



FIRE SAFETY POLICY

IGNITION HAZARDS				
Ignition Hazard	Policy	Action	Responsibility	Notes
Smoker's materials	A strict 'NO SMOKING' policy in the building	Signs in place		
Heaters/Boiler	Serviced annually by professional engineers; maintenance only by qualified engineers	Log service and maintenance; ensure annual servicing	Wardens	
Electrical Equipment and Lighting	<ul style="list-style-type: none"> • Portable appliances to be tested annually by qualified person. • Electrical installation to be tested by NICEIC registered electrician every 5 years. • Any maintenance or installations to be undertaken by suitably qualified person and tested. 	Testing and maintenance logged	Wardens	
Portable Heaters	<ul style="list-style-type: none"> • To be kept at a safe distance from any flammable material. • Not to be left on without adult supervision. 		Wardens, Vicar, bellringers	
Candles (General)	<ul style="list-style-type: none"> • Matches and lighters to be stored securely and well-hidden. • Candles to be lit and extinguished by adults (or with adult supervision) • All candles to be extinguished (with a snuffer) after use. 		Wardens, Vicar, Sidesmen	

Ignition Hazard	Policy	Action	Responsibility	Notes
Decorative Candles	<ul style="list-style-type: none"> • To be sited securely, out of reach of children, in suitable stands, or on saucers (or equivalent) or trays. • Not to be left alight while unattended. 		Wardens, Vicar	
Services with hand-held candles (eg Christingle, Carols by Candlelight; All Souls' Memorial)	<ul style="list-style-type: none"> • Candles must be long enough to ensure that they can be held safely • Drip shields must always be provided. • Before candles are lit, an announcement must give appropriate safety advice • Suitable containers of water must be placed around the building. 	Announcement to include: <ul style="list-style-type: none"> • Fire safety caution; • Positions of extinguishers and water containers; • Fire exit directions 	Clergy & Other Worship Leaders	
Arson	Stores of candles, matches etc to be stored securely and/or well-hidden..		Wardens, Vicar	

FUEL HAZARDS				
Fuel Hazard	Policy	Action	Responsibility	Notes
Candles	To be stored securely, away from heat sources		Wardens Vicar	
Petrol & Oil	<ul style="list-style-type: none"> • Petrol and oil for churchyard maintenance equipment is never to be stored in or around church building. • Mowers, strimmers, etc must be emptied of fuel if stored adjacent to church. 		Wardens	
Wax Polish and impregnated cleaning rags	To be kept in metal-lidded container			

RISKS TO PEOPLE				
Risk Reduction	Policy	Action	Responsibility	Notes
Fire Extinguishers	Supply and siting as per advice from Chubb. Beta Fire Protection or similar company. Annual testing and servicing by qualified engineers.	Log of extinguishers, positions, testing and servicing.	Wardens	(see also policy on services with hand-held candles.)
Escape Routes	<ul style="list-style-type: none"> • All doors to be kept in good working order. • All exit doors to be unlocked during services. • All escape routes to be kept clear (NB siting of extra seating, etc) 	Signing of escape routes & exits?	Wardens; Sidespeople; Vicar	
Tower/Ringing chamber	<ul style="list-style-type: none"> • Door to remain unlocked while ringers are in the ringing chamber. • In the event of fire in the nave/chancel, a warning must be given immediately to anyone in the tower. 	Worship Leaders and the Warden/Sidespeople on duty need to be aware of those in the tower.	Vicar, Worship Leaders, Warden/Sidespeople	
Assembly Point	Bretforton -The Cross, Offenham - The Royal British Legion Badsey – Chapel Street		Wardens, Vicar, worship leaders	
<p>NOTE:</p> <ul style="list-style-type: none"> • Church buildings can be regarded as normal or low risk environments. An outbreak of fire is likely to remain confined and spread slowly, allowing people time to escape safely, even if the church is full. With high ceilings, there is minimal danger of people being overcome by smoke. • Normal congregations would be able to escape the building in less than 3 minutes (low risk). Extra care is to be taken with large congregations, with all available doors unlocked in case of emergency. 				

EMERGENCY PLAN

1. On discovering a fire the person concerned should shout 'FIRE' as loudly as possible, and several times if necessary;
2. Those responsible (eg for a service) will take the lead in initiating an evacuation, and ensure that the warning is immediately passed to those who may be in the tower;
3. Special care will be given to ensure that disabled people are given immediate assistance to escape;
4. Evacuation will be to the nearest safe exit;
5. All people shall assemble outside the building at a specified safe place, supervised by one of the responsible people;
6. A responsible person shall assess whether or not it is safe to fight the fire with the equipment provided and/or whether to call the fire service.

Need to identify 'responsible people' for each service/event

NOTE: All those likely to be responsible for a service or an events, as well as the Wardens and Sidespeople shall familiarise themselves with this Fire Policy and Emergency Plan.