



newton mearns

BAPTIST CHURCH

Fire Safety Policy & Procedures

Version	Review Date	Reviewers	Notes
2	August 2017	Glen Cartwright	
3	September 2018	Glen Cartwright	
4	September 2019	Glen Cartwright Simon Eves Peter Wright	
5	February 2022	Simon Eves Rebecca Forsyth Peter Wright	
6.3	September 2023	Simon Eves Rebecca Forsyth Peter Wright	Re-write of policy

Newton Mearns Baptist Church building is a gift from God. Guided by our vision and values, we are committed to operating our building in a manner which is Christlike, welcoming and hospitable, and as such we take our responsibilities regarding fire safety extremely seriously.

1.0 Objectives

- Newton Mearns Baptist Church is committed to providing appropriate fire safety measures for all who use the church building and who may be in the building in a fire situation. Our priority is the safety of all employees, volunteers and visitors to the building.
- To meet this commitment, the following policy and procedures have been put into effect and communicated to relevant persons.
- This document gives details of the Emergency Fire Action Plan and is supported by a written Fire Risk Assessment.

2.0 Reporting Responsibilities

- Overall management of Fire Safety at NMBC rests with the Care & Assurance Deacon.
- Day to day responsibility for control and monitoring of Fire Alarm lies with the Facilities Team
- The Care & Assurance Group is responsible for maintenance agreements, risk assessments, emergency fire action plan, etc

3.0 Equipment

- The church building is equipped with a BS5839 L2 Fire Alarm System.
- The fire alarm system is connected to an external 24/7 monitoring centre (G4S). The contact number for G4S is located in the church office and beside the fire alarm panel.
- ***NB – as of June 2023, the Emergency Services will not respond to an automated monitoring alert to G4S. The Emergency Services will ONLY respond to a specific call from someone in the church premises advising a fire is in progress.***
- In the event of the fire alarm being triggered, the monitoring centre will first try to call the church office. If there is no response, they will immediately alert the NMBC Call Out Team.
- The Fire Alarm System is serviced and maintained under a Maintenance Agreement contract with an appropriate Service Company. Fire Alarm Points are clearly marked on the building layout diagrams which are located on all room doors.
- The fire alarm panel key is required to either silence the alarm sounder or to reset the alarm. The key is located in the Key Cupboard in the church office.
- Emergency Lighting Units are located at appropriate locations throughout the building to provide low level illumination in the event of power loss.
- Illuminated Emergency Exit signs are located at emergency exits where required.
- Fire Extinguishers and Fire Blankets are provided primarily to facilitate escape. These are positioned at appropriate locations (see Appendix 1). They are clearly marked according to type and usage.
- Records of the Maintenance Agreements, Service Companies, checks and reports are kept in the NMBC office.

4.0 Designated Escape Routes

- There are planned Designated Escape Routes from all locations throughout the building.
- These are clearly shown on the building layout diagrams located on all room doors and in the foyer.
- Designated Escape Routes must be kept clear at all times.
- Fire Exit Doors must be kept clear at all times with a clear path to each door of 1.2 metres width minimum.
- In areas of high density arranged seating (eg sanctuary), general aisles should be 1.2 metres clear width minimum and central aisle 1.0 metre width minimum.
- A master diagram showing the locations of Fire Alarm Points, Fire Extinguishers (see Appendix 1 to this Policy), Fire Blankets, Fire Exit Doors and Designated Escape Routes is available from the NMBC office and beside fire alarm panel.
- Emergency lighting is provided at final exit doors.

5.0 Assembly Points

- The designated Fire Assembly Point is on the grass area to the north west of the building (as pictured)



6.0

Using fire extinguishers:

- The safety of persons is of paramount importance in a fire situation.
- Fire Extinguishers and Fire Blankets are provided primarily to facilitate safe escape.
- Do not delay raising the alarm and the evacuation of the building to use a fire extinguisher.
- If you do use a fire extinguisher, position yourself between the fire and your escape route.
- There is no expectation or requirement that any person should attempt to extinguish a fire.
- However, if the discovered fire is very minor, and the persons at that location feel confident and safe to do so, then the appropriate fire extinguisher or fire blanket may be used in attempt to extinguish the fire and reduce fire spread.
- Do not attempt to extinguish an established fire or a fire which has spread to other items in the room.

- Limit the fire fighting to the use of a single extinguisher.
- Note that fires involving fabrics and plastics may give off smoke that may be dangerous toxins. Do not tackle a smoky fire.

7.0 Event Organiser / Group Leader:

Before any Stewarded or Non-Stewarded Event commences, the event organiser/group leader should:

- Appoint the Responsible Person. In the event that no-one is appointed, the event organiser/group leader will assume the role of Responsible Person.
- Have read the NMBC Fire Safety Policy and have in place an Emergency Fire Action Plan appropriate to their event/group.
- Part of a specific Fire Action plan should identify the number of people in your group, their location and the nearest escape routes.
- Communicate this action plan to the Responsible Person and, if required, any other group leaders or general members of the group.

8.0 Responsible Person:

8.1 Stewarded Event:

- For any NMBC stewarded event, the Head Steward shall be the Responsible Person
- It is the responsibility of the Head Steward to familiarize themselves and the stewarding team regarding the following:
 - NMBC Fire Safety Policy and the appropriate Fire Action Plan for the Event
 - Location of Fire Alarm Points and Emergency Exits
 - Location of all Fire Extinguishers and Fire Blankets (see Appendix 1 to this Policy).
 - Assign specific Stewarding Team member responsibilities in the event of a fire
- In the case of a fire emergency during any NMBC stewarded event, the Head Steward shall take full control of the building and event ensuring evacuation and overall liaison with the emergency services.

8.2 Non Stewarded Event:

- It is the responsibility of the Responsible Person to familiarize themselves and any assistants regarding the following:
 - NMBC Fire Safety Policy Fire Action Plan for the Event

- Location of Fire Alarm Points and Emergency Exits
 - Location of all Fire Extinguishers and Fire Blankets (see Appendix 1 to this Policy).
 - Assign specific group member responsibilities in the event of a fire
- In the case of a fire emergency during any NMBC non-stewarded event, the Responsible Person shall take full control of the building and event ensuring evacuation and overall liaison with the emergency services.

8.3 Individual Workers

- Members of staff or individual volunteers who are operating in a sole capacity within the church building (rather than as part of a group) are each responsible for implementing their own Personal Emergency Evacuation Plan in the event of a fire.

9.0 FIRE ACTION PLAN:

9.1 If a Fire Is Discovered, but Fire Alarm has not sounded:

- The alarm should immediately be raised by any person in the vicinity by operating a Fire Alarm call point and/or shouting "FIRE!"
- That person should at a safe opportunity advise the Responsible Person where the fire is located.

9.2 When Fire Alarm has sounded, or shout of "FIRE" is heard:-

- The Responsible Person must immediately take control of the event and commence the evacuation of the premises.
- They **MUST NOT** reset or silence the alarm at this stage.
- Remember the Emergency Services will not respond to the automated alarm system.
- The Responsible Person must, with reasonable regard for their own safety and the safety of other group members, ensure that all event/group members have evacuated the premises and be congregated a safe distance away from the building at the Fire Assembly Point.

9.3 If it is possible to safely assess if there is an actual fire:-

- The Responsible Person may be in a position to assess whether there is an actual fire or where there is credible evidence of the cause of a false alarm.
- The Responsible Person **MAY** choose to re-enter the building, in the company of one or more other Responsible Persons and walk through the premises with due regard for their own safety.
- The fire panel will identify the zone of activation (there are 4 zones as shown on the building diagram beside the Fire Alarm Panel in the foyer).
- If safe to do so, carry out a search of the area covered by this zone till you locate the active detector (a small red light will be illuminated on the side of the detector).
- NOTE - If at this inspection stage, you discover an actual fire, **DO NOT TURN THE FIRE ALARM OFF**, but immediately exit the building. Call the Emergency Services (999).
- Following a check of the zone initially identified (with no fire found), a check of the entire church building should be conducted to establish that the building is free from fire.

- If after an investigation no fire (or no evidence of a past fire) is found, a False Alarm may be declared and the alarm panel may be reset (check the status of zones).
- If the panel does not reset then a maintenance visit should be arranged at the earliest opportunity.
- All fire alarm activations MUST be reported to the church office.

9.4 If a Fire is suspected or confirmed in progress, OR it is not possible to safely assess if there is a fire:-

- The Responsible Person should immediately contact the emergency services (999).
- The Responsible Person must liaise with and provide appropriate assistance on request to the Emergency Services on arrival, and must pass on any available information regarding
 - The location of the fire if known.
 - The possibility of people remaining in the building Areas where evacuation has not been possible because of danger.
 - Any known special hazards in the area of the fire (bottled gas, paints, gas inlets, electricity mains etc.
- The Emergency Services will undertake firefighting and rescue appropriate to the fire. They may request the alarm is silenced (but not re-set).
- The Emergency Services will advise when it is safe to re-enter the building.
- Reset the alarm panel and check the status of the zones.
- The Responsible Person, after all of the above actions have been carried out, should contact one of the Pastors, Trustees or Elders & Deacons to advise them of the situation.

If in ANY doubt, do not enter the premises.

Contact the emergency services using 999 UK emergency number.

Do not re-enter the building but wait for the emergency services to arrive.

All incidents, actual or false, must be recorded on the Accident & Incident Reporting Form, and also recorded in the log in the Church Office, as soon as is reasonably possible afterwards.

Appendix 1

Location & Type of Fire Extinguishers in Newton Mearns Baptist Church

Area of Building	Type of Fire Extinguisher	Best for use on:
AV Desk	Carbon Dioxide	Electrical fires/carbonaceous
Back Corridor	Carbon Dioxide x2	As stated above
Boiler Room	Foam	Oil, plastics, burning liquids
Foyer	Water	Carbonaceous fires – Wood, fabrics, paper and furnishings
Games Hall	Water	
Kitchen	Carbon Dioxide Burn Kit Fire Blankets x2	Fires requiring smothering by exclusion of oxygen.
Oasis Café	Carbon Dioxide	As stated previously
Room 5	Carbon Dioxide	As stated previously
Sanctuary (Front)	Water	As stated previously
Sanctuary (Rear)	Water	As stated previously
Side Door Foyer	Water	As stated previously

Please sign and date this document to indicate that you have read, understood and agree with the above Fire Safety Policy & Procedures.

I have read, understood and hereby agree to comply with the NMBC Fire Safety Policy & Procedures as laid out above:

Signature:

Date:

Print name: