



Fire Policy

Introduction

Fire prevention is of vital importance. Many fires are caused by carelessness and ignorance. It is the responsibility of all employees, volunteers, service leaders and others responsible for events in the Springfield Centre and Church buildings, to be familiar with the following instructions.

In the event of fire or other emergency requiring the evacuation of the building the prime objective is the safe evacuation of all persons from the building. The second objective is to notify the emergency services so the emergency can be dealt with by the appropriate authorities.

Once the building has been cleared and the emergency services notified, if appropriate the fire may be tackled by the designated Fire Warden with the appropriate extinguisher as long as it does not expose any person to risk.

Procedure in the event of a fire:

1. On discovering a fire, operate the nearest red fire alarm call point by breaking the glass.
2. On hearing the fire alarm, dial 999 and alert the Fire Service*.
3. On hearing the fire alarm, leave the building by the nearest or safest exit in a calm manner. Do not stop to collect personal belongings. Do not use the lift.
4. Assemble on the grass at the junction of Woodlands Road and Springfield Road.
5. Remain at the assembly point until instructed it is safe to return by the most senior member of staff or the Fire Service.
6. Once the building has been evacuated safely and the roll call taken, the fire may be tackled by the Fire Wardens with the appropriate extinguisher, if it poses no risk to them.

**Dialling 999*

- During a church service, the vicar or churchwarden should telephone 999.
- At any other time, whoever is in either building should telephone 999.

Emergency Exits

There are three Emergency Exits in the Springfield Centre:

- The main doors at the entrance to the building
- The fire exit door at the end of the nursery corridor
- The fire exit door by the kitchen store

It is also possible to exit via the nursery doors into the garden.

There are three emergency exits in St Christopher's Church:

- The main entrance door
- The porch door by the Prayer Room
- Through the old kitchen into the garden

It is the responsibility of all staff and volunteers of both organisations to see that these exits are kept clear of any obstructions at all times.

Fire Safety in the Church

When the church is in use for a group, session or activity, the outer doors at the main entrance and entrance by the Prayer Room must be unlocked and unbolted to allow a quick exit in an emergency. During any activity other than a church service, the inner glass door at the main entrance must be locked to prevent people from accessing the church from the outside.

If the outer doors are locked and an emergency exit becomes necessary, the keys to unlock the doors are in red boxes by the doors and can be accessed by breaking the glass.

To exit through the old kitchen exit, it will be necessary to unbolt the doors as you exit. Your escape route will then be through the garden gates into the car park. The key for the garden gate hangs to the left of the doors from the old kitchen.

A copy of simple fire evacuation procedures will be displayed clearly in church.

Fire Wardens

When the church is being used, the responsible person for the group or event also becomes the fire warden for that event. As such, it is the responsibility of those persons to direct the evacuation of the building, ensure each room is clear and complete a safe evacuation and assembly of people at the muster point. Fire Wardens need to have particular regard for the needs of any persons, adult or child, with a disability which may prevent them from leaving the building.

Fire Warden Areas

Centre Nursery:	Responsible for checking the outdoor play area, 2-5's room, under 2's room, laundry room, kitchen, kitchen store, cleaners store if unlocked, staff toilet and corridor to fire exit.
Centre Ground Floor:	Responsible for checking the welcome area, two toilets, small meeting room, two one-to-one rooms and health room.
Centre First Floor:	Responsible for checking training room(s), Head of Centre's office, two toilets, main office, family support office, cleaners store if unlocked, back stair case, plant room if unlocked.
Church:	Responsible for checking main church area, toilets, kitchen, prayer room, both porches and Seedlings storage area.

Evacuation Procedures

- In the event of a fire, Fire Wardens must direct evacuation of their designated area, ensuring all rooms/spaces are cleared.
- For children's groups, appropriate registers should be collected on exit if it is safe to do so to ensure a correct roll call at the assembly point.
- Group leaders as described above are responsible for accounting for all their attendees by conducting a roll call once assembled at the muster point.
- Once group leaders are satisfied that everyone is accounted for, they will report to the Vicar, Churchwardens, Primary Group Leader or whoever is in overall charge of that event or activity. Any missing persons must be reported immediately.

Risk Assessment

An annual fire risk assessment will be made by the vicar, churchwardens or the designated health and safety officer from the PCC. These will be stored in the church office. A short report will be compiled for the PCC and any required actions identified.

Training

The vicar and churchwardens should attend fire safety training once every three years. They should then report back to PCC and disseminate best practice across the congregation.

Fire Drills

Fire drills for St Christopher's church congregation will be carried out at the discretion of the vicar or churchwardens.

Testing of Safety Equipment

The church had a new fire alarm fitted in 2024. It is serviced every year.

Pending a planned new lighting system with emergency lighting included, torches for emergency use are provided inside the church. The vicar or churchwardens will check them regularly to ensure that the torches are in good working order, and are in the correct locations.

All fire extinguishers are tested by an approved company annually in partnership with the Springfield Project. Regular checks by the vicar or churchwardens will be conducted to ensure that the fire extinguishers have not been tampered with.

This policy will be reviewed annually. Next review date: October 2026