Fire Policy for Holy Trinity, Headington Quarry

Objective:

The objective of this fire policy is to protect the lives of our congregation members, staff, and visitors, as well as safeguard the property of Holy Trinity, Headington Quarry. It aims to prevent fires, promote fire safety awareness, and establish effective emergency response procedures.

Responsibilities:

1. The Parochial Church Council (PCC) of Holy Trinity, Headington Quarry is responsible for overseeing the implementation and maintenance of this fire policy.

2. Church wardens of Holy Trinity, Headington Quarry will carry out regular fire risk assessments and ensure compliance with fire safety measures.

3. Trained fire wardens will be appointed by the PCC to assist in evacuation procedures during emergencies.

4. The PCC will maintain contact information for local fire and emergency services.

Fire Risk Assessment:

Church wardens will conduct a thorough fire risk assessment of Holy Trinity, Headington Quarry, considering the following aspects:

1. Identification of potential fire hazards within the church premises, including electrical systems, heating, and ventilation.

2. Evaluation of fire escape routes and emergency exits.

3. Inspection of storage areas to ensure safe storage of flammable materials.

4. Examination of potential sources of ignition and their mitigation.

Fire Prevention Measures:

1. Church wardens will ensure regular maintenance and inspection of all electrical systems, heating, and ventilation equipment at Holy Trinity, Headington Quarry.

2. Flammable materials will be stored in designated areas and handled in accordance with safety guidelines.

3. Open flames, candles, or any other sources of ignition are only permitted in areas of Holy Trinity, Headington Quarry that have been designated and/or overseen by the verger, wardens, or clergy, with appropriate precautions in place.

4. Smoking is strictly prohibited within the church premises.

5. Adequate fire extinguishers will be installed and maintained in easily accessible locations within Holy Trinity, Headington Quarry.

Evacuation Procedures:

1. Regular fire drills will be conducted at Holy Trinity, Headington Quarry, involving all church members, staff, and volunteers.

2. Clear evacuation routes and assembly points will be identified and communicated to all occupants of Holy Trinity, Headington Quarry.

3. Trained fire wardens will be designated by the PCC to guide and assist in evacuations at Holy Trinity, Headington Quarry.

4. Consideration will be given to accessibility requirements for individuals with disabilities or limited mobility at Holy Trinity, Headington Quarry. Able-bodied people must quickly leave the church first. Each person needing assistance will identify one helper who will stay and then help them leave the building.

Communication:

1. Procedures for alerting occupants and congregants in the event of a fire will be established at Holy Trinity, Headington Quarry.

2. Contact information for emergency services and responsible church personnel will be prominently displayed at Holy Trinity, Headington Quarry.

3. Various communication methods will be used to inform congregants and staff about fire drills, safety training, and policy updates at Holy Trinity, Headington Quarry.

Training and Education:

1. Regular training sessions will be conducted to educate church members, staff, and volunteers of Holy Trinity, Headington Quarry on fire prevention, evacuation procedures, and the proper use of fire safety equipment.

2. Church members, staff, and volunteers will be encouraged to report potential fire hazards promptly at Holy Trinity, Headington Quarry.

3. Resources, handouts, or online materials will be provided to raise awareness of fire safety at Holy Trinity, Headington Quarry.

Policy Review and Updates:

This fire policy will be reviewed annually by the Parochial Church Council (PCC) of Holy Trinity, Headington Quarry to ensure its effectiveness and compliance with local regulations.

Version	**Version date**	**Author/Person responsible**	**Date reviewed by PCC**	**Summary of changes**
1	Autumn 2022	Dave Smith and Margaret Taylor (wardens)		
2	Summer 2023	Margaret Taylor and Janet Masters (wardens)	12.7.23	
3	Summer 2024	Margaret Taylor and Linda Davies (wardens)	10.7.24	Clarification of policy on open flames, candles, or other sources of ignition
		Margaret Taylor and Linda Davies (wardens)	9.7.25	none
		Pete Jordan and Philippa Logan (wardens)	8.7.26	Added to bullet 4: Able-bodied people must quickly leave the

				church first. Each person needing assistance will identify one helper who will stay and then help them leave the building.