

KING'S CHURCH IVER

Fire Safety Policy

Primary Responsibility:	Elders/Trustees
Issued:	8th October 2026
Review Period:	3 years
Next Review Date:	September 2029

1. Purpose and Scope

These procedures have been written to address the following at King's Church Iver premises:

- The safety and wellbeing of employees, volunteers and users of the building;
- Acceptable levels of protection from fire of the contents and the structure; and
- The elimination of hazards to neighbouring buildings.

Other groups using the premises are responsible for safe evacuation of their employees, volunteers and members of the public

2. Responsibilities

2.1. Fire Safety Co-ordinator

This role is held by the Church Administrator.

Duties include:

- Overall responsibility for maintaining and managing the fire safety procedures;
- Responsibility to ensure that the annual check of the fire extinguishers and fire blanket are carried out by a third-party company to ensure that they are compliant and useable in the event of a fire;
- Training of others in fire safety procedures;
- Understanding the procedures in the event of a fire;
- Checking that escape routes are free of obstructions, slip and trip hazards;
- Checking that all fire safety equipment is in its correct place and working, including:
 - Fire Alarms (tested on a weekly basis and recorded in a log)
 - Portable extinguishers;
 - Ordinary lighting;
 - Emergency lighting; (tested on a weekly basis and recorded in a log)
 - Kitchen fire blanket (located in the kitchen next to the emergency exit);
 - Check smoke and carbon monoxide detectors on a weekly basis and record in a log
- At the end of each working day check for any fire hazards

2.2. Others with a Leadership Responsibility

This includes the following roles:

- Trustees/Elders;
- Children's work Leaders;
- Volunteers/Activity Leaders using the church building;
- External individuals, groups or organisations hiring or using the King's Church Iver building

3. Procedures

3.1. Evacuation in the event of a fire

Refer to Appendix A, for procedures to follow in the event of a fire.

3.2. Fire Drills

The Fire Safety Co-ordinator will organise a fire drill as is deemed necessary (usually annually).

The results of these drills are recorded in the Fire Safety Record File, including any recommendations and follow up actions.

3.3. Training

The Fire Safety Co-ordinator ensures that all leaders in 2.2 above are trained in the following:

- General principles given in these procedures;
- Fire safety evacuation procedures;
- Escape routes;
- Location of fire safety equipment (portable firefighting equipment, fire blankets and manual fire alarm points).

Copies of these procedures are given/available to each leader.

A record of the training carried out is recorded in the Fire Safety Record File.

3.4. Suitability

A schedule of equipment and signage is maintained, including an annotated floor plan. An up-to-date copy is held in the Fire Safety Record File.

Portable fire extinguishers shall be inspected by the supplier (or other competent organisation) at least once every year. Where necessary, as deemed by the inspection, the fire extinguishers are to be refilled or replaced.

Escape route inspections shall be carried out at least once each year by a two people from the trustees/elders and church administrator(s). Signed exit doors and routes must be kept available, working and free of blockage.

Records are kept of inspections and resulting actions are maintained in the Fire Safety Record File.

3.5. House Keeping and Storage

- All rubbish shall be regularly removed from the building, usually weekly.
- Large amounts of rubbish shall be removed from the building as soon as possible.
- Flammable materials shall be stored safely.

3.6. Kitchen

- No cloths shall be kept near to the cooker.
- No deep fat frying shall take place on the premises.
- A fire blanket is stored in the kitchen, away from the cooker.

3.7. Electrical and Heating Systems

- Boiler will be checked annually by a competent trade person and a gas certificate kept on file.
- Electrical circuit boards will be checked by a competent tradesperson in line current regulations.
- PAT testing will be carried out as deemed necessary
- Records are kept in the Fire Safety Record File of checks and resulting actions.

3.8. Contractors and Hot Work Permits

Where contractors conduct major or risky work, as deemed by the Church Administrator, they are to produce an acceptable risk assessment addressing, amongst other matters, procedures to be taken to prevent accidental fire.

3.9. Candles

Candles represent a fire risk. Candles should not be used anywhere in the church building.

Signed on behalf of King's Church Iver



Name: John Plaskett

Role: Elder/Trustee

Date: 8th October 2026

APPENDIX A

KING'S CHURCH IVER

FIRE PROCEDURES

Action to be taken in the event of a fire or if the fire alarm sounds in the King's Church Iver building when in use

King's Church Iver's fire alarm is connected to the fire alarm board in the Iver Village Infant Academy ("school") – if the alarm sounds there may be a fire in the King's Church Iver ("church") building, the school, the Iver Village Hall ("village hall") or The Ivers Family Hub ("family centre").

The school generally carry out a fire alarm test on Monday mornings. Should the alarm sound for more than 2 minutes you should assume that this is not a test and follow the procedures below.

FIRE ASSEMBLY POINT

In the West Square Car Park to the left of the church if you are facing the building from the road

A. The person discovering a fire in the church building

1. Raise the alarm by shouting fire, fire, fire. Activate the fire alarm, (if it is not already sounding), by breaking the glass on one of the 2 alarm call points. These are located on the wall between the toilet and the main entrance doors and in the kitchen to the left of the emergency exit door.
2. Call the fire brigade on 999
3. Keep people calm and evacuate the building by the nearest and quickest means to the Fire Assembly Point. Where and if practical shut all windows and doors so that fire can be contained for as long as possible.
4. Activity Leader/Hall Hirer should ensure that everyone is safely out of the building and at the Fire Assembly Point but do not go back into the building.
5. Report what's happened to the Church Administrator, Elder/Trustee informing them of location and nature of fire (see contacts below).
6. Do not return to the building until you are told to do so by, either the fire brigade or Church Administrator or the Elder/Trustee who has attended the incident, even if you feel it is safe to do so.

B. Hearing the Fire alarm in the church building but no visible fire Activity Leader/Hall Hirer

1. Call the fire brigade on 999 explaining an alarm is sounding in the Iver Village Infant Academy complex.
2. Follow points 3 onwards above

Ensure you are familiar with the positions of the Fire Alarms, the Fire Extinguishers and the Fire Blanket.

*CO2 Carbon dioxide extinguishers are suitable for fires involving electrical apparatus and some liquid /oil fires.

*Foam extinguishers are suitable for paper/textiles and liquid fires.

Emergency Contacts: Church administrator: 07592 493195, Elders: John Plaskett, 07921 024439, James Vigurs: 07740 427766