



Fire Safety Policy

The PCC takes its responsibilities for fire safety very seriously and looks to ensure a proportionate approach is adopted in terms of assessing and minimizing fire risks within our buildings. The Fire Risk Awareness document should be read in conjunction with this policy.

1. Introduction

The purpose of this policy is to set out the way in which St. Peter's Church intends to manage its premises in line with good fire safety practice to protect all those using the buildings. It is also to ensure that the Church complies with the legal obligations of the Regulatory Reform (Fire Safety) Order 2005.

2. Responsibility

The Parochial Church Council (PCC) has overall responsibility for all Church policies and their implementation. The PCC will arrange to

- (a) carry out or arrange for a fire risk assessment of the premises,
- (b) ensure that the Church implements and maintains appropriate and adequate fire safety measures to minimise the risk to life from fire.

3. General Fire Safety

The Church and Church Centre premises have been equipped with a number of general features to improve fire safety:

- Adequate, well maintained fire safety equipment (extinguishers and fire blankets),
- Appropriate signage including marked fire exits,
- Smoke detectors

Checks on this equipment and systems which contribute to fire safety will be carried out by appropriate professionals in accordance with the required schedules.

- Fixed electrical systems should be checked every five years,
- Portable Appliance Tests (PAT) will be conducted as recommended,
- Gas safety checks will be conducted annually,
- The central heating boiler will be serviced annually,

The Church will also have in place practices to minimise the risks of a fire starting and to minimise the risk to individuals in the unlikely event of a fire. These will be informed by an annual review of the Church's Fire Risk Assessment.

4. Fire Risk Assessment

The Church will carry out an annual review of Fire Risk Assessment, taking account of any new legislative requirements and drawing, as necessary, upon external advice. The annual review should look at all aspects of fire safety and should identify any actions required to improve fire safety, including any appropriate changes in this Fire Safety Policy.



5. Good Housekeeping

The following procedures should be followed throughout the Church premises:

- The “no smoking” rule should be strictly enforced, and notices displayed appropriately,
- Internal waste bins should be emptied regularly.
- Recycling bins should be cleared regularly and before they are full,
- 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 ignition sources,
- Furniture and furnishings will only be bought (or accepted as donations) if they conform to appropriate fire safety standards,

6. Kitchen

Kitchens present particular risks, especially as sources of potential ignition. In the case of the Church premises, particular care should be taken over the use of the microwave oven and the gas oven and gas hob in the Church Centre Kitchen.

- The Kitchen should never be left unattended when items are cooking,
- Metal items should not be placed in the microwave, and it should be turned off if the kitchen is vacated,
- Saucepans on the gas hob should be turned so their handles do not stick out or over another gas ring.

When any of the gas oven, gas grill or gas hob are used:

- Those using the Kitchen should avoid wearing loose clothing (or take special care to keep their clothing away from flames),
- The gas appliance should be double checked at the end of any use to ensure that the flames are properly extinguished, and the gas has been turned off,
- The gas appliances should be cleaned after use (particularly to avoid the build-up of fat and waste food which could start a fire).

7. Candles

On the occasions when candles are used during services or other activities, care should be taken to ensure:

- That, if possible, the candles used are fixed in one position and that they are good quality slow burning candles placed in a heat resistant container on a stable surface away from flammable materials (like clothing, hair, foliage and decorations),
- That, if fixed candles are not appropriate and hand-held candles are to be used, then they are purpose-made candles with slide-on card drip trays. Any use of hand-held candles by children must be closely supervised by responsible adults.



8. Training and Guidance

Members of the PCC, Churchwardens and other users who carry out regular functions on the church premises should be given guidance to support the Church in the implementation of this Fire Safety Policy. This should include:

- Identification of the fire detection & alarm systems operating in the buildings,
- 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 location of shut-off valves (see below),
- 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 keeping fire doors closed in order to prevent the spread of fire, heat and smoke,
- The importance of general fire precautions and good housekeeping. The leaders of all groups using the premises should also be given information on actions to be taken in the event of a fire and/or an emergency evacuation.

9. Shut-off Valves

The emergency services may need to know where to find the main shut off valves which are as follows:

- *Gas*

- *Church*
The emergency gas mains shut off is located inside vestry, by the external door.
- *Church Centre*
The gas cut off valve is located in the kitchen, on the wall behind and to the right of the cooker.
The gas isolation point is in the boiler room, accessed via door in the small kitchen.

- *Electricity*

- *Church Centre*
This is located in the wall mounted cabinet in the main foyer above the seating area.
- *Church*
This is located in the cabinet next to the door leading to the stairs to the Bell Tower.



This policy was reviewed and adopted by the PCC at the meeting held on

Location information for emergency services

St. Peter's Church
Church Lane
Ardingly
RH17 6UR

St. Peter's Church Centre
Street Lane
Ardingly
RH17 6UN

What3words location
Vocal-small-searcher