

St Peters Henleaze Church

SAFETY GUIDANCE AND EMERGENCY PLAN

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

This document specifies the responsibilities of those hiring the church and the provided safety features. 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, must be reported to St.Peter's.

Responsibilities

As the hirer of the church **you** are the "**Responsible Person**" and must be responsible for leading the response in the unlikely event that a fire occurs.

The hirer of the church 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.

The PCC of St.Peter's has 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 issues raised please contact one of the people listed later in the leaflet.

Whenever the church is in use the Responsible Person must be in charge and ready to take control of any incident. The Responsible Person should read and become familiar with these instructions.

The priority is always "lives" and not the building.

Before your event starts

- Keep a fully charged phone, torch and whistle with you at all times.
- Familiarise yourself with all parts of the church, toilets, light switches, doors, escape routes.
- Check that the exit routes are not blocked, e.g. by tables, chairs, wheel chairs etc.
- Check location of fire extinguishers and fire blanket
- Check that no "doubtful" looking electrical equipment or extension leads have been brought into the church
- Beware of any hazards which could start a fire. If necessary, restrict the use of risky equipment or activities.
- Check that no decorations etc. have been hung so that they could fall and obstruct a fire exit or escape route.
- Check that any chair layout allows sufficient gaps between rows and suitably wide aisles to allow efficient emergency evacuation.

During your event

- Strictly enforce the church's no smoking policy.
- Watch that fire exit routes do not become obstructed.
- Brief any disabled people and/or their helpers on the evacuation routes.

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- Enforce no parking next to the hall. There must always be clear access from the main gate to the main entrance of the hall for fire engines and ambulances.
- Watch that nothing likely to cause a fire is taking place.
- Be vigilant for any burning smells or gradual build-up of smoke.

IN THE EVENT OF A FIRE (THE EMERGENCY PLAN)

- Take command – shouting and using whistle, give loud and clear instructions to evacuate the building immediately and gather half-way along St Peter's Walk and wait there for a roll call to make sure no one is missing.
- Instruct everybody which are the safest exit routes to take ensuring adults take charge of children and disabled persons requiring assistance.
- Check every part of the building that is safe to enter to ensure everyone has left the church shutting doors where possible.
- Dial 999 to say the church is on fire quoting the postcode BS9 4LD
- If you consider it safe to do so, any firefighting 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 church until a fire officer tells you it is safe to do so.
- Contact one of the following Church officers

Ian Perry	Churchwarden	0117 962 3895	07760 475625
David Cottrell	Churchwarden	0117 962 9588	07974 422560
David Fenna	Treasurer	0117 959 0411	07835 919777
- If a fire extinguisher or fire blanket has been used it must be reported to St. Peter's so that it can be replenished or replaced.

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