

## **6.0 CHURCH ACCIDENTS, FIRST AID AND FIRE**

### **1 Accidents and first aid**

A first aid box is located:

At the turn of the stairs leading to the room above the vestry.

An accident book is located:

At the turn of the stairs leading to the room above the vestry.

All accidents and incidents to be entered in the accident book and, if significant, our insurers must be advised via the Priest-in-Charge or Churchwardens.

### **2 Fire safety**

#### **2.1 Fire extinguishers**

There are fire extinguishers around the building (in the rear most pew, by the organ and in the vestry). We have 2x6lt foam and 2x2kg CO2.

#### **2.2 Other fire protection equipment**

Fire blanket on wall in outer vestry

#### **2.3 Evacuation procedure**

For large services, concerts, meetings, where the congregation/audience exceeds approx 60, the escape doors are pointed out (by the Rector or appointed person) and the North Door is to be unlocked (by the sidesmen)

Our procedures for stewarding/evacuation are as follows:

1 2 A sidesman is allotted to each door and has responsibility for persons in the main aisle or the north aisle.

3 Responsibility for using each fire extinguisher will be allotted to sidesmen or other appointed persons.

4 As no emergency lighting is available in the Church a torch is provided for use by the sidesman or appointed person in the south transept vestry, additional torches provided for functions out of daylight hours.

5 In the event of an emergency, an announcement to leave the building will be made by the Priest-in-Charge, a sidesman or appointed person.

6 Persons will assemble:

in the churchyard around the war memorial but keeping access paths clear. Church Lane to be kept clear. For large assemblies out of school days/hours the assembly point will be the school playground and will be announced at the commencement of the function.

7 The emergency services will be contacted immediately by a nominated person using the Church portable phone located in the South Transept vestry adjacent to the audio equipment, the number is 01825 817204 additional operating instructions are located

with the phone.

#### **1.4 If you discover a fire (no matter how small)**

- 1 Immediately raise the alarm
- 2 Telephone the emergency services (note mobile phone reception is not reliable) the Church portable phone, if this is not available a land line from adjacent cottages in Church Lane.
- 3 Check the building for occupants.
- 4 Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk, this only applies to very minor fires and whilst controlled evacuation is taking place.
- 5 If it is not possible to attack the fire or if you're unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property.
- 6 Evacuate to the designated assembly point.
- 7 Ensure clear access to the emergency vehicles.

January 2020

A copy of this document is to be forwarded to each sidesman