
Fire Safety Policy

Policy Aims:

- The Banbury Circuit recognises that as a charitable organisation it has a legal duty under “The Regulatory Reform (Fire Safety) Order 2005 that any person who has some level of control in the premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.
- To ensure that local churches have carried out a fire risk assessment and audit which should contain a thorough, yet concise description of accessibility, from initial arrival to departure.
- There should be one for each separate building.
- The audit will seek to find solutions to identified problems, with recommendations and relative cost. Essential work will be that to comply with legislation or to remove major obstacles to access. They might be categorised further:
 - Those which are of a minor nature, or adjustments to practice or management at little or no cost
 - Those which can be provided as part of ongoing maintenance, refurbishment or redecoration.
 - Those which are major items which needs a specific budget.

Scope:

Each Church to provide an Fire risk assessment and Audit, and to be reviewed by the Church Council/Management Group annually. The audit needs to be record and stored so that it can be used as a guide when planning any special services or changes to the buildings.

Definition:

Every organisation is required to have a formal Fire Safety Policy. ... It will demonstrate the charity fire safety procedures and what actions people should take in the event of fire. This will ensure the safety of volunteers, users and others to the premises, from the dangers of fire.

Introduction

Those legally responsible for churches, i.e. the Managing Trustees who constitute the Church Council, will be responsible for appointing a ‘Responsible Person’ who should carry out the Risk Assessment on behalf of the Trustees or Church Councils who are legally responsible for the implementation of the Fire Safety Order.

The Fire Safety Order does not require that a ‘qualified’ person has to carry out the Risk Assessment. In most cases this can be achieved without the need for any specialist or formal knowledge or training. The Managing Trustees can appoint one or more ‘Competent Persons’ to assist them, and depending on the size of the premises, to carry out the preventative and protective measures required by the Order. (The ‘Responsible Person’ i.e. the Managing Trustee body can nominate one of their number or other specific named person for this purpose).”

From the Methodist Property Handbook

Carry out a Fire Risk assessment:

- “A fire risk assessment is an organised and methodical look at your premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.”
- Identify fire hazards
- Identify people at risk
- Evaluate, remove, reduce and protect from risk:
- Record, plan, inform, instruct and train
- Review

Hold a Fire Drill

- As part of carrying out a Risk Assessment you should have come up with a plan for evacuating the building.
- Run a fire drill at an appropriate time (i.e. when the building is in regular use).
- Afterwards assess if your plan works: What went well, and what didn't? Was anyone left behind? How long did it take? What modifications are needed?

Further Information:

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly>

<https://www.methodist.org.uk/for-ministers-and-office-holders/property/property-handbook/health-and-safety/>

Signed: (*Superintendent Minister*)

Dated:

Date for review: February Circuit Meeting

EXAMPLE FIRE SAFETY MAINTENANCE CHECKLIST

	YES	NO	N/A	COMMENTS
Daily Checks (not normally recorded)				
Escape Routes				
Can all fire exits be opened immediately and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are escape route clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Is the main indicator panel showing “normal”?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are whistles, gongs or air horns in their correct place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape Lighting				
Are luminaries and exit signs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the emergency lighting and signs working normally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire fighting Equipment				
Are all fire extinguishers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire hydrants accessible for the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weekly Checks				
Escape Routes				
Do all emergency fastening devices work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all external escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Did the fire alarm work correctly when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did staff and all others hear the alarm working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did any linked fire protection system operate correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did visual alarms, pagers or vibrating pads work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do voice alarms work and was the message understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Escape Lighting			
Are charging indicators visible and illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire fighting Equipment			
Are all fire fighting equipment in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire extinguishers mounted 1 - 1½ metres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Monthly Checks			
Escape Routes			
Do all electronic release mechanisms work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all automatic doors “failsafe” in the open position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all self-closing devices working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all door seals and intumescent strips in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all external stairs in good condition and non-slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all roller shutters for compartmentation working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all internal fire doors close against their rebate / stop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Escape Lighting			
Do all luminaries and exit signs working when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency generators working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire fighting Equipment			
Is the “pressure” in stored pressure extinguishers correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A	COMMENTS
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Three Monthly Checks			
General			
Are emergency tanks / ponds at their normal / correct level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are vehicles blocking fire hydrants or access to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional items from manufacturers requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Six Monthly Checks

General

Has the emergency evacuation lift (if fitted) been tested?

Have sprinkler systems been tested by a competent person?

Have release and closing mechanisms on fire resisting compartment doors and shutters been tested?

Fire Warning Systems

Has the system been checked by a competent person?

Escape Lighting

Do all luminaries work for a third of their rated value?

Annual Checks

Escape Routes

Do all fire doors work correctly?

Is escape route compartmentation in good condition?

Fire Warning Systems

Has the system been checked by a competent person?

Escape Lighting

Do all luminaries operate on test for their full duration?

Has the system been checked by a competent person?

Fire fighting Equipment

Has all equipment been checked by a competent person?

Miscellaneous

Have dry / wet risers been tested by a competent person?

Has smoke control systems been tested by a competent person?

Has external access for the fire and rescue service been checked for availability at all times?

Have any fire fighters switches been tested?

Are fire assembly points clearly indicated by signs?

EXAMPLE FIRE SAFETY MANAGEMENT STRUCTURE

<p>The person with the overall responsibility for fire safety:-</p> <p>Planning: Structure of organisation</p> <p>Organisation: Setting objectives, policy and procedures</p> <p>Control: Identify person responsible to tasks / actions</p> <p>Monitoring: Checks and the implementation of standards</p> <p>Review: Reviews of fire safety performance standards</p>	Responsible Person:
	Position:



<p>The person with responsibility for fire safety risk assessment:</p> <ul style="list-style-type: none"> - Carrying out fire safety risk assessment - Review of fire safety risk assessments 	Competent Person:
	Position:

<p>The person with responsibility for the maintenance programme:</p> <ul style="list-style-type: none"> - Fire detection and warning system - Emergency lighting - Escape routes - Fire safety signs and notices - Fire resisting walls, partitions and doors - Fire fighting facilities - Electrical appliances and premises installations 	Competent Person:
	Position:

<p>The person with responsibility for developing and reviewing the premises Fire Safety Management Plan which details the procedures to be taken by all staff, visitors, members of the public, service users and all relevant person in the event of fire.</p>	Competent Person:
	Position:

<p>The person with responsibility for staff training:</p> <ul style="list-style-type: none"> - What to do in the event of fire - What to do upon hearing the fire alarm - Liaison with the fire service - Emergency shut down procedures - Fire fighting arrangements - The reason for good housekeeping practices etc 	Competent Person:
	Position: