

Breadsall Church Health and Safety Policy

Important Information: Fire Evacuation Procedure

To all Sidesmen

Health and Safety Regulations

The PCC is now obliged by Health and Safety Regulations relating to any public building and the Church's insurance company to have an Evacuation Policy for the unlikely occurrence of a fire in the church during a service or other event. We attach a copy of the policy and guidance for leaders and sidesmen for your information. This has been agreed by the PCC. Please read it carefully. While the principal responsibility lies with the service leader and church wardens, we ask for your assistance in the unlikely need to evacuate the church in an emergency. As you can see, the procedure includes the roles for sidesmen in such an event.

If you have any questions, please do not hesitate to contact one of us and we will be happy to clarify any points about which you are unclear.

Dorreen Milner

Jacqui Eastwood

Church Wardens

May 2017

Revision date: 30 April 2019

Breadsall Church Health and Safety Policy

Fire Evacuation Procedure

1. Introduction

The attached plan (2017 Breadsall All Saints Seating) shows the safe additional seating areas and wheelchair seating areas for services or events that require these.

In the event of a fire or other incident that necessitates the evacuation of Breadsall Church, the following procedure must be followed.

2. Responsibilities

For Sunday and weekday services, where the congregation is fewer than approx. 25 people, evacuation will be directed by the minister on duty, via the nearest outer door (for example, for services entirely within the Choir area, we will use the choir door).

Before a large service or public concert at which there are more than approx. 25 people, a minimum of two stewards, ideally four, should be nominated by the Verger or Church Warden and be given an area to evacuate via the nearest exit. If more than 100 people are expected, then four stewards are required.

3. Procedure

The evacuation notice should be given by the minister on duty, Verger or Church Warden. This must include any persons in the Vestry (for example, the Sunday School staff and children).

It is the responsibility of the Verger or Church Warden or, in their absence, the minister on duty to ensure that the Fire Brigade is alerted by phone as soon as possible.

Stewards are the following:

- Sidesperson(s) on duty
- Church wardens
- Verger

Unless the fire is in or close to one of the designated exits, on hearing the evacuation notice the following procedures should be put into operation:

- One steward goes to the approved Assembly Area (boiler house).
- One steward opens both inner and outer doors in the west porch.
- One steward opens both inner and outer doors in the south porch.
- One steward opens both the north door and the choir door.

If the fire is in or close to one of the designated exits, that exit door must not be opened and all people should evacuate via the other exits.

Then:

- If there is anyone in the bell tower (indicated by a notice on the bell tower door), they should be notified immediately that the church is being evacuated.

- One steward goes to the west aisle and evacuates all people in an orderly fashion from these rows; these people to be guided out of the main west door and directed towards the Assembly Area. See attached plan.
- One steward goes to the south aisle and evacuates all people row by row; these people to be guided out of the south door and directed towards the Assembly Area. See attached plan.
- One steward goes to the north aisle and evacuates all people row by row; these people to be guided out of the north door and directed towards the Assembly Area. See attached plan.
- Choir and musicians or orchestra should exit via the choir door.
- Children in the vestry should be guided out of the choir door by the Sunday School staff who are also in the vestry. Parents and carers should be reunited with the children at the Assembly Area. See attached plan.
- One of the Stewards should be detailed to look after any disabled persons, who should wait until the rest of the people have been evacuated before leaving the building by the south door.
- Stewards are responsible for closing all doors before moving to the Assembly Area:

Everyone present, including disabled persons, to assemble in the disabled parking bays to the side of the boiler house.

Further instructions will be given by a member of the Church staff.

Health and Safety Committee, May 2017

Revision date: 30 April 2019

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INSTRUCTIONS TO LEADERS, CHURCH WARDENS, VERGER AND SIDES-PERSONS

You have been provided with a plan (2017 Breadsall All Saints Seating) that shows the safe additional seating areas and safe wheelchair seating areas for services or events that require these. You should guide people to these areas when required.

You have also been provided with a copy of the evacuation procedure – please read it carefully. The aim of the procedure is to evacuate the church in as safe a manner as possible and as soon as possible in the event of an emergency. There are four exits from the church (see Breadsall Church Evacuation Plan) – these are the Main (west) door, the South door, the Choir door and the North door (through the choir vestry). To this end, sufficient exits will be opened before the start of any event to ensure all people in the church are able to leave. For example, for a special event where the congregation exceeds the normal Sunday service numbers, all the outside doors will be unlocked. For services or events with small numbers (fewer than 25), assume that only the Main (west) door is open, through which evacuation can be achieved. Your role is to alert people, direct them to the appropriate exit, remembering also to ensure anyone who has limited mobility is assisted. Everyone should be asked to congregate in the area of the church yard around the ‘boiler house’ and disabled parking bay.

Remember the priority is to get people out of the church as quickly and as safely as possible.

Make sure you know where all the exits are.

Be aware of any families with small children with pushchairs – instruct parents to leave pushchairs behind because they will hinder evacuation.

Be aware of anyone who is disabled or has limited mobility by alerting the church warden who will ensure they get help.

Ensure that anyone in the Vestry is alerted.

Listen for instructions from those in charge – normally the service leader or church warden.

If there is anyone in the bell tower (indicated by a notice on the bell tower door), they should be notified immediately that the church is being evacuated.

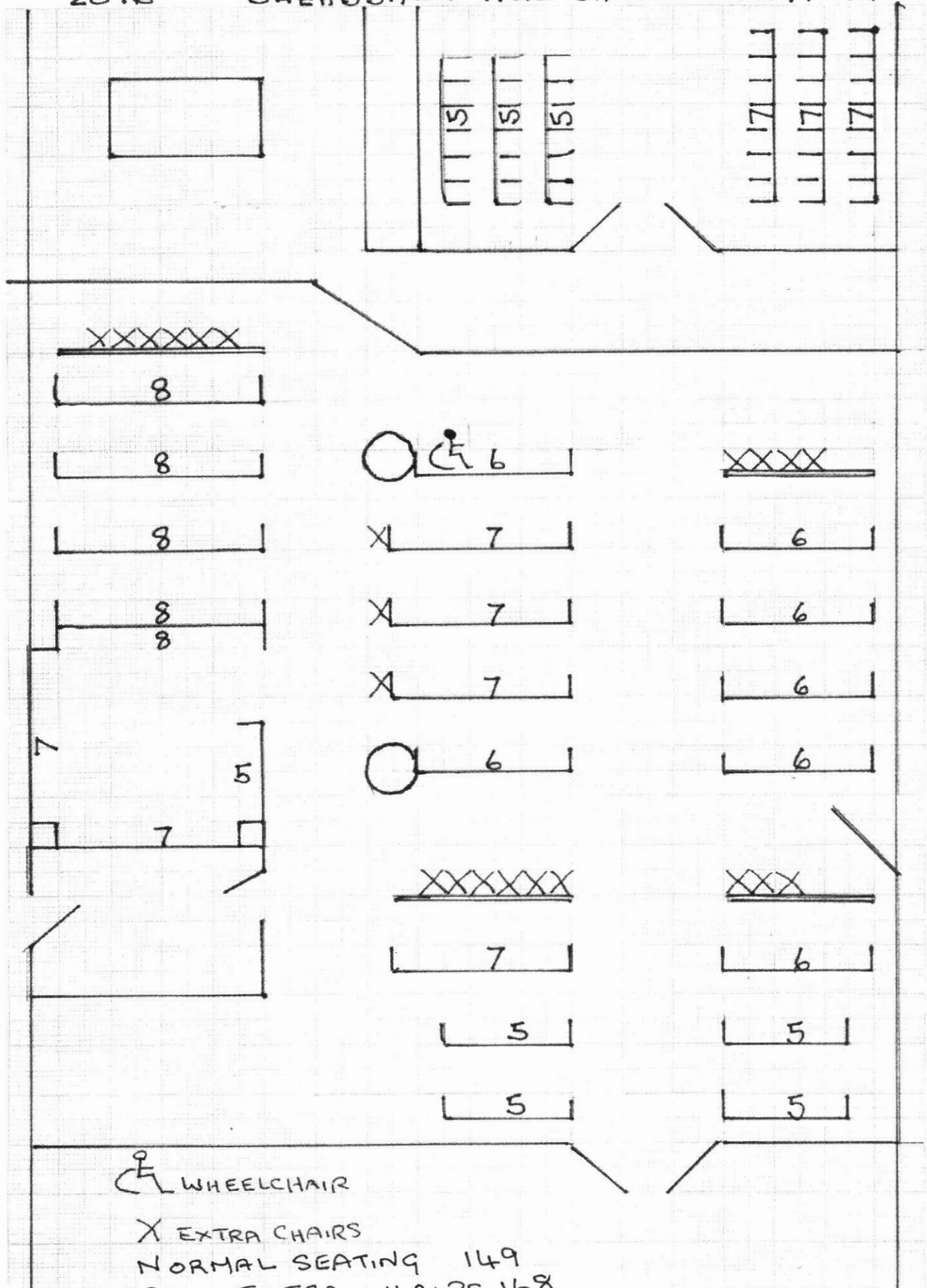
Emergency lighting will come on in the event of a power failure.

If you have any questions about these instructions, please ask Dorreen Milner or Jacqui Eastwood.

May 2017

Revision date: 30 April 2019

2016 BREADSALL ALL SAINTS SEATING



WHEELCHAIR

X EXTRA CHAIRS

NORMAL SEATING 149

PLUS EXTRA CHAIRS 168

PLUS CHANCEL 204

BREADSALL CHURCH EVACUATION PLAN

