

# HCC Fire Safety Policy



## Policy Statement

1. The Trustees of Huntingdonshire Community Church (HCC) recognise their responsibility for fire safety in our organisation.
2. As part of our Health and Safety training, all staff and volunteers will be briefed and trained on fire safety and procedures in the event of a fire at our town centre premises (83a) or in any building in which our meetings take place.
3. The Senior Leader is the designated Fire Officer for the church. When in work, the Office Administrator will act as Fire Marshall.
4. We commit to regular testing of all alarms, appropriate maintenance and servicing of equipment and regular drills throughout the year.
5. Fire drills will be held at regular and random intervals. These will be held with no regard to any conditions existing inside or outside the premises, eg rain, snow, frost, mealtimes, time of day.

## Our Responsibilities

6. HCC will:
  - carry out a fire risk assessment of the premises and review it regularly
  - tell staff about the risks we have identified
  - put in place, and maintain, appropriate fire safety measures
  - plan for an emergency
  - provide staff information, fire safety instruction and training
7. Awareness training will be given to personnel regularly using our buildings regarding any firefighting equipment installed/held, its location, and its uses fighting different kinds of fire.
8. Fire safety posters are displayed and exits clearly signed. Users of the premises will be briefed in case of the event of fire.
9. Every user of 83a will receive an induction brief, in which it will be made clear that the senior person present, or event organiser, is responsible for fire safety actions if HCC staff are not present in the building. Event organisers are responsible for familiarising themselves with HCC's fire safety procedures and, in the event of a fire incident, implementing those to ensure the safety of all at their event.

## Fire Risk Assessment

10. We will carry out and regularly review a fire risk assessment of the premises. This will identify what we need to do to prevent fire and keep people safe.
11. We will keep a written record of our fire risk assessment, as our business has 5 or more people.

## **Carrying out the Assessment**

12. We will ensure we take advice from our local Fire and Rescue Authority and carry out the fire risk assessment appropriately either ourselves or appoint a risk assessor.

13. We will:

- Identify the fire hazards.
- Identify people at risk
- Evaluate, remove or reduce the risks
- Record our findings, prepare an emergency plan and provide training
- Review and update the fire risk assessment regularly

14. We will take into consideration:

- emergency routes and exits
- fire detection and warning systems
- firefighting equipment
- the removal or safe storage of dangerous substances
- an emergency fire evacuation plan
- the needs of vulnerable people, for example, the elderly, young children or those with disabilities
- providing information to employees and other people on the premises
- staff fire safety training

## **Fire Safety and Evacuation Plan**

15. We have considered:

- a clear passageway to all escape routes
- clearly marked escape routes that are as short and direct as possible
- enough exits and routes for all people to escape
- emergency doors that open easily
- emergency lighting where needed
- training for all employees to know and use the escape routes
- a safe meeting point for staff
- People with mobility needs - we will make special arrangements for people with mobility needs, for example, ensure that there are people to help a wheelchair user vacate the building if there is a fire

## **Fire Detection and Warning Systems**

16. Smoke detectors are fitted around the building and a fire alarm system is fitted.

## **Maintenance and Testing**

17. We will carry out regular checks to make sure that:

- all fire alarm systems are working
- the emergency lighting is working
- we record any faults in systems and equipment
- all escape routes are clear, and the floor is in good condition

- all fire escapes can be opened easily
- fire exit signs are in the right place

## **Enforcement, Appeals and Penalties**

18. The local fire and rescue authority may visit our premises to check the fire risk assessment and that fire prevention measures are appropriate. Fire safety officers may help us understand the rules and comply with them.

## **Employees, Volunteers, Church Members and Visitors' Responsibilities**

19. Responsibilities are as follows:

- Everyone entering our premises should carefully read and familiarise themselves with the fire regulations which are displayed on notice boards and, for employed staff, in the staff handbook.
- Fire exits and routes should be kept clear at all times of clutter, blockages or flammable material.
- Training should be undertaken during induction on Fire safety. Refresher training will be required.
- Electrical appliances should be tested. Make sure that the cables, plugs etc, are not damaged; do not use any electrical equipment that shows signs of damage, even if you think it is only minor. Report any faults you find to the office (admin@hccuk.org) and find an alternative appliance; Report any concerns around fire safety.

## **Procedures in the Event of Fire**

20. **On discovering a fire, raise the alarm, and..**

- Immediately evacuate the building using the nearest safe exit.
- The Fire Marshall, or senior responsible person, will take charge and collect the signing in book.
- Staff, volunteers and visitors will be led out in an orderly manner and should assemble at the designated assembly point. Particular attention should be paid to babies, children and vulnerable adults.
- The senior person in charge will check all areas including upstairs rooms, toilets, kitchen, store rooms, downstairs meeting rooms.
- Close all doors behind you as you proceed out.
- Dial 999 and ask for the fire service. Do not end the call until the fire service confirms our address.
- Check the signing in book and confer with other centre users to ensure everyone is accounted for. Only if it is not too dangerous and if you are sure you can do it quickly and safely, attempt to put out the fire using the appropriate firefighting equipment, which can be found hanging next to all fire exits.

21. **Our designated assembly point is:** in the graveyard across the high street and to the left, diagonally opposite HCC's building

Attached:

Fire Safety Risk Assessment