

## **Appendix**

# **St Lawrence Eastcote**

## **Fire Safety Policy**

## **Fire Safety Briefing Note**

For Hirers and Users of including Hall, Committee and George Guest rooms, St Lawrence Centre, including Elsie Fischer room, the Library and the grounds.

# St. Lawrence's Fire Safety Policy

## 1.0 Introduction

This is an extract of St. Lawrence's Fire Safety Policy relevant to Hirers and Users of Church premises and grounds.

## 2.0 Legal Responsibility

The relevant regulations require that a 'Responsible Person' (a legally defined position) shall be appointed to oversee and implement all Fire precautions including the hire of buildings or grounds.

## 3.0 Implementing Fire Precautions

The St. Lawrence Fire Safety policy states that:

When the Hall or other buildings are hired out, the Responsible Person, shall be a Church official. The Responsible Person must ensure that any Hirer is briefed about appropriate precautions and the need for Fire Marshals.

At St. Lawrence, hirers are required to conform to this Fire Safety Policy, and distribute and follow the Fire Safety Briefing Note. Outside of worship and office hours, hirers are required to identify their own Fire Marshall for events they oversee; hirers' Fire Marshalls will need to familiarise themselves with these guidance notes on fire safety.

When a Building or grounds are hired for an event, the hirer will be put in contact with the 'Responsible Person' at the Church.

- Hirers will be made aware of the requirements of the Emergency Plan, Fire precautions, Evacuation Routes and Assembly points, and must convey this information to those attending.

# St. Lawrence's Fire Safety Briefing Notes

## 1.0 Introduction

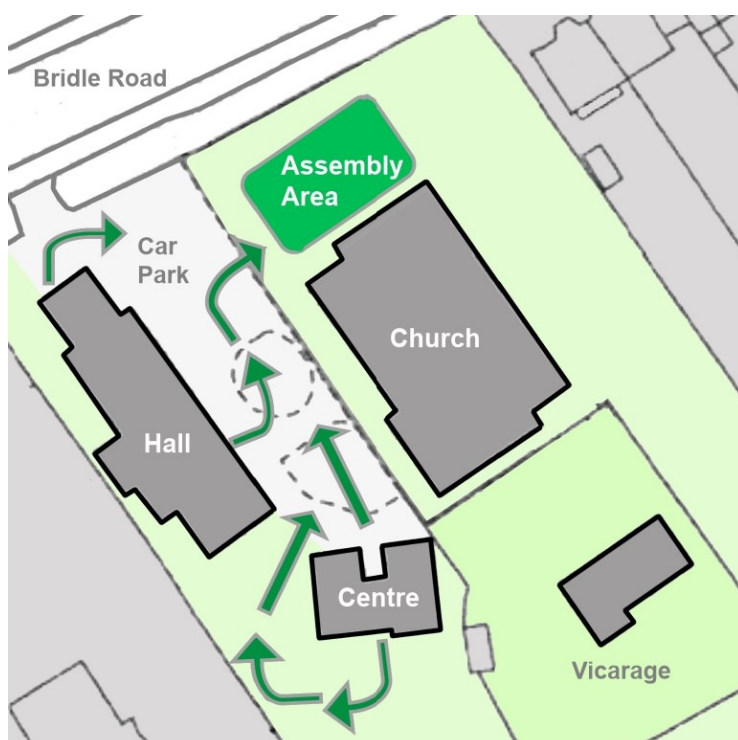
This is the Fire Safety Briefing Note based on St. Lawrence's Fire Safety Policy.

## 2.0 Actions in Case of a Fire in any Building

The following sets out what must happen in the case of a Fire in any Building that is hired.

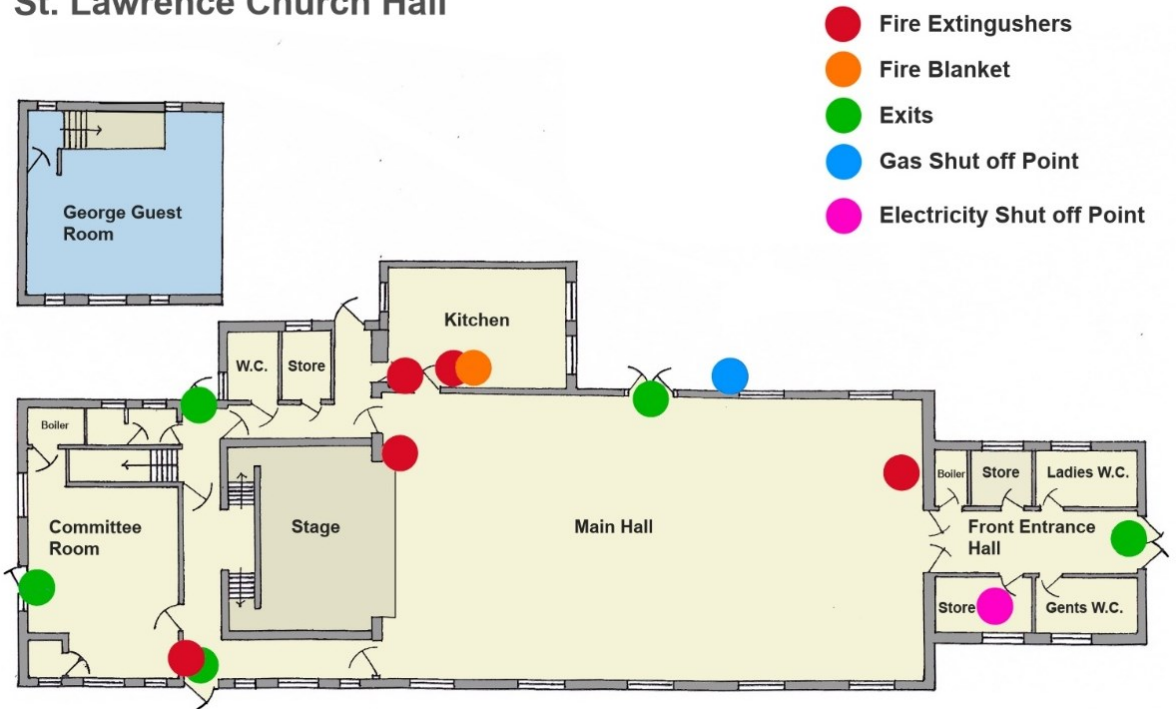
- If during an event a Fire is discovered, the Fire Marshals will raise the alarm and the event will be stopped IMMEDIATELY. The first priority of the Fire Marshals is the safety of those attending the event and therefore the evacuation of everybody from that building.
- Everybody attending the event must be aware of the Evacuation Routes and Assembly Points (shown in **Section 3.0** for the Hall and Centre, and **Section 5.0** for the Church). The Fire Marshall will guide and help people along these Routes to the Assembly Point. Evacuation should be orderly and in good time.
- The Fire Marshall shall ensure that the Fire Brigade are called as soon as possible once the building is evacuated.
- Do NOT re-enter the building until it has been confirmed that it is safe to do.
- Consideration may be given as to whether the fire can be tackled with the fire equipment available, but this must be based primarily on considerations of safety and the fact that fire can spread extremely quickly. (Location of Fire Extinguishers is shown in **Section 4** for the Hall and Centre, and **Section 6.0** for the Church)
- If the fire is going to be tackled, it is essential that the correct fire extinguisher is used. By the side of every extinguisher is a list of materials that the extinguisher can be used on. The use of the wrong extinguisher can make a fire worse.

## 3.0 Evacuation Routes – Hall and Centre

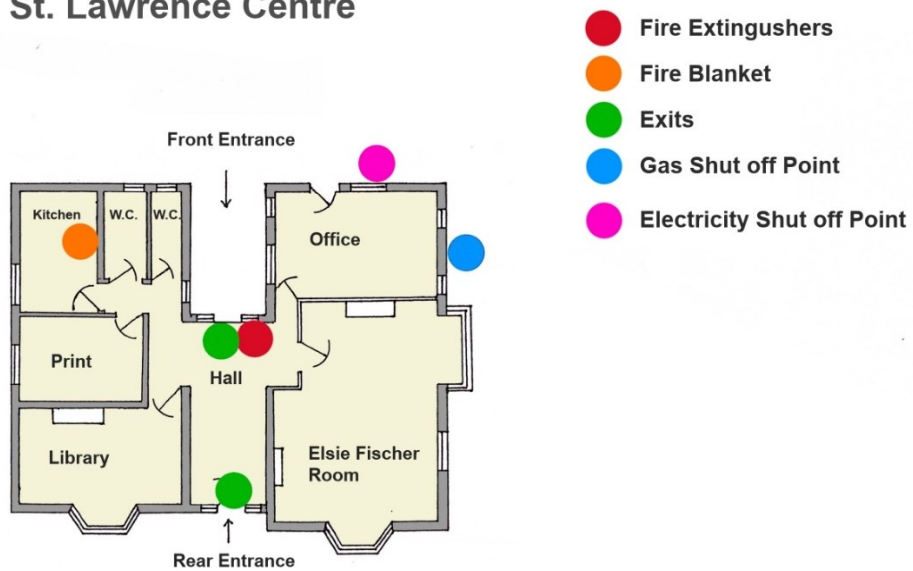


#### 4.0 Fire Extinguisher Plan for Hall and Centre.

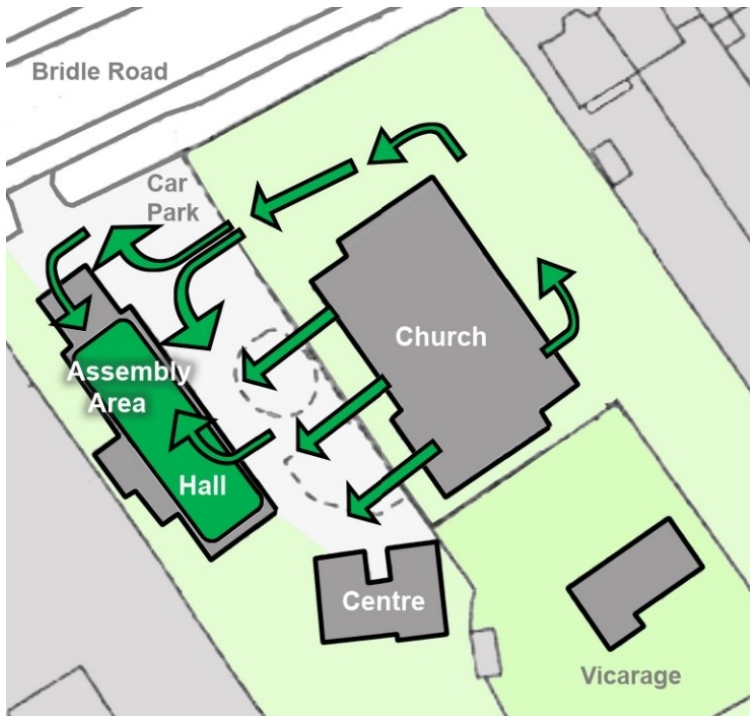
##### St. Lawrence Church Hall



##### St. Lawrence Centre



## 5.0 Evacuation Routes – Church



## 6.0 Fire Extinguisher Plan - Church

### St. Lawrence Church

