



Fire Policy

All “staff” (clergy, employees and persons with responsibility) are to be made aware of the following principles:

- Fire is a very serious threat in all premises and **Westhill Community Church** will make every effort to ensure fires don’t start. Every effort will be made to ensure all persons are protected from the risks from fire and that we have the ability to evacuate all occupants away from the building to our safe location.
- Marked fire exits, routes, notices and equipment will be kept clear at all times.
- “Staff” are responsible for ensuring that the building is clear of any visitors in the event that an alarm is raised.
- Combustible rubbish is not to be stored in the building.
- The use of portable electric fan heaters is to be avoided and must never be left unattended.
- Extension leads are not to be routinely used. Coiled type leads are not to be used unless fully unwound.
- Portable electrical mains equipment brought into the premises for permanent use is to be inspected by a competent person on an annual basis.
- Batteries of any type should not be stored loosely due to stored energy. Spent batteries should have the contacts taped and sent for recycling (not in general rubbish).
- All “staff” are to be made aware of the Fire Procedure and routine in event of fire.

Signed

Hugh Kelly

Building Manager

Reviewed 24th July 2020