

KINGS CHURCH AMERSHAM
FIRE SAFETY POLICY



INTRODUCTION

This policy applies to all Staff, including volunteers, working at Kings Church, Amersham.

POLICY STATEMENT

All staff must be familiar with the fire procedures to enable us to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. Fire precautions will be in place to minimise the effect of a fire should it break out.

All staff must ensure that they are familiar with the alternative means of escape in case of fire by walking the routes from the area in which they are employed. Staff should familiarise themselves with the designated assembly points and all fire exits.

When staff are required to evacuate the premises they will ensure that they:

- DO exit quickly and calmly by the nearest exit route
- DO go directly to open air
- DO close the door behind you
- DO NOT stop to collect personal belongings

PROCEDURE

All members of staff who receive visitors will ensure that the visitors name is included in the Visitors Book located on reception and that the "IN/OUT" boxes are ticked as appropriate.

ANY PERSON SUSPECTING OR DISCOVERING A FIRE SHOULD:

- Raise the alarm by breaking the glass of the nearest fire alarm call point
- Dial 999 – ask for the Fire Brigade
- If safe to do so, tackle the fire using the appliances provided

- If circumstances dictate or if ordered to do so leave the building by the nearest available exit route

ANY PERSON HEARING A CONTINUOUSLY SOUNDING FIRE ALARM MUST:

- Leave the building by the nearest available exit route
 - Close all doors behind you
 - Go directly to the assembly point
 - Fire Marshals should ensure that all staff in their area have left the building
 - Never re-enter the building until instructed to do by Senior Staff Member or Health & Safety Officer
 - Instructions given by the nominated staff (Fire Marshals) must be followed
 - Breaches of these procedures will be considered serious and may be dealt with under disciplinary measures
 - Nominated Fire Officer or deputy, satisfied the emergency is being managed within the building, will go to the assembly point and liaise with Fire Marshals
- When fire brigade arrive the Nominated Fire Officer or deputy will make him/herself known to the fire officer in charge and pass on relevant information.

EVACUATION PROCEDURES FOR DISABLED PERSON(S) WHEELCHAIR USERS

On hearing the fire alarm the Fire Marshal within that area will ensure that the wheelchair users evacuate the building by the nearest available exit and proceeds to the assembly point.

DEAF/HEARING IMPAIRED PERSON

Visual signs are situated throughout the building. Deaf or hearing impaired persons are encouraged to advise colleagues if they are likely to be working in an isolated/quiet area in order they may be notified in the event of a fire alarm being raised.

BLIND/VISUALLY IMPAIRED PERSON

Blind and visually impaired persons should, with their nominated assistant, agree a procedure for evacuation in the event of a fire alarm being raised.

EVACUATION DRILLS

In accordance with fire safety legislation, the Office Manager will carry out annual fire evacuation drills. These drills will monitor the effectiveness of local evacuation procedures.

See page 4 for Tots & Mini's evacuation plans.

See page 5 for Kids Church.

See page 6 for Youth.

TRAINING INSTRUCTION & INFORMATION

All new employees shall be given local fire safety induction training. This will include identification of escape routes, location of fire extinguishers, call points to show where assembly points are located as well as any local hazards they need to be made aware of.

LIST OF OFFICIALS

Nominated Fire Officer: Jane Thomas

Nominated Deputy Fire Officer: Adrian Abramian

Nominated Fire Marshals: All Staff

EVACUATION PLANS

On hearing the alarm we ask that you do not retrieve coats or bags but exit via the assigned door. Please direct people in your room based on the following instructions.

TOTS EVACUATION PLAN

Please ask the parents to pick up their child/ren and leave the tots room via the door to the right of the kitchen, once exiting they should turn left and meet on the far side of the car park. If this door is blocked, then please leave via the door connected to the playground. The Tot's supervisor should be last to leave if circumstances are safe to do so to ensure no children or people are left behind.

MINI'S EVACUATION PLAN

Immediately take the guide rope from the trolley (it is in the leader's box in a yellow bag) and hand it out to the children with one leader at the back and one at the front. The third leader should grab the iPad with the register. (The children should leave door nearest the Kitchen stairwell). The leader not holding the rope should be last to clear the room and should check no one is left behind. Once outside walk out into the car park and walk right to the wooden gate entrance for the car park. On arrival at the gate a register should be taken, and you should wait for further instruction.

If the stairwell next to the kitchen is inaccessible, please leave via the stairwell near the church office. Walk out of the door at the bottom of the stairwell onto the playground and from the playground take them across to the wooden gate to be lined up.

KIDS CHURCH EVACUTION PLAN

To safely evacuate the children from K rooms you will need to ask the children to stand in one line. Along the window side wall. Then leading the front of the line head out the door nearest to the craft cupboard and turn right. Walk down the stairs and then out of the fire door on your right. Upon exiting the building walk out into the car park and turn right and walk round the car park to the wooden gate.

You will need one leader at the front of the group, one or two spaced out in the middle and one at the back. While the group is being lined up one leader should walk down to the toilets and call into them to check if any children or **youth** are in the toilet. If any youth are in there, they will need to evacuate with you. On returning to the room they'll need to collect the iPad used for registering and as the last person to leave the room check no-one is left behind.

At arrival to the wooden gates, you will need the children in two single file lines, take the register and wait for further instruction. If you had found any youth in the toilets once you reach the wooden gates ask them to re-join with the youth group.

If the route to the right is blocked or inaccessible lead the children out of the door towards the church office end of the building, take them down the corridor, to the stair well and exit the building using the door to your left. Then from the playground take them across to the wooden gate to be lined up once more.

YOUTH EVACUATION PLAN

To safely evacuate the youth from the chapel room you will need to ask them to stand in one line. Make sure one of the leaders has the iPad so a register can be taken after evacuation. With one leader at the front and one leader at the back leave via the doors to the café. (Any youth in the toilets will have been collected and taken outside by the Childrens & Youth Overseers) The leader at the back must check to ensure no youth have been left in the room. After exiting the café leave via the main church doors and walk across the car park to the wooden gates.

At arrival to the wooden gates, you will need to register the youth and wait for further instruction. Also collect any youth that may have been to the toilet from the Kids work team.

If the route through the café is blocked please leave via the doors next to the church kitchen, upon exiting the building walk out into the car park and turn right and walk round the car park to the wooden gate.