

KIRKNEWTON & EAST CALDER PARISH CHURCH

FIRE SAFETY POLICY

Note: in this document 'staff' includes volunteers

1. General Statement

We are a responsible organisation and take our fire safety duties seriously. For this reason, we have formulated this policy to help us comply with the **Fire (Scotland) Act 2006 and the Fire Safety (Scotland) Regulations 2006**. In compliance with the legislation above, we will adopt a risk assessment-based approach to managing fire safety within our premises. Based on the findings of the **Fire Risk Assessment (FRA)** we will also create a **Fire Evacuation Plan**, which provides explicit guidance to all staff, users and visitors to ensure that, in the event of a fire, our premises are safely evacuated.

2. Staff and Users duties

All staff and users have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire precaution procedures that we may introduce as a measure to protect the safety and well-being of our staff, users and visitors. All staff and users have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors or on stairs.

3. Communication

We will keep staff and users informed of any changes that are made to our fire safety procedures and **FRA**. We will also ensure that all visitors to our premises are briefed on the evacuation procedure.


4. Procedures

We have introduced the following procedures in order to maintain high standards of fire safety: -

the **FRA** will be completed and the findings will be used to develop appropriate control measures to ensure that risks are reduced to a level as low as is reasonably practicable. The **FRA** will be reviewed annually or in the event of any significant changes being made to either the premises or the activities undertaken within them

- a Responsible Person (RP) will be appointed for Fire Safety matters and authorised to complete their duties
- the fire evacuation procedure will be practised at least annually, the results being recorded in the Fire Precautions log book
- all staff and users will receive training and instruction on all of the fire and emergency procedures. All training will be recorded and details retained in the Fire Precautions log book
- all exits and emergency routes are to be kept clear at all times. These routes will be properly signed, have adequately lighting and be fitted with the relevant standard of fire doors
- the premises will have appropriate fire-fighting equipment, detectors and alarms. Fire safety testing and maintenance will be carried out on a regular basis as defined in the Fire Precautions log book
- the premises will be equipped with emergency lighting as required to allow the safe evacuation of staff and users in the event of the failure of normal lighting during an emergency. Emergency lighting will be tested on a regular basis as defined in the Fire Precautions log book
- where installed, warning bells and smoke and heat detectors will be tested on a set day and time each week. Records will be kept in the Fire Precautions log book
- all electrical equipment will be maintained in accordance with the manufacturer's instructions. Faulty or damaged electrical equipment should be taken out of use until it has been repaired and tested
- any personal electrical appliances brought into the premises remain the responsibility of the user and shall be removed once their use is complete. Personal electrical appliances shall not be left on the premises overnight.

Premises: - **East Calder Church**
East Calder Church Hall
Kirknewton Church
Kirknewton Church Hall

Signed 

Date 1st October 2021