



Trentham Parish Church Fire Safety Policy – Church and Church Centre

1. General Statement

This Policy is part of the suite of Church Health and Safety Policies under the terms of which The Parochial Church Council (PCC) accepts overall responsibility and will ensure that adequate resources are made available to achieve the objectives stated within.

Our priority is to keep safe all employees, volunteers, visitors and property.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about the organisation and arrangements for managing Fire Safety is set out in this document. A copy of it will be kept in the Church and made available to others on request. A copy will be posted on the website.

2. Responsible Person

The person responsible (Fire Warden) for managing Fire Safety in the Church Buildings is:

Paul Topping (Church Caretaker)

He has undergone suitable training for the position in January 2022.

During the course of a Church Service, Vergers and Sidespersons will act as Fire Marshalls to implement the Emergency Plan.

3. Fire Risk Assessment

It is our policy to renew a Fire Risk Assessment by a professional consultant every five years and to review the existing Assessment annually. The contents are communicated with employees and volunteers, highlighting identified risks and the appropriate safety measure that are put in place.



The most recent Assessment was conducted on 06/03/2018 by Rob Wild of Fire Risk Management Services. This was last reviewed by the Church Health and Safety Committee in 2021 when safety measures were assessed and recommendations were made.

The next full Assessment is due on 05/03/2023

4. Preventative Measures

All members of the congregation and especially those who have duties to perform at Church should be aware that prevention and care in removing any sources of fire danger, especially ignition and combustible materials, is the most important aspect of Fire Safety.

a) Visual Checks

One of the duties of Vergers and Sidespersons is to make a pre-Service check for any dangers, e.g. are there any elements of danger of fire risk which can be easily removed.

b) Combustible Materials

The presence of combustible materials is a fire risk, for example, should be handled with care and always double checked that they have been properly extinguished.

- Candles which are used in Church services should be handled with care, kept under observation and extinguished promptly when no longer needed.
- Matches and hand-held fire lighters should be stored away out of view and in a safe container.
- All cleaning chemicals and flammable liquids must be stored away and locked up.
- Electric heaters and radiators should be checked and turned off when not in use. Flammable materials close to such heaters e.g. roller blinds should be moved away.
- Waste Bins are secured in locked containers so that any flammable contents cannot cause a fire which may spread into the Church buildings.



c) Electrical Safety

All electrical equipment is tested annually to ensure safety. Any faulty electrical equipment is removed.

- The electricity mains input is tested by an electrician every five years. The next test is due in 2023.
- Users of electrical equipment are advised not to overload power sockets.
- Suspicious smells from electrical equipment should be reported to the Health and Safety Officer or the Fire Warden.
- The last person out of the buildings should check that appropriate appliances are turned off.

d) Safe Methods of Working

- Smoking is not permitted in any of the Church buildings or grounds. 'No Smoking' signs are displayed in appropriate places.
- Any working involving hot materials must follow 'Hot Work' principles (*see Appendix for details*)

5. Fire Drills & Alarms

- The Fire Warden will check weekly that the fire alarms are functioning, and will keep records of checks.
- Smoke alarms will be tested every month and records kept.
- We will hold an annual **fire drill** during Church Services.

See Emergency Evacuation Plans for details.

- The Risk Assessment for groups using the Church and Church Centre requires team leaders to communicate arrangements for evacuation of the buildings in the event of a fire.

6. Fire Extinguishers

- Fire Extinguishers are provided according to latest guidelines and are serviced annually by North Staffs Fire Co.
- Training will be given to all people responsible for the church services in the proper usage and application of the correct fire equipment for all types of fires.

See Appendix for Plan of Fire Extinguishers and record of training



7. Training and New Staff Induction

Training is provided to Employees, Vergers, Sidespersons and other key people for

- Fire Safety: general principles
- Fire Drill (Evacuation Plan)
- Using Fire Extinguishers

All new members of staff will be made aware of the above procedures.

8. Reporting Concerns

All members of the congregation have a role in reporting any issues regarding Fire Safety. Any concerns should be reported as soon as possible to the Health and Safety Officer or Fire Warden. *See Appendix for details.*

9. Fire Action Procedures and Evacuation Plan

a) General Principles

- **Church South door to be unlocked** during a Church Service.
- **North (main) door and side door are not to be locked** during a Church Service.
- **Fire Exits** to be kept clear of obstruction
- **Fire Doors** should not be held open by any means, e.g. wedges, ties, hooks etc.
- **Church Gallery** should not be used by young children, persons with disabilities or anyone requiring assistance to use stairs
- **Priority is to evacuate first**, then tackle fire if safe to do so
- **Fire Marshalls or leaders** to guide people quietly and safely to the Car Park
- **Special attention** should be paid to children, people with disabilities, hearing and sight impairment
- **Do not go back into building to retrieve items**
- **Fire Marshalls or leaders** should check all rooms to ensure that everyone is out of the buildings, only if safe to do so

b) Emergency Evacuation Plans for Church and Church Centre:

see below



Church Building Emergency Evacuation Plan

On discovering a fire

1. Raise the alarm

- **If during a service or event** immediately inform the Fire Warden or Sidespersons (Fire Marshalls)
- Fire Marshall wear high visibility vest if possible and blow the whistle to attract attention of worship or event leader.
- Ring fire warning bell
- Fire Marshall to inform leaders/responsible persons in Church Centre, if in use, of evacuation

- **If not** during a service or event
- Ring fire warning bell
- Inform leaders/responsible persons in Church Centre, if in use, of evacuation

2. Call the Fire & Rescue service

- **Fire Marshall to call 999**
- **Location Address:**
Trentham Parish Church, Park Drive, Trentham ST4 8AB
- **What3Words location: pasta.nerve.renew**
- **Call Trentham Estates 24 hour Security 07966 247393 to unlock security gates for users of South door**

3. Evacuate the building

- **During a service, or an event** the worship or event leader will tell everyone to leave the building by their nearest exit and report to the Assembly points (below)
- **Fire Marshalls to assist**
 - through the Main (North) door
 - through the Side door
 - if the Side door is blocked, through the South door
- **If not** during a service or event leave the building by the nearest exit
- **Pay special attention to** disabled persons, those in a wheelchair, sight or hearing impaired, children
- **Only if it is safe to do so** Fire Marshalls or team leader to check if there is anyone still in any of the rooms (including toilets)



4. Fight fire without taking any risks!

- **Only fight a fire if the risk of injury is very small,**
- Use CO2 fire extinguishers on live electrical equipment
- Use water fire extinguisher on other fires

5. Close all doors behind you

6. Assembly Points

- **If exiting from North and Side doors assemble at Church Car Park**
 - Do not obstruct Church path or entrance for emergency vehicles and personnel.
- **If exiting from South door walk round to the Security Gates and press the intercom buzzer**
 - Wait for Trentham Estates 24 hour security to unlock gates
 - Proceed to the Church Car Park

7. Aftermath

Fire Warden and Marshalls should

- Inform congregation & visitors to go home assuming it is safe to do so
- Cooperate with Fire Service to make a report on the circumstances



Church Centre Emergency Evacuation Plan

On discovering a fire

1. Raise the alarm

- **Ring fire warning bell**
- Inform the leader of any other group in the building
- Inform leaders/responsible persons in Church, if in use, of evacuation

2. Call the Fire & Rescue service

- **Fire Marshall to call 999**
- **Location Address:**
Church Centre, Trentham Parish Church, Park Drive, Trentham ST4 8AB
- **What3Words location: dash.rice.laptop**

3. Evacuate the building

- The leaders will tell everyone to leave the building by their nearest fire exit
- From downstairs, use the external fire escape if the stairways are blocked
- From upstairs, via the main door or the fire escape at the far end
- report to the Assembly points (below)
- **Pay special attention to** disabled persons, those in a wheelchair, sight or hearing impaired, children
- **Only if it is safe to do so** team leader to check if there is anyone still in any of the rooms (including toilets)

4. Fight fire without taking any risks!

- **Only fight a fire if the risk of injury is very small,**
- Use CO2 fire extinguishers on live electrical equipment
- Use water fire extinguisher on other fires

5. Close all doors behind you

6. Assembly Points

- **Assemble at Church Car Park**
 - Do not obstruct Church path or entrance for emergency vehicles and personnel.



7. Aftermath

Fire Warden and Marshalls should

- Inform attendees to go home assuming it is safe to do so
- Alert parents of children's groups to collect their children
- Cooperate with Fire Service to make a report on the circumstances



Appendix

Hot Work

The HSE defines hot work as the: '**use of open fires, flames and work involving the application of heat by means of tools or equipment.**' Common types of hot work include: Welding, brazing, and soldering. Grinding and cutting.

Contact Details

Fire Warden: Paul Topping 07305 782 262

Health and Safety: Nick Copestick 07747 847 119

Fire Extinguishers and Training