



## FIRE SAFETY POLICY

**Authorised :**

**Signed :** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Position :** \_\_\_\_\_

## Fire Safety Policy

### Introduction

Bethel Baptist Church is committed to ensuring preventive and risk management of fire in accordance with the Regulatory Reform (Fire Safety) Order 2005.

The Fire Safety Policy will aim to ensure the safety of all workers, contractors, volunteers and visitors who attend the Church premises, who participate in church activities elsewhere, and as far as is reasonable and practicable, offer advice and guidance as follows:

- To identify FIRE Precautions risks, and to control those risks wherever practicable.
- To plan and update In the event of a fire a Procedure and escape route plan
- To ensure all Fire equipment is maintained and tested
- To provide information, instruction and training for employees and volunteers.
- To provide support and supervision to all employees and volunteers working on behalf of Bethel Baptist Church.
- To seek to minimise accidents and work-related ill health resulting from Fire.
- To review this policy and associated procedures on a regular basis, at least annually.

### Responsibilities

	<b>Task</b>	<b>Position or name</b>
1	Ensuring all exits are available and useable during time people are in the premises (recommended daily)	Church Centre Manger / Designated member of Admin team
2	Firefighting equipment is in place and undamaged (recommended weekly)	Church Centre Manger / Designated member of Admin team
3	Staff have received induction training	Church Centre Manger / Designated member of Admin team
4	The daily check of the fire alarm	Church Centre Manger / Designated member of Admin team
5	The weekly test of the fire alarm	Church Centre Manger / Designated member of Admin team
6	The monthly test of the emergency lighting	Church Centre Manger / Designated member of Admin team
7	Completion of the Fire Risk Assessment	Church Centre Manger/

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		Health and safety officer
8	Ensuring the fire alarm, emergency lighting and fire fighting equipment (and other fire safety measures if found) is serviced by a competent person	Church Centre Manger/ Health and safety officer
9	Ensuring appropriate cleaning of kitchen extract ducts where appropriate	Church Centre Manger / Designated member of Admin team
10	Ensuring portable electrical appliances are maintained as required (PAT)	Church Centre Manger/ Health and safety officer
11	Ensuring fixed electrics are inspected at least once every five years	Health and safety officer/ Fire safety officer
12	Provision of refresher training for employees and volunteers	Health and safety officer/ Fire safety officer
13	Conduct an annual fire evacuation drill	Health and safety officer/ Fire safety officer

Employees and volunteers have a responsibility for their own and others fire safety. Any identified risks or potentially dangerous issues should be reported to the Church Centre Manager for action.

Employees and volunteers are forbidden from carrying out actions that could compromise their or others fire safety and where staff are found to carry out such actions they may be subject to disciplinary proceedings.

### Fire Strategy

In the event of a fire the following actions will be taken :-

1. The fire alarm will be triggered.
2. On hearing the fire alarm, the building will be vacated, leaving by the nearest exit.
3. All designated internal fire exits will be used, they are clearly marked as fire exits using the 'Running Man' symbol or white and green signage.
4. All occupants will make their way to the Assembly Point located at the far end of the car park and will be encouraged to remain until a roll call can be completed.
5. The Emergency Services will be called.
6. Clear access to the site for emergency vehicles will be maintained.
7. Re-entry to the building must not be attempted.

Employees and volunteers will receive fire safety training including the use of fire extinguishers however their overriding responsibility is to sound the alarm and initiate an evacuation of the immediate area and building.

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The Fire Safety strategy will concentrate on the preservation of life and not property protection.

### **Fire Risk Assessment (FRA)**

The FRA is a comprehensive assessment of the building, the processes taking place and the people expected to use it thereby ensuring that all relevant people are not at an unacceptable risk from fire or its effects. The assessment considers life safety and not property protection.

The assessment will provide a list of Significant Findings These are items that are likely to present an unacceptable risk to people and will specify: what the problem is, what existing control measures are in place and what additional measures should be instigated.

A fire risk assessment will be completed for each area of the church. The FRA will be reviewed annually or when there is a major change in circumstance to the premises.

Issues raised within the FRA will be addressed as a matter of priority.

A hard copy of the FRA will be held on site in a safe place.

### **Testing and Maintenance**

#### **1. Fire Alarm and Detection**

The level of coverage will be set by the FRA and serviced in accordance with the relevant British Standard (BS5839 Pt 1: 2013) by a competent person.

The alarm will be inspected daily by staff to ensure it is showing a healthy supply i.e. a green light on panel.

The call points will be tested weekly by using a test key to operate a different call point each week on a rolling program.

Records of the tests will be maintained on site for inspection.

#### **2. Emergency Lighting**

The level of emergency lighting will be dictated by the FRA.

The installed system will be tested monthly by Church Centre Manager using a suitable test key or isolating the lights by using the local light circuit breaker.

The system will be serviced annually by competent engineers in accordance with BS 5266 Pt 1: 2005.

Records of the tests will be maintained on site for inspection by Fire Safety Officer.

#### **3. Portable Electrical Equipment**

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The portable electrical equipment within the building will be tested annually to ensure it is fit for purpose and in a safe condition. Tests will be conducted in accordance with HSE guidance and records held to show due diligence.

### 4. Portable Fire Fighting Equipment

All portable firefighting equipment will be inspected to ensure it appears in good condition, all extinguishers have a safety pin and plastic tag fitted and all equipment is in its appropriate position.

The equipment will be serviced annually by competent personnel in accordance with the manufactures instructions and BS 5306 Pt 3.

### 5. Means of Escape

The Church Centre Manager or designated on-site staff will check daily that all corridors and stairs are kept clear of obstructions and combustible material.

### 6. Records of Testing & Maintenance

Accurate records associated with testing and maintenance of fire safety measures as well as staff training and evacuation drills will be maintained.

Records will be kept on site in a single file with the following information:

- Date of test
- Item tested
- Result of test
- Action taken
- Person completing test

Training records will be retained on site for the period of employee engagement. Records will be treated as confidential but will be made available on request by inspecting authorities.

### **Use of firefighting equipment.**

When a fire is detected any attempt to extinguish it must only be made once the fire alarm has been activated, the building is being vacated and the Fire Service has been called.

All extinguishers will conform to the British Standard BS EN 3, which means that they will have a red body and icons to indicate the types of fire they can be used on. Older extinguishers are colour coded and have instructions for use written on the label.

### **Do NOT attempt to fight a fire if:**

- It is too big with flames reaching the ceiling.
- Hazardous materials are involved.
- There is any risk to personal safety or an escape route may be cut off by fire or smoke.
- Appropriate training has not been given in the use of fire extinguishers.

If it is considered possible to fight the fire locally determine the type of fire and use the appropriate extinguisher.

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### Icon indicators are as follows:



Indicates the extinguisher is suitable for use on Class A fires e.g. wood, paper etc., known as carbonaceous materials.



Indicates the extinguisher is suitable for use on Class B fires e.g. flammable liquids.



Indicates the extinguisher is suitable for use on Class C fires e.g. flammable gases **(Do NOT use an extinguisher on a flammable gas fire until the gas supply has been switched off).**



Indicates the extinguisher is suitable for use on **Electrical Fires.**

**Fire Blanket** - Effective at smothering a fire and protecting you from heat and flames. To operate, remove from container and unfold. Ensure you grip the blanket in such a way that your hands are inside the fold. Hold the blanket in front of you and lay it over the burning material, do not throw the blanket.

### Using an extinguisher

When using an extinguisher think **PASS** : **P**ull, **A**im, **S**queeze, **S**weep.

- **PULL** - out the locking pin or retaining clip;
- **AIM** - the nozzle or horn at the base of the fire;
- **SQUEEZE** - the handle of the lever;
- **SWEEP** - from side to side across the base of the fire.

Remember, putting water on a fire creates steam and steam burns can be fatal. Crouching will help avoid heat from the flames and steam.

**Fire extinguishers are first aid devices only and are no substitute for the Fire Service.**

### Training

All Employees and volunteers will be given induction training and will encompass:

- Action to take on discovering a fire or hearing the alarm
- Use of firefighting equipment
- Location of exits and Assembly points

Nominated key staff will receive additional annual training providing detailed knowledge on the installed fire safety measures and use of firefighting equipment.

All Employees and volunteers will sign the Instruction and Training record to show they have completed the training.

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Continuation training should be completed annually. All Employees and volunteers are to sign the Instruction and Training record to show they have completed the training.

### **Evacuation Drills**

It is anticipated this will take place without visitors. The drill should take place at least annually. All Employees and volunteers should sign the Instruction and Training record to show they have completed the drill.

### **Policy on Fire Fighting**

Employees and volunteers who have been trained in the use of portable fire fighting equipment may attempt to fight an uncontrolled fire where they feel confident it can be dealt with safely however they must not do this where they would put themselves or others at risk of harm from the fire or its effects.

Visitors are actively discouraged from fighting fire unless they have received specific training. Any such firefighting is carried out at their own risk.

Sufficient firefighting equipment will be retained in the premises for the purpose of immediate first aid firefighting. The level of equipment provided will be decided by the fire risk assessment or other competent persons.

All such firefighting equipment must be serviced each year.

The Church Centre manager has the right to stop any contractor from working in or on the premises where they feel there is an unacceptable risk to the contractors, employees and/ volunteers.

### **Individuals with additional needs**

For the purpose of the Fire Safety Policy, an individual with additional needs is one whom is wheelchair bound or whose mobility is otherwise impaired, A person with sensory impairment, hearing or vision, that may affect their ability to hear the fire alarm or to evacuate the building safely will receive assistance to vacate the building.

### **Further information**

For further Fire Safety information refer to Regulatory Reform (Fire Safety) Order 2005.