

# Fire Safety Policy Statement

Updated October 2019

The purpose of this policy is to set out how North Plymouth Community Church intends to manage its premises in line with good fire safety practice to protect all those using the church. The trustees have overall responsibility for all church policies and their implementation. They must arrange for a risk assessment of the premises and ensure that the church implements & maintains appropriate and adequate fire safety measures to minimise the risk to life from fire.

The trustees appointed David Noble as the Responsible Person for Fire Safety. David Noble will oversee any checks necessary on equipment and systems which contribute to fire safety and they will be carried out in accordance with the required schedules.

In April 2017, the Church commissioned an external Fire Safety Risk Assessment and implemented all necessary recommendations as advised. The church will also conduct specific processes and encourage a number of practices to minimise the risks of a fire starting and to minimise the risk to individuals in the unlikely event of a fire. The central heating boilers will be serviced annually under contract.

The following “good housekeeping” procedures are to be observed at the church premises:

- The “no smoking” rule should be strictly enforced;
- Internal waste bins should be emptied regularly;
- All escape routes and fire exits should be kept clear and rooms should be kept tidy;
- Flammable materials should be kept well away from any electric fires;
- Any flammable cleaning materials should be stored in the locked cupboard;
- The chapel kitchen should never be left unattended when items are cooking;
- Metal items should not be placed in the microwave;

Fire Wardens have been appointed and have been given training and guidance to support the Church in the implementation of this Fire Safety Policy. This included:

- Identification of the fire detection & alarm systems operating in the building;
- The action to be taken on discovery of a fire or hearing the alarm;
- The evacuation procedure, including procedure for directing members of the public, and other occupants – paying particular attention to those who are physically disabled and those with impaired sight & hearing – to the exits and off the premises;
- The arrangements for calling the emergency services (including the fire brigade);
- The location, purpose and use of fire fighting equipment;
- The detail, and location, of escape routes, especially those not in regular use, as well as the importance of keeping access to escape routes clear;
- The importance of general fire precautions and good housekeeping.

The leaders of all groups using the premises must also be given information on actions to be taken in the event of a fire and/or an emergency evacuation & fire drills must be conducted annually.