



# HEALTH AND SAFETY

## FIRE POLICY

### IF YOU DISCOVER A FIRE

**Sound the alarm by calling out in a loud voice "FIRE"**

### ON HEARING THE FIRE ALARM OR ON BEING INSTRUCTED TO EVACUATE

Leave the Church immediately using the nearest fire exit

Do not stop to collect personal belongings

Go to the Assembly point **CAR PARK AT REAR OF VILLAGE HALL**  
(do not obstruct entry for emergency services)

**Do not return to the Church until advised it is safe to do so**

It is the responsibility of those on duty at Services to be:

1. Aware of all exit routes from the Church i.e. SOUTH DOOR & NORTH DOOR
2. Aware of the location of and type of fire extinguishers available within the Church.
3. Ensure that all fire exits are free from obstruction.

### DUTIES OF SIDESMEN AND/OR WARDENS IN THE EVENT OF A FIRE

Before a service or other event those on duty should allocate the fire marshal. roles for the purposes of this policy between themselves and/or others. Where a large number of persons are likely to be in church it may be appropriate to appoint additional people to undertake the role of marshal 3.

On discovery of a fire:

1. Number 1 marshal contacts the fire brigade;
2. Others extinguish the fire, only if safe to do so
3. Organise an evacuation of the Church immediately using the nearest available exits and go to the Assembly Point (the car park at the rear of the Village Hall)
4. if there are persons in the tower number 2 marshal should ensure that they are aware that there is a fire;
5. Number 2 marshal to go to the Assembly Point at once and account for persons known to be present at the Service or event;
6. if there are persons in the Loft number 3 marshal should ensure that they are aware that there is a fire;
7. Number 3 marshal assist any person from the building who might require aid. A wheelchair is situated in the Vicar's Vestry;
8. On the arrival of the Fire Brigade number 1 marshal should liaise with the fire officers and await their further instructions.

AT THE BEGINNING OF A SERVICE IT IS THE VERGER'S OR DEPUTY'S RESPONSIBILITY TO:

1. Ensure that the North Door key is in place

AT THE END OF EACH SERVICE AND ON SECURING THE CHURCH AT THE END OF THE DAY IT IS THE VERGER'S OR DEPUTY'S RESPONSIBILITY TO:

1. Ensure all naked flames are extinguished
2. Ensure any relevant appliances are unplugged
3. Ensure all doors are closed and locked if appropriate

IT IS THE RESPONSIBILITY OF THE CHURCHWARDENS TO ENSURE THAT:

1. All fire appliances are serviced and tested at regular intervals
2. All exits are free from obstruction and maintained for ease of access
3. All persons officiating at Services are aware of this Policy

*Original policy August 2001 – revised and approved by Admin-IWG May 2024 – due for review May 2025*