

UNITED REFORMED CHURCH

St Annes on Sea

Hall and Annexe User and Hirer protocol

INTRODUCTION

It is now widely acknowledged that the design and engineering put into a building for life safety can only do its job properly if it can be managed, maintained and tested over the whole life of the building, and if the staff/occupants are trained to handle incidents and operate effective and tested emergency plans.

Effective fire safety management can significantly add to the protection of the persons resorting to the building in many ways:

- by the prevention of fires occurring;
- by disability awareness including any special risks or needs;
- by the effective maintenance all of the measures which ensure safety;
- by staff training and practicing evacuation drills, to ensure occupant awareness and suitable co-operation and assistance measures;
- by ensuring control of the situation in the event of a fire up to fire service intervention.

Building occupants will comprise a mixture of employees, visitors and members of the public. Age or infirmity of the occupants will vary but levels of familiarity with the building will differ. Unfamiliar visitor will normally only recognise the route by which they entered the building.

Fire legislation makes it a duty for the responsible persons (persons with control e.g. Elders) to formalise a strategy to enable effective fire safety procedures to be followed in the event of an emergency. This strategy must be coordinated throughout the building and should include all other permanent occupiers, hirers or temporary visitors of multi-occupied buildings. Each person using or controlling the building is required to coordinate and should work together to formulate the strategy as this will facilitate a unified response upon implementation. **Every user of the building whether from within or from outside the URC should have a strategy or know and use the URC supplied strategy in case of fire within the building.**

All persons using or hiring the URC Church, Church Hall or annexe should be aware that they have a responsibility under the Regulatory Reform (Fire Safety) Order 2005 and the Health and Safety at Work Act 1974. A risk assessment for these premises has been carried out and copies of the fire risk assessments can be found on the main notice board in the Hall.

Risks have been eliminated from the buildings provided they are occupied and managed in a safe manner.

Below is information needed by the user or hirer to comply with the duties and responsibilities of the user or hirer.

Occupancy Numbers

The occupancy numbers in various rooms must be controlled by the user on each occasion so as not to exceed the means of escape capacity of the exits.

Main Hall	260 persons
Community Room	40 persons
Other rooms off main hall	Total including hall not to exceed 260 persons
Annexe	60 Controlled number

Disabled persons

The premises have been adapted for use by mobility impaired persons as the premises are single storey and the three entrances and exits can all be used for wheelchair escape. Means of escape for disabled persons follows the same as that for able-bodied persons with most being able to self evacuate. Those persons who require assistance should either be escorted into the building by an assistant or should be found assistance by other visitors. The user should make these arrangements on the arrival of a person needing assistance.

Smoking and naked flames

The Church has a no smoking policy in any of their premises

The use of naked flames, and in particular, the use of candles is not permitted within the property except in the kitchen.

Cooking

The door and steel roller shutter serving hatch to the main kitchen can prevent the spread of fire if they are shut.. Fire doors to cooking areas must be kept closed at all times. The hatch to the main kitchen should remain closed until persons are served food and in case of fire, if it is safe to do, so should be lowered by a person from within the hall to prevent fire spread.

Each kitchen is provided with a fire blanket and dry powder type portable fire extinguisher. Users should familiarise themselves with the method of operation and types of fire covered by these devices.

Electrical fires

Visitors using portable electrical equipment will not be permitted use unless it has been suitably tested.

Heating

All rooms in the Hall, community room and annexe are heated by radiators heated by gas boilers sited in the Hall and Annexe. The time that hot water is provided and the temperatures in the rooms, is controlled by an automatic device. This is pre-set for each hiring and the manual controls on individual radiators are locked and cannot be altered.

The use of portable heaters is **banned** and events are, moved rearranged or cancelled on the failure of the heating.

Warning of a fire

Should a fire occur, the first priority is to detect the fire and to initiate the alarm, leading to the evacuation of the premises, and the calling of the Fire & Rescue Service via the “999” system. The address which must be given is the **United Reformed Church (Church, Church Hall or Annexe), St Georges Road, Lytham St Annes, Lancashire FY8 2AE**. The Hall and annexe share a common fire alarm system and are designed for simultaneous evacuation on the actuation of the alarm in either the Hall or the immediately adjacent annexe. The premises are fitted with automatic detection and manual call points and simple fire procedures can be found adjacent to each fire alarm manual call point.

Emergency Lighting

The maintained emergency light which remains switched on at all times, must be on before admitting persons to an event.

Portable Fire Fighting Equipment

Unless person are confident and have been trained in the use of firefighting equipment they should not attempt to fight fires but to sound the alarm, evacuate the premises and call the fire service.

Horizontal Evacuation

There are three exits from the main hall and two from the community room leading to three exit doors to open air. There are two exits from the annexe leading to two exit doors to open air. The exits and exit routes should be pointed out where members of the public unfamiliar with the premises are present.

All exits routes should be used during an emergency evacuation if they are available. At least two exits from the hall and one from the annexe should remain available in case of fire. Persons should be directed by organisers to available exits. The outside areas of exit doors are hatched and must remain clear of parking or other obstructions. Hirers must check that this is complied with.

Fire Marshals

Fire marshals/ stewards or assistants should be appointed where numbers of persons in the premises dictate. There are no laid out guidelines but probably 1 per exit from the main hall i.e. 3 persons for a full house plus those with special duties (fire fighting, disabled assistance etc.). In addition to the basic training given on raising the alarm, the fire routine and first aid fire fighting, stewards/marshals and assistants have additional responsibilities at functions and within the building. These include;

- the action to be taken on hearing the alarm;
- the evacuation procedures from the venue/premises to a designated place of assembly;
- the location of first-aid fire fighting equipment;

- the location of alternative escape routes;
- the procedure for dealing with persons with disabilities;
- general fire precautions.

Emergency Fire Service Contact

A designated person should be provided with a mobile phone and responsible for;

- calling the Fire Service;
 - giving the correct and full address in a clear and calm manner;
 - provide a brief description of the incident;
 - informing the Fire Service of rendezvous and access points for the building;
 - advising on exact location of incident within the building;
 - any other relevant information.
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- ADDRESS; United Reformed Church (Church, Church Hall or Annexe), St Georges Road, Lytham St Annes, Lancashire FY8 2AE.

APPENDIX A GENERAL GUIDE TO EVACUATION PROCEDURES

1 INTRODUCTION

This guidance is of a general nature dealing with the evacuation of the Church buildings in case of fire and should be adapted when needed due to the nature of the event. **Evacuation of the building to prevent injury or loss of life is the prime objective.** No-one should take any un-necessary risks. **GET OUT!**

2 WHAT TO DO IN THE EVENT OF A FIRE BREAKING OUT

If you discover a fire which cannot be extinguished immediately and safely:-

- a) Get everyone out of the room where the fire is located and close the doors.
- b) Ensure everyone gets out of the building by raising the alarm (Operating the nearest break glass call point).

3 HOW TO RAISE THE ALARM

This will be a matter of just breaking the fire alarm call point, or in the case of buildings with automatic smoke alarms or heat detectors fitted, these may have already actuated the warning alarms. The Hall and Annexe is fitted with a fire alarm which incorporates automatic detectors and break glass call points.

4 WHAT TO DO WHEN THE ALARM IS RAISED

On hearing the alarm, occupants should make their way in an orderly fashion, via the safest routes, to an agreed point outside the building which is well clear of the building and in a place of safety. A form of "roll call" should then take place to ensure everybody known to be on the premises is accounted for. It is rarely possible to have an accurate roll call and a search should be conducted (ONLY IF IT IS SAFE TO DO SO) of other rooms especially toilets.

Where disabled or elderly persons work in or resort to a building, assistance for escape may be needed. The need for assistance should be established as persons enter the building. Persons accompanying the disabled or nominated persons should assist in these circumstances. It is important in these cases to practice evacuation and to maintain the highest standards of fire preventative measures at these establishments.

5 HOW TO ENSURE EVERYONE IS OUT OF THE BUILDING

There will need to be persons to be (Stewards) responsible for small sections of the building which should be checked by the nominated person before the nominated person makes their own escape.

6 WHAT TO DO NEXT

- Do not re-enter the building
- Ensure the Fire Brigade has been called using the 999 system
- If the weather is bad, assemble the occupants in a neighbours building well away from the fire.
- Await the attendance of the Fire Brigade
- Inform the senior officer in charge of the first fire appliance to arrive of the location of the fire and of any special circumstances, such as someone who may be cut off by fire or any hazards that may be encountered by the fire-fighters.

APPENDIX B PRE-ADMITTANCE PROCEDURES

Prior to admitting anyone to the building the following checks should be made by the person responsible for the event;

Daily checks

Yes No N/A

Means of escape

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Can all fire exits be opened immediately and easily? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fire doors inside and outside clear of obstructions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are escape routes clear? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Fire warning systems

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Is the indicator panel showing 'normal'? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

Escape lighting

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Are luminaires and exit signs in good condition and undamaged? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the emergency lights in the Hall and exit lobbies illuminated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the neons in the emergency lights in other rooms to be used lit? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Firefighting equipment

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| Are all fire extinguishers in place? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fire extinguishers clearly visible? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

The above checks should be carried out whenever these premises are to be occupied and once practised will take very little time to complete. If faults cannot be rectified the event should be postponed or suitable alternative measures used.