

St Bartholomew & All Saints
Parochial Church Council

Health & Safety Guidance

Section C.01 – Fire Prevention Policy and Arrangements

Issue No: 03

Issue Date: August 2017

Review Date: August 2018

Document Change Record

<u>Change No.</u>	<u>Date</u>	<u>Change</u>	<u>Reason for Change</u>
1	19/11/2013	Page 1, 'Issue No.' – delete 01, insert 02	Periodic Review
		Page 1, 'Issue Date' – delete Nov.2009, insert Nov.2013	
		Page1, 'Review Date' – delete Feb.2012, insert Nov.2016	
		Page 4, Lines 1&2 – delete Part 3, Schedule1, insert Schedule 1, Part 3	Typographical error corrected
		Page 4, Bullet List – delete a) – f) inclusive, insert i) – n) inclusive	
Pages 5, Para 4.3 'Management Committees' – add 'Church Wardens'	Periodic Review		
2	08/2017	Page 1, 'Issue No.' – delete 02, insert 03	Periodic Review
		Page 1, 'Issue Date' – delete Nov.2013, insert Aug.2017	
		Page1, 'Review Date' – delete Nov.2016, insert Aug.2018	
		Page 5, para 4.1 – delete 'Priest-in-Charge', insert 'Incumbent'	
		Page 5, para 4.1, line 1 – delete 'Priest-in-charge has', insert 'Incumbent or, during a period of vacancy, the Church Wardens, have'	

Section C.01 – Fire Prevention Policy & Arrangements

1. Compliance Requirements

General fire safety in England and Wales is delivered through compliance with the **Regulatory Reform (Fire Safety) Order 2005** ('the Order'). This legislation implements a risk-based approach to fire safety in community, industrial and business premises. It requires the 'responsible person' (usually the employer, owner or occupier of the premises) to:

- carry out a fire safety risk assessment;
- implement appropriate fire precautionary and protection measures;
- maintain a fire management plan.

The Fire and Rescue Authorities are the principle enforcers and have a statutory duty to enforce the requirements of the legislation

2. Policy

- 2.1 St Bartholomew's Parochial Church Council (PCC) acknowledges its responsibilities under the **Regulatory Reform (Fire Safety) Order 2005**.
- 2.2 The PCC recognises and accepts its obligation to take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.
- 2.3 The PCC recognises that 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, safely and effectively; or that, if a fire does occur and grow, everyone on the premises is able to escape to a place of safety quickly and easily.
- 2.4 The PCC will ensure that fire safety risk assessments are carried out on all church premises to determine the 'general fire precautions' and 'preventive and protective measures' needed to comply with the requirements imposed under the Order.
- 2.5 The PCC will appoint a 'competent person' to assist with implementing the requirements of the **Regulatory Reform (Fire Safety) Order 2005**, including fire safety risk assessments.
- 2.6 The PCC will make and give effect to such appropriate organisational arrangements as are necessary for the effective planning, organisation, control, monitoring and review of its preventive and protective measures.
- 2.7 The PCC will implement such general fire precautions as will ensure, so far as is reasonably practicable, the safety of its employees, voluntary helpers, visitors and contractors on church premises. These general fire precautions

will be implemented on the basis of the following principles from Part 3, Schedule 1 of the Order:

- a) avoiding risks;
- b) evaluating the risks which cannot be avoided;
- c) combating the risks at source;
- d) adapting to technical progress;
- e) replacing the dangerous by non-dangerous or less dangerous;
- f) developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
- g) giving collective protective measures priority over individual protective measures; and
- h) giving appropriate instructions to employees and voluntary helpers.

And, as specified in Article 4 of the Order, these general fire precautions will include:

- i) measures to reduce the risk of fire on church premises and the risk of the spread of fire on the premises;
- j) measures in relation to the means of escape from church premises;
- k) measures for ensuring that, at all material times, the means of escape can be safely and effectively used;
- l) measures in relation to the means for fighting fires on the premises;
- m) measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises;
- n) measures in relation to the arrangements for action to be taken in the event of fire on the premises, including (i) measures relating to the instruction and training of employees and voluntary helpers and (ii) measure to mitigate the effects of the fire.

3. Arrangements

The 'general fire precautions' and 'preventive and protective measures' for each of the premises for which the PCC is responsible are detailed in Appendices C.01/A (St Bartholomew's Church); C.01/B (Church Croft) and C.01/C (Church Hall).

4. **Responsibilities**

4.1 **Incumbent**

The Incumbent or, during a period of vacancy, the Church Wardens, have overall responsibility for ensuring the implementation of this policy and for all health and safety matters within church premises.

4.2 **Health & Safety Committee**

The PCCs Health & Safety Committee has the primary responsibility for setting, executing and reviewing the policy on fire prevention and fire safety matters. The Health & Safety Committee also reports to and advises the PCC on fire prevention and fire safety matters.

It is the responsibility of the Health & Safety Committee to:

- act as the ‘competent person’ within church premises as required by the Order
- provide advice on fire safety legislation and fire safety implementation
- develop and review policies to enable compliance with fire safety legislation
- inspect, monitor and review the implementation of fire safety measures
- report to the PCC on the implementation of the fire safety policy and arrangements
- assist in conducting fire risk assessments
- provide fire safety information and training
- assist and advise in the maintenance of fire safety related records

4.3 **Management Committees**

It is the responsibility of the **Church Wardens, Church Croft Management Committee** and **Church Hall Management Committee** to:

- ensure there is a fire risk assessment and evacuation procedure for areas under their jurisdiction
- ensure all employees, voluntary helpers and users of the premises are aware of the fire prevention and evacuation procedures
- advise the PCC of any incident or near-miss reported in connection with fire precautions or evacuation procedures which falls outside of their control.

4.4 **Employees and Voluntary Helpers**

All employees and voluntary helpers have a responsibility to take reasonable care of themselves and all others who may be affected by their acts and/or omissions and to co-operate with regard to health and safety issues, including fire safety matters.

Employees and voluntary helpers are required to bring to the attention of the PCC any situation of which they are aware e.g. a fire risk situation, which could pose a risk to the health, safety or welfare of themselves or others.

Fire Safety Risk Assessment – Record of Significant Findings

Risk assessment for:	Assessment undertaken by:
Building: Area: Sheet of	Date: Completed by: Signature:

Step 1 – Identify fire hazards		
Sources of ignition:	Sources of fuel:	Sources of oxygen:

Step 2 – People at risk:

Step 3 – Evaluate, remove, reduce and protect from risk:	
3.1 Evaluate the risk of the fire occurring	
3.2 Evaluate the risk to people from a fire starting in the premises	
3.3 Remove and reduce the hazards that may cause a fire	
3.4 Remove and reduce the risks to people from a fire	

Assessment review:		
Review date	Completed by	Signature