

CHURCHES CONSERVATION TRUST · CANDLE USAGE CHURCHES

Churches Conservation Trust Responsibilities

The Fire Precautions (Workplace) Regulations 1997 (as amended) brought together existing Health & Safety and Fire Legislation to form a set of dedicated Fire Regulations with the objective of providing safety from fire for employees at work and proportional to the fire risks which may exist within the premises. The Churches Conservation Trust, in order to comply with our responsibilities in respect of fire prevention, precautions and emergency arrangements must:

- Undertake a fire Risk Assessment within each workplace and provide as well as maintain, an appropriate level of protection from fire as determined by the fire Risk Assessment.
- Monitor & review the risk assessment and revise as required by changes in arrangements or circumstance.
- Inform staff of residual fire risks and fire prevention policy/procedures.
- Plan for an emergency.

Analysis of Fire Brigade data indicates that the main cause of fire started by candles results from them being left unattended near a flammable source. As part of the Fire Risk Assessment process, the Churches Conservation Trust has developed a policy for the use of candles at their churches, based around the recommendations of the British Candlemaker's Federation.

Guidance on the Use of Candles

Lighting of Candles : Matches/tapers to be kept out of sight when not in use, preferably taken off the premises, or if not feasible, locked away.

All Candles

- Preferably, candles should not be kept on the premises; if unavoidable the candles should be locked away each night.
- Candles must always be used in an appropriate candle holder fixed to the fabric or placed on a level surface. Candles should **never** be placed directly onto any historic fabric, such as pew shelves, fonts, window sills. As well as being a high fire risk, the melted wax can damage the historic fabric and is extremely difficult to remove in a porous material e.g. stone.
- Lighted candles are not to be left unattended at any time and should not be sited in close proximity to a source of flammable materials such as drapes.
- Always read and follow the manufacturer's instructions on the candle box.
- Always leave at least 100 mm (approximately 4 inches) between candles when burning.
- Never burn a candle right down. Extinguish the candle before it burns into the holder or container. This creates less risk of the candle overheating the holder.
- Never touch or move a burning candle;
- If a candle will not go out easily using a 'snuffer', cover it with a damp cloth.

Never use water to extinguish a candle. Always use a snuffer.

If the candle smokes:

- Extinguish the flame;
- Allow to cool;
- Trim the wick before relighting;

Votive candles, scented candles

These are designed to liquefy when burning to release their fragrance. They must therefore always be burned in a glass or metal holder.

The container will become hot, so make sure it stands on a non-inflammable surface.

- Make sure that the candleholder is not cracked before lighting a candle.
- Keep the candle free of matches, as they can create a flare effect.
- Clean the candleholder (by washing with hot water) to remove any wax or wicks before putting in a new candle.

Candle Wax

If candle wax requires to be removed from furnishings/fabrics, contact the Regional Development Manager for instructions.