

**St Peter's Henleaze Church Hall
SAFETY GUIDANCE AND EMERGENCY PLAN**

Fire Response Guide for Church Hall Users and Hirers



INTRODUCTION

The Regulatory Reform (Fire Safety) Order 2005 put new responsibilities onto the operators and users of public buildings. The new regulations require a risk assessment based approach to fire safety. As the owners of the church hall, St Peter's PCC has undertaken a risk assessment to ensure that the hall is a safe environment for the public to use.

This document specifies the responsibilities of those hiring the church hall and the provided safety features. Please note that **smoking is not permitted in any church buildings** to minimise the risk of fire, and to comply with the law. Any fire incidents, however small, should be reported to St Peter's Henleaze (SPH).

Responsibilities

As the hirer of the hall **you** are the **RESPONSIBLE PERSON**, and must be responsible for leading the fire response in the unlikely event that a fire occurs.

The hirer of the hall must carry out a risk assessment to ensure that they understand the fire risks associated with their activity, that they have minimised those risks and that they have an emergency plan.

We have produced this leaflet to help hirers appreciate the risks, and formulate their own plans and procedures. Please take a few minutes to read and understand the issues raised. An EMERGENCY PLAN is suggested, but you should adapt this to meet your own specific requirements.

If you are unsure about any issue raised, please make contact with one of those persons listed later in this leaflet.

We hope you enjoy the Church Hall facilities in the safest possible way.

Thank you for your custom.

Please return again.

St Peter's Henleaze Church Hall

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YOU, THE HIRER, ARE THE "RESPONSIBLE PERSON"

At all times the hall is in use the 'RESPONSIBLE PERSON' must be in charge and ready to take control of any incident. Please read and become familiar with these instructions.

Your priority is always 'lives' and not the building!

BEFORE YOUR EVENT STARTS

- Please ensure that you are aware of your activities and those present. Ensure that you have carried out a relevant risk assessment for your activities.
- Keep a fully charged mobile phone, torch and whistle with you at all times.
- Familiarise yourself with **all rooms** (including toilets, etc.), light switches, doors, **fire escape doors**, escape routes.
- Check that the **Emergency Exit Lights** are switched on – those in the main and lesser hall each have a switch at the top corner of each exit door
- Check the exit routes are not blocked for example by tables or chairs.
- Check location of **Fire Extinguishers & Fire blanket**, and that they are clearly visible.
- Check that no 'doubtful' looking electrical equipment or extension leads have been brought into the hall.
- Beware of any hazards which could start a fire, especially in the kitchen area. If necessary, restrict the use of risky equipment and activities.
- Check that no decorations, etc. have been hung such that they could fall down and obstruct a fire exit or escape route (**especially if flammable**).
- Check that any chair layout allows sufficient gaps between rows and suitably wide aisles to allow efficient emergency evacuation.
- Consider abandoning the event if you are dissatisfied with any safety issues (e.g. if main lighting fails, if fire exit doors are unusable, etc).

DURING YOUR EVENT

- Strictly enforce the building's **NO SMOKING POLICY**
- Candles are not permitted.
- Watch that fire exit routes do not become obstructed.
- Brief any disabled people and/or their helpers on the evacuation routes.
- There must always be a clear access route from the main gate up to the main entrance of the hall for fire and ambulance vehicles. Ensure that no vehicles obstruct the emergency exits or this access route by parking next to the hall.
- No vehicles should be parked adjacent to the hall at any time.
- Watch that nothing likely to cause a fire is taking place.
- Be vigilant of any smells of burning or a gradual build-up of smoke.

IN THE EVENT OF A FIRE (...The Emergency Plan...)

- Take command – give loud and clear instructions (shouting and using whistle) to **immediately evacuate the building** and gather half-way down St Peter's Walk and to wait there for attendance check that no-one is missing.
- Instruct all present which are the safest exit routes to use, and ensure adults take charge of children and disabled persons requiring assistance.
- Check every room (including toilets) that it is safe to enter, to ensure that everyone has left the hall, closing windows and doors behind you.
- Contact the emergency services to say the hall is on fire **dial 999** and quote the postcode **BS9 4LD**

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The address is: **St Peter's Henleaze Church Hall** (*behind and to the side of the Church*)
 The Drive, Henleaze, BRISTOL BS9 4LD

- If you consider it safe to do so, any fire fighting should only be carried out by adults instructed in the use of fire extinguishers. However, the **priority is to clear the building. No risks should be taken by anyone.**
- You should be the last to leave the building.
- Go to St Peter's Walk and check everyone is accounted for.
- Write a list of any missing persons and give it to the attending fire officer.
- Do not allow anyone to enter the building until a fire officer tells you it is safe to enter.
- Contact one of the following Parish officers:-

Churchwarden	(David Cottrell):	0117 962 9588	07974 422560
Treasurer	(David Fenna):		07835 919 777
Churchwarden	(Moirra McMurrin):	0117 962 1934	
Caretaker (Ed)			07923 416 554

LOCAL POLICE	101
Emergency Services	999

- If a fire extinguisher or fire blanket has been used, then this must be reported to the Parish Hall Administrator so it can be replenished or replaced. (Office open on Wednesday morning 0117 962 3196)

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APPENDIX 1 : List of rooms and emergency doors

- **Main entrance** double doors:
 - the door is opened on entry by the event organiser using an authorised key card for access (light switches are on the right beside the door as you enter).
 - these are **emergency exit doors**, one with a turn-lever operation to unlock and open outwards, the other has top and bottom release bolts.
 - one door is usually left open during the event for access by attendees.
 - the light switches are just inside to the right of the door mid-height.
- **Meeting Room** on right of entrance lobby:
 - Entry and exit is only from the entrance lobby.
- **Main Hall** external double doors to the left of the stage:
 - these **emergency exit doors** have push-bar operation to unlock and open outwards to downward steps outside.
 - the switch for the external light is inside mid-height to the left side of the doors.
 - both doors are usually left closed during events.
- **Lesser Hall** external double doors on the outside wall:
 - these are **emergency exit doors** with a push-bar operation to unlock and open outwards. Go down the steps outside, turn left to the large wooden gate which has a release lever to open outwards, and then follow the path round the outside of the building to the car park and on to the assembly point.
 - the switch for the external light is inside mid-height to the right of the doors.
 - both doors are usually kept closed during events, although some groups may keep them open during warmer weather.
- **Stage Door / External Kitchen Door:**
 - This is beyond the kitchen to the right of the stage. It is **NOT** intended to be the main means of entry and exit for use by attendees to the Hall.
 - Thieves have previously entered this way and stolen personal items during activities in the hall, so it is now usually kept locked.
 - **NB** When locked, it can be opened from the inside only by using the key.
 - **It is NOT designated as an Emergency Exit.** It must not be thought of as an emergency exit route. **Other exits are always preferable.**
- **Offices behind stage:**
 - The two offices are interconnected and usually locked when unoccupied.
 - there is a push-bar **emergency exit** from the lobby of the right hand office which leads to metal steps at the rear of the hall – extreme care should be taken using these steps since they may become slippery.
 - External lighting of the steps is controlled automatically by a light sensor.

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APPENDIX 2 : Location of light switches in St Peter's Henleaze Church Hall

Entrance Porch

There are three switches in the porch beside the main entrance doors - towards the window wall.

These control:

- the external light
- the porch light
- the entrance lobby lights (No 1 of 3 which do this)

Entrance Lobby

There are two switches in the lobby adjacent to doors to the main hall:

One of the switches controls the lobby lighting (No 2 of 3).

NB The other switch is a 2-way switch to turn on-off one lighting section in the main hall.

The switch adjacent to the Lesser Hall entrance passage also controls the lobby lighting (No 3 of 3).

Main Hall

The switches are on the stage behind the right side of the proscenium arch. These may be reached via the back door of the kitchen and up the internal stairs to the stage. There is a light switch at the bottom of the stairs. The Main Hall switches are on the left at the top in the recess to the left.

Switch on the central switch on the bottom row to illuminates the switches and their labelling.

NB one of the Main Hall switches is a 2-way switch to turn on-off one light section in the main hall.

This enables one light section to be left on to enable the person in charge of locking up at night to have sufficient illumination to make their way safely through the main hall to the entrance lobby.

That light can then be switched off at the 2-way switch in the lobby adjacent to main hall doors.

Kitchen

The two main switches are beside the back door.

One switches on only the central light (No 1 of 3 which do this).

The adjacent other switch controls all other lights.

The other switches which control only the central light are:

beside the door to the Main Hall (No 2 of 3), and beside the door to the Lesser Hall (No 3 of 3).

Note: the large switch above the cooker is the cooker isolation switch. It does not control the extractor fan.

The control switch for the extractor fan is in the kitchen beside the door to the main hall.

Lesser Hall

The light switches are in the lesser hall beside the door to the kitchen.

Toilets and Passage between Entrance Lobby and Lesser Hall

The lighting is controlled by motion sensors.

The Meeting Room

The light switches and dimmer control are just inside the door.

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External Lights

The emergency exits from the main hall and the lesser hall each have a light switch beside them which switches on the external light to illuminate the steps immediately outside each exit door.

All other external lights operate automatically controlled by a light sensor.

Emergency Lighting

In the event of a failure of the mains electrical power the Emergency Exit signs will continue to operate on internal batteries and shine at great brightness to enable safe evacuation of the building.