Cambourne Church is committed to being a Christian community which is open, prayerful and loving, which serves Cambourne with the good news of the gospel and where disciples of Jesus Christ are made.

A partnership of the Church of England, Methodist Church, United Reformed Church and Baptist Union.

Cambourne Church
Fire Safety Policy

Scope

The Fire Safety Policy sets out Cambourne Church's approach to ensuring the safety of personnel and buildings in the vicinity of the church. Other important documents are referred to within this policy and these should be read in conjunction with the policy:

1. *CC Evacuation Procedure*
2. *CC Risk Assessment Forms*

Other Documents referred to in this policy

3. *Fire Safety Log Book*
4. *Schedule for PAT Testing*

Introduction

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- assessment of the fire risks in the church and associated buildings and the risks to our neighbours;
- ensure that people who may be in the building can get out safely including, the provision of emergency lighting and fire exit signage;
- to provide reasonable firefighting equipment;
- ensure that those in the building know what to do if there is a fire – the actions in event of fire are displayed and communicated to users of the premises.
- visual checks of the premises before occupation and prior to locking up to ensure no fire risk exists;
- Checks that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.
- A log book will be kept on site, recording maintenance checks. The logbook will be available for inspection by any Fire Officer who inspects the premises under the Regulatory Reform (Fire Safety) Order 2005.
- The log book details specific actions and schedules for testing and maintenance.
- Annual evacuation drill for church services and Café 19 The Coffee House.
- Ensure all designated Fire Stewards are fully trained in all aspects of the fire policy. A list of Fire Stewards is available in appendix 1
- Instruction notices for hirers as to what to do in the event of a fire will be displayed and included in their instructions for hiring.

Fire extinguishers
Fire extinguishers are kept in the locations detailed in Appendix 2.
The extinguishers noted are checked every month by the Church Steward to ensure that they are still in place and have not been discharged.
The extinguishers are checked annually by a specialist fire protection company.

Evacuation procedure
An Emergency Evacuation Procedure is detailed in a separate document
CC Evacuation procedure.
All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

Those with reduced mobility will be identified by the stewards (or those responsible for gatherings which are not stewarded) and appropriate assistance arranged.

For large events (100 or more attendees), stewarding/evacuation arrangements are as follows:

1. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol
2. A check must be made that all doors can be opened
3. A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church
4. Responsibility for using each fire extinguisher will be allotted to named and trained stewards
5. If emergency lighting is not available, torches must be available for each steward
6. The evacuation arrangements will be announced at the start of each large event.
7. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the Church Warden or a Minister or a Trustee. In the event of a fire, the fire alarm will be sounded
8. Persons will assemble in the Car park outside the Church buildings.
9. The emergency services will be contacted immediately by a responsible person.

Electrical safety
1. A list of all our portable electrical appliances is maintained by the Church Administrator
2. Every quarter plugs, cables and sockets will be inspected by the Health & Safety Lead to ensure that there are no loose connections, worn flexes or trailing leads. Any required repairs will be actioned.
3. Portable electrical equipment will be tested (PAT Testing) by a competent person according to a defined schedule (Schedule 3)
4. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.

5.   At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers

6.   It is our policy not to sell any second-hand electrical goods

7.   Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:

    i. visually check all electrical equipment before use

    ii. report all faults immediately to the Church Administrator and onto the Church Warden

    iii. do not attempt to use or repair faulty equipment

    iv. no electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record. Electrical items brought in for occasional use, which do not remain in church property, may only be used at the discretion of the church appointed leader of the organisation concerned.

    v. electrical equipment should be switched off and disconnected when not in use for long periods

    vi. flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

Ross McEwan, Church Warden, 01/04/2020

Fire Stewards log
The Minister is the Lead Fire Steward

Name	Role	Date	Training	Stepped down
Bill Miller	Minister			
Ross McEwan	Church Warden			
Martin Lee	Treasurer			
Lucy Thompson	Church Council			
Jon Slater	Church Council			
Alison Butler	Church Council			
Julie Whitbread	Church Council			
Catherine Price	Church Council			
Hannah Heasley	Administrator			
Jacqui Huckle	Administrator			
	Caretaker			
	Youth Worker			
	Children's Worker			
Cilla Mills	19 Manager			
	19 volunteers			

Fire Alarm Zone Chart

FRONT OF CHURCH

EASTGATE

HIGH STREET

Fire exit

Water

1

Zone 7
Annexe

Fire exit

3

Water

Zone 1
Foyer

Ga

Zone 3
Kitchen

Fire exit

Gas

5

Gas

Blanket CO_2 Foam

Fire blanket

Fire exit

T

Fire exit   Fire exit

Zone 2
Main hall

CO_2 Water

2

Fire exit

Zone 5
Storage +

CO_2 Powder

AV
room

Zone 6
Boiler room

Water

4
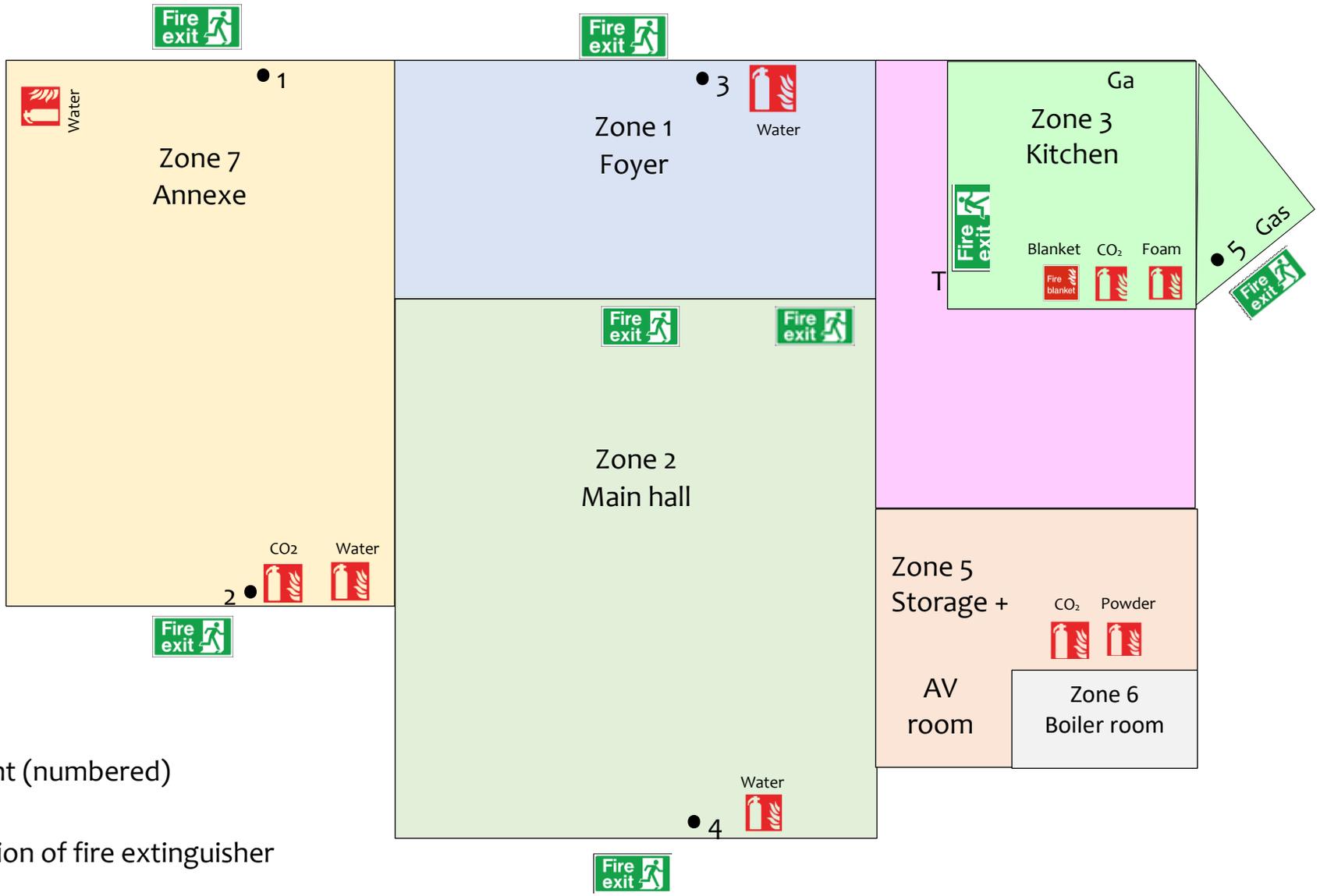
Fire exit

Key

• Fire point (numbered)

Gas Location of fire extinguisher