

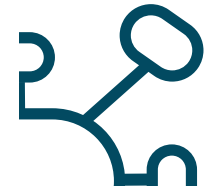
# St Columba's

United Reformed Church, Oxford

[www.saintcolumbas.org](http://www.saintcolumbas.org)  
Administrator: 07880 601109

*Version 0.2*

# *Fire Safety Policy*



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United Reformed Church, Oxford

*In addition to this document, readers (Elders) should also be aware of the following documents which form part of the Fire Safety Policy.*

*Latest versions of these will always be kept on the church website at [www.saintcolumbas.org/firesafety.shtml](http://www.saintcolumbas.org/firesafety.shtml)*

- Fire, Health and Safety Maintenance Checklist*
- Equipment locations map (showing locations of all fire-related equipment in the building)*
- Evacuation route maps*
- Assembly point map*
- Record of significant findings template (which is found in the Fire Safety Induction document)*

## Master Frequency table

System	Details	Internally	Externally
Fire fighting equipment	In position. Charged. No obvious damage.	Weekly/monthly	Monarch Fire Annual Inspection in November each year.
Fire alarm systems	In place and in working order.	Weekly/monthly	Monarch Fire Annual Inspection in November each year.
Emergency lighting	In place and in working order.	Weekly/monthly	Monarch Fire Annual Inspection in November each year.
Fire doors	Exit routes not obstructed. Closers working. Automatic closers working.	Weekly/monthly	-
Fire Risk Assessment	-	Once every two years.	-
Fire Drills	Morning Worship. Wednesday Welcome.	Once every six months in January and July.	-
Fire Safety Inductions	For all Fire Marshals of activities both within and outside the church.	Once every six months on the first Thursday in June and December.	-

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## Statement of Intent

This **Fire Safety Policy** outlines our commitment and strategy on how we protect all users of these premises from the consequences of fire.

We proactively manage Fire Safety within the building by both structural fire precautions and a proactive fire safety management culture.

The aim of this policy is to ensure that the potential for fire ignition is reduced to a minimum and that all fire safety measures are maintained and reviewed to ensure ongoing safety.

All worshippers at our church, and all other users (such as hire groups) are protected by our fire safety management procedures as detailed in this document.

Signed by the owner/managers of St Columba's United Reformed Church, Oxford

Date

Signed by Fire Safety manager

Date

## Inspection and check frequencies (Who must check what and when)

Under current legislation and guidance the times (p.15) are given for testing, maintenance and carrying out of assessments or audits by internal and professional contractors. These systems are essential to ensure, so far as is reasonably practicable, the compliance of fully working and operational fire safety equipment and practices in the following areas:

### 1 Equipment

- Fire fighting equipment
- Fire alarm systems including sounders, detectors, call points and panel
- Emergency lighting
- Fire doors
- Automatic fire doors

### Procedures

- 2 Weekly, Monthly and other regular procedures
- 3 Fire Risk Assessment
- 4 Fire drills
- 5 Fire Marshal Training
- 6 Fire Safety Inductions to the building

- 
- 1 Recorded internally by the **Fire Officer** using the Fire, Health and Safety Maintenance Checklist kept in the Fire Risk Assessment folder in the church office. Also recorded externally.
  - 2 Also using the Checklist.
  - 3 Logged in this Policy booklet, and recorded in Fire Risk Assessment folder by **Fire Officer**. Kept in church office.
  - 4/5 Recorded in this Policy booklet by **Fire Marshals**.
  - 6 Recorded in the Buildings Administrator's master spreadsheet (a copy of which is normally passed to the church treasurer on a regular basis)

**WEDNESDAY WELCOME** (January and July fire drills).

Please complete outcome/comments sections as well as the timings.

Date	Full/part Evacuation	Time	Evacuation Time	How many people at Bear Lane	Total people

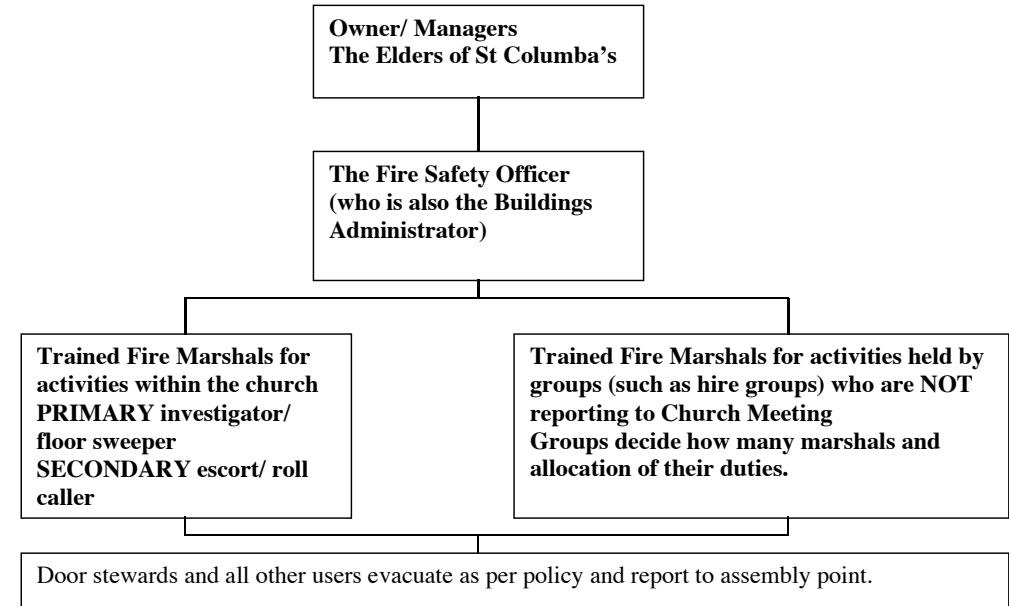
Outcome/ remedial actions/ comments.

Signed: \_\_\_\_\_

Outcome/ remedial actions/ comments.

Signed: \_\_\_\_\_

## Responsibility management flow chart



## Roles and Responsibilities

### Owner/ Managers

Overall responsibility to ensure that the **Fire Safety Policy** is adequate and sufficient. Responsibility to ensure that the statement of intent is fulfilled. Holds the **Fire Safety Officer** accountable for their role. Ensures that they have the support and training they need to carry out their role effectively.

### Fire Safety Officer

Responsible for ensuring correct writing and implementation of Fire Safety protocols.

Responsible for carrying out the **Fire Risk Assessment** in communication with other relevant personnel once every two years, or sooner if changes occur in legislation, premises, or other circumstances affecting fire safety.

Ensures that Trained **Fire Marshals** for activities within the church, and Trained **Fire Marshals** for activities not reporting to church meeting have all received a **Fire Safety Induction** at least once every 12 months, keeping a record of marshal contacts for all user groups.

Overseeing that records are kept up to date on the testing and maintenance of relevant fire safety systems, equipment and training as required in the Policy.

Responsible for weekly, monthly and other regular Fire Safety Maintenance checks according to this Policy.

### *PRIMARY Trained Fire Marshals on duty – Investigator / Floor sweeper*

Responsible for taking charge in a fire emergency. Responsible for operation of Fire Panels and the delegation of tasks until the Fire Service arrive.

Responsible for always carrying a mobile phone with them when on duty, in the absence of a convenient payphone nearby.

Responsible for sounding the alarm and/or investigating the gravity of the situation and its location zone. Responsible for making sure the emergency procedure is followed according to the **Fire Action Notices** displayed in the building. Responsible for sweeping the building and all four toilets prior to reporting to **Assembly Point**. Responsible for isolating services if safe and necessary. Communicating with Fire Service Personnel.

## Record of fire evacuation drill dates and feedback

*MORNING WORSHIP (January and July fire drills).*

Please complete outcome/comments sections as well as the timings.

Date	Full/part Evacuation	Time	Evacuation Time	How many people at Bear Lane	Total people
Outcome/ remedial actions/ comments.					
Signed:					
Outcome/ remedial actions/ comments.					
Signed:					

## History of Fire

Date	Near miss or fire incident	Details and cause	Remedial action
December 2006	Sunday morning service during advent.	A small fire started in the chancel area. Advent candle placed on wooden table set light to surrounding decorative foliage.	Flame extinguished. No evacuation. Similar candles removed the following year.

The **Fire Safety Officer** is a Trained **Fire Marshal**, but may not be the Marshal on duty even when he/she is present in the building. For this reason, and because we are a building in multiple use by different groups, the Primary Trained **Fire Marshal** on duty at all activities WITHIN THE CHURCH will make it clear who they are by:

- wearing an arm band marked 'FIRE MARSHAL' OR
- announcing who they are at the beginning of an event

(Groups from outside the church are responsible for making their own arrangements regarding this matter.)

### **SECONDARY Trained Fire Marshals on duty – Roll Caller/ Escort (Optional)**

*(Groups must decide how it is best to organise their own Fire Marshals. However, it is difficult for one Marshal to cover both primary and secondary duties satisfactorily.)*

Responsible for always carrying a mobile phone with them when on duty, in the absence of a convenient payphone nearby.

On hearing the fire alarm immediately lead, assist, and encourage all others to assist people out of the building to the assembly point on Bear Lane by the safest and most user-appropriate route possible using your knowledge of the building.

Keep everyone together at the assembly point and keep them calm until told to reenter the building. Do your best to establish whether anyone appears to be missing or still inside the building, communicating this back to the PRIMARY **Fire Marshal**.

Once everyone is safely assembled and accounted for, raise emergency

services using mobile phone or through Oxford Analytica (see assembly point maps).

Communicating with Fire Service Personnel.

## *Door Stewards and All other users*

There is a duty on everyone to help others evacuate who need help. To raise alarms. To close doors as you leave. To go to the assembly point and follow **Fire Marshal** instructions. To inform **Fire marshals** of any fire hazards or potential hazards. To be aware of the **Fire Action Notices**.

## **Emergency Evacuation Action Notices**

There are visible emergency evacuation notices explaining the action for all staff to take in the event of hearing the alarm or discovering a fire by all fire alarm call points in the building. They are not reproduced here, but an example **Fire Action Notice** follows. They comprise the **Fire Action Notice** together with a map showing the **Assembly Point on Bear Lane**. The advice is slightly different according to the building Zone. (There are four Zones in the building.)

### *Fire action*

Any person discovering a fire

- 1 Raise the alarm by shouting 'FIRE'.
- 2 Attack the fire if possible using the appliances provided.

### *On hearing the fire alarm*

- 3 Leave the building by push-bar disabled users exit in vestibule OR vestry courtyard into hall.
- 4 Close all doors behind you.
- 5 Report to assembly point on Bear Lane.
- 6 Alert group fire steward on duty if anyone seems missing.

## **Fire Risk Assessment record and documents**

Date completed	Reason for review	Review result	Signature and position held	Review date
October 2007	-	-	Trevor Barton, Fire Officer	October 2009 unless Significant Findings or other information require earlier review.

*The FRA documents are held on-site in the church office.*

## Premises plan with symbols

The following maps are appended to this Policy and are available for download from the church website at [www.saintcolumbas.org/firesafety.shtml](http://www.saintcolumbas.org/firesafety.shtml)

- Evacuation routes for zones 1, 2 (all areas), 3, and 4
- If balcony is in use
- Equipment maintenance map

The equipment maintenance map, coupled with the Fire Safety Maintenance Checklist, is used by the **Fire Officer** to carry out the required regular internal maintenance checks.

*Latest versions will always be available on the website.*

- 7 Use a mobile/ cell OR alert Oxford Analytica (see map) to call the fire brigade. There is no payphone nearby.

*Do not take risks*

*Do not return to the building for any reason until authorised to do so.*

## Training Required for each role

*Owner/Managers*

- No training is required, but ideally one nominated elder will have received **Fire Marshal** training at Slade Fire Station in Headington.

*Fire Safety Officer*

- **Fire Marshal** training at Slade Fire Station in Headington.

*Fire Marshals*

**Fire Marshal** training at Slade Fire Station in Headington.

- **Fire Safety Inductions** held by the **Fire Safety Officer** at least once every 12 months.

*Door Stewards and all other building users (for activities reporting to church meeting ONLY)*

- Fire drill once every six months conducted by the primary **Fire Marshal** on duty.

## Training records and approach

Training	Frequency	Record, or how recorded
Fire Marshal training for Fire Officer	Once. Then once every two years at Slade Fire Station.	Here in the policy document. Training first received 17.12.07.
Fire Marshal training for Marshals on duty at activities reporting to church meeting.	Once. Then once every two years at Slade Fire Station.	Here.
Fire Marshal training for Marshals on duty at activities NOT reporting to church meeting.	Not recorded by us.	Not recorded by us.
Fire Safety Inductions for Trained Fire Marshals at all activities. Run by the Fire Officer who is Buildings Administrator.	<p><b>HIRERS</b> For one-off or highly infrequent events the training is given as part of the general building induction between agreement of hire and date of activity.</p> <p>For regular groups, Marshals must report for training at least once every 12 months on the first Thursday in June and December at 10am.</p> <p><b>ACTIVITIES REPORTING TO CHURCH MEETING.</b> Marshals must report for training at least once every 12 months on the first Thursday in June and December at 10am.</p>	Fire Officer, as Buildings Administrator, keeps a spreadsheet record of Fire Marshal contact names for all activities within and outside the church, that they received their induction material, and that they have attended an induction at least once in the last 12 months. We assume Marshals of groups outside the church have received appropriate Fire Marshal training. (We do not provide Fire Marshal Training.) We chase groups who have not sent someone for inductions. For outside groups we are only responsible for provision of the inductions. For internal groups inductions are much more mandatory.

The latest **Fire Marshal Induction** document will be kept up to date on the church website.

## Fire Safety Policy

### How hazards and near misses will be reported (inc. reporting form)

The **Fire Marshal** on duty will complete, in the event of a hazard or near miss, a **Record of Significant Findings**.

The reporting form is appended to the Fire Safety Induction document, and published on the church website at

[www.saintcolumbas.org/firesafety.shtml](http://www.saintcolumbas.org/firesafety.shtml)

It is not reproduced here.

Once completed, the form is handed in to the **Fire Officer**, who keeps it on file in the **Fire Risk Assessment** folder (which is kept in the church office).

If necessary, the **Fire Officer** will report back on any changes to procedures, training, or equipment as a result. This will be either straight to the Elders, or to the Finance and Property Committee.