

Liverpool Chinese Gospel Church
利物浦華人福音教會

FIRE SAFETY & EVACUATION PLAN

Department In Charge: Management Team
Person In Charge: Health and Safety Officer

Dates:
Policy reviewed: November 2019
Next policy review: November 2022

This fire policy applies to the properties owned by the church at 11 Great George Square, Liverpool L1 5DY and 140 Earle Road, Liverpool L7 6HH.

FIRE SAFETY:

H&S officer should help to ensure that the following Fire safety procedures are in place. The duties below must be delegated to a suitable person when the H&S officer is on leave or absent.

- Ensure all potential fire hazards are identified and removed or dealt with
- Ensure clear passageways at all times to escape routes
- Ensure all exits and routes are clearly marked
- Ensure that Fire Escape Plan is clearly displayed
- Ensure that emergency lighting is fully functional at least once a month.
- Check integrity of fire alarms and call points. Check the fire alarms at least once a month.
- Check the integrity of all fire extinguishers at least once a month.
- A logbook will be kept of the safety checks listed above.
- Regularly carry out fire risk assessment of the premises (both indoors and outdoors). Report outcome of the risk assessment to the Management Team.
- Organise regular training of relevant personnel, including all Fire Wardens, from an accredited Fire Training Organisation.
- Ensure routine fire evacuation drills are carried out at least once a year.

FIRE WARDENS/MARSHALLS:

Duties of Fire Wardens

- be aware of good fire safety practice, including knowledge of fire prevention and be able to identify fire hazard.
- know where call points and fire equipment in the Church buildings are located and be able to use fire fighting equipment correctly.
- know the evacuation plan in the event of a fire.
- Follow safe evacuation procedures in the event of a fire

On Sundays during church services, and during special events where there is a large gathering of people, a Chief Fire Warden should be identified for that day or session. The duty of the Chief Fire Warden is to coordinate the Fire Evacuation Procedures.

FIRE EVACUATION PROCEDURE:

1. Actions on discovering a fire:

- a. **Immediately give alert to the situation by using the nearest call point to sound the fire alarm.**
- b. *Attack the fire if possible, with appliances available, without taking personal risks. Do not use water or foam extinguishers on an electrical fire.*
- c. Call 999 and ask for the Fire Brigade or other emergency service as appropriate (Church address: **11, Great George Square, Chinatown, or 140 Earle Road, Liverpool**).

2. Actions on hearing the fire alarm:

- a. Everyone in the building should leave the building by the nearest exit and report to the assembly point.
- b. Fire wardens should take up their post to assist with the evacuation of the building and with any other duties they may have.
- c. Fire wardens to ensure that the Fire Brigade has been called.
- d. Fire wardens to ensure that assistance is provided to people with mobility needs, including young children and the elderly to evacuate the building.
- e. Fire wardens to check every room or delegate another person to do so if appropriate and evacuate the rest of the building. Remember to check all toilets, including the disabled toilet and the nursery/ crèche area.
- f. Fire wardens to ensure that all doors are closed behind them as they evacuate each part of the building.

3. **Assembly Point:** public park in front of the church (Great George Square) or area side of the building (Earle Road property)

4. Personnel should not re-enter the building with the possible exception of the Fire Team.

5. Ensure all persons are accounted for. A Roll Call should be made at the assembly point. Alert Fire Wardens immediately if anyone is unaccounted for.

APPENDIX

CALL POINTS:

Great George Square Property:

- Ground Floor:** Kitchen, Kitchen lobby, Back double glass doors, Front Main entrance, Boiler room
First Floor: Corridor, Rear Staircase
Second Floor: Corridor, Rear Staircase

Earle Road Property:

Call Point:

- Ground Floor:** Main Entrance, Rear Entrance, Hall, Back of Hall
First Floor: Top of Staircase, Hall, Side Room

LOCATION OF FIRE EXTINGUISHERS:

Great George Square Property:

Ground Floor:

- Water fire extinguisher – Next to main front door
- Water fire extinguisher – In back lobby opposite double glass door
- CO2 fire extinguisher – In kitchen lobby
- Water fire extinguisher – Dining Room
- Water fire extinguisher – Main Hall
- Fire Proof Blanket – Kitchen

First Floor

- CO2 fire extinguisher – Office corridor
- Water fire extinguisher – First floor landing
- Water fire extinguisher – Fire escape stairs

Second Floor

- Water fire extinguisher – Second floor landing
- Water fire extinguisher – Fire escape stairs

Earle Road Property:

Fire Extinguishers:

Ground Floor:

- Foam Fire Extinguisher - Rear Exit
- CO2 Fire Extinguisher - Rear Exit
- Foam Fire Extinguisher - Outside Kitchen
- Foam Fire Extinguisher - Main Entrance

CO2 Fire Extinguisher: Main Entrance

First Floor:

Foam Fire Extinguisher - Outside Kitchen

Powder Fire Extinguisher - Top of Staircase

Foam Fire Extinguisher - Top of Staircase

Current service providers:

Fire Alarm & Call Points – Jackson Fire & Security

Fire Extinguishers – Jackson Fire & Security

Emergency Lighting – Jackson Fire & Security