

## **CHURCHES CONSERVATION TRUST · FIRE EXTINGUISHERS**

### **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.

### **Fire Extinguisher Policy**

As part of the Fire Risk Assessment process, the Churches Conservation Trust has developed a policy relating to the provision of fire extinguishers for Occupied Churches and Unoccupied Churches. The purpose of a fire extinguisher is primarily not to put out a fire, but to allow people to leave the building as safely as possible. Extinguishers should only be used to put out small fires, or to allow people to use the escape route if obstructed by fire.

### **Occupied/Workplaces**

All Churches Conservation Trusts Churches which are classified as permanent workplaces (i.e. with part time/full time Custodians) must have the recommended number and type of portable fire extinguishers. All Custodians and designated employees within permanent workplaces, will receive suitable and adequate training in the use of such appliances.

### **Unoccupied Premises**

Unoccupied church premises that are not classified as workplaces will generally not be equipped with portable fire extinguishers. This policy will be reassessed if for any reason the nature or frequency of use, of the Church alters, or the Fire Risk Assessment indicates otherwise.

### **Events**

In most circumstances, Event Organisers are responsible for undertaking a Fire Risk Assessment prior to the event, and for providing the appropriate fire extinguishers.

### **Guidance on the Provision of Extinguishers/Fire Blankets**

#### **Number of fire extinguishers (Occupied Premises)**

A minimum of two water filled extinguishers will be provided within each Church premises that is a workplace with permanent staff. These are available to allow people to leave the building safely in the unlikely event of fire occurring and must be positioned near the main entrance/exit door.

Additional extinguishers (CO<sup>2</sup>) will be provided for any special hazards, such as electrical equipment (electrical fuse boxes) and gas/oil heating equipment. These are to be positioned near to the equipment at risk (but not so close as to cause a trip hazard to any person requiring access to the equipment).

If any fire extinguisher has been found to be used (or you suspect that it could have been used) it should be removed from service immediately and the Regional Field Officer advised. In such an event, a replacement fire extinguisher is to be obtained from the Field Officer.

Fire blankets will be provided if the Church contains any cooking equipment, including microwave ovens, and will be positioned adjacent to the cooking area.