICY & PROCEDURES

Fire risks & procedures

1. Responsible persons

During services it is the responsibility of Duty Churchwarden and sides persons to be aware of all Fire Risks, to ensure compliance with Fire Procedures and be responsible for safe evacuation.

2. Training: Emergency Plan in event of Fire

A copy of the emergency plan is posted in a prominent position in the vestry of the Church. All wardens, sides persons and church teams must be familiar with the contents of this plan. It describes action on to be taken to evacuate the church, how to contact emergency services and confirms the OS Grid reference of the church (552 982). Wardens, sides persons and others described above are aware of the fire risks identified below and associated prevention measures.

3. Principal fire risks

- Lighted Candles – during services
- Electrical & electrical appliances failure – Vestry & Body of Church
- Gas Explosion – Boiler in vestry
- Combustible Materials brought onto or stored on the premises.

4 Fire detection

There is no automatic fire detection in the main body of the church or in the vestry. Vigilance on the part of Wardens, sides persons, users of the church and on the part of those who visit the church and open and close it daily is therefore essential.

Essential precautions

The Church has 2 Exits, the Main Door, and the External Vestry Door.

1. **services** – the main door must be unlocked whenever there is a church service – the Vestry Door should have a key left in lock – but should not be unlocked until needed.
2. **other activities** – THE MAIN DOOR MUST BE UNLOCKED
3. **the duty warden or organiser** MUST CARRY A MOBILE PHONE
4. **evening services** – DUTY WARDEN & SIDESMAN TO HAVE FLOOD LIGHTS ALONGSIDE THEM TO AID EVACUATION

Evacuation procedures during services

1. The emergency plan will be implemented, a loud verbal warning of the fire & decision to evacuate will be announced by the duty warden. The initial warning will be preceded by vigorous ringing of the handbell which is always placed in a prominent position outside the vestry door during services.
2. Congregation will exit via main door or vestry door as directed by duty warden or sides person.
3. Warden and sides persons are responsible for ensuring safe evacuation.
4. Assembly point – Memorial Garden as specified by Emergency plan.
5. Duty warden will co-ordinate attack on fire (where personal safety permits) using the fire extinguishers fitted in the church.
6. Duty warden or person designated by the warden will call emergency services.

evacuation procedures during “other activities”

1. A verbal warning & decision to evacuate will be announced by the organiser.
2. Participants 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 – Memorial Garden.

policy owned by: church wardens

reviewed by: EDF PCC

date last reviewed: 15.01.2024

next review due: 15.01.2025