



Tiptree United Reformed Church

Fire Safety Policy

June 2025

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Fire Evacuation Plan

Fire Safety Rules for Users of Church and Hall

PEEPS

GEEP

General Emergency Evacuation Plan for:

Tiptree United Reformed Church
Chapel Road, Tiptree, Essex, CO5 0HP Tel 01621 332537

Plan date - 01/06/2025

Review date - 01/06/2027

Keyholders

Barry – Elder and Secretary m 07456 643155
Teresa – H&S officer T 01621 928750
Karen – Church Administrator – m 07961 212687
Stephen – Maintenance m 07801 538600

Layout Plans of Church and Hall (are attached at end of Plan)

Plans show:

Ground Floor Plan, Zone 1, with evacuation routes, and Assembly Point.
First Floor Plan, Zone 2, with evacuation route.

Sound of the alarm

The sound of the alarm will be a continuously ringing bell.

Raising the alarm

In the event of a fire:

If the fire is discovered by a member or a visitor, the alarm will be raised by activation of the nearest call point, in the Hall and Lobby area.

There are no call points in the Church

Detection

If fire is detected by automatic detectors in the hall, this will trigger the fire alarm.

There are only isolated smoke alarms in the Church, but the activities in the Church include many persons, who will see a fire and shout the alarm to others

The TYPO office area will have a standalone detection system

Action Fire Marshalls or Leaders should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- Will take charge and lead in the fire evacuation
- Fire Marshalls/Leaders will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating
- Dial 999 and request attendance by the Fire Service. They will give their name, name of building, building address (as detailed above), personal contact number and details of fire.
- Pick up any available visitors signing in book/sheet
- Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs as well as 'General emergency evacuation plans (GEEPs)' for members of public who may visit the building. Both these will be implemented as appropriate (when specific persons are in the building)
- Fire Marshalls to sweep building to ensure all areas are clear (including Upper Room and Lounge, if in use), if safe to do so and ensure all doors are closed on the way out.
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these is detailed below
- To ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check all members and visitors are accounted for.
- To liaise with Fire Service upon their arrival.

Escape routes

The escape routes from the building are:

1. Church, downstairs, through the main Church Entrance at front of building, and through either of the Rear Fire exits, near the TYPO office, or the kitchen
2. Church Balcony, through either of the 2 Fire exits, down the stairs and out of the nearest Fire Exit.
3. Hall, should leave through the double door exit at the end of the Hall.
4. Lounge and Kitchen, should leave via the Corridor, and exit out of the Lobby Doors or Toilets Fire Exit.
5. Upper Room, should walk down the stairs, turn left and out of the Toilets Fire Exit

Fire assembly point

The assembly point is at the entrance of the Rear Car Park, at the Barrier. All routes to the Assembly point are signed and lit. A Traffic Marshall will wear a Yellow Tabard, and stand at the front of the Church and guide members through the fenced Garden area to the Assembly Point, and control traffic as required

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, and fire is Small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- Gas supply shut off, for the church a lever in the Boiler cupboard at the rear of the church near the TYPO office. For the Hall, the meter is on the outside wall near the kitchen
- Mains fuse box: In the main Lobby, at top of stairs for the Church and to side of stairs for the Hall and rooms.

- Mains water inlet: Is on the verge outside the church in Newbridge Road, in line with the Upper Room Windows
- Location of fire alarm panel: In Main Lobby

Number of staff needed to carry out evacuation plan

- To implement the evacuation plan, during a Church service, **Two** trained staff are needed on duty
- All other Activities and Events in the Church and Hall will require a Leader who has taken a Fire Safety Awareness Training to be on duty.

Equipment needed to affect the emergency plan

Will include:

Mobile phone, hi-visibility tabards, sensory lights in the balcony, and an evacuation wheelchair kept in the Main Church reception area.

Variations to plan

Lone working or general individual attendance:

TYPO Youth worker, when working in his office (on an ad-hoc basis), at rear of church, will have a local detection system to inform of a fire, and will evacuate immediately through the adjacent fire Exit.

Administrator, when working in the Upper Room, (generally 10.30am – 1.30pm on Mon/Wed/Fri) will hear the Automatic Fire Alarm and evacuate down the stairs and out of the Toilet Fire exit.

All other individuals, wherever they are located, if finding a fire, raise the alarm and evacuate through the nearest Fire Exit.

At times of Darkness the Balcony in the Church should not be used. There are 2 Emergency lights/torches plugged into sockets at each exit door.

Maximum numbers: Church Downstairs – 60

Upstairs – 60

Hall - 70

Back up arrangements

Detail back up arrangements in the event of fire alarm failure or staff absence etc.

All members/visitors just evacuate building

Responsibilities

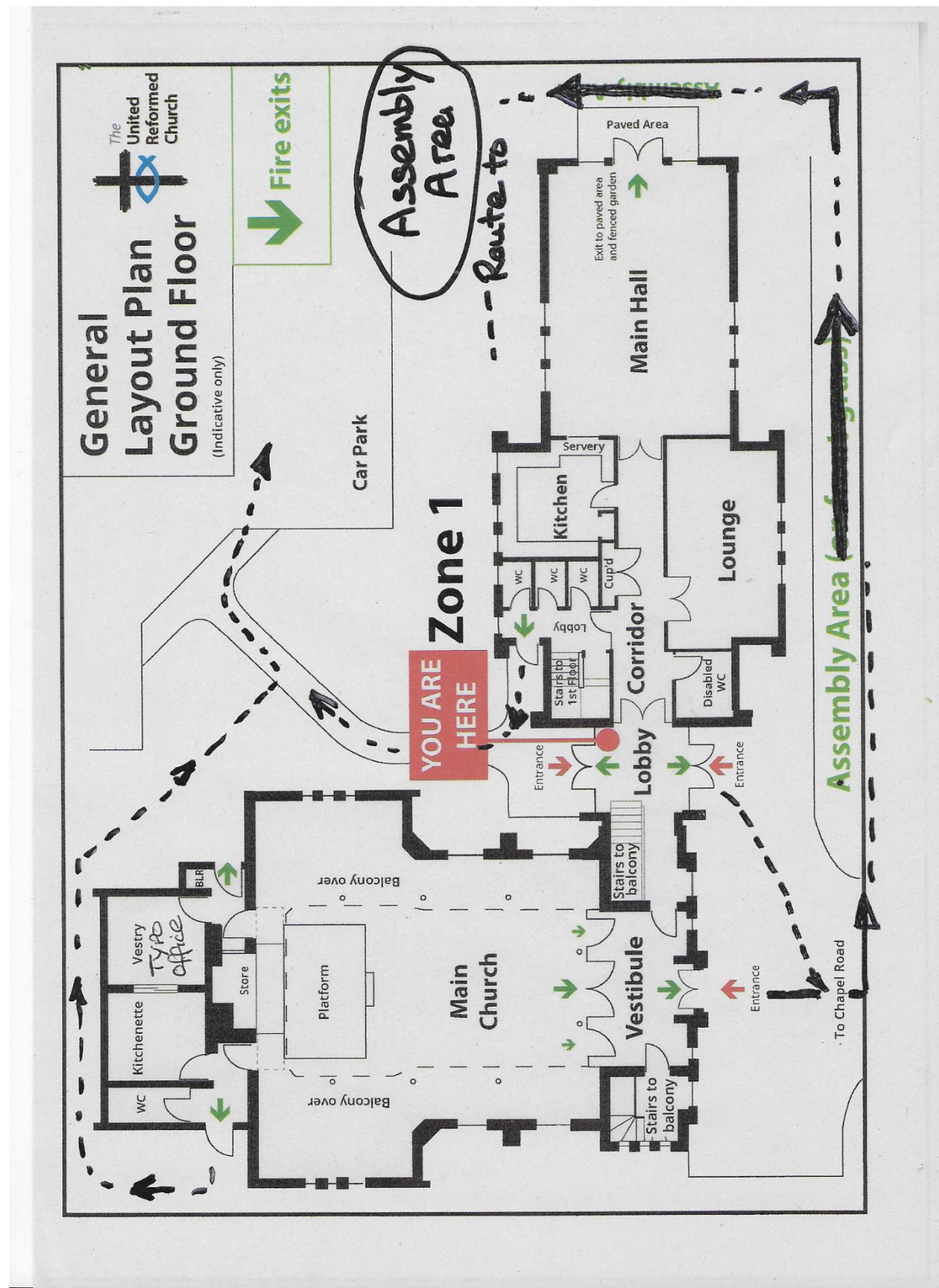
For ensuring plan is up to date – H&S Officer

For ensuring adequate staff are on duty to carry out the evacuation plan - Elders

For training staff on the evacuation plan and in their roles and responsibilities - H&S officer

Layout Plans

Ground Floor and First Floor



**General
Layout Plan
First Floor**
(Indicative only)



Zone 2

on Ground Floor

Stairs down

Fire Exit

Landing

Meeting Room

Food Bank
Store Room

Store

Administrators
OFFICE

Upper part of
ground floor
Main Hall

Regular Hirers of Hall & Leaders of Church Groups – Fire Safety

(One-off hirers must be informed of Fire exits and assembly point)

Required Fire Safety Awareness Training

All Hirers and Leaders are required to take Basic Fire Awareness Training.

The course is free and on-line and takes about 30 minutes

To gain access to the course you will need need to send an e-mail to Karen Scott, our administrator, admin@tiptreeurc.org who will send you the link, name, and password to use.

This is a requirement to hire and use the Church and Hall, and will help safeguard your group if a fire ever occurs.

Fire Drill

You need to carry out a Fire Drill every 6 months, and need to record this with the Administrator

Note – The Assembly point is now at the Entrance to the Main Carpark. Signs will guide you to this point from each Fire Exit.

Internal Fire Doors

All internal Fire doors should be kept close during activities, but the automatic closures can be used if necessary, and will close in the case of a fire. DO NOT wedge any Fire Doors open.

If ventilation is required, please open windows or external doors.

Main Lobby Doors

These are main Fire Exits and both must be unlocked during all activities.

Main Church Entrance Doors

Must be unlocked and open during any group activity.

(Note there is no need to unlock these doors if only using the Hall, Lounge or Upper Room)

Hall Corridor

Must be kept free of all obstacles, including buggies and tables, as this is a fire evacuation route.

Fire Safety Procedures for persons with a Physical Impairment

PEEP – Personal Emergency Evacuation Procedure

Janet (and any other wheelchair bound person)

Janet is wheelchair bound, and unable to walk. Getting her in and out of the chair is by hoist at her Care Home.

She wishes, and always sits at the front of the Church during services and moves to the transept for tea afterwards.

If a fire occurs, and or alarm sounds the following is to happen:

(Note her normal helper is a Fire Marshall who has other responsibilities)

So, a named person, generally Barry or Ann, will proceed to move to her, reassure her, and push her immediately to the Main Church entrance doors, and evacuate her to the Assembly Point.

If ever there was a Fire in the Church reception lobby, then exiting via the rear Fire exits is impossible on the Wheelchair, due to steps and tight turns. So, sadly she will have to be “man-handled” by 2 persons to get her out of the building, and back into her chair.

GEEP – General Emergency Evacuation Procedure

Many of our attendees at our Church service have sensory/cognitive/physical Impairments.

This is mainly physical as many are elderly and use Tri-walkers and walking sticks BUT are still fairly mobile.

If a fire occurs, and or an alarm sounds the following is to happen:

These persons will immediately move towards the nearest Fire exit, generally the Main Church entrance doors, and evacuate to the Assembly Point, guided and assisted by a Fire Marshall. Other members of the congregation will assist these persons where necessary.

If they use the 2 rear Fire exits, due care must be taken as there are steps and sharp turns to leave the building. (An exercise to trial these exits will occur annually)

A wheelchair is kept in the Church Reception area to assist anyone in the case of a fire.