



Trinity United Reformed Church
Station Road, Upminster, Essex. RM14 2SJ

Ministers: Rev. Brian Busckill

Elders: Dr Adam Woodgate
Mr Mick Hewitt

Fire Policy

This document is the Fire Policy for Trinity United Reformed Church, Upminster.

Responsible person i/c Policies – Dr Adam Woodgate

Responsible Person in relation to Fire Policy - Mr Mick Hewitt

This policy should be reviewed and agreed yearly by the Elders Meeting and Church Meeting.

Version	Description of changes	Elders Meeting review date	Church Meeting review date
FP – Draft		13/09/2022	N/A
FP – Final		N/A	25/09/2022
FP – Final	Updated FRA summary with action points, updated checks.	12/09/2023	24/09/2023
FP			
FP			

Aim and purpose of this policy

The aim of this policy is to ensure that Trinity United Reformed Church is compliant with the Regulatory Reform (Fire Safety) Order 2005 in relation to Emergency Procedures and Emergency Evacuation. This includes the following important aspects:

- Risk Assessment - A Fire Risk Assessment (FRA) of the fire risks in the church and associated buildings and the risks to our neighbouring buildings.
- Fire Detection - A check that fire can be detected in a reasonable time and that people can be warned. The priority is to save and protect life above the protection of property.
- Fire Evacuation - A check that people who may be in the building can get out safely including the provision of emergency lighting and fire exit signage.
- Fire Evacuation - Carry out a fire evacuation drill annually and record learning.
- Fire Equipment - To provide recommended fire equipment.
- Fire Equipment - A regular check that our fire equipment is in place and is serviceable, and that there is an annual contract in place with a reputable company.
- Awareness of Policy - A check that those in the building know what to do if there is a fire.

Who this policy applies to:

This policy is approved and endorsed by the Elders and at Church Meeting and applies to:

- all members of our church
- all those who attend and serve our church/place of worship and its services
- our trustees and elders
- paid staff (both internal and external, such as consultants)
- volunteers
- organisations and groups which hire or use our building (who should have risk assessments for their activities which includes fire risk / fire prevention)
- visitors
- contractors (who should also follow their own risk assessment / fire prevention management as per relevant trade safety guidance / legislation and have appropriate liability insurance)

Risk Assessment - FRA

The Regulatory Reform (Fire Safety) Order 2005 includes the requirement to have a Fire Risk Assessment completed by an appropriate Fire Risk Assessor. This should be completed every 5 years and any actions raised addressed by the Responsible Officer (on behalf of and with support from the Elders, as senior trustees). The Fire Risk Assessment, or key actions, should be included as Appendix 1 in this policy. A yearly review by the Responsible Officer, supported by Elders, should be recorded in the actions and linked to annual review of this policy.

Dangerous substances or items to be noted in the Fire Policy are:

Main kitchen – gas cooker, electric water heater and heating boilers.

Small kitchen – electric cooker and heating boiler.

Stokehole (basement area) – heating boilers.

Sanctuary (worship area) – 8 suspended gas heaters, candles used in worship (particularly at Christmas celebrations).

Roope Hall – Asbestos roof (if risk of collapse).

Linked to the Fire Policy and Fire Risk Assessment are the following checks (see Health and Safety Policy for all building checks):

Boilers (main kitchen, small kitchen, basement / stokehole) - GasSafe check annually

Gas Heaters (Sanctuary) – GasSafe annually.

Electrical internal wiring – check every 5 years.

Portable electrical devices – ‘PAT’ tested yearly.

Smoke free notices should be displayed as per Smokefree legislation, Health Act 2006.

All building users should remain aware of security of the buildings, specifically of the risk of an intruder and therefore the risk of arson, as well as theft. Doors being used for access for activities should be single locked if not being attended.

As well as the main church building there is also responsibility for fire safety at The Manse. Smoke alarms and carbon monoxide detectors should be fitted. GasSafe and Electrical checks should be carried out as per church recommendation above, or as per letting requirements.

As per FRA completed on 1st November 2022 for the main church buildings, the following actions need to be addressed by the Elders, suggested timeframes where noted :

Action point	Timeframe suggested	Status as at yearly review
Manually operated electrical fire alarm system	3-6 months	Quotation obtained, grant agreed, awaiting funds.
Adequate emergency escape lighting	3-6 months	Quotation obtained, awaiting funds.
Policy regarding electrical appliances used by hall users		Pending – check current hall hiring agreement.
Replacement of coiled extension lead in Sanctuary		Actioned
Ensuring items stored in boiler room are at least 500mm from light fittings		Items removed, needs sign on shelves.
Ensuring the exit in the North Porch is kept clear		Actioned, needs sign.
Signage for ‘thumb turn devices’		Pending – 3 needed.
Fire stewards training for Elders (every 3 years)	3-6 months	Awaiting funds.
Self-closing devices for some doors	<3 months	Extra device added, other doors covered.
Check Hall Hiring Agreement covers Fire Safety	<3 months	Pending

The overall risk to life from fire was rated at : Tolerable.

Yearly local review due on 1st November 2023.

Fire Detection

There is no fire detection system within the church buildings.

If a fire is identified within or close to the Church buildings, then the ‘Lead Person’ for the hall or building user must be made aware.

The ‘Lead Person’ is the adult lead of the activity in progress within the buildings. For church services this would be the Duty Vestry Elder, for other church activities this would be lead organiser or Elder if present. For uniformed organisations the lead adult for that meeting is the ‘Lead Person’. For other Hall users the ‘Lead Person’ is the activity lead or meeting chair, usually the person who is named on the hiring agreement.

If there are multiple activities in progress in the Church Buildings, then the Lead Persons present should co-ordinate the actions required.

The following actions should be taken:

If safe to do so, then Fire Equipment can be used to attempt to extinguish the fire – this includes the fire extinguishers and fire blankets provided.

Emergency Services (Fire Brigade) should be called via a 999 call, this can be via a mobile phone or if safe to use via the Church Phone located in the Link Area by Gaynes Road entrance. The address of the church is noted on the Fire Action posters displayed in the building and by the Church Phone.

A decision to evacuate should be made – this should happen in parallel to the 2 actions above. Evacuation should begin whilst attempts to extinguish the fire are in progress, and evacuation should be prioritised by the Lead Person with delegation of the call to the Emergency Services to another adult if available.

Carbon Monoxide detectors are present in the Sanctuary and if the alarm is sounded then a decision to evacuate should be made by the Lead Person. Other actions should include deactivating the Gas Heaters and ensuring maximum ventilation to the area.

Main locations for control of services into the building are:

Gas Supply – Meter and main valve in small external box at end of Commemoration Hall (between Gaynes Road Link Door and Commemoration Hall end fire doors).

Main Electrical Fusebox – in cupboard in corridor between Vestry and Link area (by door to Vestry, near ‘Flower Arranging’ workbench).

Main Water Inlet – under small manhole cover about 1.5m from Gaynes Road Link Door).

Fire Evacuation and Drills

There is no fire alarm system in any part of the Sanctuary, Halls or other parts of the building.

There are also no formal fire separation areas within the building so ‘vertical evacuation’ into another part of the building is not advised even if it may appear to be a safe distance. The stokehole / basement door and doorway is the only internal door with a degree of fire protection. Evacuation therefore means evacuating the whole building.

Sanctuary – A verbal order ‘Fire, Fire, Evacuate now’ should be given by the Worship Leader, Duty Vestry Elder or Door Steward if a fire is detected and evacuation indicated. This verbal order can be given over the Sanctuary sound system if functioning. It is the responsibility of the Duty Vestry Elder to ensure the evacuation is complete and to coordinate support of any persons with reduced mobility to exit the building.

The preferred exit route from the Sanctuary is via the Porch doors. The South Porch is usually kept open for all services; however the North Porch should always be unlocked for all services even if not being utilised for standard entry and exit.

Caution should be given when in the Sanctuary for purposes other than services, such as cleaning, flower preparation or other activities where only a small number of persons may be in the Sanctuary area, and the Porch door may not be unlocked. The only available exit from the Sanctuary would be via the steps through the Vestry and into the link area.

There is a side access door in the corridor from the Sanctuary to the Vestry – this is permanently locked and is not available as an emergency exit route. The door behind the organ screen, up the stairs off the raised worship leader area of the Sanctuary is also unavailable for emergency exit (this is usually locked due to previous injuries sustained on this route).

Within the Link area (by the glass doors on the Station Road entrance by the Roope Hall, and by the glass doors on the Gaynes Road entrance) there are manual fire alarm sounders. These should be used when safe to do so to alert all persons using the building that the building should be evacuated.

It is usual practice that the Gaynes Road and Station Road glass doors are used to access the Commemoration Hall and Roope Hall respectively. For security purposes these doors may be locked with the lower lock during hall activities, these doors can be opened from the inside by turning the lower lock and without a key required. The upper mortice lock should remain unlocked whilst the respective hall is being utilised. If the Link Area is being utilised (for example during ‘coffee mornings’) then both doors should have the mortice lock left in the unlocked position.

Other exits available are as follows:

Main kitchen – single door with inside turning lock, this leads onto concrete stairs and onto side driveway.

Commemoration Hall – west wall double fire exit door (pushbar type), this leads onto the side driveway.

Commemoration Hall – south wall double fire exit door (pushbar type on outer doors), this leads through a small porch area to the concrete walkway area by Gaynes Road.

Roope Hall – south-east corner double fire exit door (pushbar type), this leads to concrete stairs with handrail towards the Station Road walkway.

For those with reduced mobility the Link area glass doors and fire exits from the Commemoration Hall provide step-free exits.

Meeting point – the meeting point for evacuation of any part of the building will be the wide pavement area in front of the Roomes Building to the north (train station) side of the Church Building.

The ‘Lead Person’ (as defined in the Fire Detection section) should ensure that evacuation is complete. Where it is safe to do so this should be visual inspection of all open areas of the building, including the toilets, to ensure all persons have evacuated. If a register of those present at hall use activities is available then this should be checked by the Lead Person once all persons are assembled at the meeting point. If multiple hall user groups or activities are in progress, then the Lead Person for each group should co-ordinate with the other Lead Persons and ensure evacuation is complete and all persons accounted for.

Evacuation drills from the Sanctuary should be carried out twice yearly after a regular worship session. Completion of an evacuation drill and any learning from the activity should be recorded on the check sheet in Appendix 3 and incorporated into the yearly review of this policy.

It is recommended all regular Hall Users also carry out an evacuation drill once per year (this should be included in Hall Hiring agreement).

Fire Equipment and Checks

Fire extinguishers are located in the following sites within the building:

North Porch – Water
South Porch – Water
Corridor from Vestry to Link area (rear of Sanctuary) – Water
Link area (by Gaynes Park Road door) – Water
Link area (by Station Road door) – Foam
Roope Hall - Water
Minor Hall - Water
Commemoration Hall – Water x 2
Main kitchen – CO2
Small kitchen – CO2
Stokehole (basement area) – Water and CO2.

Fire blankets are located in the following sites:

Main Kitchen (off Commemoration Hall)
Small Kitchen (Roope Hall)

Fire extinguishers should be checked and serviced yearly and replaced if used. A monthly ‘visual check’ of the fire extinguishers should also be completed and recorded. Fire blankets should be checked yearly and replaced if used.

Emergency escape lighting and Fire Exit signs should be provided over Fire Exit doors and lighting should be tested monthly, alongside a check that the Fire Exit sign remains in place. There are 8 exit doors to be equipped and checked (Sanctuary – both porches, Main Kitchen, Commemoration Hall x 2, Link Area glass doors x2, Roope Hall).

Fire Action posters, including address, as per Appendix 2, should be displayed as a visual reminder of key actions to be undertaken in the event of a fire. These should be displayed in Sanctuary(x2), Vestry, Chapel, Link Area x 2, Roope Hall, Small Kitchen, Commemoration Hall, Stage area, Minor Hall, Main Kitchen.

Summary of Checks relating to Fire Policy

Weekly (to be completed by Duty Vestry Elder)
Visual Inspection of fire exits to ensure no obstacles.

Monthly (to be completed by the Responsible Person in relation to Fire Policy)

Emergency Escape Lighting check (porch exits from main sanctuary only at present).

Fire Exit signs and 'thumb-turn device' signs present.

Visual check of fire extinguishers.

Manual fire alarms test.

Fire Action posters present (North Porch, South Porch, 2 in Sanctuary, Vestry, Corridor from Vestry to Link, 3 in Link – 1 by phone & 2 by doors, 1 in Small Kitchen, 1 in Roope Hall, 1 in Minor Hall, 1 in Main Kitchen, 2 in Commemoration Hall, 1 on Stage).

Physical testing that all Fire Exit doors open without obstacle.

Yearly (to be completed by Responsible Person)

Fire extinguishers serviced – as per BS 5306 Pt 3.

Fire blankets checked.

Evacuation test from Sanctuary and recommended for all regular hall users.

Fire Risk Assessment renewed.

Emergency lighting serviced (as fitted) – as per BS 5266 Pt 1:2005

Lightning protector system test.

A record sheet of these checks will be kept in the Vestry on the 'Policies shelf', in the Fire Policy Folder.

Awareness of Policy & Fire Action Plan

A copy of the full fire policy should be kept in the Vestry in a folder that contains confirmation of the relevant checks being completed. The Elders, Ministers and all church members who might lead events in the church building should all be provided with a copy of the fire policy (electronically or paper as needed).

All regular Hall Users should receive a copy of the Fire Policy either on starting their letting or on yearly update. All single event hall users should be given a copy of the Fire Action Plan upon booking confirmation. Evacuation drills are recommended as per Fire Evacuation section and completion and learning should be recorded on the check sheet in Appendix 3.

This policy should be reviewed and agreed yearly by the Elders Meeting and Church Meeting, and as such the policy should be circulated electronically or in paper format to all church members prior to review on a yearly basis, even if no change has been made.

Appendix 1 – FRA

Date of last Fire Risk Assessment – 1st November 2022 by C.S. Todd and Associates Ltd.

The FRA full document is 35 pages and is available as a PDF file – this should be circulated with this policy and stored electronically with this document.

The key action points are as follows :

1. General comment

The premises constitutes a low risk to life from fire. It occupies ground floor elevations with sufficient final exits from all areas to facilitate alternative directions of escape.

The lack of any electrical fire alarm system is considered a deficiency in a premises that has separate areas that can be occupied by multiple tenants who may be unfamiliar with the building and procedures. The fire safety policy relies on the Elders and responsible persons of hiring organisations to facilitate and coordinate the fire evacuation procedures – these persons have received no formal training.

The main recommendations within this action plan are for the installation of a manually operated electrical fire alarm system (manual call points and sounders), and for the attendance of the Elders at a formal fire warden training course.

2. Section 14: Hazards Introduced by Outside Contractors and Building

Works

- Due to the nature of the premises the attendance of contractors who will conduct activities that affect fire safety will be rare
- The Responsible Person should ensure that any contractors appointed are suitably qualified and have an adequate level of liability insurance
- Contractors should produce risk assessments and method statements (RAMS) when required

3. Section 18 – Measures to Limit Fire Spread and Development.

Although not required within this premises by fire safety law the provision of self-closing devices to various doors would enhance the compartmentation of the building and provide a barrier to smoke and fire spread.

The premises are separated into defined areas and if doors onto the link from the Minor Hall, the Vestry/Chapel and small kitchen are installed with self-closing devices the escape routes and individual areas would remain free of smoke for enough time for the evacuation of the site. Suitable devices have been installed to the entry doors of Commemoration Hall and Roope Hall.

For context this is recommended as a short-term action not due to the life risk but perceived as an easy and relatively cheap undertaking.

It also provides an additional safeguard in lieu of the lack of a suitable fire alarm system.

4. Section 19 – Emergency Escape Lighting.

The client should instruct a competent person to undertake a survey of the premises to ensure sufficient emergency escape lighting is provided to the

premises. At present, the only provision is the two non-maintained luminaires installed to the porch exits in the Sanctuary that are of an indeterminate age and condition.

Works should be undertaken by a third-party accredited contractor in accordance with BS 5266.

For your information, an emergency escape lighting system for your premises should cover the following:

- each exit door
- escape routes
- intersections of corridors
- outside each final exit
- emergency escape signs
- changes in floor level
- windowless rooms and toilet accommodation exceeding 8m²
- firefighting equipment
- fire alarm call points
- areas in premises greater than 60m²

It is not necessary to provide individual lights (luminaires) for each item above, but there should be a sufficient overall level of light to allow them to be visible and usable.

5. Section 21 – Means for Giving Warning.

As discussed, the lack of any electrical fire alarm system is considered a deficiency for this site. To facilitate an early warning to all occupants throughout the venue we would recommend a manually operated electrical fire alarm system (manual call points at final exits and sufficient sounders) is installed.

The works should be undertaken by a third-party accredited contractor in accordance with BS 5839-1.

6. Section 25 – Procedures and Arrangements.

Cooperation and Coordination.

Any organisation that hires the use of the premises is given a lease agreement with information regarding fire safety awareness and the emergency procedures. We would recommend that additions are made to the agreement to cover electrical safety and the importance of maintaining the availability of fire safety equipment and escape routes.

The introduction of any electrical portable appliances should only be sanctioned if the items are subject to a current PAT schedule and labelled as such.

Also, the use of trailing/extension leads should be monitored to ensure they do not provide trip hazards or are 'daisy-chained' together.

Widths of access routes to final exits should also not be restricted to less than the width of the exit door it serves.

These points have been raised following observations made by the assessor on the day of the visit within the Commemoration Hall. Mick Hewitt has asked for the examples to be included within the report and photographs are also provided.

7. Section 26 – Training and Drills.

Fire warden training.

It is documented within the fire safety policy that the Elders when on site are responsible for the co-ordination of the fire evacuation procedures and for any firefighting using the provided extinguishers if required, and if it is safe to do so. None of the Elders have undertaken any formal training in this role and we would

recommend attendance at a fire warden training course to ensure competency. A suitable 'hands on' course would incorporate more comprehensive training in the management of fire safety, assisting with evacuations and how to use the portable fire extinguishers installed in the building. Following attendance at such a course, a well-trained fire warden could confidently extinguish a small fire without placing themselves in danger. These actions could also be beneficial in terms of property protection and business continuity.

It is deemed appropriate for the Elders to attend the courses on a rolling program to ensure at least 50% are trained per year.

Fire warden training courses should be refreshed on a three-yearly schedule.

Fire drills.

As part of basic fire safety induction and refresher training all staff should take part in fire evacuation drills to be conducted every six months. Fire drills are a useful means of reinforcing evacuation procedures, monitoring effectiveness and ensuring competency of staff with designated duties.

For your reference, Article 15(1) of the Fire Safety Order states:

The responsible person must establish and, where necessary, give effective and appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons.

8. Section 27 – Testing and Maintenance.

Monthly testing routines for emergency escape lighting systems.

It is a requirement of the Regulatory Reform (Fire Safety) Order 2005 that the emergency lighting system is maintained to BS 5266. It states that the recommended period between successive inspection and service visits should not exceed 12 months. If this recommendation is not implemented, it should be considered that the system is no longer compliant with this part of BS 5266.

Every month all luminaires and internally illuminated exit signs should be energised by simulating a mains failure to ensure that they operate correctly, noting any lamps for replacement. A record of all tests out should be kept in the fire logbook.

9. Section 28 – Records.

It is recommended that the client keeps records, available for inspection by a Fire Officer on request, in the provided fire logbook for the following:

- Fire drills
- Fire training
- Fire alarm testing and servicing (once installed)
- Testing of emergency escape lighting
- Annual servicing of all portable fire extinguishers
- Inspection and testing of the lightning protection system
- Electrical fixed installation certification
- Portable Appliance Testing (PAT) certification
- HVAC maintenance
- Gas safety certification
- Copy of fire emergency procedures for the building
- Copy of this fire risk assessment

Appendix 2 – Fire Action Poster

*** FIRE ACTION PLAN ***

There is no electronic fire alarm in any part of this building.

In the event of a fire - 3 Actions - Prioritise Evacuation

- If safe - use Fire Equipment provided to extinguish fire.
- Emergency Services (Fire Brigade) to be informed via 999 (mobile phone or church phone in Link area if safe to use).

**Location – Trinity United Reformed Church, Station Road,
Upminster, RM14 2SJ**

- Lead Person for each hall user group to decide if evacuation required, ensure any other building users are also informed.

**Verbal Command – ‘FIRE, FIRE, EVACUATE NOW’
to be given by Lead Person.**

Link Area manual fire alarm devices can be used to raise attention of need to evacuate. **Take this laminated sheet with you.**

Evacuate through any door with ‘Fire Exit’ sign, and delegate assistance to any persons with mobility issues. Do not collect personal belongings.

Meeting Point for all activities and from all areas of building – In the wide pavement area in front of Roomes Stores (next to Church Building on north or Train Station side).

Lead Person (or Lead Persons if multiple groups / activities in progress) to ensure evacuation complete by visual inspection where safe to do (including toilets) and use of attendance register once at meeting point.

Ensure the Hall User Booking Secretary or any Elder is informed of events when able to do so.

Appendix 3 – Fire Drill Record

FIRE DRILL OBSERVATION CHECK SHEET

Time Alarm activated -

Time returned to building -

Activities to Observe	Completed OK Yes/No	Comments
Persons responded promptly to the alarm being raised.		
Evacuation took place in a calm and orderly manner. No running, no shouting, no stopping to collect personal belongings etc		
All persons could be accounted for.		
Responsible persons were fully in control of the situation and didn't let others take over.		
People didn't go back into the building until		

the 'all clear' was given by the persons in charge.		
After event discussions with persons present confirmed that exits were clearly marked, operational and that escape routes were clear and easily accessible.		
After event discussions with responsible persons confirmed that they were clear on their responsibilities, knew what to do and had control.		
AREAS FOR IMPROVEMENT		

Date of Fire Drill:

Observed By:

Appendix 4 – Weekly Fire checks

TRINITY UNITED REFORMED CHURCH, UPMINSTER

WEEKLY FIRE SAFETY CHECK

RESPONSIBLE PERSON: Vestry Elder

ITEM	LOCATION	CHECKED	ACTION REQUIRED, IF ANY
Fire doors – operation/free from obstruction	Commemoration Hall, exit to driveway		
Fire doors – operation/free from obstruction	Commemoration Hall, exit to Gaynes Road.		
Fire doors – operation/free from obstruction	Commemoration Hall, exit to Link		
Fire doors – operation/free from obstruction	Link, Gaynes Road exit		
Fire doors – operation/free from obstruction	Link, Station Road exit		
Fire doors – operation/free from obstruction	Main kitchen		
Fire doors – operation/free from obstruction	Roope Hall		
Fire doors – operation/free from obstruction	Sanctuary, North porch		
Fire doors – operation/free from obstruction	Sanctuary, South porch		

Signed

Date

Appendix 5 – Monthly Fire checks

TRINITY UNITED REFORMED CHURCH, UPMINSTER

MONTHLY FIRE SAFETY CHECK

RESPONSIBLE PERSON:

DATE COMPLETED:

ITEM	LOCATION	OBSERVATION	ACTION REQUIRED
Fire Action poster	Chapel		
Fire doors – operation/free from obstruction	Commemoration Hall, exit to driveway		
Fire Exit sign	Commemoration Hall, exit to driveway		
Fire Exit sign	Commemoration Hall, exit to Gaynes Road		
Fire doors – operation/free from obstruction	Commemoration Hall, exit to Gaynes Road.		
Fire Action poster	Commemoration Hall, exit to Link		
Fire doors – operation/free from obstruction	Commemoration Hall, exit to Link		
Fire Exit sign	Commemoration Hall, exit to Link		
Fire Extinguisher, Water, 3kg	Commemoration Hall, Link side		
Fire Action poster	Commemoration Hall, stage		
Fire Extinguisher, Water, 9kg	Commemoration Hall, stairs to main kitchen		
Fire Action poster	Corridor, vestry to link		
Fire Extinguisher, CO2, 3kg	Corridor, vestry to Link		
Fire Extinguisher, Water, 9kg	Corridor, vestry to Link		
Fire Action poster	Link, Gaynes Road exit		
Fire doors – operation/free from obstruction	Link, Gaynes Road exit		
Fire Exit sign	Link, Gaynes Road exit		
Manual Fire Alarm test	Link, Gaynes Road exit		
Fire Extinguisher, Water, 9kg	Link, Gaynes Road exit		
Fire Action poster	Link, Station Road exit		
Fire doors – operation/free from obstruction	Link, Station Road exit		

Completed by:

1 of 3

06/09/2023

ITEM	LOCATION	OBSERVATION	ACTION REQUIRED
Fire Exit sign	Link, Station Road exit		
Manual Fire Alarm test	Link, Station Road exit		
Fire Extinguisher, Foam, 9kg	Link, Station Road exit		
Fire Action poster	Main kitchen		
Fire blanket	Main kitchen		
Fire doors – operation/free from obstruction	Main kitchen		
Fire Exit sign	Main kitchen		
Fire Extinguisher, CO2, 3kg	Main Kitchen		
Fire Action poster	Minor Hall		
Fire Extinguisher, Water, 9kg	Minor Hall		
Fire Action poster	Roope Hall		
Fire doors – operation/free from obstruction	Roope Hall		
Fire Exit sign	Roope Hall		
Fire Extinguisher, Water, 9kg	Roope Hall		
Fire Exit sign	Sanctuary, exit to Vestry corridor		
Emergency lighting	Sanctuary, North porch		Test OK
Fire Action poster	Sanctuary, North porch		
Fire doors – operation/free from obstruction	Sanctuary, North porch		
Fire Exit sign	Sanctuary, North porch		
Fire Extinguisher, Water, 9kg	Sanctuary, North porch		
Emergency lighting	Sanctuary, South porch		Test OK
Fire Action poster	Sanctuary, South porch		
Fire doors – operation/free from obstruction	Sanctuary, South porch		
Fire Exit sign	Sanctuary, South porch		
Fire Extinguisher, Water, 9kg	Sanctuary, South porch		
Fire Action poster	Small kitchen		

Completed by:

2 of 3

06/09/2023

ITEM	LOCATION	OBSERVATION	ACTION REQUIRED
Fire blanket	Small kitchen		
Fire Extinguisher, CO2, 3kg	Small kitchen		
Fire Extinguisher, CO2, 3kg	Stoke hole		
Fire Extinguisher, Water, 9kg	Stoke hole		
Fire Action poster	Vestry		
Fire Exit sign	Vestry corridor, exit to Vestry		
Fire doors – operation/free from obstruction	Vestry corridor, exit to Vestry		

Completed by:

3 of 3

06/09/2023

Appendix 6 – Fire Policy Yearly Record Log

	January	February	March	April	May	June	July	August	September	October	November	December
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D – Date
 1. Visual Inspection of fire exits to ensure no obstacles.
 2. Emergency Lighting at Fire Exits check (porch exits from main sanctuary only).
 3. Fire Exit signs present.
 4. Visual check of fire extinguishers.
 5. Manual fire alarms test.
 6. Fire Action posters present (x 16)
 7. Physical testing that all Fire Exit doors open without obstacle.
 8. Fire extinguishers serviced – as per BS 5306 Pt 3.
 9. Fire blankets checked.
 10. Evacuation test from Sanctuary and recommended for all regular hall users.
 11. Fire Risk Assessment renewed.
 12. Emergency lighting serviced.
 13. Lightning protection system check.