



## GREENBANK PARISH CHURCH FIRE POLICY STATEMENT

### Objective

The Kirk Session of Greenbank Parish Church is committed high standards of fire safety protection. The objective of this document is to set out the expected standards of compliance and control of fire risks to protect people and property and ensure that:-

- Everyone involved is aware of and takes responsibility for health and safety.
- Appropriate training and communication is in place
- Clear standards and guidance is in place
- The effectiveness of the policy is monitored and corrective action taken when required.

### Scope

This policy applies to all activities undertaken within the premises of Greenbank Parish Church and grounds (including the Manse and Church Officers house).

### Responsibilities and Accountabilities

Health and safety is everyone's responsibility and everyone must take reasonable care for the health and safety of themselves and others and co-operate fully with the requirements of this (and other) policies related to health and safety. When on the premises of Greenbank Parish Church everybody should ensure that they do not wilfully or recklessly interfere with or misuse any safety equipment or systems provided for the purposes of health and safety and fire prevention. The main areas of responsibility are:-

- **Greenbank Parish Church Kirk Session:** The Kirk Session has ultimate responsibility for ensuring the development, implementation and effectiveness of the Churches Fire Safety Policy as part of the overarching Health and Safety Policy Statement.
- **Property Committee:** Responsible for developing appropriate policies and reporting systems to ensure compliance with all relevant regulations and/or legislation. Will present any new policies or amendments to existing policies to Kirk Session for approval.
- **Health and Safety Administrator:** Responsible for writing specific policy statements, refreshing existing policy when required, developing appropriate registers to record compliance with all health and safety matters and to provide an audit trail for outside inspection.
- **Employees:** All employees must take reasonable care for the health and safety of themselves and any other person who may be affected by any issues or risk. The Church Officer will be responsible for the recording and reporting of any incidents that occur (see 'Reporting Requirements' below) although hall let users will also have such responsibilities. Depending on the scale of any incident the Church Officer may be able to take remedial action to rectify any issue. All such incidents must be recorded.
- **Hall Let Users:** Responsible for ensuring that everyone on the premises under their let comply with all health and safety requirements at all times. They need to ensure that all and any incidents are recorded and where appropriate reported to the Church Officer for remedial action. As a

minimum they must record all accidents in an accident book and carry out fire drills, recording the details for inspection.

- **Contractors:** Appropriate Due Diligence must be carried out on all contractors to ensure they meet the general requirements of this policy and they must also confirm compliance with the Churches Fire Safety and Health and safety policies prior to any work commencing. Details of confirmation of compliance must be recorded for audit purposes.

If anyone notices an issue that may affect themselves or any other user of the premises then they must inform the Church Officer immediately who will take action as appropriate to reduce or eradicate the issue/risk.

Health and Safety is everyone responsibility and as such all who use the premises should take reasonable care for their own health and safety and that of other persons and co-operate fully with anyone appointed to achieve the objectives of this policy and meet the fire safety legislation and related national standards.

### **Fire Safety Risk Assessment**

All areas of the Church buildings and grounds are the subject of regular specific and general Fire Safety Risk Assessments (this includes but is not limited to assessments by external parties). Any shortcomings identified as a result of these assessments must be recorded, prioritised and acted on in line with the level of priority allocated.

### **Training Requirements**

Training will be provided appropriate to each individual's roles and responsibilities to ensure that fire prevention and protection measures identified by the Fire Risk Assessment are managed and operated by a competent person.

### **Reporting Requirements**

All documentation related to Greenbank Church Fire Safety Policy must be approved by Kirk Session. This includes all reports produced under the policy. An annual report will be produced to cover where standards have been met and, where they have not been met, details of any actions being undertaken to address weaknesses. Information that feeds into the annual report will include, but is not limited to, details of any incident that the Church Officer any Hall Let User (or any other responsible party) provides.

In addition to the annual report, a report will be produced in the event of any incident or following a visit by the Fire Brigade and/or the production of any independent inspection report.

### **Evidencing Compliance**

To ensure compliance with the Fire Safety Policy, evidence of compliance with all aspects must be recorded. This includes evidence of: Fire Risk assessments, Fire Drills, Fire Alarm tests, Emergency lighting, Fire Fighting equipment, safety signs and notices, testing and maintenance of equipment, training carried out and any other aspect of fire safety management that required to be recorded for evidence.

### **Action Required – areas of non-compliance**

Any Breaches of the Greenbank Fire Policy must be reported so that remedial action can be taken as required. The breach will be reported to the Church Officer immediately who will take action as appropriate to reduce or eradicate the issue/risk.

If the Church Officer is unable to take corrective action then this must be reported to the Session Clerk, Health and Safety Administrator and Property Group in order that action can be agreed and put in place with the matter being reported to the Kirk Session as outlined in the 'Reporting Requirements' section above.

**Related Policy and Governance Documents**

See also:-

Fire Safety Risk Assessment documents  
Health and Safety Register (Premises Register)  
Fire Precautions Register

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