

St Michael and All Angels

H&S Policy and Procedure

Fire Safety

POLICY

St Michael and All Angels PCC shall fulfil its obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we shall undertake the following:

- An assessment of the fire risks in the church and associated buildings;
- An assessment of the fire risks to our neighbours.
- A check that a fire can be detected in a reasonable time and that people can be warned.
- A check that people who may be in the building can get out safely including if necessary the provision of emergency lighting and fire exit signage. This check will duly consider those with disabilities or lessor abled persons.
- To provide reasonable firefighting equipment.
- A check that those on duty in the building know what to do if there is a fire.
- A regular check that all firefighting equipment is in place and is serviceable.
- That there is an annual maintenance contract in place with a reputable company.

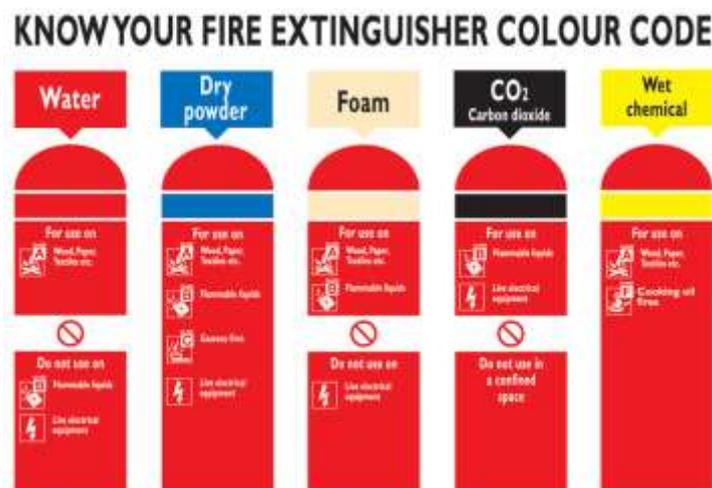
INFORMATION

Fire extinguishers

Fire extinguishers are kept in the following locations:

- North Aisle by the Choir Vestry doorway and at the step to St Catherine's Chapel (1)
- South Aisle by the step to the Lady Chapel (1)
- Main Entrance Door by the Font (1)

Types of Extinguisher are distinguished by their colour and have designated use i.e. the type fire they are designed for:



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Wood, paper & textiles 	✓	✓	✓	✗	✓	✗
Flammable liquids 	✗	✓	✓	✓	✗	✗
Flammable gases 	✗	✗	✓	✗	✗	✗
Burning metals 	✗	✗	✗	✗	✗	✓
Electrical contact 	✗	✗	✓	✓	✗	✗
Cooking oils & fats 	✗	✗	✗	✗	✓	✗

If intending to use a fire extinguisher, remember that they are intended to deal with small fires or any fires in the early stages of combustion.

You will have only one chance to deal with a fire. If a large and therefore dangerous fire occurs you must immediately call in the experts, i.e. the Fire Brigade.

Capacity of the Church

The capacity of the Church is in excess of 200 persons. For safety reasons, capacity is derived from the width and number of the fire exits, for example 40 persons per minute can be moved in an emergency situation through a door width of 750 mm. We have to be able to clear the church through the emergency exit doors in 5 minutes or less.

The door width relates to the smallest width of the exit, so where there are two door openings in the exit path, say the Choir Vestry, the width of the smaller opening is used for calculating the capacity of the church.

Assuming 3 fire exits of width 750mm, the maximum capacity of a church is therefore:

3 (number of exits) X 40 (number of persons per min travelling through an exit 750mm wide) X 5 (number of minutes).

It is worth noting that the seating capacity is less than 200 persons.

Note: for the purposes of calculating the maximum capacity, the main entrance door is assumed to be blocked; although if the main entrance doorway is free it will of course be the first point of exit for people in the body of the church.

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Location and type of present emergency exits

The emergency exits are as follows:

- Main entrance door (beneath the porch as you enter the Church and to the right of the Font);
- West door (back of the Church Nave and behind the congregation);
- Choir Vestry door (north aisle adjacent to the St Catherine's Chapel and the toilet);
- Tower door (through the south aisle/right hand choir stall as you look towards the Alter and in the Lady Chapel).

No smoking policy

Smoking within the church (including the main entrance porch) is strictly forbidden.

Electricity and gas controls

The controls for electricity and gas supplies are located:

- Electricity - internal meter on the west wall to the left of the doorway.
- Gas - external meter box at the end of the footpath and adjacent to the gate when exiting the graveyard in the southeast corner.

PROCEDURE

If you discover a fire (no matter how small):

- Immediately raise the alarm verbally in the church.
 - Telephone the emergency services – 999
 - Check the building for occupants.
 - Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
 - If it is not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building ensuring that all doors are closed behind you. The rule is people before property.
 - Evacuate to the designated assembly point – Lychgate (church side and away from the main road).
 - Ensure clear access is available for the emergency vehicles.
1. The main entrance door is usually unlocked during the day 10am to 4pm (Sun- Sat) for visitors to St Michael and All Angels. All other doors shall remain locked.
 2. All doors shall be unlocked when the church is in use for all services and events when more than 30 visitors are present or can be expected.
 3. The main entrance and west door shall be unlocked and be available for evacuation purposes when less than 30 visitors are present or can be expected.

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4. The tower door shall be unlocked when bell ringing is being undertaken and or any other activity is occurring within the upper story floor level.
5. The Churchwardens, Vergers or in their absence the senior person present shall ensure that escape routes and fire exits are kept clear and unobstructed at all times both within the church and on the outside of the doors.
6. Any emergency requiring evacuation of the church shall be announced loudly, clearly and calmly by the Churchwarden and or Verger present. In their absence, it shall be the responsibility of the most senior person present to announce the need for an evacuation and the doors to be used.
7. The emergency services shall be contacted immediately by a nominated person using a mobile phone. A member of the Church or congregation will possess a phone.
8. Safety announcements shall be made when large attendances occur. The announcements should contain information on the location of fire exits and the fact that all exit doors open inwards.
9. Emergency torches must be available for the Churchwardens, Vergers and or senior persons to use in the event of an evacuation being undertaken in reduced lighting or darkness.
10. All persons shall assemble at the Lychgate, church side and away from the main road.
11. Evacuation drills shall be explained annually. All Churchwardens, Vergers and senior persons shall ensure they are familiar with the escape routes and what must be done in the event of an evacuation being needed.
12. Lights shall be switched off when areas are not in use.
13. Combustible material shall be kept to a minimum and remain away from areas used for candles.
14. No combustible material shall be left within the church main entrance porch.