

GUIDELINES FOR FIRE

Although the risk of personal death or injury from a fire on church property is remote, there is considerable risk of damage to buildings or other property. Adequate precautions are therefore required to minimise any possibility.

SPECIFIC GUIDELINES

FIRE HAZARDS

List potential fire hazards and record how these are to be eliminated or minimised.

Likely fire hazards include:

- faulty electrical installation – fixed wiring, lighting or faulty appliances
- fat fire or similar in the kitchen
- use of candles (particularly left unattended)
- use of 'open element' electrical heaters (especially if they include a timer)
- smoking
- use of BBQ equipment, open fires or hangi that get out of control
- flammable materials (particularly liquids) on site.

USE OF CANDLES

Minimise the use of candles and never leave candles burning unattended.

KITCHENS

If the kitchen is used for major cooking purposes, train those in charge how to use a fire extinguisher and/or safety blanket effectively.



EVACUATION PLAN

We all need a Fire Evacuation Plan or Fire Evacuation Scheme.

Check out which one you need at onlineservices.fire.org.nz/Home/FAQ

FLAMMABLE LIQUIDS

Ensure all flammable liquids are stored in legal quantities and are kept locked away.

MAINTENANCE

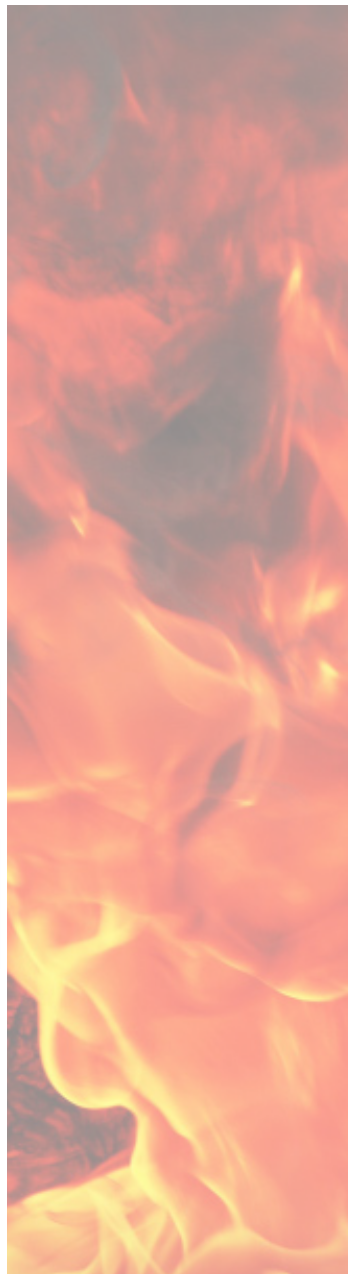
As part of your Building Warrant of Fitness (WoF) all fire and emergency systems need to be checked by a qualified person (IQP) on a regular basis. This is most easily accomplished by having a maintenance contract with appropriate service providers. Systems requiring formal inspections include:

- fire alarm/warning systems
- smoke/heat alarms
- fire extinguishers and hoses
- emergency lighting
- lifts.

EXITS

Whenever a building is in use, ensure all emergency exit doors are unlocked (or readily unlockable from the inside) and available for escape in an emergency.

The above can only be general guidelines. As every situation, location and risks are different, have a discussion with your local fire service representative to ensure you haven't forgotten anything.



DOCUMENTED EMERGENCY EVACUATION PLAN/SCHEME

You must have a documented evacuation plan. You may need an approved evacuation scheme. If you need an approved evacuation scheme, you can submit an application to the Fire Service at onlineservices.fire.org.nz/Secure/EvacuationApplication/Create.

A PLAN OR SCHEME REQUIRES:

1. A means of warning occupants of an emergency and to evacuate the building.
2. A designated assembly point outside and away from the building where people can gather. Select an area where people will not get in the way of the emergency services when they arrive.
3. Suitably placed notices on what to do in case of a fire, and a clear indication of escape routes from the building.
4. Appointed and trained building wardens and assistants. It is suggested that these be role holders (e.g. officiating priest, sidesperson) rather than specifically named people who may not be present when an emergency occurs.
5. The building warden to be clearly visible to the emergency services on arrival e.g. wearing an orange hard hat and/or 'hi viz' vest. The building warden should be the person to greet the emergency services on arrival. Approach the vehicle on the passenger side since that is where the senior crew member sits. Report the situation i.e. whether anyone is trapped in the building, and follow the instructions of the emergency services crew.
6. A practice building evacuation every 6 months. Record the results using the Trial Evacuation Report Form onlineservices.fire.org.nz/Home/PrintableForms#Trial%20evacuation%20report.doc.

In any real emergency, once outside stay outside – do not return into the building to retrieve belongings.

Once the emergency services arrive on site, they are legally in charge of the situation. You must comply with their instructions. You can be prosecuted if you don't!

WHAT RECORDS TO KEEP

- A schedule of fire risks and how these are to be eliminated or minimised.
- A detailed report of any incidents.

WHAT REPORTS TO SEND TO THE DIOCESE

- A copy of any incident reports. We need to know the minor ones – other than a 'plaster' required - as well as the serious ones!

www.auckanglican.org.nz/resources-and-links/diocesan-health-and-safety

ASSOCIATED GUIDELINES

- Electricity
- Incident reporting

All near-misses, accidents and incidents should be reported to your governing body as well as the diocese at keepsafe@aucklandanglican.org.nz.

No	Check	Complies?	Concern? If non-compliant	Controlled? If not compliant, how will it be fixed?
1	Is the building WoF up to date?	Y/N		
2	Are all system inspections by IQP up to date?	Y/N		
3	Is there a building evacuation plan?	Y/N		
4	Are all doors and exits clear of obstruction both inside the building and outside?	Y/N		
5	Have all relevant staff and volunteers/officials been trained in the evacuation plan?	Y/N		
6	Are all relevant notices and exit signs in place and legible?	Y/N		
7	Are building warden identification and evacuation records readily available in the building(s)?	Y/N		
8	Has a practice building evacuation taken place within the last 6 months?	Y/N		
9	Do any flammable liquids comply with recommended volumes and are they locked away in a safe place?	Y/N		
10	Are candles and means of lighting locked away when not in use?	Y/N		
11	Have you contacted and had a discussion with your local fire service?	Y/N		
12	Are all exits clear and unlocked when a service or other event is taking place?	Y/N		

Any faulty or non-compliant items must be escalated to the governing body

Signed _____ Date _____

Reported to governing body (Y/N, date) _____

Complete the attached checklist every 6 months and file in your Health & Safety records folder.

CONTACT INFORMATION

Email: keepsafe@aucklandanglican.org.nz
Diocesan Office: (09) 302 7201

LEGAL REQUIREMENTS

Current building warrant of fitness displayed in the building entrance.

Have in place a building evacuation plan or scheme.

Failure to comply with your legal responsibilities could affect the attitude of your insurance company to any claim should an incident occur.