

Induction Notes

Using St Columba's URC Safely



What matters to us...

...is that we have done everything we can to ensure your use of St Columba's is as suitable, as smooth-running, and as safe as it can be for you and your group. We have a legal requirement to impart certain information to you when you are introduced to our building.

For recurrent users of our building, we are legally obliged to offer fire safety inductions once every 12 months. We offer these on the first Thursday in June and December and are obliged to keep a log of who has attended for which group.

(You may decide that you do not need to attend this because you have this document to hand, and you are already equipped as Fire Marshal to comply with the Fire Safety Order 2005 for your group, event, or activity. If so, please let us know so that we can record that you attended 'in absentia'.)

Response lines

The owner/managers are the Elders (for a current list, see the board in the Hall – room 3.01). Reporting to them is the Fire Officer (the Administrator). Reporting to the Fire Officer for any fire or general health and safety matters are all Fire Marshals –including you!

What action to take (emergency procedures)

How to raise alarm

1. Go to **ALARM CALLPOINT** (lobby, base of stairs, the church space, hall and vestibule final exits.) The alarms are all connected, and four of the doors will automatically close. [1]
2. Tell people to leave the building in an orderly fashion.

Alarm may also be raised through the sound of smoke detectors in lobby, kitchen, kitchen store lobby, church space, long corridor x2, vestibule, balcony staircase (plus **relays** between these), or from someone shouting (in which case follow points 1 and 2).

How to evacuate, including people at risk

Let's look at our two **final exit fire exit doors out of the building:**

- Lobby/foyer (easy exit for all users – inc. disabled and push chairs), and
- Hall.
- **The third most important door – vestry courtyard door must always be unlocked from inside and take key with you when the church space is in use. Please lock back up and put key back in keyhole before you leave.**

People most at risk are the Elderly, Disabled, the mentally ill and young children

- Wednesday Welcome, Morning Worship, U3A, Sunday morning creche...
- This is why it's important to know the escape routes and how to use them best given the situation of risk and who is in your group.
- Encourage the able-bodied to help others evacuate our building.

The Escape Plan

Maps – see appendix (hardcopies of this training material), or on the church website for downloading at www.saintcolumbas.org/firesafety.shtml

- . Map showing the assembly point on Bear Lane, and
- . Generic map (all zones) for Fire Marshals

Fire Action Notices

- . Where they are and what they say. At least one in each zone.
- . Duty is on all building users (not just Fire Officer/Fire Marshals)

All Fire Marshals should be familiar with all aspects of the building and the advice for each zone. Let's go round and take a look...

Zone 1: The Church space, [Capacity 150] Vestry [Capacity 10]

Primary route is to direct people into foyer (including the disabled)

The secondary / alternative escape route is through - vestry > courtyard > in to hall (this route relies on having unlocked courtyard door on kitchen side prior to use!).

NOTE: If all users are forced to use the secondary route, let wheel- or push-chair users out LAST to avoid congestion at courtyard pinch point.

Observe: Fire Action Notices, other notices, escape route map, extinguishers (Pulpit, Organ loft), emergency lights, alarm point, smoke detector/sounder. There's a single switch for all mains lights on secondary escape route.

Safety tips: Leave a 1m gap in the church at the sides and for the asile. Always unlock vestry courtyard to kitchen stores lobby door. Don't obstruct heaters or place anything on them.

Balcony Users [Capacity. 40] (also part of Zone 1)

Primary and only route is also into entrance lobby.

Observe: Fire Action Notice, escape route map, extinguisher, emergency lights, other notices.

Zone 2: Foyer - fire point for the whole building

Zone 3: Lobby, Hall [Capacity. 50], Kitchen [Capacity. 5], Kitchen Store Lobby

Primary route is to direct people via hall fire exit. Secondary is foyer easy-exit as needed and where safe.

Observe: Fire Action Notices, escape route map, other notices, extinguishers (Lobby, Hall), Fire Blanket (kitchen), emergency lighting, fire exit manual light switch, alarm points.

Safety tips: Always keep kitchen stores lobby to hall doorway clear both sides. Always keep hall exit corner clear. Stack tables and chairs safely so they don't tumble. Use of kitchen appliances.

Zone 4: Thomson Room (Committee Room 1) [Capacity. 15], Organ Loft, Basement, The little room, long corridor

This is the zone of greatest risk for not hearing alarms raised in other parts of the building, containing small working spaces with little or no ventilation, and housing a fire risk (organ and bellows). The fire capacities for these rooms are part of the management control in place. Direct people via foyer. If for some reason that route is blocked, direct people via organ vestry, nave, vestry office, courtyard into hall. The secondary route relies on having unlocked courtyard door on kitchen side prior to use. Also, as a control measure: if all users are forced to use the secondary route, let wheel- or push-chair users out LAST

to avoid congestion at courtyard pinch point. A point for you to consider during fire drills and planning please.

Observe: Fire Action Notices, other notices, extinguishers (corridor, stairwell), basement torch, emergency lighting, nearest alarm point, 2x smoke detectors **June 09:** Automatic Fire Door x1, Fire Doors x1. **Safety tips:** Don't obstruct the heaters. Don't store things down this corridor; use basement area if you have to.

Where to assemble

Assemble down Bear Lane, away from the building, away from Fire Engine access points, away from narrow streets, and where you can advise emergency services on best approach route. See map.

Evacuation check procedure

Closing down gas mains supply

Signs in the building indicate direction of gas mains tap in "LOO 1".

It is highly unlikely you will need to shut down the electricity supply. If you ever do, the main on/off switch for whole building is in cupboard to left of flower room outside kitchen, as signposted.

Evacuation efforts

- If you think about all the duties on you as a **Fire Marshal** (raising alarm, directing people out, maybe tackling the fire, sweeping the building, contacting emergency services, roll call...) it is up to you to decide whether you can cover all the duties alone. Remember your **Fire Marshal** training; it's usually best to assign someone else (equipped with a mobile phone) to make sure all evacuees assemble at Bear Lane so that they are not obstructing the roads Alfred Street or Blue Boar Street, to call 999, and do a head count. This leaves you to sweep the building.
- **If safe to do so**, sweep the building (all rooms, **including the four toilets** – these are 2 in the lobby, 1 at bottom of long corridor and 1 in vestry) to ensure everyone is out. Isolate services. Fight the fire only if it is safe to do so.
- When your evacuation efforts are all made, re-join evacuees at assembly point and make sure emergency services have been raised.
- If you do have a deputy (official or otherwise), they should tell you if they think anyone is still in the building.
- If your group takes a register, now is the time to use it.
- **Fire Marshals** and deputies must carry a mobile phone with them at all times.

Fire fighting equipment provided

□ Suitable Fire fighting equipment for each zone is located at specific points throughout the building (see map). It is serviced annually.

Right kind of extinguisher for the type of fire.

Remember your **Fire Marshal** training:

- Do not use this equipment unless you have received training and feel confident to do so.

- Do not put yourself or others at greater risk when attempting to, or considering whether it is worthwhile to, fight the fire.
- If in any doubt, don't do it and concentrate on the rest of the plan.

Calling and liaising with the Fire brigade

- Once evacuated and assembled on Bear Lane, contact emergency services.
- **There is no payphone within easy walking distance.** If nobody has a mobile/cell phone on their person, raise the alarm through **Oxford Analytica** (during office hours), or the Bear Pit (at other times) (see map for locations).
- Explain where the fire is (St Columba's United Reformed Church, Alfred Street, off the High Street, Oxford, **OX1 4EH**).
- Explain that you are assembled on Bear Lane, and that the best access routes are Alfred Street or Blue Boar Street (unless one of them is blocked by a parked vehicle unloading).
- From Bear Lane, you should be able to see if one or both of these other roads are blocked, and advise accordingly.
- Use your knowledge of the building to assist the fire brigade accordingly.

Conduct regular fire drills

It may not be beneficial to have surprise drills as for certain groups the health and safety risks introduced may outweigh the benefits. Throughout the drill the responsible person should observe any potential difficulties with the procedures and make suitable amendments to the evacuation procedures accordingly.

Reporting findings back to us

- Please use the Record of Significant Findings Template (see over page, or download more copies from the website)

Finally, if you wish to use an armband for the Fire Marshall on duty, it helps you to be clearly identified.

Overleaf – a list of what you should find in the appendix.

Appendix Contents.

We have provided the following material as an appendix to this induction card either because we have to by law, or because it may be useful to your use of our building. If you are accessing the induction card, or the appendix material online, you can download it from www.saintcolumbas.org/firesafety.shtml. This is where we will always keep the latest copy of this material.

Needed by the Fire Marshall:

- Map showing Assembly Point on Bear Lane
- Map showing escape routes out of the building
- Emergency plan for the responsible person
- Map showing standard names for rooms in the building
- Record of Significant Findings (you can download more copies of this form at any time by visiting www.saintcolumbas.org/firedownloads/firedownloads.shtml)
- Notes on Health and Safety (inc. preparation of food)
- Where to find important material