

# **WARWICK ROAD UNITED REFORMED CHURCH**

## **FIRE SAFETY MANAGEMENT POLICY**

**April 2008**

**Reviewed January 2009**

**Reviewed January 2010**

**Reviewed April 2012**

**Reviewed April 2014**

**Reviewed April 2018**

**Review date: April 2020**

## **1 Purpose of this Policy**

- 1.1 This policy aims to ensure that all appropriate actions to maximise fire safety on the premises are maintained.
- 1.2 The policy cross-refers to other policies in some instances, for example, lone working policy.
- 1.3 This policy should be read in conjunction with Fire Risk Assessments for the Sanctuary, the Church Centre and the Warwick Row properties which set out specific risks, measures and compliance in accordance with The Regulatory Reform (Fire Safety) Order 2005 which came into effect on 1<sup>st</sup> October 2006 in relation to Places of Worship.

## **2 Overall Fire Safety Management**

- 2.1 The Chair of Trustees and the Church Centre Manager will maintain an up-to-date policy for fire safety management, ensure monitoring of compliance is undertaken as specified in the policy and ensure action to minimise risks is undertaken as necessary.
- 2.2 The Church Centre Manager will ensure all users of the premises are aware of fire safety procedures through the provision of written information and training where necessary (for large gatherings).
- 2.3 Periodic Electrical Safety Inspections will be carried out at the specified times on the certificate. The most recent inspection was in January 2012.

## **3 Sources of Fuel & Ignition**

- 3.1 The principal source of fuel to both sets of premises is mains gas to the boilers. Control measures are in place for boiler systems and they serviced every 12 months.
- 3.2 Mains electricity is supplied in order power various electrical appliances. All appliances are electrically PAT tested annually.
- 3.3 Users of electrical appliances are encouraged to keep appliances unplugged from the mains supply where this is practicable and notices to all sockets advise this.
- 3.4 The use of candles on the premises shall only take place during acts of worship and shall not be left unattended at any time. Great care in the positioning of candles shall be exercised so as to minimise risk.
- 3.5 No sources of fuel (e.g. gas cylinders, flammable liquids, paint, candles, etc.) are to be stored on the premises without the express consent of the Church Centre Manager, Church Secretary or Chair of

Trustees. If such items are stored on the premises they shall only be kept in fire-proof cabinets.

#### **4 Dangerous Substances**

- 4.1 No dangerous substances are to be stored on the premises.

#### **5 Spread of Fire**

- 5.1 No flammable materials are to be kept in escape corridors.
- 5.2 The Church Vestibule side rooms are to be locked during services and performances when the front entrance doors are unlocked, so as to prevent the access into those rooms by any person seeking to start a fire. The Vestibule area in general will be monitored during services and performances using CCTV.

#### **6 Fire-fighting Procedures & Information**

##### Sanctuary

- 6.1 Fire Marshalls are to be appointed for all gatherings of more than 50 people. The Fire Marshalls will have positions in the vicinity of the downstairs (and if required, upstairs) emergency exits. If a fire is detected the fire bells at the front and rear of the Sanctuary will be sounded and then users of the building directed to the nearest appropriate emergency exit and out of the building. If the premises are used during hours of darkness then the Fire Marshalls will be provided with powerful torches to assist users to exit the premises, particularly down stairways.
- 6.2 For non-worship performances larger than 50 people the instructions for emergency evacuation will be given at the start of proceedings.
- 6.3 All users will be asked to assemble at the Point of Assembly on nearby Greyfriars Green and await instructions.

##### Church Centre

- 6.5 Fire Marshalls to be appointed
- 6.6 Users of premises information – written instructions in the event of fire.
- 6.7 All users will be asked to assemble at the Point of Assembly on nearby Greyfriars Green and await instructions.

##### Warwick Row Premises

- 6.8 Users and residents of 9, 11 and 12 Warwick Row – general fire safety information and advice, and information in the event of a fire.

## **7 Training**

- 7.1 Fire Marshalls will be provided with fire safety instructions prior to a large performance in the auditorium.

## **8 Emergency Routes & Exits**

- 8.1 All emergency escape routes are to be maintained with signage in accordance with Health & Safety Signs & Signals Regulations.
- 8.2 All emergency escape routes, both inside and outside the premises, are to be kept clear of flammable materials and obstructions.
- 8.3 Internal doors on emergency escape routes to be self-closing as agreed in relation to the Fire Risk Assessment.
- 8.4 External doors on emergency escape routes to have push bars for ease of exit.

## **9 Maintenance & Testing**

- 9.1 The fire alarm system in the Church Centre is to be serviced by a qualified agent at least every 6 months.
- 9.2 All fire extinguishers are to be serviced by a qualified agent every 12 months.
- 9.3 The emergency lighting exit signs are to be tested every month.
- 9.4 The emergency alarm pads in the Church Centre are to be tested in rotation weekly.
- 9.5 All electrical equipment on the premises are to be PAT tested every 12 months by a qualified electrician.

## **10 Records**

- 101 A hard copy record book is to be kept up-to-date by the Church Centre Manager and kept in the Church Office with all procedures, monitoring, servicing and testing information.

### **ACTION**

Draft a statement to all users of Sanctuary, Church Centre and Warwick Row premises.