

## LEDBURY METHODIST CHURCH

### FIRE SAFETY POLICY STATEMENT FOR HIRERS

#### Fire Safety

1. Hirers will be shown the location of all exit doors, fire alarm call points, fire extinguishers and the notice showing emergency evacuation procedures.
- 1 If the fire alarms sound, the lift goes to ground floor, the kitchen shutter descends, and the downstairs sanctuary door will close. You should evacuate the building and call the fire brigade by dialling 999 on a mobile phone, giving the address as **Ledbury Methodist Church, 4a Bye Street, Ledbury, HR8 2AA**. *Note that the fire brigade is NOT automatically called, but the remote monitoring station will receive the alarm and will first contact named people to check the status. If there is no explanation for the alarm, the Fire Brigade will be called.*
- 2 The whole building is a No Smoking/Vaping Zone. No alcohol is to be brought on, or consumed on the premises.
- 3 It is also a condition of hire that:  
No hazardous materials are brought into the building  
No portable heaters of any kind are brought into the building  
All waste should be taken with you when you leave
- 4 You are welcome to use the kitchens to make tea or coffee, but should not use any other equipment unless arrangements to do so have been agreed in advance.
- 5 The emergency evacuation chair should not be used unless you have been trained in its use.

## EVACUATION PROCEDURES

1. In the event of a fire, one person should be deemed the **Fire Warden**. This person should be the person making the hiring (for hirings).
2. Upon discovering a fire, the priorities should be
  - (i) raising the alarm;
  - (ii) ensuring the evacuation of the building;
  - (iii) if safe to do so and the fire is small and containable, using a fire extinguisher to deal with the fire.
  - (iv) calling the fire brigade
3. It follows that the first priority on discovering a fire is to raise the alarm, normally by pressing an alarm call point.
4. Pressing the call point will cause
  - (i) the lift to descend to the ground floor – it should no longer be used;
  - (ii) the kitchen shutter to descend – all heat sources should be turned off in the kitchen before evacuation
  - (iii) the downstairs inner door to be released from its “hold open” position
5. Upon hearing the fire alarm, the building should be evacuated promptly using either the main door or the rear door.
6. If upstairs is in use, able bodied people should make their way down the stairs before assistance is given to any disabled people. The evacuation chair should only be used by people who have been trained to use it and who are moderately fit.
7. If it is safe to do so, a competent person should check each floor and be able to confirm that it has been evacuated. This includes checking the toilets and kitchen are clear, and then closing all doors. The Fire Warden should be informed this has been done.
8. Once the alarm has been raised and the evacuation begun, a fire extinguisher may be used to attempt to extinguish the fire, but only if it is safe to do so.
9. The fire brigade should be called by dialling 999 (or 112), and asking the operator for the Fire Service. The address should be given as:

**Ledbury Methodist Church, 4a Bye Street, Ledbury, HR8 2AA**

- 10. The assembly point for evacuated people is by the garden across the road from the main door.**
11. When the fire service arrives, the Fire Warden should inform the senior fire officer where the source of the fire is located, and whether the building is fully evacuated.
12. No one should re-enter the building until told they may do so by the senior fire officer.