

Wellington Baptist Church

Fire Policy

Church Members, regular and occasional congregational attendees, and all employees, leaders, helpers, volunteers and members of groups using church premises should:

- Take reasonable care of their own health and safety and that of other people who they come into contact with while on church premises.
- Observe all safety rules and procedures (especially those relating to fire and other emergencies) as stated below and within the Church Health and Safety Policy.

The following fire procedure will protect yourselves and others from risk.

IN THE EVENT OF FIRE

1. Raise the alarm by pressing the nearest red box fire alarm call point and if necessary shouting "fire" - loudly and several times.
2. If you are a Group Leader and responsible for your booking, ensure that all of your group quickly and safely leave the building and gather at the FIRE ASSEMBLY POINT on THE CHURCH LAWN.
3. Leave the building by following the marked escape routes and gather at the FIRE ASSEMBLY POINT on THE CHURCH LAWN.
4. DO NOT GO BACK INTO THE BUILDING until you are told to do so.
5. FIGHTING THE FIRE – water extinguishers are positioned around the church building. Familiarise yourself with their positions and how to use them. Never put yourself at risk or let the fire come between you and the escape route.
6. Emergency Lighting will activate in the event of a power cut. Along the top floor of the church halls, The Hub Youth Room, in the boiler house and in the church office corridor – emergency torches are available for use.
7. Dial the emergency services via 999 and inform them of a fire at

**Wellington Baptist Church, 28 South
Street, Wellington. TA218NS.**

FIRE SAFETY PRECAUTIONS AND GUIDELINES – please ensure that you read all of these points, as signing this policy and your booking form or tenancy makes you responsible and liable.

1. Familiarise yourselves with where the fire exits and alarm call points are.
2. No smoking at anytime on the premises. If you see someone doing so, you must immediately instruct them to put out or leave the premises.
3. Never touch any central heating controllers or thermostats in any of the zones.
4. Kitchen Gas Cooker/Oven – always isolate the supply using the lever to the right of the appliance and near the floor.
5. All electrical appliances brought onto the premises must have been PAT tested, in date, and carry the appropriate label. A group or top floor tenant signing the booking form or tenancy agreement is indicating that they have done so and are therefore responsible.
6. No extension leads/computer/PA cables (permanent or temporary) to be set across fire exit paths and no daisy-chaining or overloading of electrical sockets or extension leads. A group or top floor tenant signing the booking form or tenancy agreement is indicating that they have done so and are therefore responsible. Rooms will be inspected to ensure compliance and dangerous plugs and leads removed.
7. Abide by the Health and Safety Policy (contained in tenancy or booking form). A group or top floor tenant signing the booking form or tenancy agreement is indicating that they have done so and are therefore responsible.
8. All groups renting the church premises will ensure that they make their group aware of the fire procedures and fire assembly point before commencing activities. In the case of tenants on the top floor, any visitors or clients to be made aware of the fire procedures and fire assembly point before meeting commences. Groups to regularly reminded of emergency exit procedures by the group leader.
9. When church services or events involving the public on the premises or other such church activity commences, a short announcement will be given to make those present to make them aware of the fire procedures and assembly point. Worship Centre external doors will be unlocked so that fire exits are readily accessible.
10. Never put or store anything near a source of heat.
11. Never jam or wedge any fire door open. Fire doors are there to stop and slow the spread of fire.
12. Shut all windows and doors at the end of each session.
13. Ensure that all within your group or meeting upon hearing the fire alarm, leave the building immediately and do not stop to collect personal belongings and then report to FIRE ASSEMBLY POINT ON THE CHURCH LAWN and ensure that no one re-enters any part of the building until a Fire Officer or other responsible person says so.
14. Group Leaders and Office Tenants on the top floor are to ensure they are aware of who else is on site and to ensure that they make use of the ground floor indicator board to show their presence on the site.
15. Group Leaders are to record the number of those attending their group on each occasion and to be aware of any temporary departure from the room, so that in the event of a fire, all are accounted for and safely led out to the FIRE ASSEMBLY POINT on THE CHURCH LAWN.
16. The Church Trustees/Leadership Team will ensure that regular testing and servicing of the fire alarm, emergency lighting, smoke detectors, and fire extinguishers takes place and is

recorded accordingly. All emergency lighting batteries are to be periodically discharged and checked. They will also ensure that annual and periodic servicing of these will take place, and that the church biomass boiler and chimney is serviced and swept. In addition, they will ensure to the best of their ability that all coming on site, and all groups and top floor tenants and maintenance contractors are informed of this policy and procedures and keep a record of the compliance.

17. Should you wish to read and note the Fire Risk Assessment made by Wellington Baptist Church, please apply to the church office.
18. Continued non-compliance by any group or top floor office tenant of any of these guidelines and precautions may lead to the conclusion of future rental opportunities or in the case of the top floor offices, of the agreed tenancy.

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