



Fire Safety Policy:

Carmel Ministries International

20 August 2019

Responsible Person: Wayne Skinner

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

Signature Date

Chairperson of the CMI Board of Trustees

Signature Date

Revision table	Date	Details
Review	26 September 2017	Major review and rebuild of the policy
Review	26 September 2018	
Next Review due	26 September 2019	

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20 August 2019
Next Review: 20 August 2020
Author: MVW



Fire Safety Policy

1. Introduction

Thankfully, fires in churches and schools are relatively infrequent and when they do occur it is usually the result of carelessness/poor practices during refurbishment/repair work or malicious arson.

Carmel Ministries International(CMI)including Carmel Christian School(CCS), recognises and accepts its obligation to take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone on the premises is able to escape to a place of safety easily and quickly.

This document identifies good practice and details the measures to be taken to implement an effective fire prevention programme designed to:

- minimise the probability of a fire starting
- avoid, so far as is possible, the likelihood of a fire causing death or injury to employees, volunteers, visitors or members of the public
- minimise the likely damage to the building and equipment

The document has been prepared by the Health & Safety Committee of CMI. The fire prevention measures detailed are based on the results of a Fire Safety Risk Assessment carried out in accordance with the requirements of the **Regulatory Reform (Fire Safety) Order 2005**. For the purposes of the Order, the **Responsible Person** is the Overseer of Assets.

Whilst the principle objective of the measures is to fulfil the obligation to exercise a “duty of care”, they reflect the fact that in some instances the level of risk is dependent upon the number of persons present.

2. Objectives

- To ensure compliance with all statutory requirements relating to fire safety and fire precautions in all facilities occupied by the Carmel Ministries International(CMI), including Carmel Christian School.
- To safeguard and ensure the well-being of all persons using CMI premises and facilities, and protect all school property and equipment against the dangers of fire and smoke.
- To ensure that the fire precautions and procedures established in Carmel Christian School premises involve the minimum disruption to teaching, and are in harmony with the school environment.

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3. Responsible Person

The law affecting fire safety applies to all churches and schools. The law requires of the Responsible Person to carry out a risk assessment, with particular attention to any hazards to the safety of persons. The Responsible Person has legal responsibility for planning and implementing fire precautions indicated by the risk assessment. This should include evacuation planning and other measures. Some of this work can be delegated to one or more 'competent person(s)'. The Responsible Person must communicate properly with employees and others, and provide training. The Responsible Person for CMI, including CCS is Wayne Skinner.

4. Conditions that will require evacuation

A wide variety of emergencies both man-made and natural, may require a workplace to be evacuated. These emergencies include - fires, explosions, floods, earthquakes, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances and workplace violence.

5. Firefighting equipment

- Fire blanket

A fire blanket is the most appropriate method for dealing with certain fire situations and is particularly suitable for dealing with burning clothing. The fire blanket is mounted against the wall in the kitchen on the first floor.

- Fire extinguishers

Fire extinguishers must always be readily available, particularly where candles are being used. Stewards must know where they are located and how to use them. Training in their use should be provided if necessary.

Fire Extinguishers are located as indicated on the attached floor plan and numbered from 1 to 36- see Annexure A

Area	Extinguisher Number	Type of extinguisher
Ground Floor	1	CO2
	2	Foam
	3	
	4	Foam
	5	CO2
	6	CO2
	7	CO2
	8	CO2
	9	Foam
	10	CO2

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	11	Foam
	12	Foam
	13	Foam
	16	Foam
	17	CO2
	18	CO2
	19	Foam
First Floor	14	Foam
	15	CO2
	26	CO2
	27	Powder
	28	Fire Blanket
	29	CO2
	30	Foam
	31	CO2
	32	Foam
	33	CO2
	34	Foam
	35	CO2
	36	CO2
Second Floor	20	Foam
	21	CO2
	22	Foam
	23	CO2
	24	Foam
	25	CO2

6. Fire Wardens

Fire Safety Adviser – Services Manager

The principal duties and responsibilities of the fire safety adviser are: -

- To ensure that CMI, including Carmel Christian School, complies with all relevant fire legislation.
- To arrange, supervise, liaise with electricians and other contractors and record the routine inspection and maintenance of firefighting equipment, fire escapes, detection systems, hydrants, emergency lighting, sprinklers and all other related systems.
- To monitor and audit records relating to fire and emergency equipment.
- To ensure that CMI and Carmel Christian School has adequate and appropriate fire notices and signs.

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- To investigate, action, record and maintain information on each fire alarm activation.
- To liaise with and advise the school on fire procedures and fire drills.
- To organise and provide a comprehensive programme of fire related training courses as required by the school.
- To provide specialist advice on fire precautions and liaise with building services, consultants and contractors to ensure that the premises and new works comply with the necessary legislation.
- To liaise with the fire authority, other external inspectors and insurance assessors.
- To maintain an up-to-date library of fire related reference material.
- To prepare and circulate letters, reports, documents and notices on fire safety matters and pursue any follow up actions.

The School Principal

The Principal (Fire Warden) has the ultimate responsibility for ensuring the implementation of the appropriate guidance in respect of fire precautions and fire safety in Carmel Christian School.

Nominated Fire Marshals

In all areas, identified staff will be appointed as the nominated fire marshal and will be responsible for carrying out the following duties:

- Supervise the effective day-to-day implementation of the Fire Safety Policy established for the premises.
- Liaise with the Fire Safety Adviser on all aspects of fire safety.
- Ensure that all pupils participate regularly in fire safety training and fire drills, attend fire and evacuation drills and be responsible for the co-ordination and direction of staff actions at a serious fire, in accordance with the emergency plan.
- Take roll call of their class using the class register at the assembly point
- All marshals are to make sure that all their pupils are evacuated from the classroom and building safely, quickly and quietly to the assembly point

Nominated fire marshals should have as many assistants as are required to ensure that a responsible person is always available to assume the above range of duties.

Nominated marshals will ensure that each pupil, staff member, volunteer:

- Is made aware of the fire safety instructions.
- Observes basic fire precautions.

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- Participates in induction and refresher training at least once a year. Through practical instruction and theoretical training every member of staff and pupil will be made aware that he/she has duties and responsibilities in respect of fire safety and fire precautions.

The following staff are trained fire wardens:

Name	Department
Jaap Van Wyk	School
Ginny Woodford	Seniors
Vicky Fletcher	Juniors
Jolanda Wallwork	ABCs
Becky Fynn-Garbrah	Early Years and Reception
James Elmer	Media and admin
Claire Parsons	Media and admin
Yolanda Montilla	ABCs
Alex Smith	Church
Nigel Parkinson	Bible School
Andy Elmer	All Facilities

7. Liaison with Fire Authority

- CMI and Carmel Christian School recognises the importance of liaising with the local authority fire and rescue, Avon Fire Service, in respect of fire precautions.
- Liaison will be co-ordinated by the CMI Fire Safety Adviser to include visits, familiarisation, periodic exercises and consultation regarding matters including structural fire precautions, current legislation and codes of practice.
- Visits and exercises conducted by fire and rescue service at the school's premises will be monitored by the Fire Safety Advisor –Services Manager.

8. Routes and Exits

A map from floor diagrams with arrows that designate the exit route assignments will be displayed on notice boards and at strategic places for all employees to see (Annexure A). These maps include locations of exits, assembly points, and equipment (such as fire extinguishers, first aid kits, spill kits) that may be needed in an emergency. Exit routes should be:

- Clearly marked and well lit.
- Wide enough to accommodate the number of evacuating people.
- Unobstructed and clear of debris at all times.
- Unlikely to expose evacuating personnel to additional hazards.

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9. Means of Escape

To ensure that in the event of a fire the building can be evacuated quickly and safely, all escape routes shall be kept clear and free from obstruction at all times, especially when large numbers of people are present. This requirement can be achieved by ensuring:

- a. Final exit doors** ~ All final exit doors must be unlocked and be capable of being opened quickly in the event of an emergency.
- b. Exit routes** ~ All aisles designated as exit routes (as indicated on the marked up plan of the church) should be kept clear and free of obstruction (including chairs, pushchairs, prams etc) at all times. In particular no additional chairs should be placed in the areas designated as exit routes irrespective of the size of the congregation.

There are eight (8) fire escapes – upstairs; main staircase, and rear staircase – downstairs; fire escape next to the ladies toilets in the auditorium, fire escape next to ABC classroom, fire escape in the Early Years' corridor, glass side exit to building, through toilets for Early Years and next to the warehouse roller shutter door

Carmel Ministry International's Fire Safety Adviser will seek to ensure that there are adequate means of escape in all classrooms, established according to the following principles:

- The occupants of a classroom /office should be able to turn their backs on a fire wherever it occurs and travel away from it directly through corridors, circulation spaces and stairways to a place of safety.
- As far as practicable, there should be an alternative means of escape from any point in a building in the event of normally accepted escape routes becoming blocked or dangerous to use.
- As far as practicable, travel distance should conform to appropriate standards and guidelines.
- Access and egress must remain unimpeded at all times.
- Instructions in respect of fire doors, emergency exits and the like must be strictly visible and enforced at all times.
- Building, maintenance and engineering work in progress must not prejudice the means of escape or the means for securing the means of escape.
- Where work impinges on means of escape routes, alternative arrangements must be implemented after discussion and agreement with CMI's Fire Safety Adviser.

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Such alternative arrangements must be identified and maintained as an approved alternative means of escape. Escape routes and emergency exits in the school's premises will have appropriate signage on.

Every member of staff will be made aware that he/she has a responsibility to ensure that escape routes are kept clear at all times. Teachers are responsible for ensuring that all identified means of escape are maintained, e.g. kept free from combustible materials and obstructions at all times.

10. Fire procedure

All fire wardens are responsible to formulate a procedure for the safe evacuation of staff, volunteers and visitors.

In all classrooms, teachers will formulate an established procedure to be followed by all pupils in the event of fire and fire alarms.

Fire procedures will be particular to the nature and requirements of the individual area.

The principle objective of the procedure will be to achieve a rapid and effective response to all fire alarms and fire emergencies consistent with the safeguarding of life and property

The procedure will include actions for: -

- Raising the alarm in the event of fire.
- Calling the fire and rescue service.
- Notifying essential personnel.
- Staff and pupil action on hearing the fire alarm.
- The co-ordination of emergency action.
- First aid firefighting.
- The isolation/disconnection of services as necessary.
- The evacuation of personnel.
- Assessment and reporting of the event.

Fire procedures in each classroom will be formulated and periodically reviewed by Carmel Ministries' Fire Safety Adviser in consultation with the Principal. In all classrooms, 'fire action' notices will be displayed in a conspicuous position (normally adjacent to break glass call points) indicating the action to be taken on discovering fire and on hearing the fire alarm.

11. Assisting people to evacuate

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Individuals are designated as evacuation wardens to help move employees, pupils, church attendees and visitors from danger to safe areas during an emergency. Generally, one warden for every 20 employees should be adequate, and the appropriate number of wardens should be available at all times during working hours and at every service and function.

Wardens are responsible for checking offices, bathrooms, and other spaces before being the last person to exit an area. They are tasked with ensuring that fire doors are closed when exiting. All employees designated to assist in emergency evacuation procedures should be trained in the complete workplace layout and various alternative escape routes if the primary evacuation route becomes blocked. Employees designated to assist in emergencies should be made aware of employees with special needs (who may require extra assistance during an evacuation), how to use the buddy system, and any hazardous areas to avoid during an emergency evacuation.

Visitors also should be accounted for following an evacuation and may need additional assistance when exiting. All visitors and contractors are required to sign in when entering the workplace and this list used when accounting for all persons in the assembly area. The hosts and/or area wardens, if established, are often tasked with helping these individuals safely evacuate.

12. Evacuation Assembly Point

The evacuation assembly point is as follows:

Whatever exit is used to escape the building, all staff, and students are to meet on the grass verge in front of Subway. This arrangement will be reviewed once the construction work next door has been completed.

13. Evacuation wardens are:

During Office Hours:

Floor	Department/Area	Evacuation warden
Ground Floor	ABCs	Yolanda Wallwork
	Early Years	Becky Fynn-Garbrah
	Auditorium and Toilets	Andrew Smallridge
First Floor	Media	Claire Parsons
	Admin	Claire Parsons
	Senior Learning Centre	Ginny Woodford
	Junior Learning Centre	Vicky Fletcher
	Hall B and CLA and Toilets	Asif Frances

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Second Floor	CBI	Nigel Parkinson
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During Church services and Functions:

Floor	Department/Area	Evacuation warden
Ground Floor	Auditorium	Michael Abrahams
	Auditorium	Jonathan Gill
First Floor	Children's Church	Dawn Elmer
		Andy Elmer
	Media	Dave Smith
	Bean/Youth	Andrew Smallridge
Second Floor	Children's Church	Dawn Elmer
		Andy Elmer

14. Ushers

A team of ushers have been appointed and each usher will be allocated specific duties in accordance with a written procedure. The duties should include the following:

- a. **Final exit doors** ~ A specific usher should be responsible for each final exit door and should ensure that it opens easily before the service starts.
- b. **Fire extinguishers** ~ Fire extinguishers should be allocated to specific ushers, who must know where they are located and how to use them.
- c. **Lighting** ~ When all or part of a service takes place during the hours of darkness, each usher should be provided with a suitable torch to enable any minor problems to be dealt with without the need to turn on the main lights. In the event of a fire or other serious emergency the main lights must be turned on immediately.

15. Announcements

Meetings/Services/Events will inevitably include a large number of people who may not be familiar with the premises and therefore will not know how people will be warned if there is a fire or how an evacuation of the premises will be carried out.

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Prior to commencement of the service the person presiding should make an announcement regarding the arrangements for fire safety management.

The person leading the service should be aware of the fire risk, and if notified of an emergency should make the appropriate announcement and instruct everyone to leave in an orderly manner following the directions of the ushers.

16. Accounting for people

To ensure the fastest, most accurate accountability of your employees, take note of the following:

- Designate assembly areas have been identified where employees, visitors and the public should gather after evacuating. The designated assembly areas are used when the building must be evacuated. These are located in the parking lots
- Take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and pass them to the official in charge. Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. When designating an assembly area, consider (and try to minimize) the possibility of employees interfering with rescue operations.
- Establish a method for accounting for non-employees such as members of the congregation and customers.
- Establish procedures for further evacuation in case the incident expands. This may consist of sending employees home by normal means or providing them with transportation to an offsite location or guiding them to another location.

17. Structural precautions

Carmel Ministries International, including Christian School recognises the importance of incorporating structural fire precautions in the building for which it is responsible, utilising compartmentalisation whenever practicable and fire resisting materials and methods of construction.

All building schemes, including alterations to existing premises, will comply with the requirements of building regulations, with all other standards and approved codes of practice. The fire precautions aspect of existing CMI premises will be inspected on a regular basis by the school's fire safety adviser.

CMI has checked that there are no buildings of 18m or more in height where ACM cladding is used.

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In addition to the above, the following factors should be taken into consideration:

- a. Large congregations** ~ The presence of a large congregation generally means that it will include a very significant number of individuals who are unfamiliar with the building and the proceedings. This may well influence their behaviour in the event of an emergency and the measures in place should reflect this possibility.
- b. Unaccompanied children** ~ Individuals in this group are at particular risk in the event of an emergency and careful consideration should be given to their location within the congregation.
- c. Persons with disabilities** ~ As with children, individuals with impaired vision, hearing or mobility are at particular risk and careful consideration should be given to their location within the congregation.
- d. Memorial services** ~ For many individuals a memorial service can be a particularly difficult occasion and it should be recognised that a heightened emotional condition may have an unexpected impact on behaviour.

19. Third-Party Use of Church

Third-party hirers/users of the premises are legally responsible for conducting their activities in a way safe from fire. There is a need to ensure such persons are aware of the fire precautions to be heeded and what to do if a fire occurs.

All third-party hirers/users of the premises will be required to appoint a **Temporary Responsible Person** for each individual unique, occasional or separate event. It is crucial that the Temporary Responsible Person understands their duties for the duration of the event or function.

For all third-party hire/use of the premises, a formal booking agreement – that sets out the conditions of the hire/use – should be prepared and signed. The fire safety responsibilities of those organising the separate function should be established as part of the formal booking agreement.

The responsible person for each individual unique, occasional or separate event will need to be clearly established and documented, and their legal duties made clear to them. In particular, and where necessary, the responsible person will need to take account of their own lack of familiarity with the layout of the premises and the fire safety provisions.

20. Fire Detection and Warning

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Within the CMI premises there are an automatic fire detection and/or manual fire alarm system in accordance with the appropriate standard. The system has been upgraded to ensure compliance with the fire regulations. The maintenance and servicing will be the responsibility of the Fire Safety Adviser – Facilities Manager, to a planned preventative maintenance schedule. All tests and faults will be recorded.

21. Emergency Lighting

Generally, within CMI premises there will be emergency lighting provided in accordance with the appropriate standard. Emergency lighting systems will be tested on a regular basis by appropriate maintenance staff and outside maintenance contractors and maintained and serviced in accordance with a planned preventative maintenance schedule. Defects will be reported, repaired and records updated.

22. Fire Fighting Equipment

Within CMI, firefighting equipment will be provided and positioned according to: -

- The nature of the fire hazard.
- The recommendations of CMI Fire Safety Adviser – Facilities Manager.

With all new building projects, the requirements for firefighting equipment will be determined at the planning stage by consultation with the school Fire Safety Adviser – Services Manager.

All new extinguishers will conform to the appropriate standard.

A fire appliance maintenance contractor will be appointed to provide an annual maintenance service and inspection of all firefighting appliances of various manufacturers, all in accordance with the recommendations of current standards. All appliances inspected shall have labels attached indicating the date of inspection or test and signature of inspector and sealing strips or tags.

Through training and instruction every member of staff will be made aware of:

- The location and use of firefighting equipment.
- The need to keep firefighting equipment accessible and free from obstruction at all times.

23. Access for Fire Appliances

As far as practicable, the Principal – Fire Warden, CMI Fire Safety Adviser – Facilities Manager and representatives of the fire authority will agree access routes for fire appliances to school premises.

The Fire Safety Adviser – Facilities Manager as appropriate will make the necessary arrangements for these routes to be kept clear of parked vehicles and other obstructions.

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All staff members will, during annual training, be made aware and reminded that they have a responsibility for ensuring that access routes are kept clear.

24. Surface Finishes, Furniture, Furnishings, Textiles

The CMI and Carmel Christian School Fire Safety Adviser – Services Manager will ensure that all items conform to appropriate British or other standards current at the time they are purchased. It will be the responsibility of the user to ensure that the manufacturer's instruction, in respect of fire precautions, retention of fire retardancy, etc are followed.

Those responsible for construction and decoration in Carmel Christian School offices, corridors and classrooms will ensure that apart from small areas, the surface finish of walls and ceilings correspond to an appropriate standard.

All members of staff and pupils are to be made aware that they must not introduce furniture and furnishings which do not conform to the appropriate current standards of fire retardancy in any offices and classrooms.

25. Electrical Equipment

As far as practicable, all existing electrical equipment and its wiring will be checked periodically by CMI Fire Safety Adviser – Facilities Manager, according to a planned preventative maintenance schedule.

All new portable electrical equipment is subject to portable appliance testing (PAT) and thereafter to periodic testing in compliance with guidance. This includes items introduced by staff and pupils.

26. Smoking

CMI and Carmel Christian School recognises the need to promote good health and to prohibit smoking within its premises in line with legal guidance and Carmel Ministries International policy.

The disposal of smoking materials must be restricted to the special containers and controlled in such a manner as to enhance the environment, enhance health care and minimise the risk of fire.

Fire training and health education will be utilised in conjunction with regulations and prohibition signs to effect control of smoking.

27. Chemicals, Solvents and Gases

Fire precautions associated with the use and storage of chemical solvents and gases in Carmel Christian School premises will be implemented according to the guidelines set out in legislation, approved codes of practice and manufacturer's instructions.

28. General Fire Precautions

Through information, instruction and training all staff will be made aware of the general principles of fire safety.

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Training will emphasise the importance of adopting safe procedures and reporting to the Fire Warden, CMI Fire Safety Adviser – Facilities Manager, any breaches of fire safety or abuse of procedures.

29. Fire Risk Assessment

- CMI and Carmel Christian School recognises that the premises are required to have a suitable and sufficient fire risk assessment carried out by a competent person.
- The CMI Fire Safety Adviser – Services Manager, will liaise and assist the Overseers and staff, to ensure that they comply with the requirements for fire risk assessment.
- CMI recognises that fire risk assessments can or may be invalidated when premises are subjected to demolition, extension, alteration, and change of use, introduction of different materials, processes or personnel.
- The Fire Warden, will ensure that the Carmel Christian School Fire Safety Adviser – Services Manager, is notified at the planning stage to ensure continued safety and compliance by either a re-assessment or review of existing fire safety arrangements, during and after the changes.
- Fire risk assessments will be carried out on all school offices, classrooms and corridors under the authority of the Fire Warden, and Carmel Christian School Fire Safety Adviser – Services Manager.
- The Fire Warden, will be required to adopt ownership of fire risk assessments under the guidance of the Fire Safety Adviser – Services Manager.
- Fire risk assessments will be reviewed at intervals not exceeding one year.
- Risk assessment will take into consideration emergency evacuation plans for all people, including disabled, who are likely to be in the premises.

30. Training

Fire safety training will be made available to any member of staff, volunteer or outside contractor acting on behalf of Carmel Christian School.

CMI will provide staff training in accordance with statutory and other requirements and associated guidelines.

The aim of fire training is to make all members of staff aware of the key teaching points on fire safety, namely:

- The nature of fire and smoke.
- The causes of fire.
- The principles of fire safety.
- Immediate action on discovering fire.
- Immediate action on hearing the fire alarm.
- Structural fire protection.

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- Firefighting equipment.
- The principles and practice of evacuation.
- Personal emergency evacuation plan – PEEP (where applicable).

The objectives of fire training will be to ensure that every member of staff:

- Understands the character of fire, smoke and toxic fumes.
- Knows the fire hazards involved in the working environment.
- Practices and promotes fire safety.
- Knows the immediate action to take in the event of fire.
- Understands the principles of evacuation and firefighting.

The Fire Warden, Carmel Christian School Fire Safety Adviser – Services Manager, recognise that all staff should have basic instruction in fire safety and training appropriate to their own particular category and specific needs.

Fire training will be conducted on three levels, induction level, refresher and practical.

CMI will provide an induction fire module as part of every new employee's induction programme.

The Fire Warden, Carmel Christian School Fire Safety Adviser – Services Manager, will be responsible for ensuring members of staff receive annual fire safety training. They will be required to maintain a fire training register or records showing the names of all staff, the dates on which they received fire training and the type of training.

The Fire Warden, Carmel Christian School fire safety adviser – Services Manager, will be responsible for preparing and conducting the fire safety training programme and liaising with the nominated fire marshals in the organisation of the staff fire safety training.

31. Fire Drills and Exercises

Fire drills will be conducted once a term simulating a variety of conditions, e.g., one or more escape routes blocked.

Fire drills will be organised by CMI Fire Safety Adviser – Services Manager.

Fire drill procedures will vary according to circumstances but, in general, an element of surprise will be maintained.

Fire drills will not be allowed to prejudice the health and safety of staff, pupils and volunteers.

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Fire drills will be monitored and details recorded to enable the Fire Warden, CMI fire safety adviser – Services Manager, to assess the effectiveness of fire procedures and the adequacy of staff fire safety training.

32. First Aid

If in need of first aid:

In the event of needing first aid, for any reason, please see the First Aid Coordinator. If he is not available, there is a list available from the admin office of all staff who have been first aid trained. First aid kits are situated in the following places:

- Carmel Christian School admin office.
- Auditorium.
- Kitchen.
- Little Eagles fire escape route.
- Carmel Christian School recovery room.
- ABC classroom.
- Sick Bay

There are two (2) fire blankets in the kitchen.

33. Fire Safety Management- Emergency Plan

- 1) On becoming aware of a fire the fire marshals will immediately notify the person leading the service.
- 2) The person leading the service will immediately suspend proceedings and make the appropriate announcement, using the public address system, and instruct everyone to leave in an orderly manner following the directions of the marshals.
- 3) The appropriate assembly point is determined by final exit route as follows:

Car parking area to left side of the building.

Whilst construction work is being undertaken next door, people will be evacuated to Subway parking area.

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- 4) The marshals will immediately open each of the following final exit route doors ensuring they are clear of all obstructions:
 - a) Main body of church ~ South door
 - b) Main body of church ~ North door
 - c) Etc.

- 5) The marshals will direct members of the congregation to the appropriate (nearest available) final exit route ensuring they do not stop to collect personal belongings.

- 6) The marshals will assist where necessary and as appropriate, with the safe evacuation of people identified as being especially at risk and who may experience difficulty leaving the building quickly, including elderly, disabled, pregnant women, parents with children or unaccompanied children.

- 7) The Head Usher during the service will immediately notify the emergency services using a mobile telephone, quoting the following post code:

BS4 5NL

This person should remain at the Bath Road Street entrance in readiness to meet the emergency services on their arrival

- 8) Upon completion of the evacuation the marshals should undertake a check of the building to ensure nobody remains inside **only if safe to do so and without risk to themselves.**

- 9) Following evacuation of the building the marshals will use the appropriate fire extinguishers to fight the fire **only if safe to do so and without risk to themselves.**

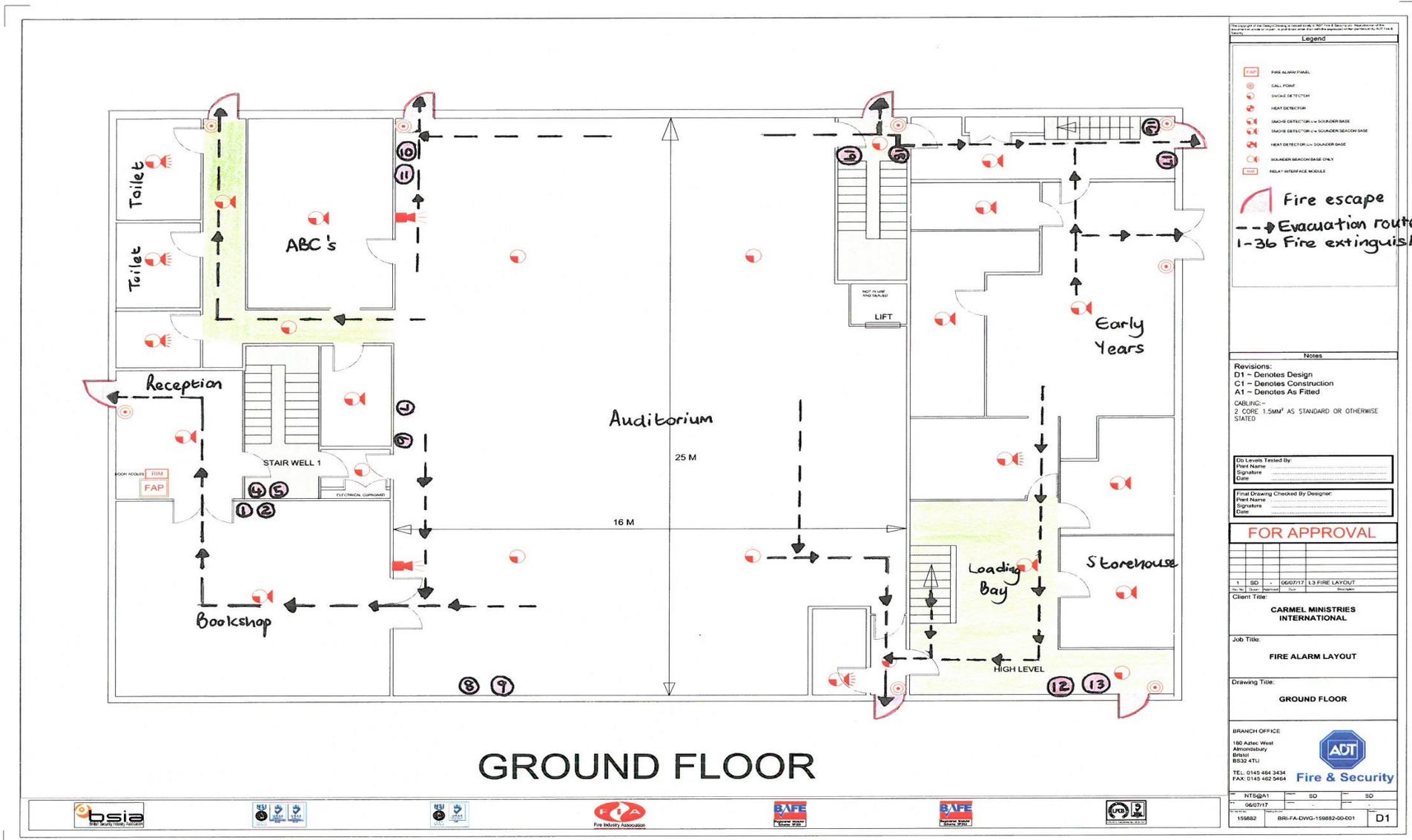
- 10) Training, appropriate to their duties within the Emergency Plan, regarding their roles and responsibilities will be provided for the following:
 - a) Fire Marshals
 - b) Ushers
 - c) Employed staff

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GROUND FLOOR

Legend

- FIRE ALARM PANEL
- CALL POINT
- FIRE EXTINGUISHER
- SMOKE DETECTOR
- HEAT DETECTOR
- SMOKE DETECTOR w/ SOUNDER BASE
- SMOKE DETECTOR w/ SOUNDER SEARCH BASE
- HEAT DETECTOR w/ SOUNDER SEARCH BASE
- SOUNDER SEARCH BASE ONLY
- RELAY INTERFACE MODULE

Notes

Revisions:
 D1 - Denotes Design
 C1 - Denotes Construction
 A1 - Denotes As Fitted

CABLEING -
 2 CORE 1.5MM² AS STANDARD OR OTHERWISE STATED

FOR APPROVAL

1	SD	06/07/17	L3 FIRE LAYOUT
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Client Title:
CARMEL MINISTRIES INTERNATIONAL

Job Title:
FIRE ALARM LAYOUT

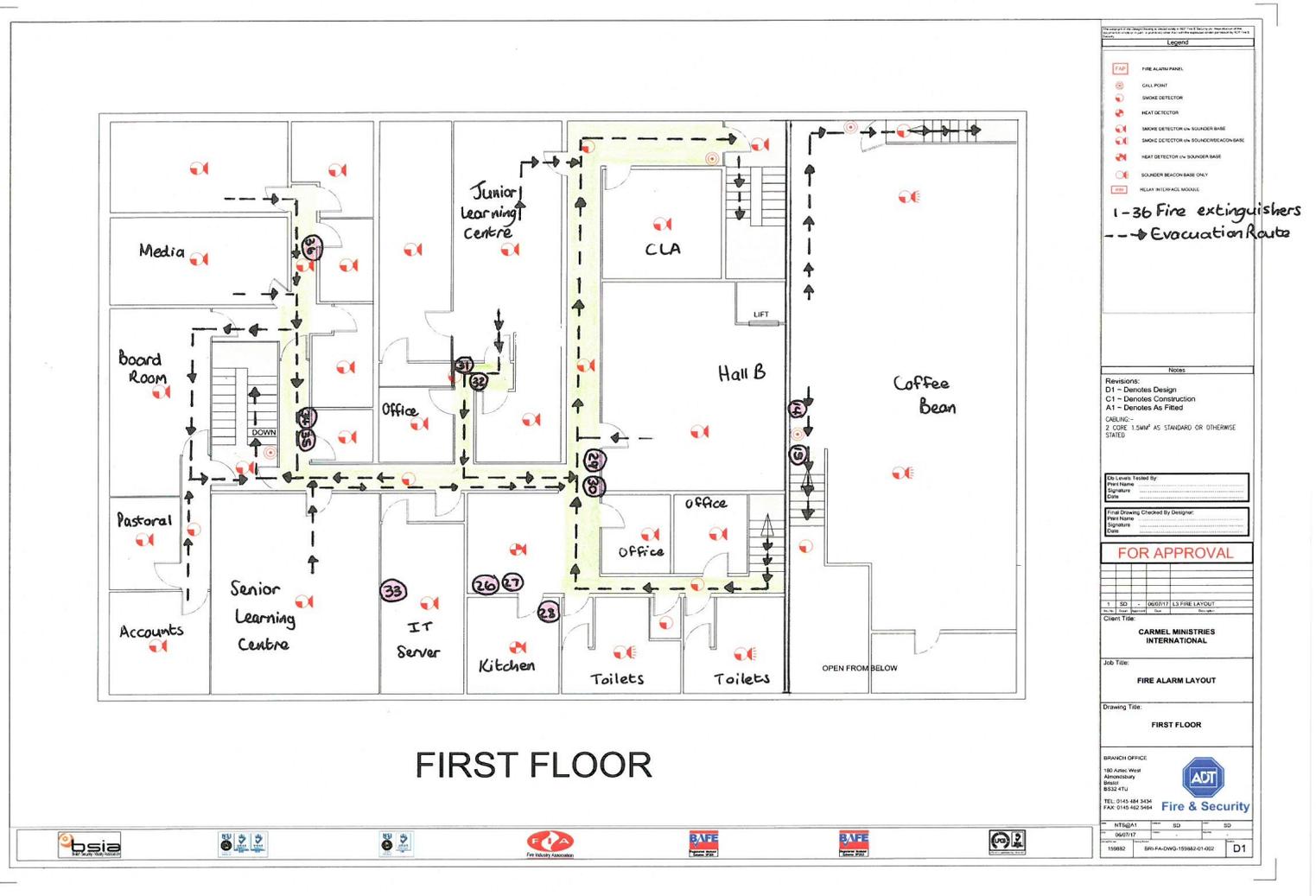
Drawing Title:
GROUND FLOOR

BRANCH OFFICE:
 180 Acher West
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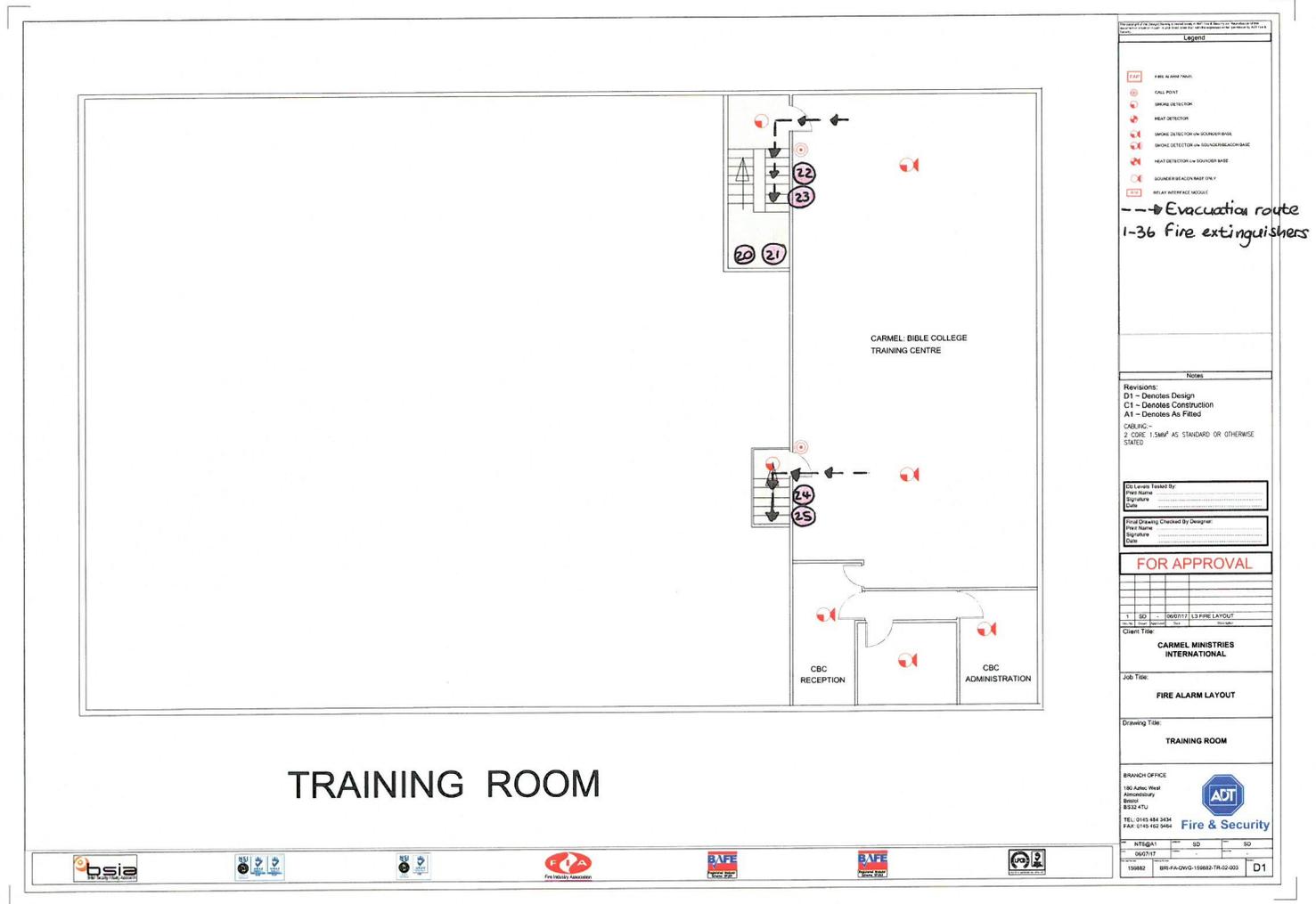
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Fire Safety Management

Guidance for Third-Party Users of Church

1. Introduction

In accordance with the requirements of the **Regulatory Reform (Fire Safety) Order 2005**, the Parochial Church Council has undertaken a Fire Safety Risk Assessment for the church building and for the activities for which they are responsible. However, these risk assessments **do not** take into consideration the specific fire safety implications arising from third-party hire/use of church premises.

Third-party hirers/users of the church are legally responsible for conducting their activities in a way safe from fire. There is a need to ensure such persons are aware of the fire precautions to be heeded and what to do if a fire occurs. This guidance has been prepared to assist third-party hirers/users in fulfilling their legal obligations.

2. Requirements

The hirer/user is required to undertake a Risk Assessment reflecting the specific nature of the event to ensure compliance with all relevant Health & Safety legislation. In particular, the hirer/user is reminded of their legal responsibility for conducting their activities in a way safe from fire.

The hirer/user has legal duties with regard to the safety of those persons assisting or attending the event and in accordance with the **Regulatory Reform (Fire Safety) Order 2005** is required to appoint a **Temporary Responsible Person** and prepare an **Emergency Plan** for each individual unique, occasional or separate event. The Emergency Plan should include, but is not limited to, the following information:

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Author: MVW



- who is supervising and how to identify them
- location of exits and escape routes
- the location of assembly points
- the emergency warning signal
- the arrangements for fighting fire
- the arrangements for means of escape for disabled persons
- the duties & identity of individuals who have specific responsibilities if there is a fire
- the arrangements for the safe evacuation of persons identified as being especially at risk, including those with disabilities, children and members of the public
- who will be responsible for calling the fire and rescue service
- who will meet the fire and rescue service on their arrival
- plans to deal with people once they have left the premises, especially children
- arrangements for ensuring escape routes and exits do not become blocked
- arrangements for limiting or controlling the number of persons in the premises, where necessary

Fire Precautions Policy – Frequency of Inspections and Testing

Definitions

- Fire detection – any device provided to signal detection of fire or smoke.
- Alarm – any device provided to assist in warning occupants of the building of an emergency situation. This includes manual electric break glass alarms, compressed air horns, whistles, manual bells, etc.
- Emergency lighting – lighting provided to assist in the escape and evacuation procedures, including hard-wired and portable systems.
- Fire-fighting equipment – all extinguishing equipment provided to assist in the extinguishing of a fire or to assist in the safe evacuation of the building's occupants.

The table below sets out the minimum requirements and these may be increased in frequency according to the manufacturer's guidance and the level of risk.

Equipment	Interval	Action Required
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Fire Detection and Alarm Installations including self-contained alarms and manually operated devices.	Weekly	<ul style="list-style-type: none"> • Check state of repair and operation. • Repair or replace defective parts • Test operation.
	Annually	<ul style="list-style-type: none"> • Serviced and tested by a competent engineer. • Clean self-contained smoke alarms and replace batteries.
Emergency Lighting, self-contained units and torches.	Weekly	<ul style="list-style-type: none"> • Check torches and replace batteries as necessary. • Repair or replace defective units.
	3 Monthly	<ul style="list-style-type: none"> • Check all lights and torches for state of repair and function.
	Annually	<ul style="list-style-type: none"> • Serviced and tested by a competent engineer. • Replace batteries in torches.
Fire-fighting Equipment	Weekly	<ul style="list-style-type: none"> • Check all equipment for correct installation and apparent function.
	Annually	<ul style="list-style-type: none"> • Serviced and tested by a competent engineer.