



Fire Safety Policy

1. Introduction

This policy outlines how Jehovah Jireh House of Prayer (JJHoP) intends to manage its premises in accordance with best fire safety practices to protect all those using the buildings. It also ensures that the JJHoP complies with the legal obligations of the Regulatory Reform (Fire Safety) Order 2005.

2. The Responsible Person

The Executive Committee will appoint one or more Responsible Person(s) by meeting who need to implement a Fire Safety Management System which entails:

- Undertaking a Fire Risk Assessment
- Providing information, training, instruction and supervision
- Providing an Emergency Plan
- Reviewing and updating all of the above as necessary
- Implementing procedures or actions arising from the risk assessment

The Responsible Person(s) will appoint other Fire Safety Officer(s) (Competent Person(s)) to help with their responsibilities; these could be Trustees or congregation members with the requisite skills. The Responsible Person(s) can also be a Fire Safety Officer.

The Executive Committee will keep a record to identify the Responsible Person(s) and the Fire Safety Officer(s) and their contact details.

3. Fire Risk Assessment

The fire risk assessment will be undertaken by the Fire Safety Officer(s), defined in the legislation as having sufficient training, experience, knowledge, and other qualities to implement it properly. They will, therefore, need to have an understanding of:

- the reaction to an emergency by the congregation
- the triangle of fire
- what is required for a fire to spread
- potential ignition sources
- what constitutes combustible materials or fire load
- the appropriate extinguisher to use for the various risks.

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JJHoP will conduct an annual review of its Fire Risk Assessment, considering new legislative requirements and seeking external advice as needed. This review will examine all aspects of fire safety, identify necessary actions to enhance fire safety and implement any appropriate changes to this Fire Safety Policy.

4. General Fire Safety

The Church premises are equipped with several features to enhance fire safety:

- Emergency lighting along routes to fire exits
- Adequate, well-maintained fire safety equipment, including extinguishers and emergency sirens
- Appropriate signage, including marked fire exits
- Smoke detectors in the kitchen and kitchenettes

The Fire Safety Officer(s) will oversee the inspection and maintenance of these systems and equipment according to the required schedules. Additionally, checks on other equipment and systems that contribute to fire safety will be conducted as follows:

- Fixed electrical systems: checked every five years
- Portable Appliance Tests (PAT): conducted annually
- Gas safety checks: conducted annually
- The central heating boilers will be serviced

JJHoP will implement specific processes and encourage various practices to minimise the risk of fire and to protect individuals in the unlikely event of a fire. These measures will be informed by the annual review of the JJHoP's Fire Risk Assessment (**see above**).

5. Good Housekeeping

All attendees should follow the following "good housekeeping" procedures throughout the premises:

- The "no smoking" rule will be strictly enforced
- Internal waste bins should be emptied regularly into an external bin located in the car park, away from the buildings. The external bin should be emptied weekly
- Recycling bins should be cleared regularly and before they are full
- All escape routes and fire exits should be kept clear, and rooms should be kept tidy
- Flammable materials should be kept well away from any gas and electric fires
- Any flammable cleaning materials should be stored in a locked storage area

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- Furniture and furnishings will only be purchased or accepted as donations if they conform to appropriate fire safety standards

6. Kitchen

Kitchens present particular risks, especially as sources of potential ignition. In the case of the premises, all kitchen staff or people using the kitchen should take specific care of the use of the coffee machine, hot plate, dishwasher, microwave oven, gas oven, gas grill and gas hob in the kitchen:

- The kitchen should never be left unattended when items are cooking.
- Metal items should not be placed in the microwave; the microwave should be turned off if the kitchen is vacated.
- The coffee machine, hot plate and dishwasher should be turned off if the kitchen is vacated.
- Saucepans on the gas grill should be positioned so their handles do not stick out or over another gas ring.

When using the gas oven, gas grill, or gas hob:

- The ventilation hood should be turned on.
- Individuals using the kitchen should avoid wearing loose clothing or take special care to keep their clothing away from flames.
- The gas appliance should be double-checked at the end of use to ensure the flames are properly extinguished, and the gas is turned off.
- The gas appliances should be cleaned after use, particularly to avoid the build-up of fat and waste food, which could start a fire.

An information note about the use of these gas appliances should be provided to all kitchen users. This note will include the requirement to notify Reception if any gas appliances are used. The lock-up routine for the premises should consist of inspecting the kitchen to ensure, among other checks, that the gas oven, gas grill, and gas hob have been turned off.

7. Fire extinguishers

The fire extinguishers are checked every month by the Fire Safety Officer(s) to ensure that they:

- are in the proper positions
- have not been discharged or lost pressure
- have not suffered any apparent damage

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8. Annual Service

All extinguishers should receive an annual service or check by an engineer from the fire extinguisher company. The engineer should note the date of the service. Any extinguishers not available for use should be removed from public areas and serviced by a recognised fire extinguisher servicing company.

9. Evacuation procedure

All church members and attendees should ensure they are familiar with escape routes and that these are kept clear and unobstructed.

Those with reduced mobility should be identified by the Responsible Person(s), and appropriate assistance should be arranged.

The evacuation arrangements are as follows:

- All designated fire doors must be unlocked before the service/event commences and clearly marked as fire exits using the 'Running Man' symbol
- A check must be conducted to ensure all doors can be opened
- Responsibility for using each fire extinguisher should be assigned to named and trained Fire Safety Officers
- If emergency lighting is unavailable, torches must be provided to each Fire Safety Officer
- Evacuation arrangements should be announced at the start of each large event
- In the event of an emergency (fire, bomb threat, etc.), the Trustee will make an evacuation announcement. In the case of a fire, the fire alarm should be sounded
- Everyone should assemble in the car park outside the Church building
- Emergency services will be immediately contacted by the Responsible Person(s)

10. Fire Drills

The Responsible Person(s) will conduct fire drills annually on both Sundays and weekdays.

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11. Electrical safety

- A list of all portable electrical appliances is maintained by the Executive Committee. Every quarter, plugs, cables, and sockets will be inspected by the Health & Safety Lead to ensure there are no loose connections, worn flexes, or trailing leads. Any necessary repairs will be promptly addressed. Portable electrical equipment will undergo PAT testing by a competent person.
- Every five years, the fixed electrical system should be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA, or NAPIT. Any required remedial work will be carried out.
- At intervals of no more than two and a half years, our lightning conductor system should be examined and tested by a competent specialist firm of lightning engineers.

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All church members and attendees must observe the following:

- Visually check all electrical equipment before use
- Report all faults immediately to the Executive Committee
- Do not attempt to use or repair faulty equipment.
- No electrical equipment is to be brought onto the premises and used until it has been tested by an approved person and entered in the electrical equipment record
- Electrical items brought in for occasional use, which do not remain on church property, may only be used at the discretion of the Executive Committee
- Electrical equipment should be switched off and disconnected when not in use for extended periods
- Flexible cables should be positioned and protected to prevent tripping hazards and mechanical damage

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