St Chad's Church
Pattingham with Patshull

HEALTH AND SAFETY

FIRE PROCEDURE

THE ASSEMBLY POINT IS
THE CAR PARK AT REAR OF VILLAGE HALL

In the event of a fire everyone should go there and wait for further instructions.

Do not leave until everyone has been accounted for.

IF YOU DISCOVER A FIRE

Sound the alarm by using the fire alarm in the Loft area or 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

LOCATION OF EXITS, FIRE ALARMS AND FIRE EXTINGUISHERS

EXITS

The main exit from the church is by the south door which should be used whenever possible.
The north door (at the foot of the stairs to the Loft) can also be used as an exit in an emergency. There is limited space outside this door and there are trip hazards so care needs to be taken when using this exit.
The west door is not usually unlocked and is not available as an exit in an emergency.

FIRE ALARMS

There are two fire alarm points which are located in the following areas:

- To the left of the kitchen door
- To the left of the North Door at the foot of the stairs to the Loft.

These sound the alarms but do not call the emergency services.

FIRE EXTINGUISHERS

- In the main body of the church
  - at the back of the church, by the welcome table – Foam Spray
  - at the front of the church, to the right of the pulpit – Carbon Dioxide
  - at the front of the church, by the door to the Loft and Kitchen area – Foam Spray
- in the Loft and Kitchen area
  - in the kitchen – Carbon Dioxide
  - in the Loft upstairs – water
  - in the Loft upstairs – Carbon Dioxide
- in the tower
  - in the Ringing Room – Carbon Dioxide

PROCEDURES IN THE EVENT OF A FIRE

Different procedures are required depending on the nature of the event taking place and the number of people who are present or expected.
There are procedures for the following situations:

- a small group activity or service with no more than 12 people present;
- services and events at which more than 12 but no more than 100 people are present or expected;
- weddings, funerals and baptisms;
- services and events at which more than 100 people are present or expected.

FIRE PROCEDURE FOR SMALL GROUP ACTIVITY OR SERVICE

This procedure applies for a service, event or activity at which no more than 12 people are expected to be present. Where two or more activities are being held at the same time this procedure applies if the total of those attending all of the events is no more than 12.

Due to the limited number of people present there is no need for specific allocation of duties although the person leading the service or activity will be expected to take the lead in ensuring the safety of those present.

ACTION IN THE EVENT OF A FIRE

On discovery of a fire:

1. Someone should be nominated to take charge;
2. One person contacts the fire brigade (by mobile phone);
3. Others extinguish the fire, only if safe to do so;
4. Activate the fire alarm, if that has not already been done, as that will alert anyone who is in the Loft or vestry;
5. If the tower door is open there may be persons in the tower and someone should ensure that they are aware that there is a fire;
6. Evacuate the Church immediately using the nearest available exits and go to the Assembly Point (the car park at the rear of the Village Hall)
7. 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 the person in charge should liaise with the fire officers and await their further instructions.

FIRE PROCEDURE FOR TYPICAL SERVICE OR EVENT

This procedure applies for a service, event or activity at which more than 12 but no more than 100 people are present or expected. For weddings, funerals, baptisms and other events at which few, if any, church members are likely to be present a separate procedure applies.

Duties are allocated to four stewards if the west door is locked and five stewards if it is unlocked. For services the sidespersons on duty will be stewards; they should identify who is which steward and, if there are less than four sidespersons, appoint responsible persons as the other stewards. In appointing and allocating stewards account should be taken of the duties involved in each role ensuring that individuals are allocated to roles appropriate for them. For other events those responsible for the event should appoint four or five stewards.

The responsibilities of the stewards continue after the end of the service or event until all, or almost all, those who were present have left the church. If a steward has to leave before then they shall appoint a substitute and ensure that the other stewards are aware of that substitution.

BEFORE THE SERVICE OR EVENT

The stewards should:

- each ensure that there are four (or five if the west door is unlocked) stewards and all know who is which steward;
- ensure that emergency exit routes are free of obstructions;
- unless the west door is to be left unlocked ensure that the notice showing that it is not an exit is in place;
- if the west door is to be left unlocked and available as an exit ensure that the notice indicating that it is an exit is in place.

ACTION IN THE EVENT OF A FIRE

TYPICAL SERVICE OR EVENT

On discovery of a fire:

1. Steward 1 contacts the fire brigade (by mobile phone);
2. Attempts to extinguish the fire should only be made if safe to do so;
3. Everyone in the building should evacuate by the safest route (which for those nearer the north door may not be by that door if they can easily and safely exit through the south door or the west door if available);
4. Steward 1 should oversee the evacuation of the building;
5. Steward 3 should activate the fire alarm, if that has not already been done, as that will alert anyone who is in the Loft or vestry;
6. Steward 3 should go to the north door to assist those who exit through that door, pointing out the trip hazards outside, and direct them to the Assembly Point;
7. Steward 4 should check whether anyone is in the Loft, either of the toilets or the Vicar's vestry and assist their evacuation if necessary;
8. If the tower door is open there may be persons in the tower and steward 2 should ensure that they are aware that there is a fire;
9. Steward 2 should check whether anyone is in the choir vestry and assist their evacuation if necessary;
10. If the west door is unlocked Steward 2 should open it and assist people to exit through that door and direct them to the Assembly Point;
11. Steward 2 (or steward 5 if steward 2 is at the west door) should assist people to exit through the south door and direct them to the Assembly Point;
12. Steward 1 should assist or arrange for assistance for any person who might require aid to exit the building – a wheelchair is situated in the Vicar's Vestry;
13. When the evacuation appears to be complete the stewards should confer to confirm that no one remains in the tower (if the tower door was open), the Loft, toilets or the vestries;
14. Stewards other than steward 1 should go to the assembly point and steward 1 should await the arrival of the Fire Brigade and liaise with the fire officers and await their further instructions.

FIRE PROCEDURE FOR WEDDINGS, FUNERALS AND BAPTISMS

This procedure applies to weddings, funerals and baptisms (other than those during normal worship). It also applies to any other events at which few, if any, church members are likely to be present. This procedure applies irrespective of the number of people present or expected although different provisions are made depending on numbers.

The verger or a person acting as verger should be present for all weddings, funerals and baptism and they should ensure that this procedure is followed. The verger will normally act as steward 1 and should appoint a suitable number of responsible people to act as the other stewards, allocating them to roles (steward 1, steward 2, etc). In appointing and allocating stewards account should be taken of the duties involved in each role ensuring that individuals are allocated to roles appropriate for them. For a service which a large number of people are expected it may be appropriate to seek volunteers in advance to ensure that enough suitable people are available as stewards.

Due to the fact most of those present are likely to be unfamiliar with building it is appropriate that the person leading the service should make an announcement before the service summarising the arrangements in the event of emergency (together with other information such as location of toilets).

The number of stewards required depend on the total number of people expected to be present.

BEFORE THE SERVICE

If more than 100 people are expected to be present there should be least 6 stewards and the west door should be unlocked and available as an emergency exit.

If no more than 100 people are expected to be present there should be 4 stewards and the west door can remain locked although if it is unlocked it will be available as an emergency exit and there should be 5 stewards.

The verger (or steward 1) should:

- ensure that there are a suitable number of stewards and all know who is which steward;
- ensure that emergency exit routes are free of obstructions;
- if at least 100 people are expected ensure that the west door is unlocked;
- unless the west door is to be left unlocked ensure that the notice showing that it is not an exit is in place;
- if the west door is to be left unlocked and available as an exit ensure that the notice indicating that it is an exit is in place;
- ensure that the person leading the service announces the arrangements in the event of emergency.

ACTION IN THE EVENT OF A FIRE

WEDDINGS, FUNERALS AND BAPTISMS

On discovery of a fire:

1. Steward 1 contacts the fire brigade (by mobile phone);
2. Attempts to extinguish the fire should only be made if safe to do so;
3. Everyone in the building should evacuate by the safest route (which for those nearer the north door may not be by that door if they can easily and safely exit through the south door or the west door if available);
4. Steward 1 should oversee the evacuation of the building;
5. Steward 3 should activate the fire alarm, if that has not already been done, as that will alert anyone who is in the Loft or vestry;
6. Steward 3 should go to the north door to assist those who exit through that door, pointing out the trip hazards outside, and direct them to the Assembly Point;
7. Steward 4 should check whether anyone is in the Loft, either of the toilets or the Vicar's vestry and assist their evacuation if necessary;
8. If the tower door is open there may be persons in the tower and steward 2 should ensure that they are aware that there is a fire;
9. Steward 2 should check whether anyone is in the choir vestry and assist their evacuation if necessary;
10. If the west door is unlocked Steward 2 should open it and assist people to exit through that door and direct them to the Assembly Point;
11. Steward 2 (or steward 5 if steward 2 is at the west door) should assist people to exit through the south door and direct them to the Assembly Point;
12. Steward 1 should assist or arrange for assistance for any person who might require aid to exit the building – a wheelchair is situated in the Vicar's Vestry;
13. If there are other stewards they should assist as required;
14. When the evacuation appears to be complete the stewards should confer to confirm that no one remains in the tower (if the tower door was open), the Loft, toilets or the vestries;
15. Stewards other than steward 1 should go to the assembly point and steward 1 should await the arrival of the Fire Brigade and liaise with the fire officers and await their further instructions.

FIRE PROCEDURE FOR LARGE SERVICES OR EVENTS

This procedure applies for a service, event or activity at which more than 100 people are expected to be present. It does not apply to weddings, funerals and baptisms (other than those in normal services) for which a separate procedure applies.

Duties are allocated to at least six stewards. For services the sidespersons on duty will be stewards; they should identify who is which steward and appoint responsible persons as the other stewards. In appointing and allocating stewards account should be taken of the duties involved in each role ensuring that individuals are allocated to roles appropriate for them. For other events those responsible for the event should appoint six stewards.

The responsibilities of the stewards continue after the end of the service or event until all, or almost all, those who were present have left the church. If a steward has to leave before then they shall appoint a substitute and ensure that the other stewards are aware of that substitution.

BEFORE THE SERVICE OR EVENT

The stewards should:

- each ensure that there are at least six stewards and all know who is which steward;
- ensure that emergency exit routes are free of obstructions;
- ensure that the west door is unlocked and that the notice showing that it is an exit is in place.

ACTION IN THE EVENT OF A FIRE

LARGE SERVICES OR EVENTS

On discovery of a fire:

1. Steward 1 contacts the fire brigade (by mobile phone);
2. Attempts to extinguish the fire should only be made if safe to do so;
3. Everyone in the building should evacuate by the safest route (which for those nearer the north door may not be by that door if they can easily and safely exit through the south door or the west door);
4. Steward 1 should oversee the evacuation of the building;
5. Steward 3 should activate the fire alarm, if that has not already been done, as that will alert anyone who is in the Loft or vestry;
6. Steward 3 should go to the north door to assist those who exit through that door, pointing out the trip hazards outside, and direct them to the Assembly Point;
7. Steward 4 should check whether anyone is in the Loft, either of the toilets or the Vicar's vestry and assist their evacuation if necessary;
8. If the tower door is open there may be persons in the tower and steward 2 should ensure that they are aware that there is a fire;
9. Steward 2 should check whether anyone is in the choir vestry and assist their evacuation if necessary;
10. Steward 2 should open the west door and assist people to exit through that door and direct them to the Assembly Point;
11. Steward 5 should assist people to exit through the south door and direct them to the Assembly Point;
12. Steward 1 should assist or arrange for assistance for any person who might require aid to exit the building – a wheelchair is situated in the Vicar's Vestry;
13. Other stewards should assist as required;
14. When the evacuation appears to be complete the stewards should confer to confirm that no one remains in the tower (if the tower door was open), the Loft, toilets or the vestries;
15. Stewards other than steward 1 should go to the assembly point and steward 1 should await the arrival of the Fire Brigade and liaise with the fire officers and await their further instructions.