

St Bartholomew & All Saints
Parochial Church Council

Health & Safety Guidance

Appendix C.01/B Fire Safety Management – Church Croft

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Document Change Record

<u>Change No.</u>	<u>Date</u>	<u>Change</u>	<u>Reason for Change</u>
1	08/12/2014	Page 1, 'Issue No.' – delete 01, insert 02	Periodic Review
		Page 1, 'Issue Date' – delete February 2009, insert Dec. 2014	
		Page1, 'Review Date' – delete Feb.2012, insert Dec. 2017	
		Pages 6 & 7 – delete paragraph 10, Recommended Improvements to Fire Prevention Measures' – work complete	
		Delete Page 8, 'Recommended Improvements' (drawing) – work complete	
		Page 14, 'Emergency Plan' (text) – move to Page 7	
		Page 15, 'Emergency Plan' (drawing) – move to Page 8	
		Page16, 'Guidance for Third-Party Users of Church Croft' – move to Page 9	
		Pages 9-13 (Risk Assessment) – renumber as Pages 10-14 respectively	

Appendix C.01/B – Fire Safety – Church Croft

1. Introduction

Fire safety is just one of many safety issues management must address to minimise the risk of injury or death to staff, volunteers or the general public. Unlike most of the other safety concerns, fire has the potential to injure or kill large numbers of people very quickly

The **Church Croft Management Committee** recognises and accepts it's obligation to take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone on the premises is able to escape to a place of safety easily and quickly.

This document identifies good practice and details the measures to be taken to implement an effective fire prevention programme designed to:

- minimise the probability of a fire starting
- avoid, so far as is possible, the likelihood of a fire causing death or injury to employees, volunteers, visitors or members of the public
- minimise the likely damage to the building and equipment

The document has been prepared by the Health & Safety Committee of the Parochial Church Council. The fire prevention measures detailed are based on the results of a Fire Safety Risk Assessment carried out in accordance with the requirements of the **Regulatory Reform (Fire Safety) Order 2005**. For the purposes of the Order, the **Responsible Person** is the Church Croft Management Committee.

Whilst the principle objective of the measures is to fulfil the obligation to exercise a “duty of care”, it is recognised that Church Croft is used for simpler forms of worship by children and young people and the measures remain sensitive to the liturgical significance and importance of the use of candles as an integral part of this worship.

2. Electrical Equipment

All mains operated electrical equipment intended for connection to any Church Croft electrical circuit shall be subject to a current Portable Appliance Test (PAT) certificate.

3. Candles

For many people of all ages, candles are at the centre of birthdays, family events and religious festivals and their use is an important part of such occasions. However, it should be recognised that candles, as with any naked flame, can be the cause of major fires and serious injury if not used correctly. In particular, accident and fire brigade data indicates that the main causes of fires started by candles are due to them being left unattended. The potential risk presented by candles is considered to outweigh any benefit (real or imaginary) to be derived from their use. The use of candles should, therefore, be limited to those occasions when Church Croft is used for worship. The following measures are intended to ensure candles can be used safely:

a. General - Candles should:-

- always be placed well away from curtains and drapes and always out of draughts.
- be kept out of reach of children.
- never be left burning unattended.
- be kept away from hair and clothing.
- always be placed upright in suitable holders which cannot fall over easily. 100mm should be left between burning candles.
- always be properly extinguished before vacating the building.

b. Choice of candles ~ Good quality slow-burning candles should always be used. Cheaper, catering-quality candles will burn down quickly and the flame may get dangerously close to foliage, decorations or other flammable materials. In addition, many decorated candles are intended to be decorative rather than to be burned. Painted candles, for example, can be dangerous if burned.

c. Supervision of candles ~ Great care needs to be taken when children are involved and the use of candles during worship by children or young persons should be subject to adult supervision at all times.

No candles should be issued to unsupervised children.

d. Votive and Scented Candles ~ These are designed to liquefy when burning and must, therefore, always be used in a glass or metal holder. This container will become hot and must be stood on a non-flammable surface.

c. Placing of candles ~ Candles must be kept clear of all combustible materials including flammable decorations, foliage and electrical equipment. Wherever possible, candles should be placed in purpose-made candle holders designed to reduce the risk of accidental contact with or toppling of the candle.

d. Fire blanket ~ A fire blanket is the most appropriate method for dealing with certain fire situations and is particularly suitable for dealing with burning clothing.

Never use water to extinguish a candle.

4. Fire extinguishers

Fire extinguishers must always be readily available, particularly when candles are being used. Supervisors must know where they are located and how to use them. Training in their use should be provided if necessary.

5. Means of Escape

To ensure that in the event of a fire the building can be evacuated quickly and safely, all escape routes shall be kept clear and free from obstruction at all times, especially when large numbers of people are present. This requirement can be achieved by ensuring:

- a. **Final exit doors** ~ All final exit doors must be unlocked and be capable of being opened quickly in the event of an emergency.
- b. **Exit routes** ~ All designated exit routes (as indicated on the marked-up plan of Church Croft) should be kept clear and free of obstruction at all times, both internally and externally. Potential obstructions include pushchairs, prams, walking or mobility aids etc., and in particular **no additional chairs should be placed in the areas designated as exit routes irrespective of the number of persons present.**

6. Fire Safety Training

The actions of staff/volunteers if there is a fire are likely to be crucial to their safety and that of other people in the premises. All staff/volunteers should receive basic fire safety induction training and attend refresher sessions at pre-determined intervals. All staff/volunteers and contractors should be informed of the emergency plan and shown the escape routes.

The training provided in support of the fire safety strategy should be verifiable as the enforcing authority may wish to examine records as evidence that adequate training has been given.

The training should include the following:

- what to do on discovering a fire
- how to raise the alarm and what happens then
- what to do upon hearing the fire alarm
- the procedure for alerting members of the public and visitors including, where appropriate, directing them to exits
- the arrangements for calling the fire & rescue service
- the location and, where appropriate, the use of fire fighting equipment
- the location of escape routes, especially those not in regular use
- how to open all emergency exit doors
- where appropriate, how to stop equipment and isolate power supplies in the event of fire
- the importance of general fire safety, including good housekeeping practices

7. Fire Safety Maintenance

A fire safety maintenance programme and checklist should be introduced as a means of supporting the fire safety policy. The programme should include systems for the periodic checking of the following:

- fire fighting equipment
- emergency escape lighting
- automatic fire/smoke detection and alarm equipment
- fire exit emergency fastening devices

8. Other Considerations

In addition to the above, the following factors should be taken into consideration:

- a. Unaccompanied children** ~ Individuals in this group are at particular risk in the event of an emergency.
- b. Persons with disabilities** ~ As with children, individuals with impaired vision, hearing or mobility are at particular risk.

9. Third-Party Use of Church Croft

Third-party hirers/users of the premises are legally responsible for conducting their activities in a way safe from fire. There is a need to ensure such persons are aware of the fire precautions to be heeded and what to do if a fire occurs.

All third-party hirers/users of the premises will be required to appoint a **Temporary Responsible Person** for each individual unique, occasional or separate event. It is crucial that the Temporary Responsible Person understands their duties for the duration of the event or function.

For all third-party hire/use of the premises, a formal booking agreement – that sets out the conditions of the hire/use – should be prepared and signed. The fire safety responsibilities of those organising the separate function should be established as part of the formal booking agreement.

The responsible person for each individual unique, occasional or separate event will need to be clearly established and documented, and their legal duties made clear to them. In particular, and where necessary, the responsible person will need to take account of their own lack of familiarity with the layout of the premises and the associated fire safety provisions.

Fire Safety Management – Emergency Plan

For the purposes of this Emergency Plan, the ‘Responsible Person’ is the “Temporary Responsible Person” appointed by the hirer in accordance with the ‘Terms & Conditions of Use’ and detailed in ‘Guidance for Third-Party Users of Church Croft’.

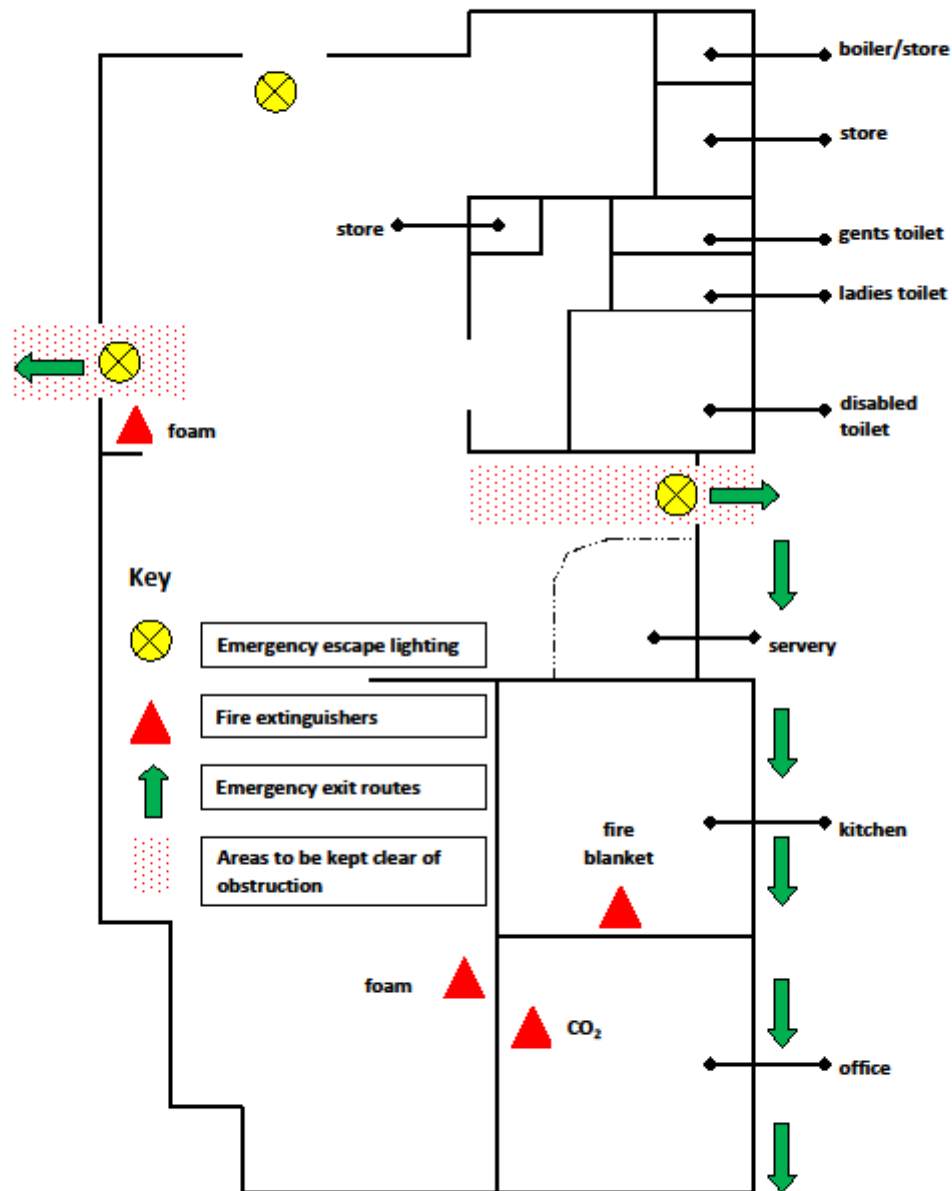
- 1) The Responsible Person will ensure arrangements are in place to inform all present regarding the following at the commencement of the event/function:
 - the emergency warning signal
 - location of exits and escape routes
 - taking only valuables immediately to hand and not stopping to collect other belongings
 - the location of assembly point (**Church Entrance Porch**)
 - what will happen after (e.g. re-entry to building)
- 2) During the event/function the Responsible Person will ensure that:
 - escape routes and exits do not become obstructed or blocked
 - no naked flames (e.g. candles) are started unless authorised
 - where necessary, the number of persons is limited or controlled
- 3) On becoming aware of a fire the Responsible Person will ensure a warning signal is given verbally if the automatic detectors have not already sounded.
- 4) The Responsible Person will ensure that all present at the event/function are responding to the warning signal and are moving in an orderly manner to their nearest final exit route. Where necessary, the Responsible Person will ensure assistance is available for the safe evacuation of people identified as being especially at risk including elderly, disabled, unaccompanied children etc.
- 5) The Responsible Person will ensure the emergency services are notified, using a mobile telephone, quoting the following post code:

SN4 7BQ

Arrangements should be made for the emergency services to be met on their arrival.

- 6) Upon completion of the evacuation the Responsible Person should undertake a check of the building to ensure nobody remains inside **only if safe to do so and without risk to themselves**. Where an “attendance register” is kept, a roll-call should be carried out at the assembly point.
- 7) Following evacuation of the building the Responsible Person may use the appropriate fire extinguishers to fight the fire **only if safe to do so and without risk to themselves**.

Fire Safety Management - Emergency Plan



Fire Safety Management

Guidance for Third-Party Users of Church Croft

1. Introduction

In accordance with the requirements of the **Regulatory Reform (Fire Safety) Order 2005**, the Parochial Church Council has undertaken a Fire Safety Risk Assessment for the Church Croft and for the activities for which they are responsible. However, these risk assessments **do not** take into consideration the specific fire safety implications arising from third-party hire/use of the premises.

Third-party hirers/users of the premises are legally responsible for conducting their activities in a way safe from fire. There is a need to ensure such persons are aware of the fire precautions to be heeded and what to do if a fire occurs. This guidance has been prepared to assist third-party hirers/users in fulfilling their legal obligations.

2. Requirements

The hirer/user is required to undertake a Risk Assessment reflecting the specific nature of the event to ensure compliance with all relevant Health & Safety legislation. In particular the hirer/user is reminded of their legal responsibility for conducting their activities in a way safe from fire.

The hirer/user has legal duties with regard to the safety of those persons assisting or attending the event and in accordance with the **Regulatory Reform (Fire Safety) Order 2005** is required to appoint a **Temporary Responsible Person** and prepare an **Emergency Plan** for each individual unique, occasional or separate event. The Emergency Plan should include, but is not limited to, the following information:

- who is supervising and how to identify them
- location of exits and escape routes
- the location of assembly points
- the emergency warning signal
- the arrangements for fighting fire
- the arrangements for means of escape for disabled persons
- the duties & identity of individuals who have specific responsibilities if there is a fire
- the arrangements for the safe evacuation of persons identified as being especially at risk, including those with disabilities, children and members of the public
- who will be responsible for calling the fire and rescue service
- who will meet the fire and rescue service on their arrival
- plans to deal with people once they have left the premises, especially children
- arrangements for ensuring escape routes and exits do not become blocked
- arrangements for limiting or controlling the number of persons in the premises, where necessary

Fire Safety Risk Assessment Step 1 – Identify Fire Hazards

area	sources of ignition	sources of fuel	sources of oxygen
Public Areas	Table candles Candles for worship Electrical services Electrical equipment Flexible leads Socket outlets	Candles Paper Window blinds Furniture Soft furnishings Carpet	Natural ventilation
Kitchen	Electric ovens Electric hob Electrical services Electric kettle Microwave oven Percolator Water heater Refrigerator/Freezer		Natural ventilation
Office	Electrical services Electrical equipment	Paper Curtains Carpet Furniture	Natural ventilation

Fire Safety Risk Assessment Step 2 - Identify People at Risk

area	people at risk	influencing factors
Public Areas	General public Volunteers/Staff Occupants of First Floor Flat	Able bodied Young persons Children Vulnerable adults Disabled (Sight/hearing/mobility) Third-Party users Lack of familiarity
Kitchen	Volunteers/Staff Occupants of First Floor Flat Third-Party users	Able bodied Children Young persons Disabled (sight/hearing/mobility) Lack of familiarity
Office	Volunteers/Staff Clergy Occupants of First Floor Flat	Able bodied

Fire Safety Risk Assessment Step 3 – Evaluate Risk of Fire

area	people at risk	influencing factors
Public Areas	Low - Medium	Risk low under normal circumstances. Risk increases to medium when unsupervised decorative use of candles is permitted when children are present.
Kitchen	Low - High	Risk low under normal circumstances. Risk increases to high due to practice of storing inappropriate and combustible materials in close proximity to electric hob.
Office	Low	Risk low under normal circumstances.

Fire Safety Risk Assessment Step 3A – Remove, Reduce and Protect from Risk

area	measure		
	remove/reduce source of ignition	remove/reduce source of fuel	remove/reduce risk to people
Public Areas	Review practice of placing lit tea-lights on tables when general public, including children, are present.	Remove ‘time-expired’ notices from notice boards on a regular basis.	Candles used for worship by children or young persons should be subject to adult supervision. Install automatic fire/smoke detection system with connection to audible/visual warning device in first floor flat. Discourage practice of obstructing escape routes with prams/pushchairs, walking/mobility aids etc.
Kitchen	Ensure all users are familiar with correct method of operating equipment safely.	Review storage arrangements in order to eliminate current practice of storing potentially combustible materials on or in close proximity to, cooking appliances e.g. electric hob Consider alternative storage options for tea-lights.	Restrict access to authorised persons only. No children permitted at any time. Restrict number in area at any one time to a safe level to reduce risk of accidents. Install automatic fire/smoke detection system with connection to audible/visual warning device in first floor flat.
Office		Operate ‘good housekeeping’ policy.	Install automatic fire/smoke detection system with connection to audible/visual warning device in first floor flat. Restrict access to authorised persons.

Fire Safety Risk Assessment Step 3A – Remove, Reduce and Protect from Risk (continued)

area	measure		
	remove/reduce source of ignition	remove/reduce source of fuel	remove/reduce risk to people
General	<p>All mains-operated electrical equipment intended for connection to any Church Croft electrical circuit to be subject to a current PAT (Portable Appliance Testing) certificate.</p> <p>Introduce policy of periodic inspection of electrical installation.</p> <p>Eliminate unnecessary/avoidable use of electrical extension leads.</p>		<p>Install automatic fire/smoke detection system with connection to audible/visual warning device in first floor flat.</p> <p>Introduce system for periodic checking of fire fighting equipment.</p> <p>Introduce system for periodic checking of emergency escape lighting.</p> <p>Introduce system for periodic checking of automatic fire/smoke detection and alarm equipment..</p> <p>Introduce system for periodic checking of fire exit emergency fastening devices.</p> <p>Introduce use of incident reporting log.</p> <p>Introduce use of formal booking form for Church Croft.</p>