

# Fire Safety Policy

Approved by Cornerstone Trustees on 26<sup>th</sup> September 2022  
Review Due in 2025

## 1. Overview

- 1.1 Woodside Academy is a state funded school which by law must have legally maintained fire safety alarms and appropriate fire fighting equipment in the school.
- 1.2 This emergency evacuation procedure is based on the Woodside Academy Emergency Evacuation Procedure and amended appropriately for our context.
- 1.3 Communication of fire evacuation to the church family and to individuals with particular responsibilities is essential and documented in this policy.

## 2. Emergency Evacuation Procedure

- 2.1 If somebody sees a fire, find the nearest fire alarm and set off the fire alarm.
- 2.2 Signal for evacuation: The signal for evacuation is a long continuous ring on the school bell. On hearing this all the church family and visitors must evacuate the building immediately.
- 2.3 Assembly Point: The school car park
- 2.4 Responsibility:
  - The individual leading the service (the fire evacuation point person) will announce that everyone will assemble outside in the school car park.
  - If it is safe, the fire evacuation point person will organise 1 or 2 other trustees to check the parts of the building that we normally use as a church.
  - Any children in creche will be taken outside by the parents/guardians who are looking after their own children.
  - Any children in Sunday School will be taken outside by the Sunday School leaders and helpers (along with their registers). They will also assemble in the school car park.
  - One of the church trustees will be stationed next to the car park gate to ensure no one leaves until we are sure everybody is accounted for.
- 2.5 Method of Evacuation

Everyone must leave through the nearest external door. The last person to leave any room should close the door behind them.

Depending on by which door somebody leaves the school building, it is possible some people might find themselves on the opposite side of the school to the car park. They can follow the playground round the school (in either direction) back to the school car park. There are some outside locked gates within the school playground that the fire evacuation point person will unlock to enable these people to return to the school car park.
- 2.6 Registration

Once outside, the Sunday School leaders will ensure that all the children in Sunday School are accounted for and returned to their parents.

The fire evacuation point person will ask for silence and try to determine whether anybody is possibly left inside the building. These checks will be relayed to the church elders present and then as needed/appropriate to everybody else.
- 2.7 No-one should return to the building unless instructed by the fire evacuation point person. No-one may remain in the building during the emergency evacuation. Fire fighting can be attempted by adults within capability but not if it delays evacuation.



### 3. Location of the Fire Fighting Equipment in the parts of the property that we use.

All fire fighting and alarm equipment is checked and updated regularly by Woodside Academy.

3.1	Main School Hall	None
3.2	Corridor outside the Main School Hall	2 × Foam Extinguishers 2 × CO <sup>2</sup> Extinguishers
3.3	Staff Room	1 × CO <sup>2</sup> Extinguishers
3.4	Corridor near the Ladies Toilet	1 × Foam Extinguisher 1 × CO <sup>2</sup> Extinguisher
3.5	Corridor near the main entrance and dining halls	3 × Foam Extinguishers 1 × CO <sup>2</sup> Extinguishers
3.6	Dining Room (with the small kitchen)	1 × Foam Extinguishers 1 × CO <sup>2</sup> Extinguishers
3.7	Dining Room (without the small kitchen)	1 × Foam Extinguishers 1 × CO <sup>2</sup> Extinguishers

There are no extinguishers in the mens', ladies' or disabled toilet.

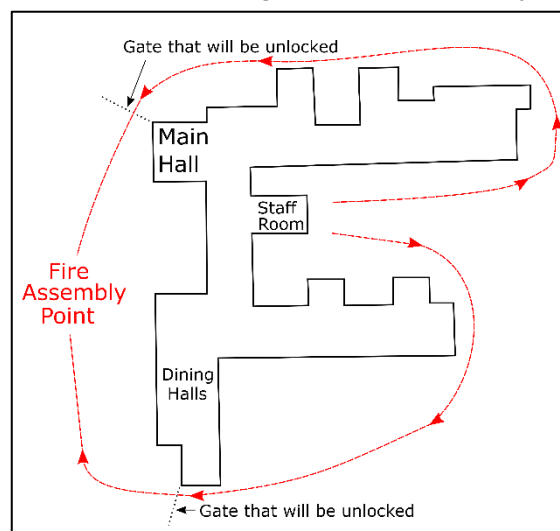
### 4. Communication to the Church Family

4.1 The fire Evacuation Procedure detailed below will be included in the church notices once every 2 months and mentioned verbally in the church notices every 6 months.

#### ▪ Fire Evacuation at Cornerstone Church

Please familiarise yourself with our fire evacuation procedure. Hopefully we shall never have to use it but it is important that our whole church family is aware of this. There is no need to memorise this procedure but if anything is not clear to you at this point please do speak to one of the church trustees.. Our church elders and trustees are very familiar with it and will direct matters if the need ever arises.

- If you see a fire, find the nearest fire alarm and set off the fire alarm. Then leave the building from the nearest exit.
- On hearing the fire alarm, exit the building from the nearest exit.
- If you are the last person using the external door to leave the building, close the door as you leave.
- Move round the outside of the school building toward the Fire Assembly Point.
- Fire Assembly Point: The school car park. PLEASE do not leave the school premises until the individual leading the service or one of the elders says that you can do so.
- Any children in Sunday School will be brought directly to the car park by the Sunday School leaders. You are most welcome to comfort your child(ren) but please note, the Sunday School teachers will only release your children once they have completed their registration checks.
- Please listen out to any instructions from the individual who is leading the service that morning.
- Fire fighting can be attempted by adults within their capability and if it is considered safe to do so but not if it delays evacuation. The church trustees will communicate with everybody and determine when it is necessary and safe for any authorised individuals to return to the building.



- 4.2 The most recent version of this Fire Safety Policy will be made available on the church website and twice a year will be highlighted (and made available via a weblink) in the weekly church news email.
- 4.3 Church Elders, Trustees and individuals who lead Sunday Services
- To read and understand this policy when they start the role.
  - When this policy is updated and reviewed, it is to be distributed, read and understood by all these individuals
- 4.4 Sunday School Leaders
- To ensure the **What You Need to Know booklets** for Sunday School leaders includes the emergency evacuation procedure. This booklet will be updated and redistributed when this policy is reviewed/updated.

If you have any comments or questions regarding this policy please contact our charity trustees at **[trustees@cornerstonegrays.org](mailto:trustees@cornerstonegrays.org)**

Cornerstone Church Grays is a registered charity  
Registered Charity Number 1192558  
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