

**Fire Safety Policy
Southernhay United
Reformed Church
Southernhay East
Exeter
EX1 1QD**

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A: Policy Statement

The issue of Fire Safety is taken extremely seriously and we will strive to ensure the Church and its appointed officers comply with the Regulatory reform (Fire Safety) Order 2005.

More importantly we will strive to ensure the safety of all persons who have a legitimate right to be in, on or in the vicinity of the premises from fire and its effects. These include appointed officers, visitors and contractors but exclude fire fighters in pursuance of fire fighting.

Signed**Stuart Fishleigh**.....

Position.....Church Fabric Committee

Signed.....**Ted Guyver**.....

Position.....Church Fabric Committee

B: Responsibilities

1 The Responsible Persons

The responsible persons retain overall responsibility for policy and management of fire safety and under the Regulatory Reform (Fire Safety) Order 2005 designated as the "Responsible Persons".

The Responsible Persons should ensure completion of the following tasks

Ensuring all exits are available and useable during time people are in the premises

Fire fighting equipment is in place and undamaged

The weekly test of the fire alarm

The monthly test of the emergency lighting

Completion of the Fire Risk Assessment

Ensuring the fire alarm, emergency lighting and fire fighting equipment (and other fire safety measures if found) is serviced by a competent person

Ensuring portable electrical appliances are maintained as required (PAT)

Ensuring fixed electrics are inspected at least once every five years

Completion of refresher training

Completion of an annual fire evacuation drill

2: All Church Persons

All persons have a responsibility for their own and others fire safety. They must report any possible dangerous issues to **Stuart Fishleigh or Ted Guyver** for action. Church persons must not carry out actions that could compromise their or others fire safety.

C: Fire Strategy

The fire strategy is to ensure there is a suitable means of alerting all persons who have a legitimate right to be in the premises to a fire in the early stages and provide sufficient number of exits to allow the safe evacuation to a place of ultimate safety.

The evacuation procedure is for all persons to evacuate immediately.

The type, number and level of fire safety measures will be decided by the Fire Risk Assessment carried out by a competent person.

Whilst there is a legal duty to ensure there are some persons trained in the use of fire fighting equipment, the fighting of fires by any person is actively discouraged unless they have received training.

Nominated persons will receive fire safety training including the use of fire extinguishers but their overriding responsibility is to sound an alarm and initiate an evacuation of the immediate area.

The church fire strategy concentrates on life safety and not property protection.

D: Fire Risk Assessment (FRA)

The Responsible Persons will employ a competent person to assist them with their duties under Article 18 of the Regulatory Reform (Fire Safety) Order 2005 in accordance with the Regulatory Reform (Fire Safety) Order 2005.

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

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

The fire risk assessment is a comprehensive assessment of the building, the processes taking place and the people expected to use it, to ensure 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 must be instigated.

Any Significant Finding will be prioritised as High, Medium, and Low or as a Note.

High Medium and Low are an identification of the risk the hazard presents to relevant people. The Church will use this system as a way of prioritising the work to complete it.

Where a Significant Finding is stated as a Note, there is unlikely to be any additional control measure. The Note is a way of informing the reader that an issue has been identified but due to the existing control measures requires no further attention.

The Responsible Persons are responsible for ensuring the Significant Findings detailed in the FRA receive appropriate attention.

E: 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 to ensure it is showing a healthy supply (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 by church elders, fire risk assessors and enforcement officers.

2: Emergency Lighting

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

The installed system will be tested monthly by a nominated person by using a suitable test key or by isolating (using the local light circuit breaker) the lights.

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

Records of the tests will be maintained on site for inspection by fire risk assessors and enforcement officers

3: Portable Electrical Equipment

The portable electrical equipment within the building areas will be tested annually to ensure it is fit for purpose and in a safe condition. The equipment will be tested in accordance with HSE guidance.

Records of tests will be held to be able to show due diligence.

4: Portable Fire Fighting Equipment

The portable fire fighting equipment will be inspected to ensure the equipment 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 a firm of competent engineers in accordance with the manufactures instructions and the BS 5306 Pt 3.

5: Means of Escape

The designated on-site House person will check daily that all corridors and stairs are kept clear of obstructions and combustible material.

6: Records of Testing & Maintenance

Responsible persons to ensure accurate and true records associated with testing and maintenance of fire safety measures as well as nominated persons training and evacuation drills.

Records must be kept on site and except for nominated persons training, in a single file with the following information:

Date of test

Item tested

Result of test

Action taken

Person completing test

F: Training

1: Nominated Persons

Nominated persons will be given training, and will encompass:

Action to take on discovering a fire or hearing the alarm

Use of fire fighting equipment

Location of exits

Assembly points

Where necessary, nominated persons will receive additional annual training, providing detailed knowledge on the installed fire safety measures and use of fire fighting equipment.

Nominated persons will sign the Instruction and Training record to show they have completed the training.

Continuation training must be completed annually. All nominated persons are to sign the Instruction and Training record to show they have completed the training.

2: Evacuation Drills

The drill must take place at least annually. The responsible persons must sign the Instruction and Training record to indicating completion of the drill.

G: Policy on Fire Fighting

Nominated persons 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.

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

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

H: Contractors on Site

Contractors must be made aware of the Fire Evacuation notices displayed throughout the church premises to ensure they are able to leave the building safely if there is a fire.

Contractors undertaking 'hot work' on roofs must sign a permit undertaking to have extinguishers on hand during the work, to remove combustible material following the work and to inspect the area thoroughly for 30mins following completion of the work to ensure there is no outbreak of fire.

I: Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005