

# SHOREHAM METHODIST CHURCH

## FIRE POLICY AND PROCEDURES

### Policy Statement

Shoreham Methodist Church will undertake to do all that is reasonable to prevent fires and will comply with the Regulatory Reform (Fire Safety) Order 2005. Fire precautions will be in place to minimise the effect of a fire should it break out. In the event of a fire occurring, the first priority must be to save lives. Saving of buildings and equipment is a secondary consideration.

### Responsibilities

Fire prevention is the responsibility of all staff and leaders of organizations and groups using the premises. However it is the responsibility of the trustees to ensure adequate Fire Prevention and detection systems are in place

### Fire Risk Assessment

The foundation of good fire prevention procedures is a programme of inspections and assessments, which has the object of identifying fire hazards, assessing the risks and devising control measures. A formal fire risk assessment will be carried out as required by the Regulatory Reform (Fire Safety) Order 2005. This will identify the significant fire hazards and what needs to be done to reduce, to as low as is reasonable practicable, the risk of those hazards causing harm. In addition, the fire risk assessment will identify what physical fire precautions and other arrangements are necessary to ensure the safety of all people in the premises if a fire does start.

### Training

If deemed appropriate the church officials will receive Fire Awareness training including using Fire Extinguishers

### Fire Equipment

Appropriate fire equipment will be installed i.e.

- A suitable means of raising the alarm should a fire break out
- Fire Detection where appropriate
- Suitable firefighting equipment i.e. Fire Extinguishers and fire blankets. A list of Fire extinguishers and their locations can be found in **Appendix 3**
- Emergency lighting to aid evacuation in a fire situation
- Suitable means of escape with appropriate signage

All of the above will be subject to the necessary checks and inspections as identified below:

- All firefighting equipment will be inspected annually by an outside contractor
- The following will be checked as part of the in house monthly Health and Safety Inspection -
  - visual check of fire extinguishers
  - Fire detectors
  - Emergency lighting
  - Fire exit routes and doors

### Fire Notices

Fire Action notices (**see Appendix 1**) will be prominently displayed throughout the building as well as more in depth Fire Instructions (**see Appendix 2**) placed in strategic locations

In the event of an alarm or fire, the Fire Emergency Procedures below will be followed. All users of the premises will be made aware of the following procedures

## **FIRE PROCEDURES**

### **(For all leaders of groups and users of the Church Premises)**

At the start of your visit, please ensure that any emergency lights in the part of the building occupied by you are switched on, and please ensure they are switched off immediately before locking up and leaving.

Please ensure:

Can all fire exits be opened immediately and easily?

Are fire doors and exit routes clear of obstructions?

Are exit signs in good condition and undamaged?

Are the emergency exit lights working?

Are all fire extinguishers in place? (There are notices on the walls indicating their position).

Are vehicles blocking fire hydrants or access to them?

Please ensure you are familiar with the procedures to be followed in the event of a fire, and familiar with the escape routes.

Please make sure that you have a list of those present at each meeting

### **IF YOU DISCOVER A FIRE:**

Immediately raise the alarm and dial 999 (telephone from outside if unsafe to remain in the building)

Call for assistance - the Address of the Church is Shoreham Methodist Church, Brunswick Road, Shoreham by Sea, BN43 5WB.

Only use the fire extinguishing equipment to attack the fire if you can do so safely, and are familiar with the correct use of the equipment.

### **WHEN THE ALARM IS RAISED:**

Leave the building immediately by the nearest safe exit and report to the assembly area, the Churchyard of St Mary de Haura (except for Happy Hours Pre-School Playgroup who go to the Library).

### **CHURCH OFFICIALS (Or Group Leader if no Church Officials are present) - AFTER THE ALARM IS RAISED:**

Ensure that everyone not engaged in fighting the fire leaves the building.

Supervise and assist in fighting the fire only if it is safe to do so.

As soon as it becomes apparent that fire or smoke is spreading, evacuate the building completely and close doors where possible.

Check that everyone has left the building and reported to the assembly area.

When the fire brigade arrives help them with whatever information they may need.



### **In the event of fire:**

1. Raise the alarm
2. Call the Fire Brigade
3. Tackle the fire if possible using the appliances provided but only if safe to do so
4. If in doubt GET OUT

### **On hearing the alarm:**

5. Leave the building by the nearest available route
6. Close all doors behind you
7. Report to the assembly point – The church yard of St Mary de Haura



- Do not stop to collect personal belongings.
- Do not return to the building for any reason until authorised to do so.
- Do not take risks.

# **FIRE INSTRUCTIONS**

## **IF YOU DISCOVER A FIRE:**

- **Immediately raise the alarm and dial 999 (telephone from outside if unsafe to remain in the building)**
- **Call for assistance**
- **Only use the fire extinguishing equipment to attack the fire IF YOU CAN DO SO SAFELY, AND ARE FAMILIAR WITH THE CORRECT USE OF THE EQUIPMENT.**

## **WHEN THE ALARM IS RAISED:**

- **Leave the building immediately by the nearest safe exit and report to the assembly area, the Churchyard of St Mary de Haura**

## **CHURCH OFFICIALS - AFTER THE ALARM IS RAISED:**

- **Ensure that everyone not engaged in fighting the fire leaves the building.**
- **Supervise and assist in fighting the fire ONLY IF IT IS SAFE TO DO SO.**
- **As soon as it becomes apparent that fire or smoke is spreading, evacuate the building completely and close doors where possible.**
- **Check that everyone has left the building and reported to the assembly area.**
- **When the fire brigade arrives help them with whatever information they may need.**

## **APPENDIX 3**

### **FIRE EXTINGUISHERS**

Vestry	CO2
Organ area	Foam
Meeting Area South	Foam
Meeting Area South (Technology)	CO2
Meeting Area North	Foam
Annexe	Foam
Hall Entrance	CO2
Hall West	Foam
Hall East	Foam
Parlour	Foam
Kitchen	Foam
Kitchen	CO2
Kitchen	Fire Blanket
Boiler Room	Dry powder
Crush Hall	Foam