

RAILWAY STREET
PRESBYTERIAN CHURCH

FIRE SAFETY POILCY

Railway Street Presbyterian Church Fire Safety Policy Contents

1. Fire Safety Policy
2. Fire Action Procedures
3. Fire Alarm Test Procedures
4. Contractors Policy
5. Personal Electrical Policy
6. Safety induction record
7. Fire safety checks
8. Fire Drill
9. Monthly Emergency Lighting checks
10. Monthly Inspection of Fire Extinguishers

FIRE SAFETY POLICY

PURPOSE

To protect our employees, children and visitors from the dangers of fire, **The Committee** has developed a fire prevention plan to reduce the risk of potential injuries, death and property damage. This plan's purpose is identify and control fire hazards.

RESPONSIBILITIES

The Committee is responsible for seeing that fire-prevention procedures are established and enforced; fire alarm systems / procedures are inspected, tested regularly and maintained; employees are trained to use fire extinguishers and employees are trained to use evacuation routes and procedures

The Committee is also responsible for monitoring the use of flammable materials; training employees in safe storage, use and handling of flammables; and ensuring that storage areas for flammables are maintained properly.

Employees / volunteers are responsible for following procedures for the safe storage, use and handling of flammable materials, and reporting dangerous occurrences, near misses

DEFINITIONS

Fires are classified according to the type of fuel or material:

- Class A—wood, paper and cloth;
- Class B—flammable gases, liquids and greases;
- Class C— Gases such as propane, butane.
- Class D—combustible metals such as magnesium, zirconium, potassium and sodium.

IGNITION SOURCES

Eliminate all non-essential ignition sources where flammable materials are used or stored. For example:

- Keep sources of open flame (such as welding and cutting torches, furnaces, matches and heaters) away from operations involving flammables?
- Do not cut or weld equipment containing flammable liquids unless the equipment has been emptied and purged with a neutral gas such as nitrogen.
- Prohibit chemical ignition sources (such as DC motors, switches and circuit breakers) in areas where flammable materials are stored or handled.
- Use only non-sparking tools in areas where flammables are stored or handled.
- Eliminate the possibility of static sparks—caused by electron transfer between two contacting surfaces—in flammable storage or handling areas.

FIRE EXTINGUISHERS

Portable fire extinguishers can be very effective for fighting fires. A person who is well-trained in fire-extinguisher use can save both lives and property. Portable fire extinguishers must be available even when other firefighting measures are available. For extinguishers to be effective in a fire situation, proper selection, inspection and maintenance are essential. Make sure all fire extinguishers are placed in conspicuous locations, clearly visible and easily accessible.

Keep all fire extinguishers fully charged and operable, and in their proper locations at all times.

FIRE SAFETY INSPECTIONS AND HOUSEKEEPING

The Committee is responsible for work area inspections to ensure compliance with the Fire Safety policy. These inspections should address housekeeping issues, proper storage of chemicals, access to fire extinguishers and emergency evacuation routes. Inspections should be carried out at least once a day. Exit routes require to be available at all times

EMERGENCY EXITS

Every exit must be clearly visible, or the path to it conspicuously identified in such a manner that every occupant of the building will know the best way to get out of the building in a fire or other emergency.

Exits must never be obstructed. All exit signs must either be self-illuminating, or illuminated by a reliable external light source.

EMERGENCY PLAN FOR PERSONS WITH DISABILITIES

Every member of staff / Church wardens / volunteers are responsible for assisting persons within the building. Any employees who are detailed to assist with disability evacuation will be trained on available escape routes and equipment.

Any employee with a disability will have a Personal Emergency Evacuation Plan (PEEP) prepared and practised. This will be organised by **The Committee**.

CONTRACTORS / HOT WORK PROCEDURES

No contractor work will be permitted unless approved by **The Committee** after completion / review of the building Fire Risk Assessment.

Contractors will be expected to provide Risk Assessment / Method Statements for the work which they are being employed to do.

Contractors will have provide appropriate insurance documentation in advance

Hot Work will only be allowed when contractors have been issued a "Hot Works Permit" by **The Committee**.

Contractors will receive a copy of the building emergency procedures and the fire safety policy document. They will also be given a fire escape route familiarization walk through.

This Policy will be reviewed every 12 months

Chair of the Committee

Date:



FIRE

Actions on activation of the fire alarm

Your actions will be,

1. Leave the building by the nearest exit assisting others where necessary.
2. If safe to do so and you are trained, use a fire extinguisher to knock the fire down
(Do not put your life at risk)
3. Do not stop to collect personal belongings
4. Close doors (do not lock) behind you
5. Report to your assembly point
6. Carry out a roll call of staff and visitors
7. Do not re-enter until told to do so by NI Fire and Rescue senior attending officer.

The Church Wardens or a nominated member of staff is responsible to ensure the NIFRS are called and to ensure all employees, visitors & occupants are accounted for at the assembly point.



These signs are fitted beside all exits. Please familiarize these procedures all Church members

GENERAL FIRE SAFETY AND HOUSEKEEPING

1. Keep fire exits and fire escape corridors free from obstructions and flammable items
2. Report faulty electrical equipment and remove it from use
3. Unplug non-essential electrical items when not in use
4. Do not allow rubbish to accumulate – empty bins regularly
5. No smoking in the building or around exit doors
6. Keep fire doors closed



**FIRE RISK
ASSESSMENTS NI**

FIRE ALARM TEST PROCEDURES

The fire alarm must be tested on a weekly basis and an Evacuation drill must take place every six months. Occupants must co-operate with these test procedures.

Items required

1. Call point test key and panel key
2. Test procedure and records

PROCEDURE

- The fire alarm will be tested each _____ MORNING at approx __am
- All staff, members, volunteers and occupants must be informed that the fire alarm is to be tested.
- As per the list, activate a manual call point
- Return to the fire panel and press the “silence alarms” and “reset button”
- Confirm the alarm was audible with occupants and advise tests are complete
- Complete record sheet
- Failure or defects of the alarm, contact alarm company to organise repairs



FIRE RISK

ASSESSMENTS NI

EVACUATION DRILLS

Evacuation drills will take place in the months of _____

The procedure is;

- The evacuation drill will be completed in conjunction with the fire alarm test on a _____ morning on a six-monthly basis
- Occupants within the building must be informed that the fire alarm is to be tested and that they are expected to proceed to the evacuation point.
- Complete record sheet / all participants should sign attendance sheet

Manual call point



key slot (at side or underneath)

Fire alarm test records

[illegible]

Evacuation drill records

[illegible]

Policy on Control of Contractors (Fire Safety)

Contractors pose risks to the premises during works in terms of fire safety from the work processes, unfamiliar knowledge of the building and through storage of materials

The Committee is responsible for fire safety

This policy provides an overall guide to the risk to life and the building from fire during any contractor works within the building. Specific guidance and risk management will be completed prior to any works commencing. This will be organised through The Committee with assistance of the fire risk assessment provider or suitably qualified person.

Fire risks during contractor works;

- Hot work *
- Use / storage of flammable materials
- Compartmentation breeches
- Maintaining Means of Escape (MoE)

No works (including "Hot works") will be permitted to take place unless authorised to do so by The Committee.

*Hot works are defined as tools or work processes which generate heat and / or the use of a naked flame.

Prior to any works taking place, contractors will be asked to supply their Risk assessments and Method statements (RAMS).

In return The Committee will supply copies of the fire safety policy and emergency procedures

No storage of flammable materials will be permitted during the works and acetylene cylinder are not permitted within the building. During any works the means of escape and exit routes / doors must be available at all times. Regular inspections will be completed by staff and management to ensure this policy is complied with.

During and after works are completed, contractors will be asked to confirm in writing or provide evidence that compartmentation walls have been re-sealed to prevent fire spread.

This policy will be reviewed annually

Signed _____ (Chair) Date _____



**FIRE RISK
ASSESSMENTS NI**

PERSONAL ELECTRICAL ITEMS

As part of our fire safety to the building occupants and to reduce the risk of fire within the business premises, The Committee has developed a fire safety plan to include the use of electrical equipment.

Staff, visiting groups or others who wish to bring in any electrical items such as; projectors, mobile phones / chargers, laptops and radios etc., must first seek approval.

All electrical items in use must have received a Portable Appliance Test (PAT) prior to use and this should be labelled and in date, in line with Church policy.

The use and charging of “e-cigarettes” will not be permitted within the building at any time



Fire Induction Training record

Name:

Date:

Training provided by:

Position:

- Actions on hearing the fire alarm
- What the fire alarm sounds like
- Evacuation procedures
- Location of assembly points
- Escape routes
- Assisting people to leave the building
- Fire safety hazards
- Raising the alarm / contacting NI Fire & Rescue service
- How to report any fire safety concerns or defects
- Location of fire extinguishers
- Staff fire training completed

I confirm that I have received induction training on the points listed above

Signed:

Date:



Fire safety Checks;

Daily:

Escape routes are clear
Fire panel is healthy

Weekly:

Fire alarm tests

Monthly:

Emergency lighting
Fire extinguishers
Door release break glass points

Quarterly:

Fire Alarm service (vented batteries)

Six monthly:

Fire Alarm service (non-vented batteries)
Evacuation drills
Fire doors
Smoke vent

Annual:

Fire extinguisher servicing
Emergency lighting service
Smoke vent
Evacuation chair



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Fire Drill / Emergency

In the event of an emergency

In the event of an emergency you may need to:-

- maintain safety
- deal with illness or injury
- telephone for help

If so, follow these steps:-

- Assess the situation
- If necessary, raise the alarm
- Do not place yourself, or anyone else, in danger
- Make good use of available help

Your approach should be brisk but calm and controlled.

In the event of a fire

1. Raise the alarm
2. Ring 999
3. Direct people towards the rendezvous point in Smyth Patterson's car park (paying particular attention to the elderly and infirm)
4. Check that everyone is out of the building, if safe to do so
5. If possible, check fire control panel for location of the fire
6. Proceed outside when possible to help with crowd control
7. Help to keep all exits clear of people
8. Direct rescue services to location of fire

Only fight the fire using portable extinguishers if you have been trained to use them.

In the event of someone taking ill

- Seek the assistance of a doctor, nurse or first aider (if available)
- If necessary, ring for an ambulance
- Provide assistance to doctor / nurse / first aider, as required

*Use test key to switch lights off or trip the power for the lights at the electrical box



Monthly inspection of fire extinguishers

These tests and inspection are carried out in accordance with the BS (British standards) 5306: pt 3 Monthly;

- Check the location of the extinguisher is correct
- Check tamper tag and pin are still in place and that the extinguisher has not been discharged
- Check content gauge is in the green (stored pressure only)
- Visually inspect for damage or corrosion
- Check if the handle, hose and nozzle are not damaged or loose
- Check wall bracket is in place and not damaged
- Confirm if fire extinguisher indication sign is corrected displayed above the extinguisher
- If any extinguisher has failed the monthly inspection please contact the supplier for repair / replacement Month

Notes:

Month	Location	Pass / fail	Sign

