



Holy Trinity Fire Safety Management Policy

Approval and Reviews

Policy approved by:	Parochial Church Council
Date approved:	November 2024
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- **Document Overview**

Purpose - We take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance this Fire Safety Management Policy forms part of our overall Health and Safety Policy. Our priority always is the safety of individuals.



1. Fire Marshal and Evacuation Responsibilities

Fire Marshals for the church and parish centre include the following people

- Staff team members
- Visitor Welcome Assistants
- Event stewards
- Wardens and Sides people

Fire Marshal Duties.

The Fire Marshals and their duties and responsibilities are documented for each building in **APPENDIX 1 and 2.**

In the absence of any staff, clergy, steward / Fire Marshals, the leader responsible for the group/meeting will be responsible to ensure their group evacuate to the assembly point (hereinafter referred to as the Fire Marshal)

2. Employee Duties

All employees, team leaders and parish centre users have a duty to take reasonable steps to ensure that they do not place themselves or others at or in harm.

All employees, team leaders and parish centre users are expected to cooperate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff and visitors.

3. Communication

All employees, team leaders and parish centre users will be kept informed by the Designated Officer of any relevant changes to fire safety and evacuation procedures.

4. Structural Arrangements within the building

The Parish Church –

- There is a fire alarm system for the south side of the church. The panel is in the Clergy Vestry. There are sensors in the south side and two break glass panels.
This alarm system does not auto call the emergency services and so if it sounds call 999.
- The main church building is not fitted with a Fire Alarm system.
- There is fire extinguisher equipment placed around the whole church building. (See appendix 3)

Please also refer to the fire plan map on display in the Wardens' cupboard next to the AV desk, North transept and Clergy Vestry.



The Parish Centre.

- There is a fire alarm system for the parish centre. The panel is in the foyer, at the side of the parish office door. There are sensors, smoke alarms, emergency lighting around the centre and five break glass panels. This alarm system does not auto call the emergency services and so if it sounds call 999.
- There is fire extinguisher equipment placed around the whole parish centre. (See Appendix 4)

Please refer to the fire plan map display in the foyer and top office stair way

5. Procedures and Checks

The following procedures are in place to ensure high standards of fire safety.

- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessment is carried out by the designated responsible officer.
- Parish centre building. The fire evacuation procedure will be practiced two times a year. A record will be kept of the date and time taken to evacuate the building.
- Church building – Passive fire drill questions will be held twice a year with key teams based in the church.
- Evacuation and lockdown procedures are included in staff and volunteer training and induction
- Training will be provided, as necessary, to any staff given extra Fire safety responsibilities such as Fire Marshals
- All new members of staff, team leaders, and parish centre users will be given induction training on how to raise the alarm and the available escape routes.
- All escape routes shall be clearly signed and kept free from obstruction. Escape routes shall be checked weekly by the designated responsible officer or their delegate.
- All fire extinguishers will be serviced and maintained annually by a suitable contractor.



- If staff, team leaders and parish centre users notice defective or missing equipment they must report it to the-designated responsible officer.
- All groups who hire rooms (out of hours) in the Parish Centre must be made aware of the fire procedures and their responsibilities for managing fire safety.
- Large groups attending for concerts, training courses etc in the church and Parish Centre to be informed of the fire exits and that if the alarm is sounded to follow the directions of the Fire Marshals.
- All contractors visiting the site must be logged into the visitor's book on arrival on site.

Fire alarm test procedure

CHECKS UNDERTAKEN BY OPERATIONS MANAGER OR DELIGATE			
	Church	Parish Centre	Action
DAILY	Check the control panel indicates normal operation	Check the control panel indicates normal operation	Record in log any fault and report immediately /action taken
WEEKLY	Operate a trigger device in the main church building and south porch building and check the alarm is initiated	Operate a trigger device on a zone circuit and check the alarm is initiated.	All zones to be tested in strict rotation. Record in log any fault and report immediately / action taken
MONTHLY	Emergency lighting to be checked	Emergency lighting to be checked	Record in log any fault and report immediately / action taken

CHECKS UNDERTAKEN BY SUITABLE CONTRACTOR			
	Church	Parish Centre	Actions
ANNUAL (APRIL)	Maintenance of fire detection and fire alarms system	Maintenance of fire detection and fire alarms system	Logbook and certificate
ANNUAL	Maintenance and servicing of the emergency lighting	Maintenance and servicing of the emergency lighting	Logbook and certificate
ANNUAL	Basic service of Fire Extinguishers	Basic service of Fire Extinguishers	Logbook and certificate
	Portable Electrical Appliances		Logbook, label, and test certificate



Emergency Evacuation Procedures

- If a member of staff / hirer discovers a fire, raise the alarm immediately using one of the break glass call points, this can be activated by pressing hard against the glass with your thumb. If appropriate and adequate training has been given, locate the nearest suitable fire extinguisher and use it to attempt to put out the fire. This should only be for a short time. If the fire does not immediately respond, evacuate.
- The evacuation procedure is the same for any emergency. In the event of another emergency other than fire the Fire Alarm will also be activated.
- In the event of the electrical fire alarm not working (e.g. during a power cut). Members of staff should raise the alarm by telling the nearest Fire Marshal. The Fire Marshal will sweep the building informing all staff that they need to exit the building. They will advise all other Fire Marshal's to allow them each to fulfil their duties.
- Remain calm and always listen to the instructions of the Fire Marshal's /hirer
- Unless you have been notified that the alarm is being tested, if you hear the alarm leave the building as quickly as possible. Do not wait to collect belongings and do not run.
- The exit routes are clearly marked so leave the building via one of these exits.

Church – the main fire exit will be via the West Door – with additional exits through the South and North door.

If accessible the exit for those in the choir and chancel area will be through the north transept or St Peter's Chapel.

See appendix 4 -Map of the church showing fire exits.

Parish Centre - the main exit would be through the front door; additional exits are throughout the building where people can evacuate through the closest exit to where they are based.

See appendix 5 - Map of the parish centre showing fire exits.

- If the way out of the building is blocked:
 - I. Where possible with other people gather in a room at the front of the building, or if not possible a room with a window where you can close the door and are safe. This should be on the lowest floor possible to allow easier rescue if necessary.
 - II. Close all doors behind you.
 - III. Attract attention, stop any smoke coming in through cracks and when people know you are there close the windows, so the oxygen does not attract fire.



- The Fire Marshal's will quickly sweep the building to ensure it is clear.
- After leaving the buildings all staff and people attending in an official capacity should go immediately to the assembly point for a roll call.
- All people should assemble at: -

Church Building - The Parish Centre car park

Parish Centre - The North Path in Holy Trinity Churchyard

Bomb evacuation - The assembly point for both buildings is The Dell – Park area

- At the relevant assembly point a roll call will be carried out to check that all staff and users are accounted for, and the Lead Fire Marshal will be informed
- The Lead Fire Marshal will meet the emergency services and inform them of the site of the fire or emergency.
- No one will be allowed back into the building until the emergency services give the all clear to the Lead Fire Marshal.

APPENDIX 1 Fire, Evacuation and Lockdown Procedures

Fire/Evacuation Marshal Roles and Locations:

Holy Trinity Church

There are up to 6 evacuation points within the church



- **West Door**
- **South Porch:**
- **North Porch:**
- **The Crossing: North Transept door**
- **The Crossing: St. Peter's Chapel door behind the screen**
- **The Chancel: Priests' Door (to the South/Right of the High Altar)**

These evacuation points should be covered by appointed Marshals but noting that the chancel door is only necessary when the number of people in attendance or any obstruction in the Crossing could compromise evacuation by other exits.

Wherever possible, a Marshal should be designated to each exit. If not, it should be made clear who is allocated to which exit.

The West Door is the main emergency exit if safe.

If an alarm is raised and an evacuation is necessary, Marshals should:

- 1. Put on a Hi-Viz Vest** – 3 vests kept at the Wardens cupboard near the AV Desk and near the first aid box in the North Transept
- 2. Check your designated exit is a safe exit.** If so, open the designated exit as fully as possible.
 - **West Door:** In the event of an evacuation, this position is to be fully opened to usher people out from the main body of the church.
 - **South Porch:** In the event of an evacuation, this position is to be fully opened to usher people out from the main body of the church and the toilet corridor.
 - **North Porch:** In the event of an evacuation, this position is to be fully opened including the North Porch doors and gates to usher people out from the main body of the church.
 - **The Crossing – North Transept** In the event of an evacuation, this position to be fully opened to allow exit through the back of the North Transept and ushering people out from the Choir Stalls area and the Crossing.
 - **The Crossing – St Peters Chapel** In the event of an evacuation, this position to be fully opened to allow exit through the back of St. Peter's and out through the courtyard to usher people out from the Choir Stalls area and the Crossing.
 - **The Chancel – Priests' Door** In the event of an evacuation, this position is to be fully opened to allow exit through the Priests' Door (to the South/Right of the High Altar) to usher people out from the Chancel.
- 3. If your designated exit is NOT safe,** without putting yourselves in any danger, bar people from using it and redirect them to the next nearest safe exit.

Evacuation Assembly Point

The Evacuation Assembly Point is the **North Path in Holy Trinity Churchyard**

The main objective is to ask people to clear the area.



However, all people on duty (staff/volunteers/clergy/groups) should assemble at this point, after evacuating the building, for a rollcall and further instruction. This is also the meeting point for separated friends and families.

Lockdown Procedure

In the Event of a Lock-down situation being raised, Marshals should close their allocated exit doors as quickly as possible and then secure them from the inside as follows:

- **West door:** - This will already be closed to entry from the outside; replace pin in door and secure iron bar with padlock
- **South door:** Turn the Automatic Control key to 'Off' and lock the doors together; replace the iron bar across both doors to secure
- **North Door:** Ignoring the need to lock the outer iron gates, close wooden doors and drop swivel bar. Replace iron bar across both doors to secure fully.
- **North Transept:** Inner door should already be locked on a keypad on the outside. If considered safe, proceed into porch and drop latch on the outer church door to secure this as well.
- **St Peter's Chapel:** Entrance to the courtyard from the churchyard should already be locked. Check rear Clergy Vestry Door is locked. If possible, advise a member of the clergy or staff to lock this door from the clergy vestry. Drop latch on the door to courtyard from the back of St Peter's Chapel to secure.
- **Priests' Door:** This will already be closed to entry from the outside; replace chain and padlock to secure.

The lead Steward, staff member or group leader to:

- call 999 and alert the authorities
- alert the office, duty officer (at the weekend)

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APPENDIX 2 Fire, Evacuation and Lockdown Procedures

Fire/Evacuation Marshal Roles and Locations:

Holy Trinity Parish Centre

There are up to 6 evacuation points within the church



- **Main foyer:**
- **The main hall - exiting to the garden**
- **The lounge:**
- **The kitchen – The door should be unlocked for full catering events (the key is hung at the side of the door)**
- **The back right office (from top of the stairs) - exiting to the garden**
- **The two side gates in the garden (push bar on gates)**

These evacuation points should be covered by appointed Marshals. Wherever possible, a Marshal should be designated to each exit.

If an alarm is raised and an evacuation is necessary, Marshals should:

- 1. Put on a Hi-Viz Vest** – 3 vests kept at the office, lounge and, top staff office
- 2. Check your designated exit is a safe exit.** If so, open the designated exit as fully as possible.
 - **Main Foyer:** In the event of an evacuation, this position is to be fully opened to usher people out from the main body of the centre.
 - **The main hall:** In the event of an evacuation, this position is to be fully opened to usher people out through the main hall either via the foyer door or garden.
 - **The lounge:** In the event of an evacuation, this position is to be fully opened to exit through the lounge door.
 - **The kitchen:** In the event of an evacuation, this position to be fully opened to exit through the kitchen or lounge door
 - **The back right office (top of the upstairs)** In the event of an evacuation, this position to be fully opened to allow exit and then out through the garden
 - **The two side gates** – these are exits for people in the garden or those exiting via the top office of main hall.
- 3. If your designated exit is NOT safe,** without putting yourselves in any danger, bar people from using it and redirect them to the next nearest safe exit.

Evacuation Assembly Point

The Evacuation Assembly Point is the **Parish Centre Car Park**.

The main objective is to ask people to clear the area.

However, all people (staff/volunteers/clergy/choir) on duty should assemble at this point, after evacuating the building, for a rollcall and further instruction.

This is also the meeting point for separated friends and families.

Lockdown Procedure

In the Event of a Lock-down situation being raised, Marshals should close their allocated exit doors as quickly as possible and then secure them from the inside as follows:

- **Main Foyer:** This door should remain on the latch during office opening times and meetings. For open door events if lock down is required the door to be placed on the latch and locked from the inside.



- **The main hall, lounge back right office and two side gates in the garden** should remain shut as these are fire exits. If opened for any reason, then in the event of a lockdown these are to be pulled closed and secured.
- **The kitchen:** In the event of a lockdown, this position to be locked and secured
- All people within the building should be kept away from the doors and windows

The lead Steward, clergy or staff member to:

- call 999 and alert the authorities
- alert the office, duty officer (at the weekend)

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APPENDIX 3 Position of Fire Exits and equipment

Holy Trinity Church

(Building Plan to be attached)

APPENDIX 4 Position of Fire Exits and equipment

Holy Trinity Parish Centre

(Building Plan to be attached)

Stratford-upon-Avon PCC

November 2024