



LIGHTHOUSE

Community Church

A member of
the Baptist Union

Fire / Emergency Plan – November 2022, updated April 2024

Health and Safety Officer Tony Rothe. Operations Manager Chris Harrison.

General Statement

Lighthouse Community Church intends to conform to all relevant legislation with regard to fire regulations, eg The Regulatory Reform (Fire Safety) Order 2005. We ensure that the building and its contents are maintained in a safe condition, testing and maintaining warning systems, ensuring means of safe evacuation from the premises, and providing and maintaining appropriate fire-fighting equipment.

Warning systems

- 1 Test fire alarm system regularly, usually weekly. Record test results
- 2 Test emergency lights regularly, usually monthly. Record test results
- 3 Ensure that warning systems are professionally checked and maintained regularly (currently by E-Fire)
- 4 Fire extinguishers should be tested and maintained regularly by a qualified engineer, (currently Ace).

Evacuation procedures

- 1 Ensure emergency exits are kept clear, along with routes leading to them, especially corridors and stairs. Nothing which is readily combustible must be stored under or close to either staircase.
- 2 Provide and train fire marshals to ensure swift and efficient evacuation of the building when necessary
- 3 Provide all fire marshals, staff, leaders, trustees, interns, and team leaders with a copy of this plan, and the Emergency Evacuation Procedure, and ask them to confirm they have read it
- 4 Provide others using the building, eg external hirers, with a copy of the Emergency Evacuation Procedure
- 5 Carry out regular evacuation drills, usually yearly, and record the outcome eg time taken to clear building, approx. numbers etc
- 6 Display clear signs by each area, detailing the evacuation procedure for that area. Emergency exits are clearly indicated
- 7 Check the Evac Chair as necessary and, if possible, provide trained users whenever those with limited mobility are upstairs. The lift must NOT be used for emergency evacuation.

Fire Marshals

- 1 At least one trained fire marshal should be present whenever a significant number of people are on the premises. For external hirers, see (4) above
- 2 For a Sunday service when there are, typically, 150 people spread over 2 floors, there should be at least 3 fire marshals. Ideally the stewards would be trained fire marshals
- 3 Fire marshals should be trained in the evacuation procedure, use of fire-fighting equipment, and identifying relevant hazards
- 4 Fire marshals should get a regular training update, usually yearly
- 5 Duties are : summoning the fire brigade (unless already done), opening emergency escape doors, safely guiding people along evacuation routes, ensuring the building is empty after evacuation, fighting the fire if safe to do so, looking for anything that could be a potential fire risk
- 6 Notify the fire brigade of any hazardous substance on the premises (eg petrol in shed 1)

Risk Assessment

The Fire Risk Assessment carried out professionally shortly after the building opened should be reviewed periodically, especially when there is a change in circumstances. It is the responsibility of each user, on discovery of a significant hazard, to inform the Health and Safety Officer so that the correct action may be taken to rectify the hazard.

Electrical Installation

An Electrical Installation Condition report for the premises should be carried out by a qualified electrician in accordance with best practice guidelines – currently every 5 years.

Electrical Equipment

All portable electrical equipment on the premises should be checked regularly, usually every 2 years, by a qualified electrician and marked with the date of inspection. Visual inspections should be carried out by a competent person annually, (or whenever the equipment is used). If there is any doubt about the safety of any appliance, it should not be used until checked or replaced. It is recommended that no other electrical equipment is used on the premises without prior agreement, and it should be in good and safe working order, and have been properly checked.

Fire Doors

Internal doors are mostly Fire Doors, and should not be fixed open except with the "Dorgard" retainers fitted to some doors, which automatically release when the fire alarm sounds (and sometimes other continuous noises!). Wedges should only be used briefly and not left unattended.

This plan should be reviewed and updated regularly, usually yearly.