

SLOUGH BAPTIST CHURCH POLICY	Fire Safety Policy
POLICY NUMBER: SBCP-07	



Primary Responsibility:	Secretary	
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DISTRIBUTION

Original	Slough Baptist Church Office
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1. Purpose and Scope

These procedures have been written to address the following at Slough Baptist Church premises:

- The safety and wellbeing of employees and users of the building;
- Acceptable levels of protection from fire of the contents and the structure; and
- The elimination of hazards to neighbouring buildings.

Other groups using the premises are responsible for safe evacuation of their employees, volunteers and members of the public.

2. Responsibilities

2.1 Fire Safety Co-ordinator

This role is held by the Church Secretary.

Duties include:

- Overall responsibility for maintaining and managing the fire safety procedures;
- Annual audit and follow up;
- Training of others in their general duties (see below);
- Ensuring that a fire drill takes place at least once per year.

2.2 Others with a Leadership Responsibility

This includes the following roles:

- Trustees;
- Pastors;
- Children's Group Leaders;
- Welcome Team Members;
- Others responsible for events outside of Sunday services.

Duties include:

- Understanding and communicating to other leaders / helpers the procedures in the event of a fire;

2.3 Church Manager

Duties include:

- Arranging for regular inspection and testing of all fire safety equipment, including:
 - Fire alarm system
 - Portable extinguishers;
 - Ordinary lighting;
 - Emergency lighting;
 - Kitchen fire blanket;

2.4 Caretaker

Duties include:

- Understanding the procedures in the event of a fire;
- General housekeeping;
- Checking that escape routes are free of obstructions, slip and trip hazards;
- Final check at the end of each day (when around) for:
 - Rubbish;
 - All equipment is switched off;
 - Fire doors are shut;
- Check smoke detectors on first floor monthly and record in a log.

3. Procedures

3.1 Evacuation in the Event of a Fire

Refer to Appendix A and Appendix B for the procedures to follow in the event of a fire during a Sunday Service or at other times, respectively.

3.2 Fire Drills

The Fire Safety Co-ordinator organises at least one fire drill each year during Sunday morning services (which represents by far the greatest attendance and risk).

The results of these drills are recorded in the Fire Safety Record File, including any recommendations and follow up actions.

3.3 Training

The Fire Safety Co-ordinator ensures that all leaders in 2.2 above are trained in the following:

- General principles given in these procedures;
- Fire safety evacuation procedures;
- Escape routes;
- Location of fire safety equipment (portable firefighting equipment, fire blankets and manual fire alarm points).

Copies of these procedures are given to each leader.

A record of the training carried out is recorded in the Fire Safety Record File.

3.4 Fire Safety Equipment and Escape Routes

A schedule of equipment and signage is maintained, including an annotated floor plan. An up-to-date copy is held in the Fire Safety Record File.

Portable fire extinguishers shall be inspected by the supplier (or other competent organisation) at least once every year. Where necessary, as deemed by the inspection, the fire extinguishers are to be refilled.

Escape route inspections shall be carried out at least once each year by a trustee with at least one member of staff. Signed exit doors and routes must be kept available, working and free of blockage.

Records are kept of inspections and resulting actions are maintained in the Fire Safety Record File.

3.5 House Keeping and Storage

All rubbish shall be regularly removed from the building (i.e. at least weekly and usually more frequently).

Large amounts of rubbish shall be removed immediately from the building.

All stored items shall be kept in a tidy manner.

Flammable materials shall not be stored beneath primary fire escape routes.

No flammable liquids or gases shall be stored in the boiler room.

3.6 Kitchen

No curtains or cloths shall be kept near to the cooker.

No deep fat frying shall take place on the premises.

A 34B fire extinguisher is provided by the doorway to the kitchen.

A fire blanket is stored in the kitchen, away from the cooker.

3.7 Electrical and Heating Systems

All electrical and heating systems are checked by a competent tradesperson at least annually for any faults.

Records are kept in the Fire Safety Record File of checks and resulting actions.

3.8 Contractors and Hot Work Permits

Where contractors conduct major or risky work (as deemed by either the Pastor, Fire Safety Co-ordinator or Church Manager) they are to produce an acceptable risk assessment addressing, amongst other matters, procedures to be taken to prevent accidental fire.

Hot working (e.g. welding, paint-stripping, cutting) is only to be carried out where necessary. Where it is necessary, it is carried out under a hot work permit system – details from the Fire Protection Association. This ensures that:

- Heat and hot particles and objects are kept away from combustible materials;
- Someone, other than the operator, is standing by with firefighting equipment to hand and watching for any outbreak of fire;
- The area is inspected one hour after work is complete to ensure there is no smouldering fire;
- The premises are only open to office staff and leaders.

3.9 Candles

Candles represent a fire risk. Care shall be exercised when candles are used.

APPENDIX A

SLOUGH BAPTIST CHURCH

FIRE PROCEDURES

Action to be taken in the event of a fire during a church service

1. By the person discovering the fire

- i) Raise the alarm by activating the fire alarm or shouting "FIRE, FIRE, FIRE".
- ii) After raising the alarm, leave the building by the nearest and quickest means.
- iii) Report to the Fire Officer (wearing yellow hat) informing them of location and nature of fire.
- iv) Proceed to the designated place of safety – the side alleyway leading to Beechwood Gardens or the pavement on Windsor Road, adjacent to the bus stops.
- v) Do not return to the building until the 'all clear' has been given.

2. By the Welcome Team – on hearing the alarm

- i) All Welcome Team members should be familiar with the locations of all fire exits and the fire evacuation box in the foyer.
- i) Get the fire evacuation box, containing yellow hat, loud-hailer and high-viz jackets from the foyer. The first person to get the hat is the Fire Officer. They should also wear a yellow, high-viz jacket.
- ii) The Fire Officer shall select two reliable helpers and give them high-viz jackets. These are the Fire Marshalls.
- iii) The Fire Marshalls should lead and encourage the congregation to move outside the building as quickly as possible to the assembly point about halfway into the passage to Beechwood Gardens and on the pavement further along Windsor Road, adjacent to the bus stops.
- iv) The Fire Officer must phone Fire and Rescue Services (dial 999). Do not enter the building to make the call. Use a mobile phone.
- v) Delegate one of the Fire Marshalls to go and meet the Fire and Rescue Services and direct them to the emergency.
- vi) Delegate one of the Fire Marshalls to speak to the Children's group leaders to determine if there are any children missing. The Fire Marshall shall report back to the Fire Officer. Details of any missing children should be reported immediately to the Fire & Rescue Services.
- vii) The Fire Officer and Fire Marshalls shall deter anyone from entering the building until the 'all clear' has been given.
- viii) The Fire Officer should give the 'all clear' once it is safe to do so.

3. Leaders of Children's Groups – on hearing the alarm

- i) Keep the children and young people calm. Organise them to safely exit the building, without running. Shut all windows and doors within easy reach as you are leaving.
- ii) Take the register with you.
- iii) Proceed to the designated place of safety – the side alleyway South of the Church Building leading to Beechwood Gardens. Keep your group with you and check they are all there.
- iv) If any are missing or you suspect they are still in the building, report this to the Fire Officer or one of the Fire Marshalls who are wearing high-viz jackets. Otherwise, report that all are safely out.
- v) Do not return to the building until the 'all clear' has been given.
- vi) If parents / carers are immediately present and wish to take their children directly after the 'all clear', the group leader should release the children and mark the register to indicate this.
- vii) Other children should return to the normal class location with the group leader and await collection by their parents / carers, following normal protocol for their group.

4. The Trustees – on hearing the alarm

- i) All Trustees should be familiar with the locations and operation of all exits and the fire evacuation box in the foyer.
- ii) If only a verbal alarm has been raised, activate the main alarm system using the nearest alarm point.
- iii) Take leadership, by opening exit doors, including those at the bottom of the stair wells, as wide as possible.
- iv) As you proceed towards the exits, provide assistance to members of the congregation that have reduced mobility or other additional needs.
- v) Help lead and encourage the congregation to move outside the building as quickly as possible to the assembly point in the passage to Beechwood Gardens or on the pavement along Windsor Road, adjacent to the bus stops.

5. Congregation – on hearing alarm

- i) Exit the building by the nearest exit to a place of safety - the side alleyway to the South of the Church Building leading to Beechwood Gardens or further along the pavement of Windsor Road, adjacent to the bus stops.
- ii) Please do not go and find your children in the church building. If they are in classes, they are being looked after and are exiting the building.
- iii) At the place of safety, the children will be with their group leaders and have been asked to remain with them. Please check they are ok but leave them with the group.
- iv) Do not return to the building until the 'all clear' has been given.

Appendix B

SLOUGH BAPTIST CHURCH

FIRE PROCEDURES

Action to be taken in the event of a fire not during a church service

1. By the person discovering it

- i) Raise the alarm by: either by shouting "FIRE, FIRE, FIRE" or activating the fire alarm. This person is the Fire Officer.
- ii) Call the Fire and Rescue Services (Dial 999). Do not enter the building to make the call. Use a mobile phone.
- iii) Meet and direct the Fire and Rescue Services to the emergency.
- iv) Give the 'all clear' once it is safe to do so.

2. Group Leaders – on hearing the alarm

- i) Organise the group to safely exit the building without running. Shut all windows and doors within easy reach as you are leaving.
- ii) If you are using a register, then take this with you.
- iii) Proceed to the designated place of safety – the side alleyway leading to Beechwood Gardens.
- iv) Check all the group is with you. If any are missing, inform the Fire Officer who will inform the Fire and Rescue Services.
- v) Do not return to the building until the 'all clear' has been given.

3. Anyone else in the building – on hearing the alarm

- i) Leave the building by the nearest fire exit and proceed to the designated place of safety – the side alleyway leading to Beechwood Gardens.
- ii) Do not return to the building until the 'all clear' has been given.