



NEW APOSTOLIC CHURCH UK FIRE SAFETY POLICY

VERSION: 2/16

DATE: 01/08/2016

REVIEW DATE: 28/07/2017

(Reviews must be undertaken at a frequency of at least 12 months and in response to significant changes within the organisation. Signatory to ensure that all paper copies of the reviewed Policy are circulated)

| Version Reviewed | Matter Reviewed | Date |
|------------------|--|----------|
| 01/16 | Monitoring: Integral systems to be phased out in favour of Fire Angel smoke/heat detectors | 01/08/16 |
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Contents:

1. Introduction
2. Responsibilities
3. Policy Objectives
4. Managing Fire Safety
5. Monitoring
6. Fire Risk Assessment
7. Fire Safety Training
8. Emergency Evacuation Plan

1. INTRODUCTION

The New Apostolic Church (NAC) will ensure, so far as reasonably practicable, that all staff, members, visitors and contractors are protected from the risks of fire whilst on the premises.

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This Policy explains how the NAC complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

2. RESPONSIBILITIES

The NAC Fire Safety Policy stands alongside the Health and Safety Policy and in common with that policy extends through the whole organisation, with specific responsibilities as below:

The Board of Trustees ensure that an appropriate policy is in place in the church and that arrangements are made for its effective implementation;

Printed copies of this document are uncontrolled: the signed master copy resides in the church office, whilst copies thereof are distributed to Facility Managers (FMs). The document will also be kept in electronic form on the Health & Safety folder contained in the Dropbox file and on our website www.nacukie.org under 'Information & History'.

The Trustee Executive has the ultimate responsibility for the implementation and management of this policy;

The Board of Trustees are responsible for the effective implementation of this Policy and its role within the Church's Health and Safety Policy:

All staff have the responsibility to cooperate and to ensure that the church is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

3. POLICY OBJECTIVES

- a. To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- b. To minimise the risk of fire and to limit fire spread;
- c. To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

4. MANAGING FIRE SAFETY

The Church has delegated day to day responsibility for managing fire safety to the FMs who will:

- a. As designated Fire Wardens, FMs will ensure that:
 - all means of escape are properly maintained, are free from obstruction and available for safe use at all times;
 - that the means of escape have adequate emergency lighting and signage;
 - The church's no smoking policy is adhered to;
- b. Provide and maintain in working order fire fighting appliances and devices including:
 - fire detection and / or alarm systems;
 - emergency lighting systems;
 - fire fighting equipment;
 - notices and signage relating to fire procedures;

- means of escape, taking into account the needs of any disabled users.

The Board of Trustees will, through the property manager, ensure that the following is executed:

- a. Carry out or arrange to have carried out a fire safety risk assessment on each of the Church building to ensure that the Church's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate tasks raised by these risk assessments;
- b. Annually review these assessments;
- c. Provide appropriate instruction and training for all Church staff on the action to be taken to protect people and property including regular fire evacuation practices for all the Church;
- d. Ensure that all staff, members, visitors and contractors are made aware of and comply with the Church's fire procedures;
- e. Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- f. Liaise with third parties; the emergency services, and the Church's insurers to ensure that best practice for fire prevention and procedures is in place;
- g. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

5. MONITORING

The Church utilises the services of various outside personnel to carry out effective monitoring of its duties.

Congregations are equipped with Fire Angel smoke / heat detectors¹ and are to be tested on a monthly basis by the FMs.

The Church emergency lighting is checked monthly by the FMs and serviced annually by the approved local electrical contractor.

Notices and signage are updated as and when required and checked annually by the FMs.

Fire fighting equipment is visually checked weekly by the FMs and extinguishers are maintained annually by Fire Safety Services.

A Fire Log Book which contains records of fire safety issues is maintained by the FMs and are kept on site at the church.

These issues include:

- fire drills;
- hot work permits, etc.;
- the storing of hazardous materials;
- the inspection and testing of:
- fire detection and alarm systems;
- emergency lighting systems;
- fire fighting equipment.

Staff training records are maintained centrally by the church office and are available for view on the following link:

<https://www.dropbox.com/s/48loa3xshvkcc06/Training%20Record.xlsx?dl=0>

6. FIRE RISK ASSESSMENT

The Church has carried out a comprehensive fire risk assessment for each of its buildings. Paper originals are kept at the church office and Electronic copies, on the Dropbox system.

¹ See Appendix A: E-mail dated 24 July 2016 by DM: Fire Angel System

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located.

The fire risk assessment will be reviewed and amended annually if it is either no longer valid or if any changes are planned, such as:

- a. Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc.) which may affect the spread of fire;
- b. Any change to the use of the premises which may affect the risk rating;
- c. Any change to work processes or work equipment which may introduce new fire hazards;
- d. Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

7. FIRE SAFETY TRAINING

All FMs receive basic fire safety induction training (fire wardens, fire extinguisher usage) and attend refresher sessions at annual FM conferences.

All members are trained in evacuation procedures during a bi-annual fire evacuation drill. The findings of the drill are reported to the church office via e-mail and any conclusions and remedial actions are recorded and implemented.

8. EVACUATION PLAN

The evacuation procedures which are to be followed in the event of a fire alarm are displayed on the walls of the various congregations, a copy is maintained in the church's Dropbox folder.

These documents detail the safe exit routes to be taken by evacuees to reach the assembly point.

During evacuation exercises, Fire Wardens are to ensure that all members are made aware of

- how people will be warned if there is a fire;
- what members should do if they discover a fire;
- how the evacuation of the premises should be carried out;
- identification of key escape routes;
- arrangements for fighting fire;
- arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities and children;
- how the fire and rescue service and any other necessary services will be called and who will be responsible for doing this;

Signed

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Trustee Director (Executive)

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Date