



CHRIST CHURCH NEW CATTON
MAGDALEN ROAD NEW CATTON NORWICH NR3 4LA

Fire Policy (see separate document for the main Church Fire Safety)

VERSION	DATE	AMENDMENTS
1	June 2022	New policy
2	Jan 2023	Fire extinguisher list added
3	Aug 2023	Full review and update
4	Sep 2024	Reviewed
5	Oct 2025	Fire extinguisher list updated

Overall aim

It is the overall aim of Christ Church to minimise the risks to staff, volunteers, and visitors, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Responsibilities

- Those with overall responsibility are the Church Wardens and the PCC.
- For day-to-day responsibility it is the Church Wardens.
- Everyone has a responsibility to adhere to the requirements and report any issues.

Fire safety aims

- To minimise risk from fire
- To conduct regular fire drills
- To check adequacy of firefighting equipment and its maintenance
- To check adequacy of fire signage
- To review, and implement where possible, recommendations from the Fire Risk Assessment within agreed timescales
- To conduct regular fire safety inspections and record the findings
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Management check records are kept up to date and accessible

General

- Fire doors to remain shut at all times unless people are using or working and remain in that area.
- Gangways, stairs, and fire exits must be kept clear at all times including when deliveries are received.
- Inflammable materials such as paper and cardboard must not be stored on or immediately adjacent to any heater or radiator.
- Boxes of matches will be kept in the Vestry and not left in the church.
- External sheds will be kept locked.

Fire Policy Issue

Regular hirers will be issued with the fire policy annually or at their first use of facilities.

New Clergy, Ministers, or Church Wardens to be issued with, and sign acknowledgement for, the Fire Policy.

Fire Risk Maintenance and Checks

The following schedule will apply to checks required. All checks will be logged.

AREA	FREQUENCY	WHAT TO DO	PERSON(S) RESPONSIBLE	NOTES
Fire Drill	Annually	Fire drill during week and Weekends. Periodically block the usual exit so people must use an alternative exit	Wardens	Written record of fire drill and evacuation time to be retained
Fire doors	Quarterly	Check all clear of obstruction and open easily. Check none left wedged open unattended	Wardens	Written record to be retained
Emergency lighting	Monthly	Check different lighting circuit each time	Wardens	Written record to be retained
Fire alarm call points	Monthly	Check different alarm point each time	Wardens	Written record to be retained
Fire exits	Monthly & ongoing	Ensure unobstructed	Wardens	Written record to be retained
Fire extinguishers	Quarterly	Check seals are intact, all are in date and any with gauges have sufficient gas/water/foam	Wardens	Written record to be retained
Fire extinguishers	Annual	External company check	Wardens	Written record to be retained
Fire alarm system	6-monthly	External company check	Wardens to arrange	Written record to be retained

Fire risk assessments	As required or if changes	Complete as necessary and review annually	Wardens (and external company?)	To be external assessor periodically
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Fire Extinguisher List

Fire extinguishers are situated as follows (checklist in folder in Altar cloth cupboard):-

CHURCH

SITUATED	EXTINGUISHER TYPE
Church entrance	CO2 Foam
Pulpit area	Foam
Room behind organ left side front	CO2

CHURCH CENTRE

SITUATED	EXTINGUISHER TYPE
Front entrance	CO2 Foam
Rear entrance	CO2 Water
Sewell room	CO2 Water
Upstairs landing	CO2 Foam x 2
Kitchen	Fire blanket

Fire Information

On the notice boards in the Church foyer and the Church Centre will be:-

- A diagram of the church and church Centre indicating fire exits, fire alarm call points, fire extinguishers.
- Information on gas cabinet, electricity switch board and water stopcock.

Evacuation Procedure

The procedure in the event of a fire in the Church Centre is displayed by each fire alarm call point.
See end of this document page 6

The procedure in the event of a fire in the main Church is displayed in the porch. **See end of this document page 7.**

Church: There is no fire alarm system installed.

Church Centre: there are 6 individual fire alarm devices situated around the building.

As it is not always possible to know who is in the building the procedure will include a sweep of all areas within the building.

Do not assume someone else has called the fire brigade.

Do not attempt to extinguish a fire yourself unless you consider it safe to do so and you have a clear exit route.

Assembly Point – fire in main church

Church Centre car park at notice board – DO NOT BLOCK the car park entrance

Assembly Point – fire in church centre

Church Centre car park at notice board – DO NOT BLOCK the car park entrance

Fire Doors and Exits

All doors should be closed after the last person has exited that area, only where safe to do so. This will prevent fire spreading and so minimise damage.

Follow up to evacuation drills

Drills must be recorded. The timing of each evacuation must be recorded accurately. Feedback to be given after each drill.

Disabled staff

Any disabled staff that require assistance to evacuate the building must have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not rely on the fire and rescue service.

Disabled visitors

Disabled visitors will be directed to a level escape route. If necessary, others will be allowed to evacuate first to avoid delays or crowding.

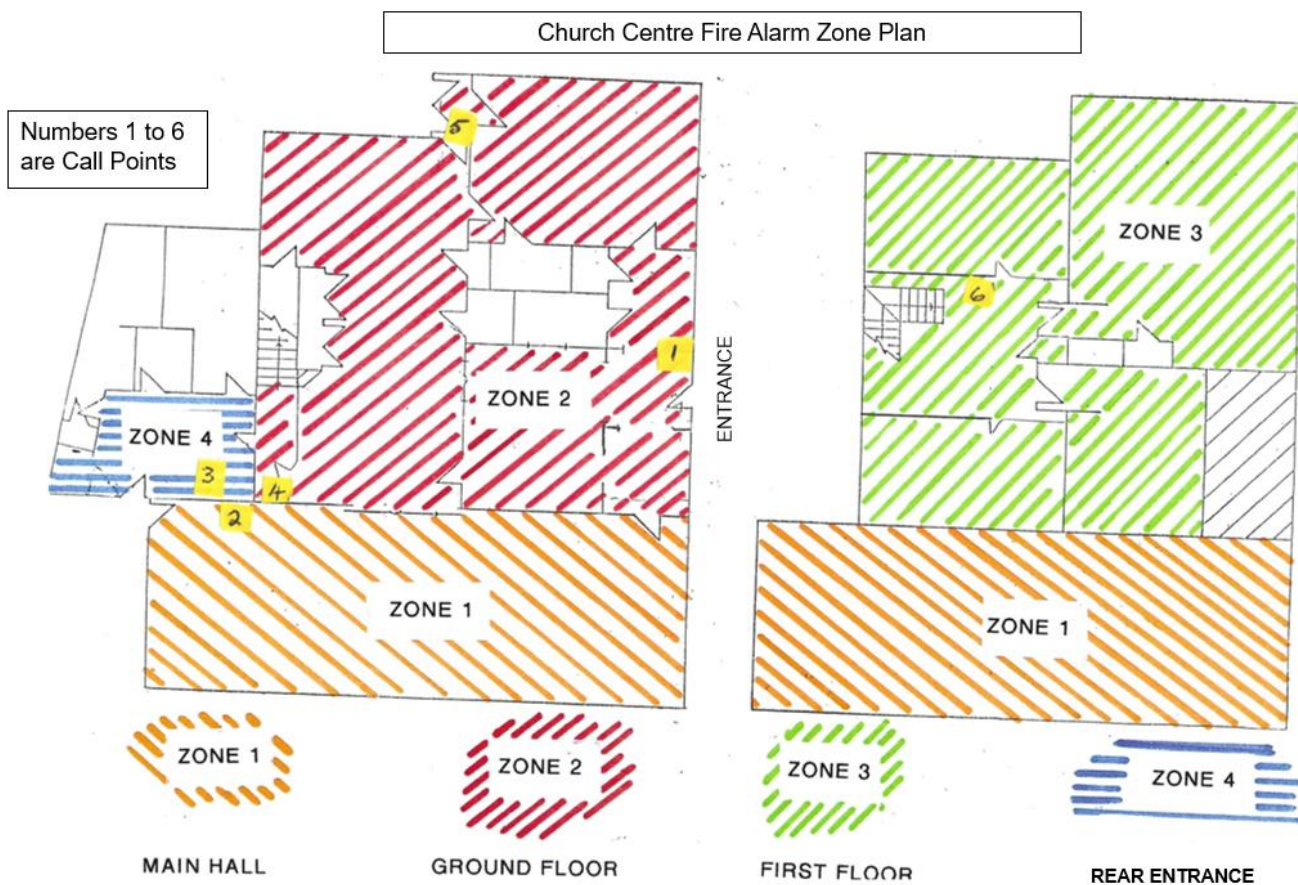
Reporting of incidents or fire

All incidents or calls to the emergency services must be reported as soon as possible to a church warden.

Training

Online training is available but not considered necessary.

Church Centre Fire Alarm Zones



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The policy will be reviewed regularly by the PCC.

FIRE ACTION

If you discover a fire

Break glass in nearest fire alarm

Dial 999 to call the Fire Brigade

If fire is small use fire extinguisher – ensure escape route is clear

If the fire is too large, gets out of control or threatens to block your escape route exit the building by the nearest available fire exit, closing all doors behind you

Report to the Assembly point at the front of the car park by the notice board

If you hear the fire alarm

Exit the building by the nearest available fire exit

Close all doors behind you

Report to the Assembly point at the front of the car park by the notice board

Do not

Take risks

Re-enter the building until authorised to do so

Open a door if you suspect that there is a fire on the other side or if the door feels hot

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**Ensure that the fire brigade have been called
– do not assume that someone else has**

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If you are caught in a smoke filled area, crawl on hands and knees as the air will be clearer nearer the floor

If escape is cut off, go into a room with a window, closing the door behind you. Stand by a window, call for help and await rescue.

FIRE ACTION

If you discover a fire

Advise the service Leader immediately – interrupt whatever is happening

Dial 999 to call the Fire Brigade

If fire is small use fire extinguisher – ensure escape route is clear

If the fire is too large, gets out of control or threatens to block your escape route exit the building by the nearest available fire exit, closing all doors behind you

If you are advised to leave due to fire

Exit the building by the nearest available fire exit – usually the main doors but via the Vestry if that escape route is blocked

Close all doors behind you

Report to the Assembly point at the front of the car park by the notice board

Do not

Take risks

Re-enter the building until authorised to do so

Open a door if you suspect that there is a fire on the other side or if the door feels hot

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**Ensure that the fire brigade have been called
– do not assume that someone else has**

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If you are caught in a smoke filled area, crawl on hands and knees as the air will be clearer nearer the floor

If escape is cut off, go into a room or area with a window, closing any door behind you. Stand by a window, call for help and await rescue.