



JULY 2022

COACH HOUSE CHURCH

FIRE POLICY

Name: Coach House Church

Assessment carried out by: Rebekah Baker

Date of next review: 24/07/23

Date assessment was carried out: 27/07/22

1. Role of safety officer

Coach House Church, has given responsibility for overseeing Fire Safety to the Trustees who may appoint a competent person (the Safety Officer) to oversee all practical issues on their behalf. Those attending the church regularly should ensure that any potential fire hazard is drawn to the attention of the Safety Officer, a member of the leadership team, or a trustee. No one should do anything on the premises to increase the risk of fire without a risk analysis first being completed and accepted. Leaders of activities need to be aware of what to do in the case of Fire.

2. Employment

The Church employs a pastor, and from time to time other employees, who do not live on the premises. All employees will be shown a copy of the fire policy and evacuation procedures as soon as their employment begins.

For contractors or anyone temporarily working on the premises or using them for any other event, a copy of the fire policy and evacuation procedures is available in the Church Library or on the church website.

3. The Premises and Buildings

A diagram of the buildings is shown in the Appendix.

The premises is on the A6 with a high metal fence. There is a high wooden fence surrounding all other sides of the premises. There is a tarmac car park at the front and a garden behind.

The Hub is the ground floor of the original brick built house, probably built between 1880 and 1910. It has a tiled roof. The floor in the Hub is parquet and upstairs is carpeted, including the attic. This has double door exit to the car park and an exit to the corridor to the Hub, where there is a fire exit. The attic is used as storage as there are not adequate fire exits for more than a few people.

The sanctuary is an extension built in 1984. It is brick built with a slanted felt roof and a parquet floor. Between the buildings is what used to be the kitchen with a tiled floor. The church is capable of holding about 200 worshippers. There are three exits to the room; the fire exit on the stage, the entrance and the door to the corridor to the Hub.

From upstairs you would use either the stairs or a first floor window.

From the cellar there is a fire exit that leads to stairs that lead to the car park and the stairs to the hub.

Outside there is a concrete shed with a corrugated iron roof. This is used for storing outdoor paint, spare electrical supplies, tools and a mower.

4. Identification of issues that contribute to potential hazards.

Frequency of fires

There has been no recorded fire in the building.

Potential sources of ignition

- Note that smoking on the premises is now specifically forbidden by law and has been a church rule for decades past.

- Events using small numbers of candles, such as carols by candlelight are held, but are strictly controlled.
- Food is cooked on the premises typically every few weeks, and beverages are prepared regularly. There is an electric water-heater, and an induction cooking hob with two electric ovens in the kitchen of the Hub. Occasionally a barbecue is held in the garden area.
- Boxes of Matches for igniting cooking appliances etc, are kept on the premises.
- There are a number of electrical appliances that incidentally produce low- level heat output, but all of these devices are ventilated in accordance with the manufacturer's instructions.
- Electrical devices are Portable Appliance Tested so electrical fittings should not become overheated.

Flammable materials

- Other than the main structure, identified above, relatively small quantities of flammable materials are kept on the premises.
- Limited amounts of paper for printing and toilet rolls are stored. Artwork or banners may be displayed on the walls. For short periods, scenery may be displayed, usually in the sanctuary.
- The Crèche and 'Mother and Toddler' activities use plastic toys and foam mattresses that are stored in the attic, in the creche room, in children's church or in a small cupboard in the Hub.
- Cleaning materials are stored in a locked cleaning cupboard next to the kitchen.
- It is one of the Cleaner's tasks to keep litter under control.
- All new furniture carries the mark ensuring that fabric materials are fire retardant.
- Each year accumulated material and items no longer used are disposed of.
- Arson relating to Churches is not unknown even in the UK. Although this possibility exists, a determined attempt at arson is beyond reasonable control. The premises are locked and alarmed when no one is using the premises and the intruder alarm should be heard by the neighbours and the alarm will notify the call list.
- A car in the car park being set on fire by vandals is also a possibility with the attendant danger of an exploding fuel tank. Such a possibility would be dealt with according to the circumstances. Until the Fire Service arrived everyone would be kept away from the car park area and stay on the grass area at the rear of church.

5. People on premises, particularly those at higher risk.

There is a children's church that meets upstairs. All activities are supervised with adult/child ratios 1:8 or less. The supervising adults must be aware of escape routes and must take charge of the children they are responsible for to ensure that they vacate the building safely. Registers/attendance sheets should be taken out of the building with them to ensure that all children are accounted for.

People on the premises may have additional needs.

The majority of the main congregation is elderly, and they also meet in the Hub. Some have walking difficulties. These may require assistance if rapid exit was required.

People may be unfamiliar with the premises may be on site, particularly for weddings and funerals.

6. Precautions

All fire exits (except the windows) have "Fire Exit" signs above them.

6.1 Smoke alarms.

Smoke alarms are fitted and checked and distributed as below:-

Location	Number
Hub	2
Hub/Sanctuary Corridor	1
Kitchen	1
Sanctuary	2
Meeting room	1
Upstairs corridor	2
Children's church	1
Office	1
Creche	1
Records room	1
Attic	5
Cellar	7

6.2 Call points

Call points are fitted and distributed as below:-

Location	Number
Sactuary	2
Hub	1
Stairs to first floor	1
Upstairs	1
Attic	1
Cellar	2

6.3 Fire Extinguishers

Fire extinguishers are maintained on an annual basis by the Fire Protection Consultants Ltd. A record is kept of the maintenance/replacement. Current sites of fire extinguishers and fire blankets are below.

Location	Type	Size	Date of last service
Sanctuary (Fire Exit)	Foam Spray	6L	04/2022
Entrance	Foam Spray	6L	04/2022
Sanctuary (Hub Exit)	CO2	2kg	04/2022

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Location	Type	Size	Date of last service
Hub/Sanctuary corridor	Foam Spray	6L	04/2022
Kitchen	CO2	2kg	04/2022
Kitchen	Wet Chemical	3L	04/2022
Hub	Foam Spray	6L	04/2022
Upstairs corridor	Water	6L	04/2022
Upstairs corridor	Water	6L	04/2022
Upstairs corridor	CO2	2kg	04/2022
Attic	Foam Spray	3L	04/2022
Attic	Foam Spray	3L	04/2022
Cellar	Foam Spray	6L	04/2022
Cellar	Foam Spray	6L	04/2022
Garage	Foam Spray	2L	06/2011
Kitchen	Fire Blanket	1.2m x 1.2m	04/2022

6.4 Other precautions

- In all fires calling the Fire Service is a priority.
- The main gates are kept clear for the access of emergency vehicles.
- When the premises are not in use windows and doors are kept closed.
- The fire assembly point is in the car park outside the Church, next to the pedestrian exit (marked on floor plan)
- Electrical devices are over-current protected by trips in the main switch box.
- The evacuation plan gives details of procedures should a fire occur.

This version of the Fire Policy approved by the Trustees August 2022

First version, 06 August 2020

Reviewed 24 July 2022

Next review after July 2023