

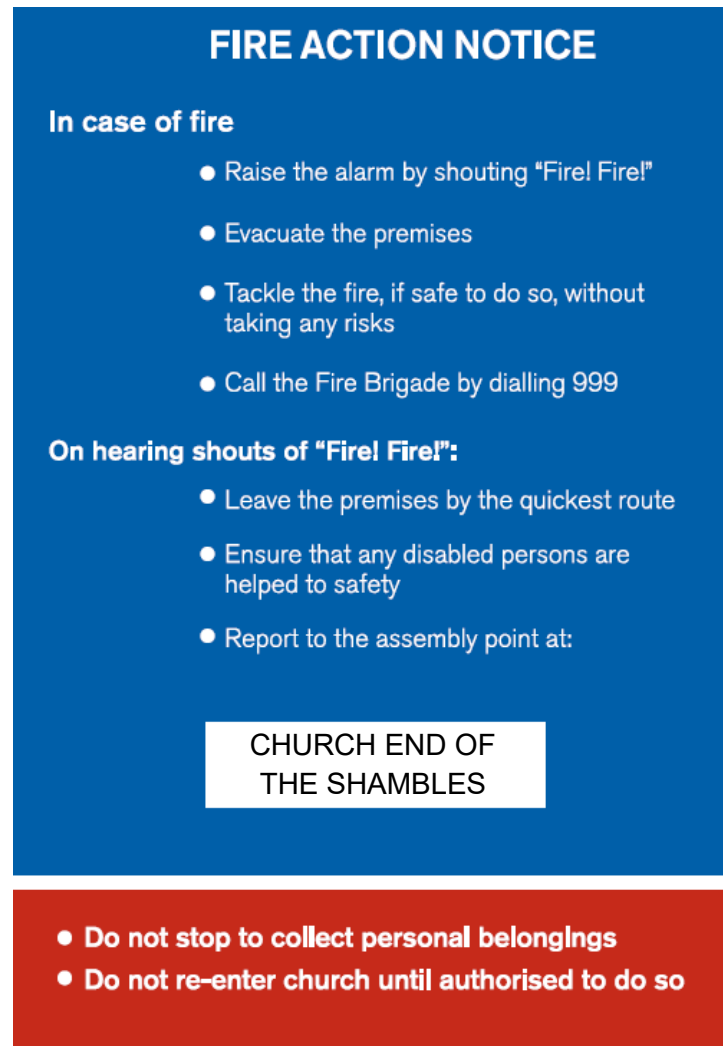
FIRE SAFETY PROCEDURES

For Hirers of St Laurence Church, Shambles Hall & Rooms

Purpose

This document outlines essential fire safety procedures for hirers using St. Laurence Church, Shambles Hall and Rooms to ensure the safety of everyone present in the building.

The current fire action plan is as stated in this notice displayed in the church and church rooms:

A blue rectangular sign with white text. At the top, it says 'FIRE ACTION NOTICE'. Below that, it says 'In case of fire' followed by a bulleted list of four actions: 'Raise the alarm by shouting "Fire! Fire!"', 'Evacuate the premises', 'Tackle the fire, if safe to do so, without taking any risks', and 'Call the Fire Brigade by dialling 999'. Then it says 'On hearing shouts of "Fire! Fire!":' followed by a bulleted list of three actions: 'Leave the premises by the quickest route', 'Ensure that any disabled persons are helped to safety', and 'Report to the assembly point at:'. At the bottom of the blue section, there is a white rectangular box containing the text 'CHURCH END OF THE SHAMBLES'. Below the blue section is a red rectangular section containing a bulleted list of two instructions: 'Do not stop to collect personal belongings' and 'Do not re-enter church until authorised to do so'.

1. Responsibilities

All Staff and Hirers Must:

- Familiarise themselves with the location of fire exits and extinguishers (see Appendix 1, St Laurence Church: Fire Safety Arrangements on page 5) and Appendix 2, Church Rooms: Fire Safety Arrangements on page 6)
- Ensure all fire exits and escape routes remain unobstructed at all times.
- Ensure all appropriate emergency exits are unlocked and not blocked by chairs, bags, tables or any other obstructions
- Ensure capacities are not exceeded
- Take note of the assembly point location (see Section 6).
- Read and adhere to the following fire safety procedures.

Hirers are responsible for ensuring that all their attendees are aware of evacuation procedures and follow all fire safety rules during their booking.

2. Fire Exits & Escape Routes

St Laurence Church:

- **Fire Risk level:** The *fire risk level* of the event ('normal' or 'low') – Events should be considered as 'normal risk' except for events without extra electrics and church services.
- **Capacity:** The *capacity* of St Laurence church (60 – 486) is dependent on the number of emergency exits made available and the fire risk level is considered 'Normal' or 'Low' (see above) The **normal maximum capacity of the church is 386** (with three exits available). This can exceptionally be increased to 486 if, and only if, the route via the Vicar's Vestry can be made available in a compliant manner (see table below).
- **Emergency exits:**
 - There are four possible emergency exits available marked with signage when made available:
South Porch
Bell Tower
Choir vestry
Vicar's vestry (For security reasons a steward *must* be available at the door to Vicar's Vestry at all times if this exit is to be considered available)
 - For any of the potential emergency exits to be claimed, they **must be unlocked¹, inward-opening doors open and routes to exits free of obstruction** during the event, or there must be a designated steward / fire marshal stationed near each claimed exit who would immediately open any inward-opening door(s) in the event of an evacuation.

¹ Note: It is not acceptable for any claimed fire exit route to be locked during an event, even if a steward is available. This is because a lock may malfunction (this has happened in the past) or a key may not work properly (e.g. because it is a poor copy of the original).

- If more than one emergency exit is to be used **seating must be arranged to allow easy access to more than one exit**. Seating in rows in the Nave must have a central aisle wider than 1050 mm to allow people to exit in double file.

St Laurence Church: Capacity		
Risk Level	Capacity	Emergency Exits unlocked (see explanatory notes below)
Normal	486	South Porch, Bell Tower, Choir Vestry, Vicar's Vestry. <i>For security reasons a steward must be available at the door to Vicar's Vestry at all times if this exit is to be considered available.</i>
	386	South Porch, Bell Tower, Choir Vestry
	286	South Porch, Bell Tower <i>NB Can only be considered if no seating in North Transept</i>
	100	South Porch, Choir Vestry
	60	South Porch
Lower	463	South Porch, Bell Tower, Choir Vestry
	343	South Porch, Bell Tower <i>NB Can only be considered if no seating in North Transept</i>
	120	South Porch, Choir Vestry
	72	South Porch

Church Rooms (Shambles Hall and Upper Room)

There are 2 fire exits in the building, clearly marked with signage.

During busy periods the double doors to the lobby area and to green space *must* be unbolted.

To stop any fire spreading the door to the Upper Room should be kept closed.

3. Fire Detection & Equipment

Smoke detectors are located throughout the Shambles Hall and Upper Room.

Fire extinguishers are located as shown in the relevant Appendices but should only be used if it is safe to do so.

4. In the Event of Fire

If you discover a fire:

1. Raise the alarm immediately – use the nearest fire alarm call point.
2. Evacuate the building immediately via the nearest exit.
3. Do not stop to collect personal belongings.
4. Call 999 and report the fire.

If you hear the fire alarm:

1. Stop what you are doing and evacuate the building calmly.
2. Do not rush downstairs in event of evacuation
3. Ensure all members of your group leave the premises.
4. Proceed to the assembly point.

5. Assembly Point

- The fire assembly point is located at:
Church End of Shambles

Do not re-enter the building until you are told it is safe to do so by emergency services or a member of staff if in attendance.

6. During Your Hire

- Ensure no naked flames (candles, incense, etc.) are used unless prior written permission is granted.
- It is the responsibility of each individual to ensure that any electrical equipment brought into the building is safe to use.
- Switch off all electrical appliances (kettles, heaters, lights etc.) after use.
- Do not overload electrical sockets.
- Extension leads must not be overloaded or daisy-chained.
- Always unwind a cable reel when using.
- Keep fire doors closed.
- Familiarise yourself with the fire alarm and evacuation procedure before your event begins.
- Double doors from hall to lobby and lobby to Church yard area to be unbolted when hall is busy.

7. Reporting

Please report any fire safety concerns, faulty equipment, or incidents (even minor) to the Church Wardens or the Facilities & Events Coordinator at:
lauren.moss@stroudparishchurches.org.uk

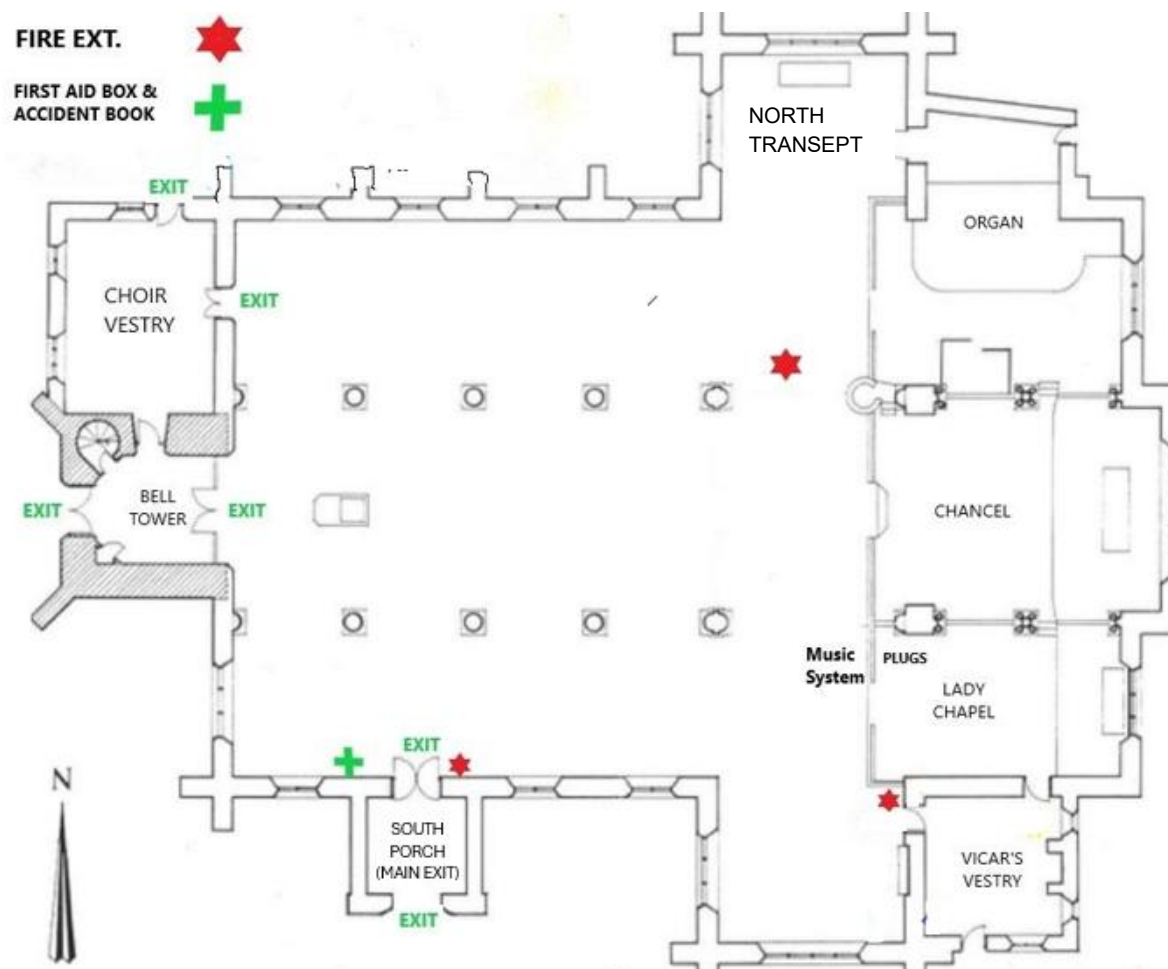
Acknowledgement

All hirers are required to confirm they have read and understood these procedures on the St. Laurence venue hire booking system before their booking can be confirmed.

Appendix 1, St Laurence Church: Fire Safety Arrangements

The plan of the building below shows locations of potential emergency **EXITS**.

NB The Vicar's Vestry (not shown as an Exit on the plan) may exceptionally be used as an additional emergency exit.

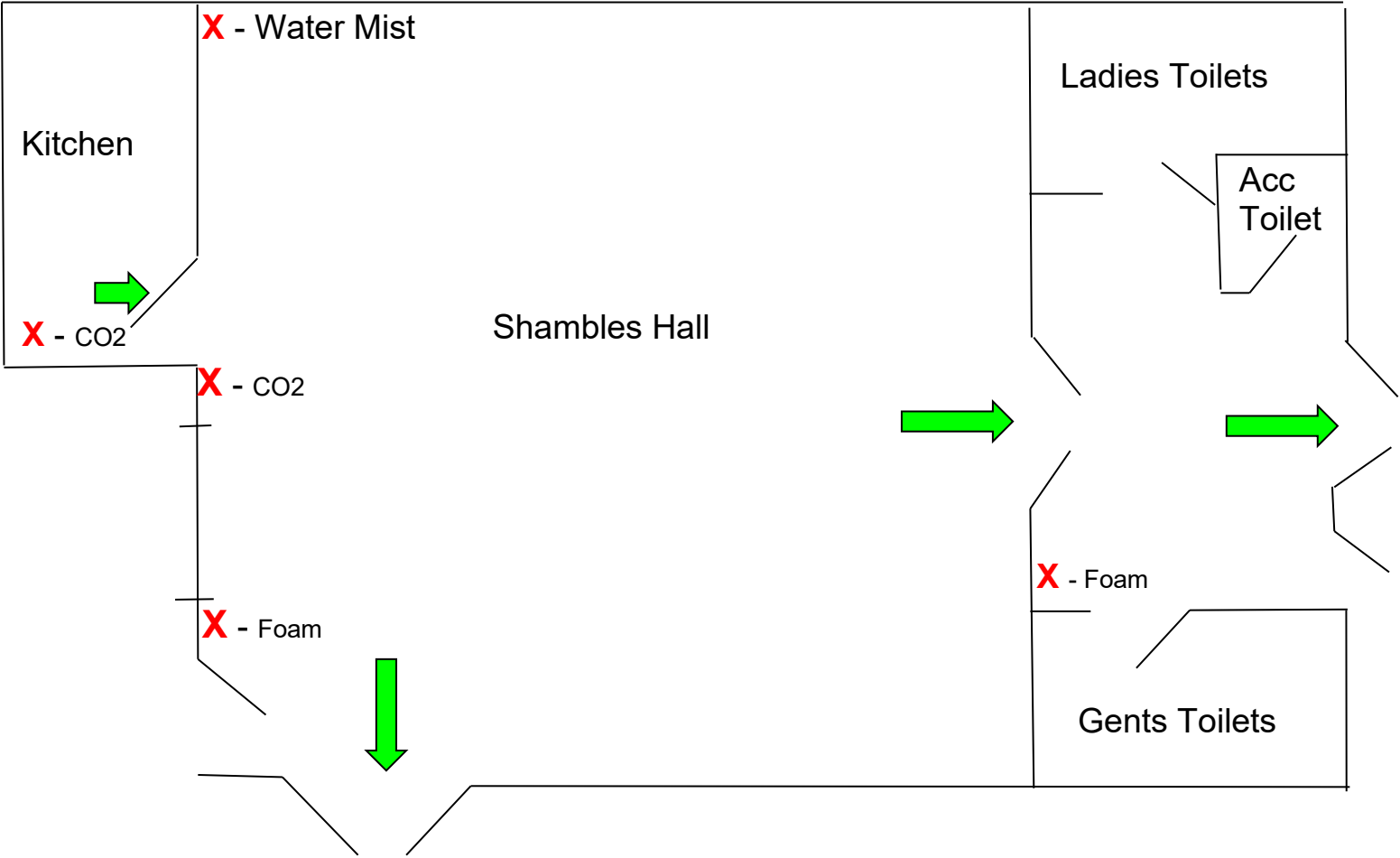


The three extinguishers in the main body of the Church are all of a Foam type (general purpose); the additional extinguisher sited just outside the Vicar's Vestry door is of a Carbon Dioxide type (suitable for live electrical equipment).

Appendix 2, Church Rooms: Fire Safety Arrangements

Ground Floor

X = Extinguisher
Arrow = Exit



First Floor

X = Extinguisher

Arrow = Exit

