



Fire Safety Policy & Procedures

Version	Review Date	Reviewers	Notes
2	August 2017	Glen Cartwright	
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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
7	October 2025	Craig Young	Update following Fire Awareness Training

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.

Objectives

Newton Mearns Baptist Church is committed to providing appropriate fire safety measures for all who use the church building. 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.

Reporting Responsibilities

Overall management of Fire Safety at NMBC rests with the Deacons.

Day to day responsibility for testing, control and monitoring of the Fire Alarm lies with the Facilities Team.

The Deacons are responsible for maintenance agreements, risk assessments, emergency fire action plan, etc.

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.

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. 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.

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 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 that a fire or suspected fire is in progress.

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.

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 by the NMBC Office.

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 also be kept clear, with a clear route to each door that is at least 1.2m wide. In areas of high density arranged seating (for example, within the sanctuary), general aisles should be maintained with a clear path of 1.2m, and the central aisle with a clear path of 1.0m. Emergency lighting is provided at fire exit doors. **Internal fire doors shall not under any circumstances be wedged open.**

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 the fire alarm panel.

Assembly Points

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



Using fire extinguishers

The safety of all people within the building is of paramount importance in the event of a fire. Fire Extinguishers and Fire Blankets are provided primarily to facilitate safe escape.

If a fire is discovered, the priority shall be to raise the alarm, call the Emergency Services and initiating an evacuation of the building.

There is no expectation or requirement that any person should attempt to extinguish a fire. However, if the discovered fire is small, and the persons at that location feel confident and safe tackling the fire, then the appropriate fire extinguisher or fire blanket should be used to attempt to extinguish the fire.

If a fire extinguisher is used, the person using it shall ensure that they are using the correct type of extinguisher for the fire (see labels on all fire extinguishers), and they shall position themselves between the fire and their designated escape route. **No attempt should be made to tackle either an**

established fire, a fire which has spread to multiple items within the room, or a fire where the cause is unknown. If the fire is not extinguished by using one Fire Extinguisher, do not attempt to use more than one and evacuate the building.

Fires involving fabrics and plastics may give off smoke that may be dangerous toxins. Do not tackle a smoky fire.

Event Organiser / Group Leader

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

- Appoint the Responsible Person or assume the role of Responsible Person themselves.
- Have read the NMBC Fire Safety Policy and have in place an Emergency Fire Action Plan appropriate to their event/group, which should identify the number of people in the 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.
- **The Fire Alarm System shall not be deactivated for any event under any circumstances.**

Responsible Person

Stewarded event

For any NMBC stewarded event, the Head Steward shall be the Responsible Person. It is the responsibility of the Head Steward to familiarise 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 a full building evacuation and liaison with the emergency services.

If a full building evacuation takes place, the Head Steward must ensure that those who have been attending the event do not leave the car park in their cars as this can impede access to the building for the Emergency Services.

Non-stewarded event

It is the responsibility of the Responsible Person to familiarise 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 a full building evacuation and liaison with the emergency services.

If a full building evacuation takes place, the Responsible Person must ensure that those who have been attending the event do not leave the car park in their cars as this can impede access to the building for the Emergency Services.

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; however **they should also follow the Fire Action Plan detailed below to ensure the safety of any others who may be in the building at the time.** They should ensure that no one leaves the car park in their cars as this can impede access to the building for the Emergency Services.

Fire Action Plan

Discovery of a fire

If a Fire is discovered within the building but the Fire Alarm has not sounded, **the Fire Alarm should immediately be raised** by any person in the vicinity by operating a Fire Alarm call point and/or shouting "FIRE!".

The Emergency Services shall immediately be called via 999, either by the person who discovered the fire or by or someone else in the building. The Emergency Services should be provided with the address of the church including postcode, as well as any known details of where the fire is within the building and what has caused it.

The Responsible Person should be advised where the fire is located within the building and any known details (for example, electrical equipment in Room 2). **The Responsible Person must then immediately take control of the event and commence the full evacuation of the building.**

No one should leave the car park in their cars as this can impede access to the building for the Emergency Services.

Fire Alarm sounds or a shout of "Fire!" is heard

The Responsible Person must immediately take control of the event and commence the full evacuation of the building. They must not reset or silence the alarm at this stage. The Emergency Services will not respond to the automated alarm system.

No one should leave the car park in their cars as this can impede access to the building for the Emergency Services.

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.

The Responsible Person shall ensure that any searches within the building for either a fire or for people left within the building are only carried out by people who are familiar with the building and the evacuation routes, and this must be done in pairs as a minimum.

Safely assessing if there is a fire

The Responsible Person may be able 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 Responsible Person shall ensure that any searches within the building for either a fire or for people left within the building are only carried out by people who are familiar with the building and the evacuation routes, **and this must only be done in pairs as a minimum.**

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 it is safe to do so, carry out a search of the area covered by this zone until the active detector has been identified, which will be indicated by an illuminated small red light on the side of the detector.

Most internal doors within the NMBC building are fire doors. During the inspection of the building, those involved should look for signs of fire within a room before opening a fire door (i.e. visible smoke, smell of smoke, sound of crackling, heat from the door or door handles, etc.). If it is suspected that there is a fire within a room, do not open the fire door. **Immediately call the Emergency Services on 999 and evacuate the building.**

If a fire is discovered during an inspection, immediately call the Emergency Services on 999 and evacuate the building. Do not turn off the alarm.

No one should leave the car park in their cars as this can impede access to the building for the Emergency Services.

Following a check of the zone initially identified, if no fire is found, a check of the entire church building should be conducted to establish that the building is free from fire. If no fire and no evidence of a past fire is found, a False Alarm may be declared, and the alarm panel may be reset and the status of the zones checked.

If the panel does not reset, a maintenance visit should be arranged at the earliest opportunity. **All fire alarm activations must be reported to the church office.**

Suspected or confirmed fire, or not possible to safely assess

The Responsible Person should immediately raise the alarm, contact the Emergency Services via 999 and evacuate the building. No one should leave the car park in their cars as this can impede access to the building for the Emergency Services.

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 where evacuation has not been possible for safety reasons.
- 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 that the alarm is silenced (but not reset). The Emergency Services will advise when it is safe to re-enter the building, at which point the alarm panel can be reset the status of the zones checked.

The Responsible Person, after all the above actions have been carried out, should contact one of the Pastors, Trustees, Elders or 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 recorded in the log in the Church Office, as soon as is reasonably practicable 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: