



## Fire Safety Training & Information sheet

**For all church leaders and church group leaders, church service sidespeople and admin, and all leaders of groups/individuals hiring the premises at Christ Church Moreton Hall**

Please ensure you are familiar with our church fire safety policy (see [ccmh.org.uk/docs](http://ccmh.org.uk/docs))

**Information posters:** When in the building, familiarise yourself with fire information posters round the building, and the location of the different fire escape exit routes available to you. When new members join your group, or on occasions when many new guests are invited (e.g. a concert or special service) you *must* take time to highlight the fire escape routes and assembly point to everyone at the start of the event/ service.

**Fire doors:** Keep fire doors CLOSED – please do not prop them open, except for the *briefest* of periods e.g. when carrying resources through from one room to another. Fire doors are a key safety feature and help to prevent the quick spread of fire through a building. The only exception to this rule is the kitchen door, which may be propped open when the kitchen is *in use* – this is for the safety of those working in the kitchen, especially if working alone.

**Fire extinguishers:** Various types of fire extinguisher are located around the building, and these are serviced annually. In case of fire, please only use these if you feel confident doing so, or if it is absolutely necessary to enable people to safely leave the building. Lives are far more important than property.

**Fire horns/ sounding the alarm in case of fire:** Fire horns are located at three key positions in the church – in the foyer, towards the front left of the main worship area and upstairs on the landing. These should be sounded to attract attention in case of fire, with loud shouts of “fire!”. Please ensure that all groups using the building are aware that they must leave the building without delay, though you should not go further back into the building than is absolutely necessary to alert others – the fire horns and loud shouts should be sufficient, especially as all should be aware of the fire safety procedures. Those responsible for fire safety (group leaders or Sunday service stewards) should guide people out through a fire exit to a place of safety well away from the building. The designated assembly point is across the car park on the field next to the community centre. Please call 999 for the fire service at the earliest safe opportunity.

**Special consideration for upstairs rooms:** Rooms A and B (upstairs) will ideally evacuate down the main staircase and out of the fire doors at the base of the stairs. However, if a fire is present on the landing or stairwell area, there are fire ladders located by the windows. Please use these with utmost care and caution and as a last resort, if all other routes of escape are blocked and if the fire service will not arrive quickly enough to aid evacuation.

**Fire drills:** Fire drills should be carried out at least yearly, and in different scenarios each time. A main church service drill is only necessary once every 3 years. Each drill date should be logged, with information on who was involved, the time taken for all to exit the building, and areas for improvement. The aim is that everyone evacuates the building safely in less than 2½ minutes.

For church services: A service leader or churchwarden should sound the alarm, and then sidespeople should direct people quickly and safely out through the nearest fire escape routes and to the assembly point outside.

In case of a DRILL (*not* a real fire!), it is acceptable for someone to remain in/ near the building to prevent theft while all doors are left open.

Please pay special attention to people who may need extra support – such as those with young children or people with disabilities.

**Major fire risk areas:** Extra care should be taken in the following areas

- Please ensure that electrical equipment is turned off when not in use.
- Ensure that the heaters are turned off when rooms are not in use, and that items are not placed on top of heaters.
- The PA/Powerpoint switch (in the stairwell) should be left off, and only turned on when the PA desk (at the back of church) is in use. The PA desk should be uncovered when this switch is on, so that there is no risk of overheating.
- Extra care should be taken when candles are used in church. Church sidespeople and service leaders should be extra vigilant when candles are alight at the front of church, and should ensure these are safely extinguished at the end of a service. At Carols by Candlelight services, an extra steward should be on duty with the specific role of monitoring candles and fire safety.
- As the church office door has no window, this should NOT be closed when people are in the office, as they then have no way of seeing/smelling smoke/fire. All other rooms have sight out of the room (e.g. the creche room has a window into church) so are suitable for closed door private consultations (with the Parish Nurse, for example).

Heather Lovell, Churchwarden, 1<sup>st</sup> March 2022

Agreed by the Church Council (PCC) 7<sup>th</sup> March 2022