



Crawley Baptist Church

FIRE SAFETY POLICY and ACTION PLAN

Fire Protection measures are required as a matter of good practice and a requirement for compliance with the Disability Discrimination Act and current Health and Safety Legislation and the Regulatory Reform Act 2005 which took effect on 1st October 2006 replacing the Fire Precautions Act 1971 as amended 1987 and the Fire Precautions Workplace Regulations 1997 as amended 1999. The building is provided with Fire Alarm facilities and Fire fighting equipment, and Fire Exits are clearly identified. The Actions upon occurrence of a fire and associated evacuation procedures have been prepared and are displayed throughout the building. Designated staff and volunteers have been provided with Fire safety training as appropriate to their individual responsibilities.

Staff and all voluntary leaders are required by law from the 1st October 2006 to comply with the procedures instituted and must familiarise themselves with any Fire alarm system devices, fire extinguishers, fire exits and their locations, together with the building evacuation procedures as indicated in the fire action notices.

BE PREPARED! IT IS IN YOUR OWN INTEREST TO ...

- a) Know what to do should a fire occur whilst you are on the premises. This knowledge could **SAVE YOUR LIFE** and **THE LIFE OF OTHERS**.
- b) Read and learn the **FIRE ACTION** information, location of all exit routes, how to call the emergency services, and to familiarise yourself with the location, operation and use of all fire extinguishers on the premises.
- c) Know the location of the manually operated “Fire Alarm Call Points” for the Fire Alarm system. These are of the “Break Glass Type” and are located by all the Main Fire Exit Doors, within the protected escape corridors.

FIRE PRECAUTIONS

Ensure that fire extinguishers are not moved from their designated positions.

Do not wedge open fire doors. Always close when not in use.

Ensure that all fire exits, stairways and corridors are free from obstruction at all times.

Observe Fire door instructions at all times

Ensure any electrical equipment is PAT tested and report any damage or fault immediately.

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POTENTIAL FUELS

Ensure that waste combustible materials such as paper, card etc. is placed in bins and removed from the building after use.

Ensure that any flammable materials are stored in small quantities and are kept in locked cupboards.

HOW TO DEAL WITH FIRE SAFELY

In all cases follow the procedures indicated within the Fire Action Notices displayed around the building. Fire fighting **MUST** be secondary to life safety; sounding the alarm to give warning to others and ensuring evacuation to a place of safety being the prime concern.

EVACUATION

Unless you are a designated Duty Officer you should evacuate the building as soon as the Fire Alarm sounds. On hearing the alarm the role of the Duty Officers is as follows:

- Duty Officer 1: Check fire panel in front foyer for location of activated alarm.
Proceed to activated alarm and check for fire.
On discovering a fire call emergency services, and then occupy front reception to prevent persons entering or re-entering building.
If no fire is found and being satisfied that it is a false alarm, silence alarm and inform Duty Officer(s) 2 and 3 that it is safe to re-enter building.
- Duty Officer 2: Proceed via South staircase and ensure first floor has been fully evacuated, descend via North staircase and then occupy rear reception, (car-park entrance) to prevent persons entering or re-entering the building.
- Duty Officer 3: Take up position at bottom of South staircase to ensure safe evacuation of staff and visitors and to prevent persons from entering or re-entering the building.

Duty Officers will remain at their post until relieved by the emergency services, or in the case of a false alarm, told to stand down by Duty Officer 1.

PERSON WITH CLOTHES ON FIRE

If a person's clothes are alight, immediately render the person horizontal on the floor, wrap them in a blanket, coat, rug etc., and if possible roll the person along the floor.

ELECTRICAL FITTINGS OR EQUIPMENT ON FIRE

If electrical equipment is involved in a fire, wherever possible switch off the power supply before tackling the fire. **DO NOT TOUCH** the equipment. Check that you have the correct extinguisher – *either Carbon Dioxide (CO2) or Dry Powder.*

FURNITURE OR FITTINGS ON FIRE

Only tackle a fire involving a single item of furniture or fittings, such as a desk, chair or curtains, and then only if the fire is small and in its early stages and can be tackled without personal risk. If the fire is advanced with the whole object on fire, warn others, withdraw from the room and **CLOSE THE DOOR BEHIND YOU.**

FIRE PREVENTION

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Reduce the likely incidence of fire by not allowing the accumulation of combustible materials, e.g. paper, card, packaging materials, flammable liquids or paints etc., beyond that which is essential for the immediate ongoing work of your activity.

Do not leave flammable materials in an escape route for any reason.

Report immediately all defects to fire doors, fire alarm systems, electrical equipment, etc. which could allow the spread of fire or smoke, or cause or create a fire, or prevent staff / leaders from hearing or sounding an alarm.

When working with any substance that can produce flammable vapours, check that through your activities, the equipment / materials being used cannot build up a static electrical charge which could ignite the vapours.

Observe electrical safety by switching off unused equipment and removing plugs when work ceases.

Observe the **NO SMOKING** policy within the building.

WHAT IS FIRE

Fire is a chemical reaction between three elements:-

FUEL + OXYGEN + HEAT = FIRE

FUEL is everywhere, potentially everything will burn given enough heat. Some materials will ignite more easily than others.

OXYGEN is present in the air we breathe.

HEAT (AN IGNITION SOURCE) is the remaining element over which you **HAVE** and **MUST** exercise the greatest control.

You can exercise control over the fuel risk by ensuring that highly flammable and readily ignitable materials are kept in limited quantities and stored in secure locked cupboards.

TACKLING THE FIRE

DO NOT ENTER A ROOM WHERE FIRE IS IN PROGRESS

- a) Small fires involving small items of equipment, or waste materials, paper, liquids, flooring etc., can be tackled safely using the appropriate extinguisher, providing other flammable materials are not in close proximity.
- b) Larger fires involving waste bins, larger items of equipment, or large areas of waste materials **SHOULD NOT** be tackled if the fire is developing quickly, or large amounts of smoke and toxic fumes are being produced.
- c) If appropriate, select the correct fire extinguisher, position yourself between the fire and your exit route, test the extinguisher's operation momentarily, then tackle the fire from the base upwards and outwards, repeating several times as necessarily, until the fire is extinguished, or the extinguisher is empty.

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- d) Where possible get someone to assist you in attacking the fire, providing back-up and help as necessary.
- e) Remember both Carbon Dioxide and Halon extinguishers can be harmful to personnel in confined spaces.
- f) Never let the fire get between you and the exit.
- g) Even though you think the fire is out, stand by with an extinguisher until the Fire and Rescue Service arrive.

This advice works for every location EVEN your home. THINK ABOUT IT, THEN ACT.

FIRE EXTINGUISHER USAGE

Risk	FIRE BLANKET	FOAM - AB	CARBON DIOXIDE - B	DRY POWDER - ABC
Paper, Card, Wood, Fabric, Plastics etc,	✓	✓	✓	✓
Flammable Liquids, Paints, Spirits, Oils, Fats etc,	✓	✓	✓	✓
Electrical Hazards			✓	✓
Flammable Gases, Butane, Propane etc,				✓
Vehicles 12v & 24v		✓	✓	✓

FIRE EXTINGUISHER LOCATIONS

Area	Foam	CO2	Powder	Fire
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	AB	AB	ABC	Blanket
F/F Corridor				
F/F Kitchen				
F/F Landing				
Room 3/4	x 2			
G/F Rear Lobby				
Room 1/2	x 2			
Reception Area				
Front Lobby				
G/F Kitchen				
Office Lobby				
General Office				
Office Corridor	x 2	x 2		
Office Kitchen				
Boiler Room				
Electrical Cupboard				

HOW TO USE AN EXTINGUISHER

Using an Extinguisher

1. Before starting to fight even the smallest fire, ensure that the alarm has been raised to give warning to others and set the procedures in motion.
2. Take up a position where you can attack the fire, but still maintain a safe means of escape
3. Crouching will help you get close to the fire and help you to avoid the heat and smoke.
4. If the fire is safely extinguished, stand back at a point of safety and be prepared to extinguish it again if it re-ignites.

Do not continue to fight a fire if:-

1. It is dangerous to do so.
2. There is a possibility that your escape route may be cut off by the fire or smoke.
3. The fire continues to grow despite your efforts.
4. There are gas cylinders in the proximity of the fire.
5. There is burning gas involved.

CARBON DIOXIDE

1. Do not use in confined spaces.
2. Do not hold the horn or valve assembly, or the base of the extinguisher.
3. Electrical fires are tackled in the area of burning - aim the gas into vents if applicable.
4. Switch off the power supply if possible before attacking an electrical fire.
5. Remember CO2 extinguisher operation is noisy. Do not continue to use once gas discharge is no longer visible.

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6. A 2kg CO2 EXTINGUISHER WILL LAST APPROXIMATELY 16 SECONDS UNDER CONTROLLED USE.

FOAM

1. If a contained liquid fire, direct the spray at an adjacent vertical surface and allow the foam to cover the surface of the liquid.
2. If it is not possible to get close, aim the jet or spray over the liquid, using a gentle sweeping motion, allowing foam to drop onto the surface of the liquid.
3. Do not aim the jet into the liquid as this will drive the foam under the surface and render it ineffective and may cause splashing of the fire into surrounding areas.
4. **DO NOT USE ON OR NEAR FIRES INVOLVING ELECTRICITY.**
5. **A 6 LITRE FOAM EXTINGUISHER WILL LAST APPROXIMATELY 40 SECONDS UNDER CONTROLLED USE.**

DRY POWDER

1. On contained liquid fires, direct the jet or discharge horn towards the near edge of the fire and with a sweeping motion drive the fire towards the far edge.
2. On flowing liquid fires direct the jet or horn at the base of the flames and sweep outwards.
3. On electrical equipment, switch off the power if possible then direct the jet or spray into the fire.
4. If the electrical equipment is enclosed, direct the jet into the vents as for CO2 extinguishers.
5. If the fire appears to be out, stop discharge, wait until the atmosphere is clear, and use the extinguisher on any remaining hot spots.
6. Remember that whilst the powder being discharged is no more harmful than Talcum powder, the result will be an extremely messy situation requiring a considerable clean-up operation. Be prepared for vision to be impaired due to a dust cloud.
7. **DEPENDING ON SIZE A DRY POWDER EXTINGUISHER WILL LAST BETWEEN 6 – 15 SECONDS UNDER CONTROLLED USE.**

FIRE BLANKET

1. Ensure your hands are protected by wrapping into the blanket before application.
2. It is important to remember that when using a fire blanket to cover any burning item, it does not have a cooling effect and as such the blanket must be left in place for at least 30 minutes before removal.
3. If possible switch off the power supply or heat source to the burning item (i.e. electricity or gas supply) before approaching the fire.
4. Do not overreach.
5. Do not forget to call the Fire and Rescue Service who will attend to verify that the fire is out and make the area safe if necessary.
6. Do not re-use a Fire Blanket.

CARBON MONOXIDE POISONING

The gas is produced by fossil fuel burning, e.g. gas, coal and oil. It is Tasteless, Odourless, Colourless and a **KILLER**.

The danger signs are:-

Flames burn orange / yellow instead of blue.
Soot stains are visible on or above the appliance.
Solid fuel appliances burn slowly or go out.

What to do:-

Ensure appliances are regularly serviced.
Ensure adequate ventilation and any vents are regularly cleaned.
Fit and maintain Carbon Monoxide detectors.

IF YOU SMELL GAS

Do's

Open windows and doors.
Check to see if the gas has been left on unlit or a pilot light has gone out. Only re-ignite when safe to do so.
If not, turn off at the Main Gas supply meter and call the gas emergency service.

Don'ts

Do not switch on electrical appliances.
Do not smoke, use matches or naked flames.
Do not leave it to someone else to call the gas emergency service.

ELECTRICAL SAFETY

Ensure your portable items are PAT tested annually and carry a British standard approval.

Plugs and fuses

Wiring Colours

Supply	Old	New
Live	Red	Brown
Neutral	Black	Blue
Earth	Green	Green and Yellow

Fuse size?

Fuse size = Amps = $\frac{\text{Watts (power)}}{\text{Voltage}}$

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Fuse size guide (based on 240 volt supply)

3 Amp for appliances rated up to 720 watts

5 Amp for appliances rated up to 1200 watts

13 Amp for appliances rated up to 3120 watts

Do not overload power points.

Use only short extension leads and protect from traffic damage when in use.

Ensure that extension lead coils are fully unwound when in use.

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THE DUTIES OF A KEY HOLDER WHEN ACTING AS A FIRE MARSHAL

1. The Prime Role of a Fire Marshal is to Manage Life Risk in an Emergency

- a) To control and supervise the evacuation to a place of safety.
- b) To ensure that the means of escape from your area is maintained.
- c) To ensure that any discrepancies in the location and provision of fire equipment is reported and remedied.
- d) To be vigilant in identifying any fire hazards and report any equipment defects.
- e) To note the presence of any persons with impaired mobility.

2. Control and Supervision of an Evacuation

- a) The deployment of a Fire Marshal, when fully and correctly implemented, will ensure speedy and safe evacuation from the building in the event of an emergency.
- b) A Fire Marshal must take complete charge as soon as a Fire Alarm sounds. Remember all Fire Marshals have the responsibility for the safe evacuation from the building and must deal tactfully but firmly with all personnel to ensure a complete evacuation is achieved.
- c) In the event that several meetings are taking place, or more than one Key holder is present in the building, one Key holder will take overall responsibility and wear the Fire Marshal Jacket located in the Reception Area Cleaners Cupboard and will ensure that the Fire and Rescue Service has been called. Do not assume that someone else has taken on this responsibility without establishing who is taking overall responsibility.
- d) Direct all persons to leave the building via the nearest safe Fire Exit.
- e) Check all rooms, toilets etc to ensure all rooms are clear.
- f) Should the nearest staircase be blocked by fire or smoke, proceed via the alternative staircase.
- g) Supervise the evacuation from your area of the building keeping everyone moving smoothly until they reach the designated Safe Area outside the building.
- h) Having achieved evacuation, check that all members within your group are accounted for and report this to the Fire Marshal taking overall responsibility.
- i) Do not re-enter the building until the Fire and Rescue Service or the Fire Marshal taking overall responsibility has indicated that it is safe to do so.
- j) The Fire Marshal taking overall responsibility will ensure that the Fire Alarm system is re-set once the all clear is given.

3. To ensure that your means of escape is kept clear at all times

- a) Walk all escape routes at the start of your meeting to ensure that all exits are unobstructed.

4. To be familiar with the types and locations of the Fire Extinguishers and Alarms on the premises

- a) Check that the Fire extinguishers are in the designated locations.
- b) Be familiar with the location of the Fire call points.

5. To be Vigilant and report any Fire hazards and or defects

- a) Do not store excessive quantities of flammable materials.
- b) Report any defects immediately in writing to the Church Office as soon as they are identified.

6. To be aware of the needs of any mobility impaired persons attending your activity

- a) Identify the special needs of any mobility impaired persons at the start of your meeting.
- b) Be aware of the location of a 'Disabled Refuge' and advise the Fire and Rescue Service if unable to remove the person from the building.

7. Fire Fighting

It is not a requirement to fight an outbreak of fire, the first priority being to raise the alarm and evacuate all personnel. However should you feel confident to do so, without risk to yourself, those around you, and without delaying raising the alarm or initiating an evacuation, then you can tackle a small fire in the manner described in the previously identified procedures.

REMEMBER EXTINGUISHERS DO NOT LAST LONG AND CAN ONLY BE USED TO TACKLE SMALL FIRES.