

St Peter and St Paul Wadhurst PCC

Charity No: 1132389

Policy Number: 012

Date of last review: July 2023

Date of next review: July 2024



TITLE: **THE BENEFICE OF WADHURST TIDEBROOK AND STONEGATE
FIRE SAFETY POLICY for WADHURST PARISH CHURCH**

PURPOSE: To ensure that Wadhurst PCC is compliant with current fire safety regulations and to establish the tasks to be undertaken by the nominated 'responsible persons' on behalf of the PCC.

CONTENTS:

- Background
- Appointment of Responsible Persons
- Responsibilities of Responsible Persons and the PCC

1. Background

The Diocese of Chichester has issued notes on Fire Safety that reflect the requirements of current fire safety legislation - the Regulatory Reform (Fire Safety) Order 2005, effective October 2006.

Under this guidance, the PCC is required to:

- Appoint a 'Responsible Person' and one or more 'Competent Persons' (referred to below as Fire Officers) to assist the Responsible Person.
- Carry out a 'Fire Risk Assessment' of all buildings and open-air meeting sites, making written records of the assessment(s) and detailing the physical and management changes needed to make the building(s) comply with the legislative requirements and to keep the Fire Risk Assessment up to date¹.

2. Appointment of Responsible Persons

The PCC delegates the implementation and administration of this policy to two Responsible Persons, assisted by Competent Persons including the Vicar, Churchwardens, Deputy Wardens and PCC Members to:

- Understand general fire precautions, good housekeeping, fire hazards and people at risk.
- Remain alert to identify and deal with any potential fire risks, as appropriate, while they are on church premises.
- Understand the action required on discovering a fire, raising the alarm and calling the fire brigade.
- Help in implementing a safe evacuation procedure for the church to the 'Assembly Point' in the churchyard.
- Know the location of the fire-fighting equipment and escape routes.

3. Specific responsibilities and actions to promote fire safety:

3.1 The PCC will:

- Appoint identified Responsible and Competent Persons.
- Ensure a Fire Risk Assessment is regularly reviewed and updated (every 3 years)
- Undertake a Fire Drill at least once a year – this/these may be undertaken at a PCC meeting.

3.2 The Responsible Person(s) will:

- Ensure that the Fire Risk Assessment is reviewed on a regular basis in accordance with Government guidance and brought to the PCC for review/approval at least every 3 years.

¹ The DCLG of the UK Government has issued guidance in its document "Fire Safety Risk Assessment for Small and Medium Places of Assembly".

- Oversee the implementation of the precautions as outlined in the Risk Assessment assisted by the Competent Persons.
- Ensure that training materials/instructions are updated and provided to each Competent Person.
- Check the fire equipment, signage and emergency lighting is in place at least quarterly.
- Ensure that a short “In Case of Fire” announcement be provided (by a Fire Officer or duly authorised person) before any (one-off) event where the general public are invited.

3.3 Each Competent Person will:

- Read any training materials and familiarise themselves with the instructions so they can act as ‘fire officers’ in services, performances or other events.
- Make sure that they are aware of the location of Fire Exits, fire equipment (fire extinguishers and blankets) and key ‘shut off’ valves (water, gas and electricity).
- Undertake the responsibilities noted in paragraph 2 above.

FIRE SAFETY RISK ASSESSMENT	
1	Identify fire hazards Identify: Sources of ignition Sources of fuel Sources of oxygen
2	Identify people at risk Identify: People in and around the premises People especially at risk
3	Evaluate, remove, reduce and protect from risk Evaluate the risk of a fire occurring Evaluate the risk to people from fire Remove or reduce fire hazards Remove or reduce the risks to people <ul style="list-style-type: none"> • Detection and warning • Fire-fighting • Escape routes • Lighting • Signs and notices • Maintenance
4	Record, plan, inform, instruct and train Record significant finding and action taken Prepare an emergency plan Inform and instruct relevant people; co-operate and co-ordinate with others Provide training
5	Review Keep assessment under review Revise where necessary
Remember to keep to your fire risk assessment under review.	