

**THE PARISH CHURCH  
OF  
ST. PATRICK  
DRUMBEG**

**FIRE SAFETY  
POLICY**

**February 2023**

# **The Church of St. Patrick, Drumbeg– Fire Safety Policy**

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# **THE CHURCH OF ST. PATRICK, DRUMBEG – FIRE SAFETY POLICY**

## **INTRODUCTION**

1. Few people have had the first-hand experience of a serious fire and as such the realisation of the rapid destructive force of any fire cannot be imprinted on the subconscious mind, however this policy endeavours to lay the foundations of good fire prevention, actions, and controls. This policy is not contractual but sets out how we plan to manage such issues.
2. It is our responsibility to provide a safe place of work, to identify any fire risks, to put measures in place to minimise these and to ensure the safety of everyone concerned in the event of a fire.

## **PURPOSE AND AIMS OF THIS POLICY**

3. The purpose of this policy is twofold:
  - To reduce the risk of fire by preparing a plan of action to ensure safety from fire in as much as is reasonably practical.
  - To help us comply with our legal obligations to provide a safe environment where the risks of fire are minimised.

## **LEGAL CONSIDERATIONS / LEGISLATION**

4. All legal supporting legislation relating to this policy is shown at [Appendix 1](#) of this policy.

## **SELECT VESTRY STATEMENT**

5. The **Select Vestry of The Church of St. Patrick, Drumbeg** is committed to protecting the Safety of all its clergy, employees, voluntary workers, parishioners and visiting groups and organisations to parish properties insofar as is reasonably practicable from the risk of fire.

The parish properties embraced by this Fire Safety Statement are:

- St Patrick's Church.
- St Patrick's Parish Halls.
- St Patrick's Rectory.

6. The **Select Vestry** is anxious that its property is utilised fully to support the work of the Parish and therefore wishes to encourage individuals, groups, and organisations to use the excellent facilities that the property provides.

7. While encouraging the use of the property, the **Select Vestry** recognises that this use must be controlled if the buildings, furniture, and equipment are to be preserved in a good state. This is important if all those who occupy the property are to benefit fully from its use.

8. The **Select Vestry** has therefore adopted a Policy for the Acceptable Use of the Parish Building that all users should comply with. Any infringement of this policy may result in the offending individual, group or organisation being refused permission to use the property for a period of time to be determined by the **Select Vestry**.

## **SELECT VESTRY STATEMENT - GENERAL REGULATIONS**

9. The **Select Vestry** reserves the right to refuse to allow any individual, group, or organisation to use all or any part of the Parish property or its equipment, and if necessary, to take whatever steps are needed to prevent such use. In exercising this right the **Select Vestry** is not bound to give a reason for its refusal.

- Alcoholic beverages may not be sold within the property.
- Smoking is not permitted in any part of the property.
- For all groups involved with Children's work, you should note that this Parish adhere to "Safeguarding Trust", the Church of Ireland code of good practice. You should make yourself aware of its provisions by making contact with our designated person.
- The **Select Vestry** may amend these regulations at any time and without prior notice.

## **SELECT VESTRY STATEMENT - USE OF PARISH FACILITIES**

10. Any group or organisation using the facilities must designate a person who will be responsible for ensuring that:

- The regulations concerning the use of the property are adhered to by the members of the group or organisation.
- The equipment, furniture and fabric of the property are properly cared for.
- When the property is vacated at the end of the meeting, all equipment is returned and stored in its designated area, all windows are closed and secured, all lights switched off, all plugs removed, and all doors locked.
- All equipment and furniture used in the course of a meeting must be returned to its normal place of storage by the person, group or organisation that last used it.
- After use, the facilities, including stores, must be left in a clean, tidy, and safe condition. Litter must be collected and put in the waste bins provided.

11. In the case of youth organisations, the person responsible for the above will be the Leader-in-charge or his/her deputy.

12. The designated person must familiarise himself or herself with the fire and emergency regulations pertaining to the property, the emergency signal, and the assembly points to be used in the event of an emergency evacuation. He or she will also be responsible for ensuring that members attending a meeting in the property are informed of the nature of the emergency signal and the location of the emergency exits and assembly points.

## **RESPONSIBILITIES (DUTIES) - GENERAL**

13. The body nominated to implement the fire safety arrangements within the properties by the **Select Vestry** are members of the **Health & Safety Committee**. (HSC)

14. **Individuals, groups, and organisations** have a duty of care not only to themselves but to each other and it is the **duty of everyone** to:

- 1) Practice and promote fire safety and assist in the day-to-day implementation of the fire safety strategy.
- 2) Know instinctively the right action to take if a fire occurs.

- 3) Know the fire hazards involved in their working environment.
- 4) Attend fire safety training and fire drills as organised.
- 5) Report all fires to either the **Rector**, a member of the **Select Vestry** or **HSC**.
- 6) Report any instances where fire safety procedures are not being properly implemented e.g., fire doors wedged open, blocked escape routes, faulty electrical equipment etc. to either the **Rector**, a member of the **Select Vestry** or a member of the **HSC**.

15. **All persons** must read and understand the contents of this procedure and the **HSC** will ensure the contents are maintained up to date and workable at all times.

**The committee, chaired by the Health & Safety Officer, is to meet at least twice yearly.**

## **RESPONSIBILITIES (DUTIES) - EMPLOYERS**

16. Each employer and any person who has control to any extent of a workplace or relevant premises shall carry out an assessment of the workplace or relevant premises for the purpose of identifying any risks to the safety of employees or relevant persons in respect of harm caused by fire in the workplace or relevant premises.

17. An employer must provide his employees with comprehensible and relevant information. An employer must provide and maintain such fire precautions as are necessary to safeguard those who use the workplace.

18. An employer must ensure that his employees are provided with adequate fire safety training. In addition, there are six other legal duties:

- You must nominate people to undertake any special roles that are required under your emergency plan (you can nominate yourself for this purpose).
- You must consult your employees (or their elected representatives or appointed trade union safety representatives) about the nomination of people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- You must inform other employers who also have workplaces in the building of any significant risks you found which might affect the safety of their employees and co-operate with them about the measures proposed to reduce/control those risks.
- If you are not an employer but have any control of premises which contain more than one workplace, you are also responsible for ensuring that the requirements of the Fire Regulations are complied with in those parts you have control over.
- You must establish a suitable means of contacting the emergency services and ensure that they can be called easily.
- The law requires your employees to co-operate with you to ensure the workplace is safe from fire and its effects; and not to do anything that will place themselves or other people at risk. In some workplaces you may need to apply for a fire certificate, a license, or other form of approval before using the workplace.

## **RESPONSIBILITIES (DUTIES) - EMPLOYEES**

19. Every employee must, while at work, take reasonable care for the safety of themselves and others; co-operate with their employer, inform their employer or any other employee with specific responsibility for the safety of his fellow employees, of any hazard.

## **FIRE SAFETY MEASURES – MAINTENANCE AND PROCEDURES**

20. **Fire Risk Assessment** – A Fire Risk Assessment has been undertaken which will be **reviewed every three years**. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
21. **Fire Marshals** – A team of Fire Marshals should be trained and appointed in order to assist and control the safe evacuation of occupants from Parish premises in the event of a fire. The Fire Marshal Policy/ Orders are detailed at [Appendix 2](#) of this policy.
22. **Fire Safety Log Book** – A Fire Safety Log Book is to be maintained by the **Sexton or Member of the HSC** for the Church, Parish Hall, and Rectory in which there will be recorded details of tests, checks, examinations, fire drill instruction and emergency evacuation tests. The log will be available for inspection as and when required. If information technology is used to facilitate storage of such information, it will be made readily available and produced in printed copy if required.
23. **Fire Alarm System** – A fire alarm system is installed in the Parish Hall and will be maintained in efficient working order and will be **tested in accordance with BS 5839-1**. A **weekly in-house** test by the **Sexton or Member of the HSC**, using a different call point for each successive test should be conducted, to ensure the system operates satisfactorily. **The results of such tests will be recorded in the Fire Safety Log Book**. Any **Annual Certification** should be held in a Fire Safety Folder in the Rectors Office.
24. **Automatic Detection System** – Automatic smoke detectors are installed in the building. They will be maintained in efficient working order and will be serviced and tested for operation in accordance with BS 5839-1 and the manufacturer's recommendations. **The results of such tests will be recorded in the Fire Safety Log Book**. A **certificate of satisfactory testing** should be received from the services contractor and held in a Fire Safety Folder in the Rectors Office.
25. **Emergency Lighting** – An emergency lighting system is installed in the building and will be operative during the whole of the time it may be required to facilitate escape from the premises. This lighting must be maintained in effective working order and always available for use. The Emergency Lighting, Electrical and Battery Backup testing should be carried out in accordance with the recommendations of BS 5266 by **contract** and the **Sexton or Member of the HSC** is to test **monthly** that all luminaries and exit signs are in good condition and undamaged and that emergency lighting and sign lighting is working correctly. **The results of such tests will be recorded in the Fire Safety Log Book**. Any **Annual Certification** should be held in a Fire Safety Folder in the Rectors Office.
26. **Emergency Fire Exits** – Should there be an outbreak of fire, it is essential that persons can safely and quickly evacuate the building. Fire exit routes have been clearly marked with fire exit signs and must be maintained clear of obstruction at all times. The following items must never be stored in a fire exit route – portable heating equipment or heating equipment that uses naked flames, bins or other waste material containers, cooking equipment including kettles and tea urns.
27. **Emergency Fire Escape Routes** – Should be inspected **weekly** by the **Sexton or Member of the HSC** to ensure that all fire exits can be opened immediately and easily, that all fire escape doors are free from obstructions and all escape routes are clearly properly marked. **The results of such tests will be recorded in the Fire Safety Log Book**.
28. The Church Porch is a key evacuation area and as far as possible should be kept free of all combustible contents, care should be taken when large seasonal displays at Harvest or Christmas are exhibited, not to restrict passage in case of an emergency evacuation.

29. **Emergency Evacuation Procedures** - The Fire Action/Emergency Evacuation Procedure is detailed at [Appendix 3](#) of this policy. **This includes the procedure to be followed by Youth and Children's Organisations in the event of an Emergency Evacuation.**
30. **Emergency Evacuation - Tests** (Fire Drill) – The Emergency Evacuation procedures should be practiced at least **annually**, with church congregations, to ensure that the evacuation plan is appropriate. **The test should be recorded in the Fire Safety Log Book.** A Fire Evacuation Report is shown at [Appendix 4](#) of this policy.
31. All regular groups and organisations using the Halls should carry out an Emergency Evacuation/Fire Drill at least **once per annum** with an Appointed **Fire Marshall** in attendance. **The test should be recorded in the Fire Safety Log Book.**
32. **Fire Safety Training** – All groups and organisations using the Halls will receive training in basic fire safety procedures, what to do in the event of fire **at least once per year**. **The results of such instruction will be recorded in the Fire Safety Log Book.**
33. All new joiners and temporary employees should receive instruction in basic fire safety procedures, as part of their induction training. **The results of such instruction will be recorded in the Fire Safety Log Book.**
34. Appropriate training should be provided, as necessary, to anyone who is given extra fire safety responsibilities (such as Fire Marshals). **The results of such instruction will be recorded in the Fire Safety Log Book.**
35. **Fire Fighting Equipment** – Portable fire extinguishers are installed in the buildings and will be maintained in efficient working order in accordance with the manufacturer's instructions. An **annual inspection** should be undertaken by a competent fire services contractor in accordance with BS 5306 Part 3. A **certificate of satisfactory testing** should be received from the services contractor and held in a Fire Safety Folder in the [Rectors Office](#).
36. A **monthly check** of all Fire Fighting Equipment should be conducted by the **Sexton** or **Member of the HSC** to ensure that they are clearly visible, are in the correct position, have maintained the correct pressure, are not damaged, or missing and are not being used inappropriately. **Findings are to be recorded in the Fire Safety Log Book.**
37. If anyone notices defective or missing equipment, this must be reported immediately to the **Sexton** or **Member of the HSC**.
38. **Fire Notices** – Fire Safety Signs and Notices have been prominently displayed and will and will be maintained and inspected to ensure:
- Clear visibility
  - Proper operation of illuminated signage
  - No damage to signage
39. **Fire Doors** – Fire resisting doors will be regularly maintained and inspected to ensure:
- No damage to door and/or frame.
  - No damage to hinges/handles etc.
  - Door closes properly.
  - All smoke seals and intumescent strips are not damaged or painted over.



40. Doors fitted with a self closing device shall not be provided with any means of keeping them in the open position. Doors through which a person may have to pass shall not be locked or fastened that they cannot be easily and immediately opened by persons leaving the building.

41. **Disability Access** – The access and egress to and from the building is suitable for persons with a physical disability. On those occasions when people with a physical disability are present on the premises such special arrangements as may be necessary in the circumstances will be made so as to enable all persons to leave the premises safely in the event of fire. Members of staff should be aware that a person with a disability/special need may not react or may react differently to a fire alarm actuation, or a fire and their needs should be discussed with them.

## **HALL ROOMS**

42. **Administration Office** – All doors must be kept closed when offices are unoccupied. At the close of business all artificial lighting and electrical appliances must be switched off if possible. All doors and windows must be closed.

43. **Meeting Rooms** – All doors must be kept closed when meeting rooms are unoccupied. At the close of business all artificial lighting and electrical appliances must be switched off if possible. All doors and windows must be closed. Any flammable materials used within the meeting rooms must be put into proper storage at the end of business. Any waste materials within these areas must be properly disposed off in the refuse containers provided.

44. **Kitchen** – The kitchen doors must be kept closed and all cooking appliances switched off when kitchen is unoccupied. At the close of business all artificial lighting and electrical appliances must be switched off if possible. All doors and windows must be closed.

45. **Store Rooms** – All flammable materials, liquids or solids held in stores must be properly separated from each other. Storerooms should be kept closed at all times when not in use. At the end of business each day, all storerooms must be locked shut and all artificial lighting and electrical appliances must be switched off if possible. A template for the location and quantities of corrosive, explosive, highly flammable or toxic material stored or used in or under the premises is shown at [Appendix 5](#) of this policy.

46. **Housekeeping and Waste Materials** – Attention to good housekeeping practices can greatly reduce the likelihood of fire. Regular checks for the accumulation of rubbish in out of sight places such as dead-end corridors, vacant areas etc will be conducted. Waste and unauthorised storage must be dealt with promptly. Cleaning of workplaces and equipment should be carried out at regular intervals to avoid accumulations of dust. All waste materials must be put in the proper refuse containers provided. Waste material must not be discarded or stored in or adjacent to the buildings, or boundary fences. This will help reduce the possibility of arson.

## **PERSONS USING THE HALLS**

47. **Regular Users** – Regular users of the property should note the following points:

- All group members must be made familiar with the fire alarm system, the alarm activation points, the emergency exits, the assembly point and what to do in the event of an emergency evacuation. This is especially important for new members and guests of the organisation.
- In the event of an emergency evacuation, group leaders will conduct a roll call at the fire assembly point to quickly establish if all group members have vacated the property.
- Every group using the property must conduct an annual fire drill. This should be witnessed by an appointed **Fire Marshall**, whose comments and observations must be noted and acted upon.
- The safety of the group members is the responsibility of the designated person.

(With regard to youth organisations, the leader in charge is the designated person).

48. **Occasional Users** – For groups that meet in on an occasional basis or for an occasional or one-off event, the designated person (or his/her deputy) should, at the start of the meeting, inform the group:

- Of how to warn others of a fire.
- The evacuation procedure for the building:
- Where emergency exits are located.
- Where the assembly point are located, and how to get there.

49. **SAFETY MEASURES TO PUT IN PLACE BEFORE THE EVENT**

**ALL Organisers (Staff and Volunteers) of Parish Hall/Church Events, must ensure the safety measures described in this policy are in place and be made fully aware of the procedures contained in the PARISH FIRE RISK ASSESSMENT, this FIRE SAFETY POLICY before the event takes place.**

**External organisations booking the Parish Hall/Church, must complete the appropriate Booking Application – TERMS AND CONDITIONS of booking, which includes confirmation that they will comply with the contents of the Parish Health & Safety and Fire Safety Policies.**

50. **Before the event responsibilities**

The event organizer must appoint an Evacuation Team (which may include the event organiser) with the following responsibilities:

- a. A person(s) to check immediately prior to the event that all emergency exits are operating properly. In addition, check the location of Fire Fighting Equipment, alarms sounders and First Aid equipment and ensure that the buildings are kept ‘smoke free’.
- b. A person to dial 999 in the event of an emergency and ensure the building has been evacuated (*toilets/kitchen etc should be checked provided no personal risk is involved*).
- c. A person(s) (or more than one as required) to help anyone requiring assistance to make a safe and speedy exit.
- d. An appropriate number of people (1 for each exit), wearing hi-vis waistcoats (if possible), to lead evacuees through the emergency exits and on to the appropriate designated area(s). Then ensure entrances to church grounds are kept clear for emergency services vehicles and to avoid accident.
- e. The event organiser should also ensure that numbers attending an event/service is not exceeded.

51. **The Maximum** – The maximum number of persons permitted in each hall is:

- **Main Hall** – 250 Closely Seated Audience – 200 Dancing/Concerts – 180 Dining Cabaret etc.
- **Minor Hall** – 60 Closely Seated Audience

If maximum seating is applied, the following criteria should be observed when setting out chairs:

- Up to a maximum of 14 seats in any one row.
- Rows to be no less than 300mm apart. (leg room)
- Gangways to be no less than 1.1 Metre between rows.

If the above criteria are exceeded, seating **MUST** be fixed to the floor.

52. **Nominal Roll of Attendees** – A nominal roll of attendees at all organised events should be produced. This can be used to confirm that all have been extracted from the premises in the event of a fire.

53. **Fire Safety Announcements** – Announcements, detailing evacuation arrangements, should be made at the beginning of each assembly; if screens are available, consideration should be given to making use of a Power Point presentation before services, informing individuals of the fire safety arrangements. An example of an announcement is given at [Appendix 3-3 & 3-4](#) to this policy.
54. **Visitors to the Premises** – All visitors should report to a member of the church and comply with the Health & Safety procedure for the Church Premises. Visitors should be supervised by a member of staff at all times whilst on the premises.
55. **Lone Workers** – Should persons be expected to work on their own in the buildings the following considerations should be considered when assessing their duties:
- Can the job be properly controlled by one person?
  - Does the workplace present a special hazard?
  - Is there safe access and egress from the workplace?
  - Can any equipment and substances required, be safely handled by one person?
  - Is there a risk of violence from others (visitors etc)?
  - Would a woman or a young person be especially at risk?
  - Is the person medically fit and suitable to work alone?
  - Is any special training or supervision required?
56. **Outside Contractors** – All contractors must report to a **church representative** and comply with the Health & Safety procedure of the Church before commencing work on site.
57. **Hot Work** – Should a hot work process, i.e., welding, cutting, grinding or any type of work that uses an open flame or produces sparks that could start a fire be carried out by a contractor, then a hot work permit must be produced by the contractor prior to any work commencing. The Hot Work Policy and Form Template are detailed at [Appendix 6](#) of this policy.

## **DAILY OPENING/CLOSING PROCEDURES**

58. **Opening** – On opening the premises staff should ensure that:
- All appropriate doors are opened as appropriate.
  - All escape routes are free from obstruction.
  - All fire doors are freely accessible and free from obstruction.
  - All fire extinguishing appliances are freely accessible and free from obstruction.
69. **Closing** – Prior to closing the premises for the night, staff should ensure that:
- When locking up, try to be in the premises before the event finishes, **so that the building is not left unattended and open.**
  - Check all rooms and stores to ensure that no person or persons is left in the premises.
  - All electrical machinery where appropriate is switched off and the plug removed from the power socket.
  - All doors and windows are secured where necessary.
  - The alarm system is fully activated.

## **ELECTRICAL EQUIPMENT**

60. To minimize the risk of fire, all fixed and portable electrical equipment will be maintained and tested in accordance with the manufacturer's instructions and/or BS 7671 and the Electricity at Work Regulations 1989, to ensure there is no damage to plugs or leads and that the correct rating of fuses are in use, i.e., be subjected to Portable Appliance Testing (PAT). **Certificates and records of the Portable Appliance Tests** will be kept in a Folder in the Rectors Office. Whilst there is no statutory frequency for inspection and testing, it is recommended that testing be done every **two years**.

61. **Electrical Appliances brought into the premises by activity group leaders should be subject to the same testing.**

62. Any faulty electrical equipment found within the premises should be withdrawn from service and reported immediately to the **Sexton**. Unauthorised persons should not attempt to repair faulty electrical equipment.

## **USE OF CANDLES – RISK MANAGEMENT**

63. The Policy for the use of candles within Parish premises is detailed at [Appendix 7](#) of this policy.

## **TEMPORARY SLEEP-IN/OVER – RISK MANAGEMENT**

64. If the Parish Hall is ever to be used to provide sleeping accommodation, the Fire Safety arrangements detailed at [Appendix 8](#) of this policy should be implemented.

## **IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY**

65. This policy has been accepted and approved by the Select Vestry and will take effect from **8<sup>th</sup> February 2022**.

[The Select Vestry and the H&S Officer](#) has overall responsibility for implementing and monitoring this policy, which will be reviewed on an [Annual basis](#) and additionally whenever there are relevant changes in legislation or to our working practices.

Employees will be consulted about any proposed changes, and adequate notice given of these.

Any queries or comments about this policy should be referred to [The Select Vestry or the H&S Officer](#)

### **THIS POLICY WAS REVIEWED ON:**


**The Church of St. Patrick, Drumbeg– Fire Safety Policy**

**LEGAL SUPPORTING LEGISLATION**

All mentioned Regulations in this Fire Safety Policy are listed below and are available on the Fire and Rescue Service (Northern Ireland) Website. ([www.nifrs.org](http://www.nifrs.org)) and the Health and Safety Northern Ireland Website. ([www.hseni.gov.uk](http://www.hseni.gov.uk))

LEGISLATION
The Health and Safety at Work (Northern Ireland) Order
The Management of Health and Safety at Work Regulations (Northern Ireland)
The Fire and Rescue Services (Northern Ireland) Order 2006
The Fire Safety Regulations (Northern Ireland) 2010
Technical Booklet “E” The Building Regulations (Northern Ireland)
The Furniture and Furnishings (Fire) (Safety) Regulations
Electricity at Work Regulations 1989
Disability Discrimination Order
Health and Safety (Safety Signs and Signals) Regulations (Northern Ireland)

**The Church of St. Patrick, Drumbeg– Fire Safety Policy**

**FIRE MARSHAL POLICY & ORDERS**

**General**

A team of Fire Marshals should be trained and appointed in order to assist and control the safe evacuation of occupants from Parish premises in the event of a fire.

The team should be made up of volunteers and consist of some Select Vestry members, members of the Parish Admin team and representatives from the various organisations which utilise the Parish premises.

At least one Fire Marshal should be on the premises at all times when services or activities are taking place and they are to be familiar with the Fire Action and Emergency Evacuation Procedure and with all Emergency Escape Routes within the premises and be able to direct and assist with any Emergency Evacuation in the event of a fire or of the Fire Alarm sounding.

An evacuation plan for disabled occupants should be formed for whenever there are disabled occupants on the premises-one Fire Marshal should be assigned to attend to each disabled person on the premises.

**Training**

As the team of Fire Marshals play a vital role in the fire safety strategy, appropriate Fire Safety training should be carried out to avoid potential litigation resulting from a lack of awareness on the part of those carrying out fire safety duties. This training will enable them to assist in the safe emergency evacuation of occupants from Parish premises. If at all possible, there should be a Fire Marshal Coordinator and Fire Marshals.

**Fire Marshal Duties - General**

**It should be understood that the role of the Coordinating Fire Marshal and Fire Marshal has to be combined. Their duties are intertwined, they have to work closely together taking over each other's duties as and when necessary to manage the evacuation, phone the Fire and Rescue Service, keep their organised group together and liaise with the Fire and Rescue Service on arrival.**

**1. Co-coordinating Fire Marshal – Principle Duties**

- To ensure there is a team in place at all activities and that they are aware of their duties.
- Go immediately with a Nominal Roll to the Assembly Point as soon as a fire has been identified or if the fire alarm sounds and make yourself noticeable.
- Phone the Fire and Rescue Service and give a full accurate address.
- Manage the Assembly Point, keeping everyone together and ensuring all are present.
- Prevent re-entry.
- Liaise with the Fire and Rescue Service on arrival.

## 2. Fire Marshal – Principle Duties

### a. Pre-Assembly Safety Checks

- Ensure that escape routes are clear of any obstructions.
- Ensure fire appliances are in place.
- Identify any hazards and report any problems/observations to the Fire Safety Officer or Co-coordinator.
- Be aware of all who are in your area of responsibility.

### b. If a Fire is discovered:

- Ensure that the alarm has been raised.
- Evacuate everyone from the building or area involved.
- Ensure that any visitors with disabilities are assisted as planned.
- If not already done, phone the Fire and Rescue Service and give details of the location, severity, and cause of the fire, if known.
- **Only fight the fire if you have been trained in the use of Fire Extinguishers, if the correct extinguisher is available and only if it is safe to do so.**

**DO NOT PUT YOURSELF AT RISK!**

## 3. What Fire Marshals do in the event of a Fire - (EXPANDED)

1. On the sounding of the Fire Alarm, or if a fire is identified, the Fire Marshal should ensure that everyone in the building is evacuated as quickly and orderly as possible.
2. Contact the Fire Service immediately ensuring the name and address of the premises is given clearly. Try not to position yourself too close to fire bells/sirens, if possible, when making the emergency call. It can become very difficult for all parties to hear vital information.
3. Where possible, and only if it is safe to do so, try to contain the fire by shutting doors and closing windows; this will help to reduce draughts that may fan and spread the fire, but only do this if it can be done without causing a significant delay in the evacuation procedure.
4. Electrical equipment should also be turned off, if possible.
5. First Aid Kits should be taken to the Assembly Point if possible and First Aid given if necessary.
6. When the area for which the Fire Marshal is responsible has been evacuated and only if it is safe to do so, a rapid, methodical search should be undertaken to ensure that no-one remains in storerooms, toilets, and similar areas.
7. The Fire Marshal should then report to the Coordinator at the Assembly Point and help there. It may be the Fire Marshals task to ensure that no-one re-enters before the Fire and Rescue Service Senior Officer gives their permission.
8. On arrival of the Fire and Rescue Service give the Senior Officer a brief of what has happened including any risks and if anyone is missing from the nominal roll call.
9. All Fire Marshals have an important role to play in the Fire Risk Assessment. Any changes to work practices or modifications to existing processes may introduce unforeseen problems. Similarly, changes in procedures may result in the introduction of additional sources of ignition or different types of combustible materials. Any hazards that may be perceived should be reported to the Sexton or Fire Safety Officer who should consider them, in the light of the Fire Risk Assessment, at the earliest opportunity.



The Church of St. Patrick, Drumbeg– Fire Safety Policy

EMERGENCY EVACUATION PROCEDURE

**In the event of a fire this procedure must be implemented by whoever takes control**

1. On discovering a fire raise the alarm by shouting “**FIRE, FIRE, FIRE**”, operate the fire alarm system by activating the nearest fire alarm call point unit, ring **999** or **112** (mobile telephone) ask for the Northern Ireland Fire and Rescue Service and inform them of a fire at:

**St. Patrick’s  
Parish Hall or Church  
70 Drumbeg Road  
Drumbeg  
BT17 9LE**

Evacuate the building in a calm, orderly manner via the nearest and safest Emergency Exit, and if necessary, assist visitors and persons with a disability or special needs to leave.

2. Inform everyone to assemble at the Fire Assembly Point located at:

**Church Halls:- STRETCH TENT HARDCORE STANDING  
Church:- FAR CORNER OF THE CAR PARK (Near Stables)**

3. If possible, turn off all powered equipment and close all doors and windows.
4. If possible and safe to do so, a First Aid Kit should be taken to the Assembly Point and First Aid given if necessary.
5. Do not stop to collect personal belongings.
6. **Only attempt to extinguish a fire if:**
  - a. It is SMALL.
  - b. If you have been trained in the use of Fire Extinguishers.
  - c. If it is safe to do so, ensuring that you are between the fire and the escape exit and ensure you do not get trapped in the building by fire.
7. If the fire is too big or gets out of control **DO NOT** attempt to fight the fire. **GET OUT!**  
**DO NOT PUT YOURSELF IN DANGER BY TRYING TO FIGHT THE FIRE**
8. If present, obey all instructions given by the Fire Marshal or supervisory staff.
9. Go to the Fire Assembly Point and conduct a roll call to ensure all persons are accounted for.

**Incidents involving Fire:**

All fire related incidents must be recorded in the Fire Safety Log Book and a written report forwarded to management within 24 hours of the incident occurring. The report should include details of what was involved in the fire, any injuries to staff or visitors and the extent of any structural damage to the premise and what remedial action is required as a result of the fire.



**PROCEDURE TO BE FOLLOWED BY YOUTH/CHILDREN ORGANISATIONS  
IN THE EVENT OF AN EMERGENCY EVACUATION**

- 1.** Leader(s) must appoint an Evacuation Team with the following responsibilities:
  - a.** At least one person to assist any young person(s) or others suffering from disability make a safe and speedy exit.
  - b.** A person for each exit to ensure evacuation via the emergency exits.
  - c.** A person at each emergency exit to lead evacuees away from the exits to the appropriate designated area and ensure access to church grounds is kept clear and safe for emergency services vehicles.
  - d.** A person to dial 999 and ensure the building has been evacuated. Toilets, kitchen etc should be checked provided no personal risk is involved and doors closed on leaving.
- 2.** Teachers/Leaders should keep their roll books with them at all times.
- 3.** Put in place arrangements for telling the young people about evacuation procedures.
- 4.** Before activities commence a nominated person(s) must check that all emergency exits are accessible and operating properly.

**Procedures should be rehearsed annually.**

The Church of St. Patrick, Drumbeg– Fire Safety Policy

**PARISH CHURCH**

**FIRE ACTION AND EMERGENCY EVACUATION PROCEDURE NOTICE**

**FIRE ACTION – ON DISCOVERING A FIRE**

- **Raise the alarm by shouting Fire, Fire, Fire.**
- **Dial 999 and ask for the Fire Service. Give Location of Fire.**
- **Only attempt to extinguish the fire if you have been trained, or if it is safe to do so.**

**EMERGENCY EVACUATION  
PROCEDURE**

**Upon Hearing the Fire Alarm:**

- **Leave the building in a calm, orderly manner via the nearest and safest Emergency Exit.**
- **Proceed to the Assembly Point in the far corner of the Church Car Park, for a Roll-Call.**
- **DO NOT re-enter the building under any circumstances until instructed to do so by the Fire & Rescue Service or senior person in charge.**

The Church of St. Patrick, Drumbeg– Fire Safety Policy

**PARISH HALLS**

**FIRE ACTION AND EMERGENCY EVACUATION PROCEDURE NOTICE**

**FIRE ACTION – ON DISCOVERING A FIRE**

- **Raise the alarm by shouting Fire, Fire, Fire and immediately operate the nearest Fire Alarm Break Glass Call Point.**
- **Dial 999 and ask for the Fire Service. Give Location of Fire.**
- **Only attempt to extinguish the fire if you have been trained, or if it is safe to do so.**

**EMERGENCY EVACUATION  
PROCEDURE**

**Upon Hearing the Fire Alarm:**

- **Leave the building in a calm, orderly manner via the nearest and safest Emergency Exit.**
- **Proceed to the Assembly Point on the Stretch Tent Hardcore Area opposite the Parish Hall, for a Roll-Call.**
- **DO NOT re-enter the building under any circumstances until instructed to do so by the Fire & Rescue Service or senior person in charge.**

<b>EMERGENCY EVACUATION REPORT</b> <b>St. Patrick's Church, Drumbeg</b>			
<b>Nature of evacuation:</b> <i>(e.g. fire drill, actual fire, full or part evacuation etc)</i>		<b>Date:</b>	
<b>Organisation/Activity:</b>			
<b>Time of call:</b>		<b>By Whom?</b> <i>(Name in Block)</i>	
<b>Time to clear:</b>		<b>Number of People Evacuated:</b>	
<b>Time to complete full roll call:</b>		<b>Weather conditions:</b>	
<b>Fire brigade called:</b>	Yes/No	<b>If so, time taken to arrive:</b>	
<b>Reporting system completed:</b>	Yes/No	<b>Doors closed by staff:</b>	Yes/No
<b>Hold-open doors worked:</b>	Yes/No	<b>Hold-shut doors released:</b>	Yes/No
<b>Shutdowns performed:</b>	Yes/No	<b>Best exits used by staff:</b>	Yes/No
<b>Staff controlled outside:</b>	Yes/No	<b>Fire alarm reset:</b>	Yes/No
<b>Nobody re-entered unless told to:</b>	Yes/No	<b>Feedback invited:</b> <i>(insert date)</i>	
<b>Overall standard of the drill:</b>  <div style="text-align: center;"> Very good <input type="checkbox"/>    Good <input type="checkbox"/>    Satisfactory <input type="checkbox"/>    Unsatisfactory <input type="checkbox"/> </div>			
<b>Any incidents during the exercise:</b> <i>(Include details - for example, employees not using the correct exits, going back into the building or not leaving, or any issues relating to employees with disabilities etc. Use a separate page if necessary and attach to this form.)</i>			
<b>Debrief/report circulated:</b> <i>(Attach any separate report and insert date)</i>			
<b>Comments/further action to be taken:</b> <i>(Please include details of any necessary action and dates, eg additional training, amendments to procedures etc . Each action should identify someone responsible for that action and a timescale – continue on a separate sheet if necessary and attach to this form)</i>			
<b>Any other comments:</b>			
<b>Signed:</b>  <b>Job title:</b>		<b>Date:</b>	

**Note:** A copy of this report should be kept on file for at least **three years**.

**The Church of St. Patrick, Drumbeg– Fire Safety Policy**

**CORROSIVE, EXPLOSIVE, HIGHLY FLAMMABLE OR TOXIC MATERIALS STORED**

<b>Name of material</b>	<b>Quantity stored/used</b>	<b>Location</b>

**The Church of St. Patrick, Drumbeg– Fire Safety Policy**

**PERMIT TO WORK SYSTEM FOR HAZARDOUS WORK BY CONTRACTORS' POLICY**

**(HOT WORK PERMIT)**

**What Is a Hot Work Permit?**

Hot work is any type of work that uses an open flame or produces sparks that could start a fire. A hot work permit is documented advanced approval for a person to do hot work in a specific area.

**Hot Work**

Examples of work that requires a hot work permit in most places include welding, burning, brazing, soldering with propane, cutting with oxyacetylene and grinding metals that produce sparks.

**Fire Watch**

A fire watch is someone who watches for fires while the work is being done. This is usually required to do hot work, and this is indicated on the hot work permit.

**Safe Hot Work Area**

A safe area where the hot work is to be done must be specified on the permit.

**Issuing Permit**

A facility manager, the engineering department or an area safety representative usually issues hot work permits before the contractor starts work. The permit contains a number of checks that must be completed.

**Inspection**

After the hot work is completed, the worker is usually required to inspect the area and make sure there are no fires. The worker must sign the permit stating that the inspection was completed and return it to the person who issued it.

## HOT WORK PERMIT

## THIS PERMIT IS VALID FOR ONE JOB ONLY

Two copies of this permit must be completed: One retained by the person authorised to perform the hot work and this copy must be produced on request of any of our employees and one copy retained by the Management of the Church of St. Patrick, Drumbeg.

## Description of Work to be undertaken:

Location: (Room/Building) \_\_\_\_\_

Permit Valid from: \_\_\_\_\_

DATE

To: \_\_\_\_\_

DATE

## Precautions to be taken:

√

1	Has a Risk Assessment been Completed? <i>A copy should be held with this permit. Risks which may be present on floors above or below the work area must also be considered.</i>	
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## Equipment:

2	Has a check been made of Hot Work Equipment to confirm good working order?	
3	Is Fire Fighting Equipment present and within service dates?	

## Preparation:

4	Has all combustible materials been removed from the work area?	
5	Have flammables such as petrol been removed, or if not possible, guarded?	
6	Any explosive atmospheres must be identified and purged before work commences.	
7	Have all floors been swept clean of debris?	
8	Has any floors, walls or ceilings made of combustible materials been damped?	
9	Has any opening in the floors or walls which are within the work area been covered?	
10	Have all pipelines or pumps in the area been identified and depressurized?	
11	Has any flammable lagging or insulation in the work area been removed or covered?	
12	Has any surrounding equipment been checked to identify grease or oils, and cleaned?	
13	Anyone else working in the vicinity of the hot work must be vacated during the work.	
14	A check must be made on ventilation and ventilation provided where necessary.	

## Fire Watch and Training:

15	Has an individual been appointed as a 'fire watch' if work involves grinding or welding indoors.	
16	A system must be in place to watch for fires for at least <b>1 Hour</b> after the work has been completed.	

This is not an exhaustive list of precautions. Other precautions may also be identified in the Risk Assessment.

This Permit must be signed by both parties before the work can commence.

Employer's representative:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT

Person undertaking the work.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT

On completion of the work. I verify that the hot work has been completed in accordance with the authorised conditions outlined above. *Location of work inspected 1 Hour after completion of work.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT

## **The Church of St. Patrick, Drumbeg– Fire Safety Policy**

### **USE OF CANDLES POLICY**

The following risk management of candles should be implemented:

#### **Fire Safety Controls**

It is important to remember that candles can be the cause of major fires and serious injuries if not used correctly.

Candles should only be used in fireproof holders and kept clear of flammable materials. Children should not normally be encouraged to light or put out candles, unless they are very closely supervised. The candle flame should be enclosed, for example, in glass and the number of candles kept to the minimum possible. Candles must never be left burning when there's no responsible person left in the premises and always check that all candles are extinguished before locking up.

#### **Placing of candles**

Candles must be kept well clear of all combustible materials including flammable decorations, foliage, and electrical equipment. Ideally, candles should be placed in metal holders on non-combustible surfaces such as stone or brick. Candles should never be placed directly onto Christmas trees.

#### **Candles at Christmas**

At Christmas candles pose a particular fire risk so it's wise to revisit your risk assessment procedures as part of your preparations for Christmas services. Your assessment must take into account the risk that candles pose – especially to children – and the precautions you need to put in place. It is strongly suggested that a record of the assessment is in writing.

#### **Choice of candle**

Good quality slow-burning candles are best. Cheaper, catering-quality candles will burn down quickly, and the flame may soon get dangerously close to foliage or decorations.

#### **Hand-held candles**

Great care needs to be taken where the congregation are given candles to hold, especially where large numbers are involved. Apart from the risk of igniting service sheets etc., molten wax can cause damage to clothing and is very hot. Purpose-made candles are available, and should be used with proper slideon card drip trays. Where children are involved, even greater care is necessary. Children should be properly supervised, and care taken to ensure that they do not stand too close together, or too close behind one another, as there's a risk of both clothing and hair being set alight. Processions while holding candles are probably best avoided.



**The Church of St. Patrick, Drumbeg– Fire Safety Policy**

**TEMPORARY SLEEP IN/OVERS POLICY**

When a building is to be used to provide sleeping accommodation, the fire safety arrangements detailed below should be implemented.

**Fire Routine**

An emergency plan should be formulated to deal with any fire situation, to ensure that people know what to do if there is a fire and that the premises can be safely evacuated.

Adequate numbers of persons should be appointed in a supervisory capacity to ensure the measures identified in the emergency plan are implemented. They should receive clear and relevant instructions on how to prevent fires and what they should do if there is a fire. The premises should be evacuated, and the Fire & Rescue Service called immediately in the event of a fire or if a fire is suspected. Persons appointed in a supervisory capacity should, where possible, be provided with a means for contacting the Fire & Rescue Service. All occupants should be familiar with fire routine prior to the premises being used for sleeping accommodation.

**Fire Detection**

The building in which the sleep-ins take place should be fitted with a manual and automatic fire alarm which should be checked prior to the sleep-in/over to ensure it is fully operational.

**People with Special Needs**

Particular attention will need to be paid to any persons who may have special needs, including those with a disability. If disabled people are going to be on the premises, staff should be aware that disabled people may not react, or may react differently to a fire warning or a fire and their needs should be discussed with them.

**Means of Escape**

Occupants should be made familiar with the escape routes from the premises and the routes should remain available for use in an emergency at all times the premises are occupied. All fire exit doors should be easily opened from the inside without the use of a key and should be free from obstruction. Sleeping accommodation should be limited to ground floor only.

**Fire Fighting Equipment**

Persons appointed in a supervisory capacity should be familiar with the location and correct method of operation of any fire fighting equipment on the premises. However, these should only be used by persons who have been trained to do so and only if it is safe to do so.

**General**

At night all unnecessary electrical plugs should be removed from socket outlets. Cookers should be checked to ensure they are not left on and internal doors should, where appropriate, be closed.