

St Marys Church Hall, Saltford

FIRE SAFETY POLICY

1. All designated fire exits are clearly marked. There are three fire exits on the ground floor and the first floor can be evacuated down the main stairs into the lobby or by the back stairs into the main hall.
2. The building is fitted with an automatic fire alarm system which is activated if smoke, heat or flames are detected. There are also four activation points positioned throughout the building.

FIRE ACTION

Any person discovering a fire

1. Sound the alarm.
2. Leave the building by the most direct route, closing doors behind you.
3. Call the Fire and Rescue Service dialling 999. The address is St Mary's Church Hall, Queen Square, Saltford BS31 3EL. What 3 Words are: excavated.twitchy.relaxing. Do not hang up until the address is repeated by the 999 call handler.

On hearing the fire alarm

4. Leave the building by the most direct route, closing doors behind you.
5. Report to the assembly point at the church gate end of the path.
6. Do not return to the building for any reason unless authorised to do so.

Assembly Point – Path to the Church, by the Church Gate

BS31 3EL

**What 3 Words are:
excavated.twitchy.relaxing**

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HEALTH AND SAFETY INFORMATION

Meter and Stopcock Positions

Gas – Meter and stop valve are located in the children's storage cupboard under the back stairs. They are placed low down, straight ahead.

Electricity – The electricity distribution board and switches – high up in the far left hand corner of the down stairs store room, diagonally opposite the door.

Water – The stop tap is located in the down stairs store room. On entering the room, turn left and the water stop cock is behind a moveable circular wooden panel at the bottom of that wall near the floor.

Accident Reporting

If any accidents or injuries occur in church, churchyard or memorial garden please enter the details in the accident book kept on top of the fridge in the church hall kitchen. If the church hall is not open please contact the Parish Office on 01225 872275 with the details.

Contacts

If any problems arise in the church or church hall please contact the Parish Administrator on 01225 872275 or by email at scnbenefice@gmail.com . Our church website can be found at www.scnbenefice.org.uk

Insurance

The employers liability insurance certificate is in the Parish Office in the church hall, should anyone wish to see it.

John Norris

January 2025

Version 1.0