

# Safety on church premises

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# Documents required

## Maintenance records

- ▶ Record of fire alarm servicing/maintenance
- ▶ Record of servicing fire extinguishers
- ▶ Record of servicing of door closing/hold opening devices
- ▶ Record of lightning protection inspection (if present)

# Documents required

## Maintenance records

- ▶ Record of emergency escape lighting (full rated duration every 12 months)
- ▶ Portable appliance testing (duration should be decided by trustees and stated in the Health and Safety Policy)
- ▶ Electrical Installation Condition Report (with any remedial actions carried out)
- ▶ Record of gas supply testing

# Documents required

## Maintenance records

- ▶ Record of gas appliances testing
- ▶ Record of gas appliances servicing (boilers, cookers, ambient heaters)
- ▶ Record of cooker hood de-greasing/cleaning
- ▶ Record of fire warden training
- ▶ Record of fire and rescue services visits
- ▶ Record of automatic door testing
- ▶ Record of smoke automatic smoke curtain testing

# Documents required

## Records of tests carried out by you

- ▶ Fire alarm testing (weekly call point tests)
- ▶ Emergency escape lighting (monthly 'flick' test)
- ▶ Weekly visuals of
  - Fire extinguishers
  - Fire doors
  - Fire exit doors
  - Means of escape

# Emergency Evacuation Plan

- ▶ This should be specific to your premises
- ▶ Go to all of the areas in your church.
- ▶ Don't forget to include accessible roof spaces or other areas that contractors may have access to.
- ▶ Follow the route you would take if the building was on fire.
- ▶ Record that route and any alternatives means of escape
- ▶ If you have a plan of the church building, mark the route on a plan
- ▶ Share this with your premises users



# Fire Risk Assessments

- ▶ Can be carried out by a person at the church who is Competent
- ▶ Competence is defined as having, skill, knowledge, ability, training and experience
- ▶ If you do not have those within your membership then I would suggest you obtain professional expertise (who hold business indemnity insurance)
- ▶ If your lettings are providing an income, then shouldn't you be using some of that income for the best advice.

# Refurbishment

- ▶ If you undertake refurbishment within your building, seek advice as soon as possible
- ▶ Kitchen refurbishment – beware, it may cost more than you think
- ▶ Asbestos – refurbishment survey (different from a management survey)



# Night shelters

- ▶ This will change the usage of the building
- ▶ The following will need to be informed:
  - Insurance company
  - Fire and rescue service
  - Local authority if you are providing food
- ▶ A new fire risk assessment must be carried out
- ▶ Additional training for staff/volunteers
- ▶ This will be the same if any groups have 'sleep overs'

# Questions

- ▶ There are three of us available during the break to answer specific questions
- ▶ We will set up a surgery in the worship area.
- ▶ If you are unable to speak to us today, our details are on the Thames North Synod website

