

## **Christ Church Moreton**

### **Fire Safety Guidance for those using the Church buildings**

Any group or activities in the Parish Centre or Church building must comply with the following safety guidance to minimise the risk of injury or damage to property through fire.

Fire is a serious risk, especially in public buildings such as the Church and Parish Centre. If you follow the guidelines below, it will reduce the risk of fire, and, in the worst case, help keep you safe.

- 1 Do not smoke anywhere in the buildings
- 2 Know your escape routes before you need them
- 3 Know where the fire alarm activation points are, if available.
- 4 Know where the fire extinguishers are
- 5 Do not leave naked flames or heaters unattended
- 6 If you hear the alarm, stop what you are doing and exit the building

It is not worth your health or life to be a hero. Only attempt to put out the fire if other people are first alerted, the fire brigade are alerted and it is safe to do so. The building and contents can be replaced, you cannot.

The two buildings have different risks associated with them due to the nature and age of the buildings.

#### **The Parish Centre**

The Parish Centre has a fire alarm including smoke detectors for early warning of smoke or fire. If the fire alarm is activated, a high-pitched tone will be heard in the main hall, and a continual tone will be heard in the rest of the building.

If a fire is discovered, activate the fire alarm and warn other users of the fire, then phone 999 and say, "Fire at the Christ Church Parish Centre, Upton Road, Moreton". The nearest phone is at the bottom of the parish centre car park.

On hearing the alarm, unless you have been told it is a test, everybody must exit the building by the nearest exit. Do not return to collect any personal belongings.

The muster point is the car park at the rear of the parish centre.

#### **The Church**

There is no fire detection system in the Church itself so you will need to be extra vigilant. Most of the interior is wood so any fire will quickly take hold.

If a fire is discovered, shout "FIRE" and tell everybody to get out, then phone 999 and say, "Fire at the Christ Church, Upton Road, Moreton". The nearest phone is at the bottom of the parish centre car park.

On being alerted to a fire, exit the building using the main double doors to the rear of the building if possible. Alternatively, the Vestry door at the front of the church can also be used. As these doors are the only normal means of escape please do not panic and leave in an orderly fashion. Do not return to collect any personal belongings.

The muster point is the car park at the rear of the parish centre.

### **Designated fire marshals**

The people acting as marshals will need to be competent in recognising fire risks, phoning for assistance and evacuation procedures. Knowing how to use fire extinguishers would be advantageous.

Any training needed can be organised through the Church office and will be carried out by the Christ Church Fire Officer on site *before* the activities take place.

### **Higher risk activities**

For both buildings, the following activities are classed as 'high risk of fire' and must have the following actions put into place.

#### **Activity involving children, disabled persons, elderly or any other persons who would find staying calm and evacuating in a safe manner difficult.**

If the activity involves children, disabled or other high-risk persons, you will need to have at least two designated fire marshals on hand who can oversee the evacuation.

- One marshal will oversee the evacuation and take a roll call. If the number of users is over 80, a further fire marshal will be needed for a safe evacuation.
- One marshal will manage traffic in the car park to minimise the risk of accidents at the muster point. On hearing the fire alarm, the designated traffic marshal will leave the building by the exit closest to them and find the quickest and safest route to the front car park. They should stand in the road leading to the rear car park and inform drivers that there is a fire evacuation taking place and the rear car park is out of use.

### **Activity using naked flames such as candles and gas heaters**

Due to the increased fire risk, any activity using candles will need to have at least one designated fire marshal. This is not in addition to the marshals, required for events involving children, disabled or other high-risk persons.

If it is only a small group (less than 20 people), only one fire marshal will be needed. This can be the group leader or another designated person.

Over 20 people, a further fire marshal will be needed up to 150 people.

Over 150 people, a total of 3 fire marshals will be required for safe evacuation.

### **Using portable electric heaters**

If you require a portable electric heater, please try not to use any extension leads. If you need an extension lead, use the shortest lead possible without causing a trip hazard.

Do not use an extension lead coiled up. Unwind any extension leads fully before plugging the heater in. If you do not, it can cause the lead to overheat and catch fire.

All electrical heaters must have a visual check.

### **Reporting of fires**

Any fire that takes place, no matter how small, must be reported to the Church Office as soon as possible, either via phone 0151 604 0049 or email [office@christchurchmoreton.org.uk](mailto:office@christchurchmoreton.org.uk).