

Christ Church Moreton Hall Fire Policy

This policy comes into effect immediately following agreement at a PCC meeting dated 27th July 2026

Copies to be kept in church fire folder and made available (either as hard copies or via the church website) to church council members (PCC), sidespeople, admin staff and all group leaders (both church groups and those hiring the building). Everyone should read and understand this policy and the fire training information sheet, and sign to confirm acceptance. The PCC should check at suitable intervals (yearly alongside annual fire policy renewal) that everyone still understands and accepts this policy and training sheet.

IN THE EVENT OF FIRE

Sound fire horn to alert those in the building.

Leave the building quickly and safely by the nearest exit.

The assembly point is next to the Youth Centre on the playing fields (straight across the car park from the main entrance)

Phone 999 for the fire service. The church address is Lawson Place, IP32 7EW

GET OUT AND STAY OUT

Do not stop to collect personal belongings

Only use fire extinguishers if you have experience doing so, or it is absolutely necessary to allow people to escape the building. Ensure you have a clear escape route. Never put yourself at risk.

The issue of Fire Safety is taken extremely seriously, and Christ Church Moreton Hall Church Council (PCC) will strive to ensure that the Church complies with the Regulatory Reform (Fire Safety) Order 2005.

Responsibilities:

Church Council members, office staff and duty sidespeople (on Sundays) have responsibility for their own and others fire safety. This includes ensuring that the maximum occupancy (below) is not exceeded, and that all notices pertinent to fire safety are observed at all times. All group leaders take on this responsibility when they are using the building. All of the above should report any concerns regarding fire safety to the churchwardens/PCC for prompt attention.

Fire Risk Assessment:

The Church Council authorised Saxon Fire to conduct a thorough Fire Risk Assessment (FRA) of the building in 2025. The FRA will be reviewed annually by the church council, and a new FRA completed when there is a major change in circumstance to the premises. A hard copy of the FRA is kept in the church office in the red Fire Safety folder. The Church Council is responsible for ensuring that any risk areas identified in the FRA receive appropriate attention and remedy. Most issues raised in the FRA have now been remedied. The need to fit fire doors on Rooms A, B and the cupboard under the stairs remains – this is a priority when funds allow.

Maximum Occupancy:

The maximum occupancy of the main hall and small hall are shown below. This assumes that all occupants are able-bodied and able to make independent use of the fire exists, if this is not the case then these numbers must be reduced accordingly.

Main Hall

- 250 persons seated, or
- 200 persons seated + 100 persons standing, or
- 150 persons seated + 200 persons standing, or
- 100 persons seated + 300 persons standing

Small Hall

- 62 persons seated, or
- 40 persons seated + 44 persons standing
- 20 persons seated + 64 persons standing

Sleeping in any part of the Church building is not permitted at any time.

Testing and Maintenance:

The level / frequency of testing required is set out in the FRA. All tests should be recorded in the record section of the church maintenance folder and/or on the church maintenance “Trello” website – showing date of test, item tested and any action needed. All certificates must be kept in the Maintenance or Fire Safety Folder in the church office.

Fire horns: All 3 horns (foyer, main church and upstairs landing) to be checked regularly to ensure they are correctly in position. All 3 horns to be sounded every 2 months to ensure they are in working order.

Emergency lighting: The installed system should be tested every 2 months using a suitable test key (to check all emergency lights come on when the main lights go off). Every 6 months the main lights should be left off for an hour during such a test, to check that the emergency lights remain on for the duration.

The emergency lighting system will be serviced annually by a competent electrical engineer in accordance with BS 5266 Pt 1: 2005.

Portable Electrical Appliances: These will be tested every 2 years to ensure they are fit for purpose and in a safe condition (PAT testing).

Fixed electrics: These will be tested every 5 years by a qualified electrician.

Portable Fire Fighting Equipment: These should be inspected monthly to ensure the equipment appears in good condition, all extinguishers have their tamper tag fitted and the extinguishers are correctly positioned. The equipment will be serviced annually in accordance with the manufacturer's instructions and BS 5306 Pt 3.

Means of Escape: On-site staff will check daily that all corridors and stairs are kept clear of obstructions and combustible material. During Sunday services, the on-duty sidespeople will ensure that all fire escape routes are kept clear of obstructions.

Fire Doors: The door to the staircase must not be wedged open at any time. The doors to the Office and Prayer/Creche room must be kept open when the room is in use. The blinds on the exit doors in the main hall must be fully open when the room is in use.

Training

All church council members, sidespeople, office staff and group leaders (church groups – including Sunday School – and outside groups / those hiring the building) should carefully read the church fire training information sheet, and refresh this at regular intervals. Records must be signed and kept to show that this has been done and that those using / hiring the building understand their responsibilities. This is done as part of the hall hire form for outside groups, and responses will also be collected from all necessary church members.

Fire Evacuation Drills

To be carried out at least yearly, in a different scenario each year (including during a Sunday Service at least once every 3 years). Drills are to be recorded in the Fire Safety Folder, including notes on any action / improvement needed as a result of drill observations.



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