

# The Archdiocese of St Andrews & Edinburgh



## Fire Safety Policy

Applicable to all premises and activities within the control of  
The Archdiocese

## CONTENTS

	Page
<b>FOREWORD</b>	3
<b>POLICY STATEMENT</b>	4
<b>FIRE SAFETY ON ARCHDIOCESAN PREMISES</b>	5
Who does this policy apply to	5
Fire Safety Legislation	5
Regulatory standards and guidance	5
Other legislation	6
Duty Holders	6
Duties imposed by the legislation	6
<b>FIRE SAFETY MANAGEMENT</b>	7
Emergency Fire Action Plan	7
<b>INFORMATION, TRAINING AND INSTRUCTION ON FIRE SAFETY</b>	8
Fire drills	9
Fire prevention and monitoring	9
Fire record keeping	9
Fire risk management	10
General fire precautions	10
Provisions of fire extinguishing equipment	11
Maintenance of equipment	12
<b>ROLES AND RESPONSIBILITES</b>	13
Health & Safety Team	13
Parish Priests	14
Employee & volunteer responsibilities	15
Fire Wardens	15
Contractors	16
Procedures For Reporting Activations of Fire Alarm Systems	17
Measuring performance	17
Scotland – Additional obligations (smoke and heat alarms)	18
Appendix 1: Example fire evacuation template	19
Appendix 2: Routine fire checks / record keeping	20
Appendix 3: Fire Risk Assessments (FRA)	21

## FOREWORD

Dear Friends,

Tragic events that have occurred in recent years have shown how devastating the effects of fire can be and should remind us all of the necessity to take appropriate steps to prevent and mitigate the effects of fire.

The people and communities of our Archdiocese are fortunate to be served by so many dedicated and faithful clergy, supported by the Properties team in our Curia. The need for priestly ministry is as important as ever, as is the need to demonstrate care and respect for every person involved in our local Catholic parishes, schools, religious communities and Church activities.

We believe that every person is created in God's image and likeness and, therefore, is deserving of respect. What we believe is also expressed in our legal and ethical duty to look after everyone's safety, welfare and health – whenever they are in our care – so that the chance of someone suffering any kind of injury is minimised.

The Archdiocese is required to meet the obligations specified in both civil legislation and Canon law. Under Canon law, the Parish Priest/Parochial Administrator is entrusted with the care of souls within his parish, and this includes all visitors to the parish. Assisted by Parish representatives, it is his duty to ensure that all fire safety matters have been considered and that identified risks have been mitigated in every way possible.

The framework of fire safety support and guidance that follows in this policy document seeks to enable us all, members of the clergy, employees and volunteers, and parishioners, to carry out our duties in the service and protection of others to the highest possible standards.

This fire safety policy document outlines, in detail, the expectations the Archdiocese of St Andrews & Edinburgh has of all those who work for it, or serve within it, whether as trustees, clergy, employees, volunteers and parishioners, in all matters relating to fire safety.

I am pleased to launch our Fire Safety Policy: 2025. In so doing, I express my gratitude to everyone involved in supporting the safety from fire of all those working in, or visiting, our churches and premises. I ask that you take to heart the provision expressed in this Fire Safety Policy. We all must take responsibility for this in every aspect of Church life.

Sincerely,

+Leo Cushley, Archbishop of St Andrews & Edinburgh

## POLICY STATEMENT

The Archdiocese of St Andrews & Edinburgh and its Trustees believes that ensuring the Health & Safety of employees, clergy, visitors, volunteers, service users and all relevant persons is essential to our success.

### **We are committed to:**

- Preventing accidents and work-related ill health
- Compliance with statutory requirements as a minimum
- Assessing and controlling the risks that arise from our work activities
- Providing a safe and healthy working and learning environment
- Ensuring safe working methods and providing safe working equipment
- Providing effective information, instruction and training
- Consulting with employees and their representatives on Health & Safety matters
- Monitoring and reviewing our systems and prevention measures to ensure their effectiveness
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout our properties
- Ensuring adequate resources are made available for Health & Safety issues, so far as is reasonably practicable.

This Fire Safety Policy has been created to ensure the above commitments can be met. All employees, clergy, volunteers and visitors must play their part in the creation of a safe and healthy working environment for all. The Policy outlines the principles of the legal fire requirements and responsibilities for the Archdiocese as an organisation, including a section on conducting Fire Risk Assessments, which is a fundamental requirement of the legislation. The aim of this Policy is to give guidance to parishes, clergy, volunteers and employees; and provides the basic principles of fire risk management and fire precautions that should be implemented in all parishes and buildings within the Archdiocese.

*+ Les Cumbley*

Signed:

Date 02/09/2025

## **FIRE SAFETY ON ARCHDIOCESAN PREMISES**

The Archdiocese of St Andrews & Edinburgh (the 'Archdiocese') will ensure, so far as reasonably practicable, the safety of employees and others from harm caused by fire while on Archdiocesan premises and will take reasonable measures to ensure their safety in the immediate vicinity. These measures should be aimed at avoiding or reducing any risks identified.

This Policy outlines the principles of the legal fire requirements and responsibilities for the Archdiocese as an organisation, including a section on conducting Fire Risk Assessments, which is a fundamental requirement of the legislation. The aim of this policy is to give guidance to parishes, clergy, volunteers and employees; and provides the basic principles of fire risk management and fire precautions that should be implemented on all Archdiocesan premises.

The Trustees of the Archdiocese have overall responsibility as Duty Holder under the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006. The Duty Holder has delegated duties to relevant persons within the organisation.

These requirements are made by statutory legal regulations, which came into force on the 1<sup>st</sup> of October 2006: Part 3 of the Fire (Scotland) Act 2005, and the Fire Safety (Scotland) Regulations 2006 and related subordinate legislation. This affects owners, employers, clergy, employees and others occupying non-domestic premises. This means anyone with control, to an extent, of the premises will be required to take steps to prevent fire and mitigate the detrimental effects of fire on the premises. This requirement will, however, be proportionate to what is necessary, reasonable or practicable in the circumstances and reflects the level of control each occupier has in relation to the premises.

### **Who Does This Policy Apply to:**

This Policy applies to all employees, clergy and volunteers involved in the day-to-day running of parishes or Archdiocesan premises.

### **Fire Safety Legislation**

The requirements of the legislation are enforced by The Scottish Fire and Rescue Service. A breach of the legislation is a criminal offence and may result in prosecution. Relevant legislation includes:

- Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006 and related subordinate legislation.
- Disability Equality: Statutory Code of Practice

### **Regulatory Standards and Guidance**

The Scottish Government has published guidance to complement the legislation:

- Fire Safety Guidance for Existing Non-Residential Premises
- Fire Safety Guidance for Existing Premises with Sleeping Risks

- Fire Safety Guidance for Care Homes
- Fire Safety Guidance for Evacuation of Disabled Persons from Building

## Other Legislation

The following may also be relevant to the Archdiocesan estate, namely:

- Housing Act 2004
- The Housing (Scotland) Act 1987 (Tolerable Standards) (Extension of Criteria) Order 2019
- Electrical Equipment (Safety) Regulations 1994
- The Gas Safety (Installation and Use) Regulations 1998
- The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006
- Housing (Scotland) Act 1987
- Housing (Scotland) Act 2006

## Duty Holders

Fire safety duties required under the legislation are imposed primarily on “Duty Holders”. The legislation defines the Duty Holders in relation to a workplace as the employer, if the workplace is to any extent under their control. In this case, the Trustees are the Duty Holders and are responsible for ensuring that the requirements of the Fire (Scotland) Act 2005 and other relevant legislation are met in respect of all its buildings that fall within the scope of the legislation.

However, the Fire (Scotland) Act 2005 also provides that any duties imposed on the Duty Holder by section 53(2) (a) of the Act are also, by virtue of section 54(2) of the Act, imposed on, inter alia, any other person who has, to any extent, control of the premises so far as the requirements relate to matters within his /her control.

As regards parish premises, the Duty Holders will be those persons having control of the premises including parish clergy and anyone who, under a contract, has responsibility for the safety of the premises (e.g. parish administrator, caretaker).

For other archdiocesan premises, the Director of Property has responsibility for the day-to-day management of fire safety in their buildings and may employ other paid members of staff to undertake delegated roles. Such persons may also be considered to be “persons having control of the premises”.

## Duties Imposed by the Legislation

- Carry out **Fire Risk Assessments** of the premises.
- Identify the **fire safety measures** necessary as a result of the Fire Risk Assessment outcome.
- Implement these fire safety measures using **risk reduction principles**.

- Put in place fire safety arrangements for the ongoing **control and review of the fire safety measures**.
- Comply additionally with the specific requirements of the **fire safety regulations**.
- Keep the **Fire Risk Assessment** and outcome under review; and
- **Record keeping**.

## Fire Safety Management

An organisational and management commitment to fire safety is essential to achieve suitable fire safety standards and to encourage the Archdiocesan culture of fire safety. This commitment is embedded in the Health & Safety Policy.

It is the responsibility of the Parish Priest and/or the person responsible for fire safety to communicate and bring awareness to fire safety issues and building evacuation plans to all clergy, employees, volunteers and visitors for premises within their control (including, where applicable, unoccupied buildings which can be at risk of wilful Fire Raising attacks), and to have in place both an **Emergency Fire Action Plan** and arrangements to implement this plan.

Copies of evacuation procedures must be retained within each premises and prominently displayed, and a written Emergency Fire Action Plan should be kept on the premises, be available to and known by all clergy, employees, volunteers and contractors.

Where relevant premises are occupied under a tenancy, tenants will co-operate and coordinate with the landlord (or other persons concerned) so far as is necessary to enable them to comply with the legislation (Regulation 21 of the Regulations).

### **Emergency Fire Action Plan**

The purpose of the Emergency Fire Action Plan is:

- To ensure that the people on the premises know what to do if there is a fire
- To ensure that the appropriate action is taken in the event of a fire, and that the premises can be safely evacuated.

The results of the Fire Risk Assessment (FRA) must be considered when drawing up the Emergency Fire Action Plan, alongside procedures for all those occupying the premises, including people with disabilities.

The requirements of any staff member with disabilities or person with disabilities who frequently uses the premises should be discussed with the individual. A **Personal Emergency Evacuation**

**Plan (PEEP)** for each of these people should be established and should contain details of the special evacuation arrangements.

Please Note: the evacuation of all persons, including people with disabilities, from the premises is the responsibility of those persons with control of the premises.

Appropriate arrangements should be made to ensure that the premises can be fully evacuated if necessary, using equipment such as evacuation chairs.

If required, a person should be moved to the refuge point if unable to be evacuated safely and the Fire and Rescue service informed of where the person is located within the building. Refuge points should be identified with Thomson & Inglis, the Archdiocesan Fire Safety Consultants. Thomson & Inglis can be contacted on 0131 665 9941 and have a dedicated support service via church-support@tandibusiness.com

It is essential that clergy, employees and volunteers know what to do to keep themselves and others on the premises safe and to have an awareness of the importance of their actions. This includes risk reduction, maintenance of fire safety measures and action if there is a fire.

### **Information, Training and Instruction on Fire Safety**

All clergy, employees and volunteers will receive information, training and instruction on the fire evacuation procedures regularly, and be provided with adequate fire safety advice on the appropriate precautions and actions to be taken to safeguard themselves and other relevant persons on the premises. Fire safety training is held annually at the Gillis Centre with Thomson & Inglis, the Archdiocesan Fire Safety consultants. Any clergy, employees or volunteers who do not attend the training held at The Gillis Centre are required to organise training with Thomson & Inglis (contact information detailed on page 7) via the Parish Priest.

Those responsible for Health & Safety of premises must ensure all new employees undertake fire safety training as soon as is practicable after commencement of employment and receive periodic refresher training thereafter. (Note: induction information relevant to fire safety precautions within the Archdiocese is available from the Director of Property or Parish Priest (where appropriate); periodic refresher training should be undertaken for general members of clergy, staff and volunteers at periods not exceeding three years).

All information, training and instruction should complement the site-specific Emergency Fire Action Plan and be evidenced by the Parish Priest. Fire safety information, training and instruction should be specific to the premises, organised by the Parish Priest, Line Manager or Director of Property (where appropriate) and should include the following:

- The action to take on discovering a fire
- How to raise the alarm
- The action to take on hearing the fire alarm
- Instruction on the operation of any fire alarm control panel installed within the building, paying particular attention to the information displayed and its interpretation (for designated people)
- The significant findings of the Fire Risk Assessments

- The measures that have been put in place to reduce the risk from fire
- The identity of people nominated with responsibilities for fire safety
- Any special arrangements for serious and imminent danger to persons from fire
- The procedures for alerting visitors and members of the public including, where appropriate, directing them to exits
- The arrangements for calling the Fire and Rescue Service
- The measures in place to ensure a safe escape from the building and how they will operate
- The Personal Emergency Evacuation Plans (PEEP) for people with particular requirements or disabilities
- The building evacuation procedures to ensure all those in the building reach an assembly point at a safe place
- The fire prevention and safety procedures in the premises and where they impact on staff and others in the building
- The location and, where appropriate, the use of firefighting equipment
- The location of escape routes, especially those not in regular use
- How to open all doors on the escape routes, including the use of any special fastenings
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- The reason for not using lifts
- The importance of good housekeeping
- The risks from flammable materials used or stored on the premises
- The precautions to be taken to minimise and control the risks, with particular attention to their role in reducing and controlling fuel and ignition sources
- How to stop any machines and processes or isolate power supplies, where necessary, in the event of fire.

The unique circumstances and role of the Parish Priest is recognised, regular training should be attended to enable them to carry out their fire safety duties. Initial training will be undertaken at Priest induction for new Priests and via regular fire safety training with Thomson & Inglis, the Archdiocesan Fire Safety Consultants, this training will be offered annually at The Gillis Centre, and if not attended, should be organised at parish level by the Parish Priest as detailed on page 8 under the heading 'Information, Training and Instruction on Fire Safety'.

## **Fire Drills**

Parishes and office buildings must ensure that fire drills are arranged and are carried out to check that employees, clergy and volunteers understand the **Emergency Fire Action Plan**.

It is recommended drills will be carried out at a minimum of once per year. However, the frequency may increase based on the type, size and occupancy of each parish, changes in procedures, or regulatory requirements. Regular drills ensure preparedness and allow employees, volunteers and parishioners to practice and refine their response skills.

Drills must be documented within the Fire Register provided to parishes and the effectiveness of the plan evaluated to identify any weaknesses in the evacuation strategy. If you wish to use an electronic Fire Register instead of a paper copy, please inform the Property Management Surveyor, Amy Carroll, who will arrange for this to be set up via WorkNest.

A check should be made by the named/designated person to establish if any people are unaccounted for. In a fire evacuation this information would need to be passed to the Fire and Rescue Service on their arrival by the Fire Warden.

### **Fire Prevention and Monitoring**

All personnel who are responsible for a premises should ensure that all emergency routes, exits, fire-fighting equipment, fire alarms, emergency lighting and other fire safety measures are kept in efficient working order, and additionally, be covered by a suitable system of maintenance and recorded within the agreed electronic Health & Safety recording system (SafetyNest).

Regular monitoring checks, periodic servicing and maintenance are required, please ensure to complete the 'STANED 6 Monthly Checklist' to confirm that all required monitoring checks, periodic servicing and maintenance have been completed. This checklist can be found in the monitoring section of SafetyNest, within the WorkNest Portal .

### **Fire Record Keeping**

Each premises must have suitable Fire Record Keeping (Fire Register), showing for example: evidence of training, evacuations, internal and external checks, statutory inspections, fire evacuation procedure, fire plans and the current Fire Risk Assessment. The Archdiocese retains statutory compliance documents such as fire alarm servicing; these documents are held on the compliance section on the WorkNest portal, known as SafetyNest. In-house checks such as fire alarm weekly testing and fire door checks should be recorded within the monitoring module of SafetyNest and within the Fire Register for tasks such as fire drills.

It is good practice to retain records of testing and maintenance of equipment and other general fire safety matters. The following should be maintained and records stored in SafetyNest within WorkNest:

- Test and service records of fire safety provisions e.g. fire detection and alarm systems, emergency escape lighting and firefighting equipment
- Planned preventive maintenance carried out to prevent fires occurring, e.g. electrical installation tests, and gas safety inspections
- Fire Risk Assessments and reviews
- Fire policies and procedures, including evacuation planning.

### **Fire Risk Management**

Fire risk management is important, not only to comply with the appropriate legislation but also to safeguard the clergy, parishioners, employees, volunteers, visitors and contractors. A Fire Risk

Assessment (FRA) is required by law and is an essential tool that should be used in meeting the commitments as referred to in the Archdiocese Health & Safety Policy.

All Archdiocesan premises will be subject to periodic Fire Risk Assessment. The FRA will be reviewed no less than annually by the parish and the appointed Fire Safety Consultants and then every 5 years, a new FRA will be commissioned. Fire Risk Assessments and reviews should be uploaded to Compliance section of WorkNest.

All parishes are responsible for ensuring actions raised during the FRA are completed and our appointed Health & Safety Consultants will be available to provide guidance, advice and support (contact information detailed on page 7).

The Fire Risk Assessment will remain available as it may be requested for inspection by the enforcing authorities such as The Fire and Rescue Services, The Care Inspectorate or Health and Safety Executive (HSE).

### General Fire Precautions

- Fires can be avoided if people are aware of the hazards and associated risks, and control measures to be implemented to stop potential fires occurring. The prevention of potential fires is the duty and responsibility of all employees
- Means of escape routes must be free from obstructions and combustible materials must not be stored in these areas
- Fire doors must not be wedged open. Automatic Fire Doors, which are normally held open by magnetic catches or other devices, are designed to close when the fire alarm sounds, and must always be closed at night
- Fire route signs and fire exit signs must be permanently fixed, maintained in good repair and must always be visible
- Smoking is not permitted on any Archdiocese premise, in line with legislation. A designated smoking area should be established for volunteers/visitors where applicable and checked for smouldering materials after use. Smoking debris must be placed in metal bins and disposed of
- Combustible materials e.g. pressurised containers (aerosols), cleaning products, furnishing, curtains, books etc., must be kept away from heaters and other sources of fire (which could ignite them) and stored in suitable secure cupboard locations
- Non-essential electric appliances must be switched off and unplugged when not in use including charging units for mobile phones and portable heaters
- Particular care should be taken when using matches and all gas and electrical equipment must be switched off after use
- A Portable /Fixed Electrical Appliance and Gas Inspection register should be established to ensure that regular inspection, testing, servicing and maintenance is carried out on applicable equipment, thus reducing the fire risk
- This list of fire prevention measures is not exhaustive; there are many causes of fire and only by constant vigilance will fires be prevented.



































## Provision of Fire Extinguishing Equipment

Your competent installation and servicing company will advise on the number of fire extinguishing items required and the placement of fire extinguishing equipment, however our consultants can also offer support and guidance. Fire extinguishers are not required in common areas but should be provided in staffed areas such as utility spaces, common lounges and kitchens. They should only be used by trained individuals.

The safe use of an appropriate fire extinguisher to control a fire in its early stages can significantly reduce the risk to people in the premises. Fire extinguishers are in place only to be used if the exit route is blocked by a fire and there is no alternative escape route.

Typical extinguishers and the class of fire they can be used on are found in the table below.

Fire Extinguisher Chart	
Extinguisher	Class of Fire

Colour	Type	 A Solids	 B Flammable Liquids	 C Flammable Gases	 D METAL Flammable Metals		 F Cooking Oils & Fats	Special Notes
 Red	Water	 Yes	 No	 No	 No	 No	 No	Dangerous if used on 'liquid fires' or live electricity.
 Cream	Foam	 Yes	 Yes	 No	 No	 No	 No	Not practical for home use.
 Canary Yellow	Wet Chemical	 Yes	 No	 No	 No	 No	 Yes	Cooking Oils & Fats
 Blue	Dry Powder	 Yes	 Yes	 Yes	 No	 Yes	 No	Safe use up to 1000v.

### Maintenance of Equipment

The Parish Priest must ensure that the premises and any equipment provided therein in connection with fire safety measures are subject to a suitable system of maintenance, are in efficient working order and in good repair (in accordance with Section 16 of the Regulations). It is important that a planned preventive maintenance schedule is established to ensure all systems and equipment are routinely maintained and serviced as this reduces the likelihood of an accidental fire occurring, although there may be additional risks that will need to be considered.

### Roles and Responsibilities

## Parish Priests

The general policy of the Archdiocese is that a parish, as far as possible, should manage its own affairs under the leadership of the Parish Priest. Authority is vested in the Parish Priest pursuant to the Code of Canon Law (Can. 1279 §1), and administration of the parish rests with him. Canon Law distinguishes between ordinary (Can. 1281 §1) and extraordinary (Can. 1281 §2) acts of administration.

However, the authority of the Parish Priest is limited to the day-to-day management of fire safety, with central support being provided by the Director of Property and the Property Management Surveyor. While the Parish Priest's primary duty cannot be delegated to others, Parish Priests may, and it is recommended that, they seek to appoint local Health & Safety representative(s) (as detailed in the Archdiocesan Health & Safety Policy) and that such representative(s), who are likely to be volunteers, are given roles to assist the Parish Priests to meet their fire safety duties.

Duties of the Parish Priests include, but are not limited to, those set out below. In this regard, Parish Priests will ensure that:

- Fire detection and alarm systems are maintained in accordance with the relevant standard, including compliant alarms in every residential home (one smoke alarm in the living room or the room used most, one smoke alarm in every hallway or landing and one heat alarm in the kitchen, all ceiling mounted and interlinked. Where there are also carbon-fuelled appliances – such as a boiler, fire, heater or flue – in any room, a carbon monoxide detector is installed)
- Fire-fighting equipment is serviced annually
- Fire detection and alarm systems are serviced weekly or, in the case of smoke or heat alarms, monthly
- Periodic inspection of metal external staircases and gangways is carried out (where installed)
- Emergency escape lighting and illuminated exit signage are maintained annually in accordance with the relevant standard and tested monthly
- Fixed electrical installation tests are undertaken as required
- All electrical appliances are subject to testing in accordance with the In Service and Testing of Electrical Equipment Code of Practice<sup>1</sup>
- Gas safety tests are carried out and certificates evidencing these are obtained
- Fire exit doors and escape routes operate correctly and are clear from obstructions (weekly)
- All fire exits are unlocked (whenever buildings are occupied)
- Routine servicing of heating systems in Archdiocesan and parish buildings is carried out
- Inspection and testing of lightning protection systems (where installed) is carried out
- Appropriate fire safety guidance is maintained, developed, and revised as necessary
- Training and other resources are provided, as necessary, to support the Archdiocese in meeting its responsibilities under the legislation and this Fire Safety Policy

- All staff/employees/volunteers receive training on induction and at regular intervals thereafter and that records of this training are maintained
- Adequate records are maintained in relation to the storage and use of any dangerous substances, if present (COSHH2 & DSEAR3-)
- Appropriate statutory licences are applied for, and renewed where necessary, e.g. petroleum licences are required if more than 275 litres are stored (if more than 30 litres are stored but less than 275 litres, the relevant petroleum enforcement authority should be informed in writing)
- All works undertaken by contractors, relevant to areas of responsibility, are supervised and, where “hot works” are to be carried out, that the appropriate approval is completed
- The Property Management Surveyor is informed of all relevant matters likely to impact on fire safety matters
- Waste, and waste storage, is proactively monitored to ensure that it is stored away from buildings and within designated containers
- Any third-party use of any property within their control is reported to the Property Department, including any premises that are rented, leased, or licensed to a third party, whether for financial consideration or not. It will be ensured that Archdiocesan requirements in respect of the management of such property, inclusive of the administration of the ‘Parish Property Hire Agreement,’ are satisfied.

### **Employees and Volunteers**

- Must cooperate with all fire prevention and safety procedures or instructions
- Take reasonable care for their own safety and for others whom their actions or omissions could affect
- Must take reasonable care to ensure the workplace is safe from harm caused by fire and do nothing that will place themselves or others at risk
- Must inform their Line Manager of anything relating to the premises which could represent a serious and immediate fire safety danger; or anything which could reasonably be considered representing an issue in the fire safety protection arrangements; or in the event of a fire
- Employees and volunteers are entitled to the provision of adequate fire safety measures on the premises to ensure, so far as reasonably practicable, their safety from harm caused by fire
- Employees and volunteers are entitled to appropriate information; instruction, supervision and training where necessary about any risks identified on the premises, fire safety measures provided and what to do in the event of a fire.

## Fire wardens

It is anticipated that it may be impracticable to attract and appoint fire wardens to support the evacuation of persons attending all, or even some, of the religious services. Accordingly, rather than create a new, specific fire warden role in the parishes, it is recommended that the roles and duties be designed around the liturgical roles of those likely to be present at services and functions.

By way of example, in addition to the Parish Priest, the following persons may also be present, namely:

- Assistant Priests
- Eucharistic ministers
- Sacristans
- Readers
- Passkeepers

Nevertheless, it must be ensured that, at the time of services and functions, those who assume the above roles will be present and, further, that they have received adequate fire safety training and information to enable them to fulfil their duties.

In some of the larger or more complex buildings/sites, a fire evacuation can be achieved more easily with the support of a team of staff who are routinely familiar with the building. In such premises, fire warden teams chosen from staff who occupy the building can be best utilised to support safe and efficient evacuation procedures.

With regard to training of those undertaking fire warden duties, training can be arranged by the Properties Department, or directly with an assigned management company; and includes the need to:

- Be familiar with all exit routes from the building in which they normally work and/or the building where they will be carrying out fire warden duties
- Advise others on the location of exit routes
- Draw to the attention of the person with responsibility for the premises (e.g. the Parish Priest, or for the Gillis Centre, the Director of Property or, if not available, a local Health & Safety representative) any deficiency or obstruction on these routes
- Indicate the most appropriate exit route and help occupants to locate alternative routes if necessary
- Following an evacuation, instruct personnel outside the building to congregate in the recognized assembly areas and not to re-enter the building until so instructed by a senior Fire and Rescue Service Officer
- Report the successful evacuation of their area of responsibility to the person identified as responsible for evacuation of the building (in some locations, this may be the senior member of staff present while, in the case of most parishes, it will likely be the Parish Priest).

## **Contractors**

Where contractors are on site, it is the duty of the person with responsibility for the works undertaken by the contractors to ensure that the appropriate level of fire safety is incorporated within any work schedule, contract agreement or risk assessment. Where any work is likely to involve the application of a naked flame, or mechanically induced heat source, a “Hot Work” permit must be acquired and agreed prior to the commencement of such works.

Where any works are likely to impact on the existing fire safety provisions, notification must be communicated to the Archdiocesan Property Management Surveyor for consideration.

Contractors will be made aware of the actions they should take in the event of a fire in the area in which they are working or are likely to attend.

All those with responsibility for premises have been directed to guidance on the control of contractors working on Archdiocesan property. That guidance will be found in the arrangements section of the Health & Safety Policy.

## **Procedures For Reporting Activations of Fire Alarm Systems in Archdiocesan Buildings**

In the event of a fire or a fire alarm activation at buildings within the Archdiocese, the person responsible for the day-to-day management of the building should be informed. This will normally be either a Parish Priest or the Director of Property. The person responsible for the day-to-day management of the premises should ensure that the Health & Safety Team is informed by email and that it is recorded.

It is important that the Property Management Surveyor is aware of all incidents where the local authority fire and rescue service has been summoned to a church property. More importantly, it allows for investigations to be carried out into incidents, where necessary. Where a small fire has occurred but was subsequently extinguished without activating the fire warning system, the Property Management Surveyor should still be informed. The Fire Risk Assessment must be reviewed following any fire incident.

## **Measuring Performance**

The Archdiocese recognises that it is not sufficient to have a Fire Safety Policy in place, but that compliance with this policy needs to be regularly monitored to ensure it is implemented fully and working effectively, and that the Policy needs to be reviewed regularly to ensure it remains up to date and to continuously improve fire safety performance.

The Property team will meet regularly to review fire safety performance and will provide a quarterly report on key fire safety performance indicators to The Trustees at their regular Trustee

Meetings. Any fire incidents or serious fire safety matters will be included within the reports to the Trustees or, if necessary, will be communicated to the Trustees via the COO between meetings.

The Property Management Surveyor will monitor fire safety performance and make a regular report to the Director of Property. This will include consideration of the remedial works required in FRAs, whether planned maintenance, inspections and tests are in date, if training is being delivered on schedule, and any fire incidents.

Where deficiencies in fire safety performance are identified, the Archdiocese will take steps to resolve the deficiencies as quickly as reasonably possible.

Local Health & Safety Representatives, Assistant Priests, employees and volunteers may be required to assist Parish Priests with day-to-day fire safety management in parishes and all will be vigilant for any fire safety issues and will report such issues to the Parish Priest, Parish Finance Committee or Fabric Committee, as applicable, who will take action or refer to the Property Management Surveyor as necessary.

The responsible person will be vigilant for any fire safety issues within the scope of their area of operation and will report any concerns.

## **Scotland – Additional obligations in respect of smoke and heat alarms for residential properties**

By law in Scotland every residential home must have:

- one smoke alarm in the living room or the room you use most
- one smoke alarm in every hallway or landing
- one heat alarm in the kitchen

All smoke and heat alarms should be mounted on the ceiling and be interlinked. If there is a carbon-fuelled appliance – such as a boiler, fire, heater or flue – in any room, there must also be a carbon monoxide detector in that room, but this does not need to be linked to the fire alarms.

A more detailed guide can be found at [fire and smoke alarms: changes to the law](http://www.gov.scot/publications/fire-and-smoke-alarms-in-scottish-homes/)

## APPENDIX 1: EXAMPLE FIRE EVACUATION TEMPLATE

**Fire Action** - The fire warning sound within the premises is given by the continuous sounding of a (bell, siren or klaxon) (delete as necessary) or by other means including Smoke/Heat Alarms etc.

### **On Discovering Smoke or Fire**

- a. Raise the alarm by breaking the nearest Fire Alarm Call Point (Break Plastic Facing Plate)
- b. If necessary, evacuate volunteers/residents and or visitors out of the building OR from the immediate vicinity of the fire to a protected zone (if applicable).
- c. Close doors as rooms are vacated.

### **On Hearing the Fire Alarm**

The Designated Person on duty will:

- d. Summon the Fire and Rescue Service immediately by dialling 999 including number for outside line (if applicable).
- e. Proceed to the Employee Fire Point or The Identified Area as agreed in Local Evacuation Arrangements (usually adjacent to the Fire Alarm Control Panel where applicable), and direct operations.
- f. Carry out a role call and liaise with the Fire and Rescue Service on arrival. (Note the fire register should be removed from the building during evacuation).
- g. Local arrangements should be made for all of the above actions.

### **All Other Employees/Volunteers –**

Make your way to the Fire Assembly Point and act under the direction of the senior Employee or Designated Person on duty by:

Assisting where appropriate in the evacuation of visitors/contractors/volunteers etc. out of the building OR to the nearest Protected Zone within the building.

- a. If complete evacuation is necessary, the nearest available exits must be used, and all persons must proceed to the designated Fire Assembly Point.
- b. Close all doors along the evacuation route and check that no one has been left behind.

### **Tackling the Fire**

- a. First action **On All Occasions Must Be to Raise the Alarm**. If trained and the fire is small the use of extinguishers may aid your safe means of escape. Or if the fire can be contained, but only if it's safe to do so. **(Never put yourself at un-necessary risk)**.
- b. If attempting to extinguish a small fire it is essential to ensure that you select the correct extinguisher and have immediate access to a safe and suitable means of escape.

**DO NOT** delay departure by collecting personal belongings.

**DO NOT** under any circumstances use lifts

**DO NOT** re-enter the building until the Fire and Rescue Service Officer in charge states that it's safe to do.

## APPENDIX 2: ROUTINE FIRE CHECKS / RECORD KEEPING

In order that the fire precautionary features of the building are maintained in good order, it is essential that the correct frequencies of servicing and routine checks be carried out and recorded in the Fire Register, including any employee instruction or training on fire safety. These records must be kept in each service and must be available for inspection by the appropriate manager, appointed safety consultants and enforcing authorities.

Routine checks must be carried out by the Parish Priest, Volunteer, or Designated Person on duty.

### Continuous Observation:

- Check evacuation routes are free from obstructions
- Check fire doors are opening and closing properly, not wedged open, defect free

### Weekly Checks:

- Fire alarm system – setting off fire alarm using different actuation point on each occasion (where applicable).
- Automatic fire door – simultaneous checking of their operation on the ringing of the fire alarm (where applicable)
- All fire exit doors
- Check fire extinguishers for accidental discharge and accessibility
- Check interlinked smoke / heat detection within property and record within logbook

### Monthly checks

- Emergency lighting (click test for at least 15minutes) – check for effective bulbs and batteries
- Inspect condition of fire doors

### Annual servicing

- Fire alarm system and audibility levels
- Fire extinguishers and blankets
- Fire detectors
- Emergency lighting
- Sprinklers (where applicable)

## APPENDIX 3: FIRE RISK ASSESSMENT (FRA)

### What Is a Fire Risk Assessment?

An FRA is an organised and methodical look at the premises, the activities within the premises, the potential for a fire to occur and the harm it could cause to the people in and around the premises. The existing fire safety measures are evaluated and kept under review to establish whether they are adequate or if more is required to be done.

For the purposes of FRAs, a “Hazard” is a situation that can give rise to a fire. “Risk” has two components: the likelihood that a fire may occur; and the potential for a fire to cause death or injury, i.e. the consequence. Both these components should be considered in an FRA.

It is a legal requirement to carry out an FRA. This forms a crucial element in the overall safety policy for the premises. It is essential that the risk assessment is specific to fire safety and to the premises concerned.

An overall generic risk assessment will not be sufficient. It is essential that the person who undertakes this FRA is proficient to do so, holds relevant fire safety qualifications, is a member of the Institute of Fire Safety Managers and is on the associated tiered fire risk assessors register. FRAs carried out on any premises with sleeping risk will need to be completed by an assessor who is at tier 3 of the tiered fire risk assessors register (IFSM), whereas supported living and larger offices can be completed by tier 2 assessors (CFRAR), and our small less complex offices can be completed by those on tier 1 of the register.

With this in mind, FRAs of Archdiocesan premises will be completed by external competent persons, which will either be WorkNest or Thomson and Inglis.

The aims of an FRA are: -

- To identify hazards and to reduce the risk of those hazards causing harm to as low as is reasonably practicable; and
- To determine what fire safety measures and management policies are necessary to ensure the safety of people in the building should a fire occur.

### Review of assessment

A review of the FRA should be carried out regularly (annually). If the findings of the FRA are considered to be no longer valid or there has been a significant change in the matters to which it relates, such as a change to the premises that has affected the risk or the fire safety measures, the assessment should be reviewed. Other such changes that might prompt a review include:

- A change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability;
- Changes to work procedures, including the introduction of new equipment;
- Alterations to the building, including the internal layout;
- Significant changes to furniture and fixings;
- The introduction or increase in the storage of dangerous substances; or
- Becoming aware of shortcomings in fire safety measures or potential improvements.

The potential risk of any proposed change should be considered before the change is introduced. If a change introduces new hazards consider the fire risk and, if significant, do whatever is needed to keep the fire risk under control. In any case the FRA should be kept under review to make sure that the fire safety measures remain adequate.

If a fire or 'near miss' occurs, this could indicate that the existing assessment may be inadequate and a re-assessment should be carried out. Identify the cause of any incident, then review and, if necessary, revise the outcome of the FRA in light of this experience. If the Fire and Rescue Service has attended a fire in the premises, their findings may help inform a review of the FRA.

## **DOCUMENT CONTROL**

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