



Document Control

Date	Revision number	Reason for update or issue	Updated by
12.09.2025	Rev 0	Substantive update of the SBC Fire Policy and strategy. All sections of the document have been researched and entirely rewritten. Issued to the leadership team for initial review.	Joel Davenport
27.03.2026	Rev 1	Minor updates: Vaping and smoking prohibited, Fire plan added. Photo of the fire alarm and document box has been added. Minor text changes made and other images added.	Joel Davenport

Key Persons and roles

Please see the SBC key personnel schedule as maintained by the church secretary. At the time of writing the following fire team members are in place.

Role	Name	Contact information
Fire lead and Treasurer	Roy Maxim	
Building Fabric Lead	Joel Davenport	
Responsible Person	Paul Hurren	
Full time Church Minister	Paul Davies	
Fire Wardens	The list of trained Fire Wardens is held by the Church Secretary (secretary@sidcupbaptistchurch.org.uk)	Date of training tbc
Other organisations who use the building	Groups are responsible for their own fire management. This fire policy will be provided for information and where possible groups will be invited to join any fire warden training that SBC are organising for own purposes. Group main contacts list below.	SBC Fire policy provided to other groups on this date.
Fun friends		April 2026
Huntingdons group		April 2026
Friday stroke club		April 2026
DCF		April 2026
Therapist		April 2026

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A. Policy Statement

Sidcup Baptist Church (SBC) take fire safety extremely seriously. The trustees, leadership, general church membership along with any regular external organisations who hire the premises must all work together to maintain fire safety standards and ensure we comply with the legislation including 'Regulatory Reform (Fire Safety) Order 2005'.

Sidcup Baptist Church is committed to providing a safe premises where all persons, with a legitimate right to be within or in the vicinity of the building, are protected from fire and its effects as far as possible. This includes appointed staff, such as the church minister, visitors and also contractors working within the building.

For the avoidance of doubt, this fire policy excludes and does not focus on fire fighters or other emergency services who are fighting an active fire or other emergency situation in or near SBC's premises. The emergency services have specialist training and operate beyond the remit of this fire safety policy.

B. Fire Strategy

SBC operates a simultaneous escape strategy, this means that all occupants within any part of the building(s) must evacuate the premises immediately upon hearing a fire alarm, the fire alarm will alert the whole building to a fire no matter where a detector has been activated. Occupants must move swiftly and safely outside and congregate at the 'Assembly Point' on the front lawn at a safe distance from the building, refer to the SBC Church Escape Strategy Drawing for further details on this assembly location.

All occupants must follow the guidance of Fire Wardens and/or Fire Marshalls who will take charge during a drill or live fire event. If it is safe to do so the trained Fire Wardens and Fire Marshalls will sweep the building checking each room for anyone left behind, if it is unsafe to do this the Fire Brigade will complete this task. No one is to endanger themselves at any stage during an emergency by going into areas which are unsafe to access. The trained Fire Wardens and Fire Marshalls will take the lead and guide people to congregate at the external 'Assembly Point'. All children are to remain within the care of their appointed Church children's work leaders until they can be formally released back to their parents, this will likely be after the emergency event has been fully resolved. Parents need to be asked politely to respect this as it is to ensure that Children are kept safe and that our safeguarding policies are also complied with.

SBC has committed resources to actively reducing risks and providing training and technical equipment to assist during an emergency fire situation. SBC will ensure there are suitable fire escape routes, SBC will check frequently that these are kept clear of combustible items. SBC will check frequently that the final exit doors are functioning, SBC has provided illuminated and non-illuminated fire exit signage as necessary. SBC has appointed a specialist to design, maintain and test the fire alarm and emergency lighting systems. Alarm sounders and flashing beacons are provided to alert both deaf and hearing occupants of a fire evacuation. Emergency call points (break glass units) are provided at each exit location, breaking the call point glass and pressing the internal button will activate the alarm throughout the building, therefore keep in mind that the call points can be used to alert people to evacuate before the fire detectors sense smoke, break glass units could also be used to alert people to escape during other non fire situations such as during a terrorist attack. SBC has also appointed specialists to check the fire extinguishers annually and to replace them when necessary to maintain compliance. Whilst SBC has actively paid to train a number of church members to take on the Fire Warden or Fire Marshall role we do not expect anyone to endanger themselves by tackling a fire if they feel it is unsafe to do so.

This fire strategy requires that there are a suitable number of trained Fire Wardens and/or Fire Marshalls to oversee events. Where SBC are running these events the leaders of each event will need to check a sufficient number of trained persons are available for the size of the group. For the avoidance of doubt this strategy only covers people who are legitimately within the premises.

C. Fire Risk Assessment (FRA)

It is recognised that the SBC Leadership and the 'Responsible Person' require specialist support with reviewing fire safety therefore a specialist has been appointed to produce a Fire Risk Assessments (FRA). A copy of this is held in the Fire Document Box adjacent to the fire alarm panel. This is to maintain compliance and to provide a report which picks up areas where the SBC team can make improvements. Although there is no fixed period for the renewal of a FRA it has been completed in 2021 and again in 2026. The FRA must be updated at a suitable frequency to ensure it is current with UK legislation, any changes to the building fabric, layout and escape routes. An update may also be necessary if there are any major works carried out which temporarily change the escape routes or procedures.

D. Responsibilities

All building users share a joint responsibility for fire safety but as required by the *Regulatory Reform (Fire Safety) Order 2005* legislation, SBC has identified a designated 'Responsible Person' (see front of this document). They maintain overall control of implementing the SBC fire safety policy and conducting routine fire checks. They are supported in their role by the SBC Leadership including the Treasurer who assists with allocating resources and planning for the financial cost of routine maintenance and system testing alongside the Trustee who has responsibility for the Building Fabric. The responsibilities of the main persons are detailed below.

1. The SBC 'Responsible Person' routine check list

- The 'Responsible Person' must read and understand the Fire Risk Assessment and this Fire Safety Policy. They will complete the following routine tasks.
- Weekly fire alarm test. The responsible person or church minister have this responsibility. Walk through the building and give prior warning to occupants of an alarm bell test at a given time. They will activate the alarm system deliberately from either the alarm panel or a manual call point unit, it is recommended that they use different call points in sequence to deliberately test different parts of the wiring system. They will check the alarm has activated correctly and reset the control panel. They will fill out a short weekly test report, this is held in the 'Fire document box' and they must sign this to confirm the test was completed giving date/time and noting down any problems or issues encountered.
- The 'Responsible Person' will be involved in checking that the annual testing of the Fire Alarm and Emergency Lighting system has been completed. The 'Responsible Person' will work with the leadership team and specifically the 'Building Fabric Lead' and Treasurer to identify and resolve any fire risks or system faults quickly.



- Weekly inspection walk of the building. The 'Responsible Person' or church minister will walk through the building, normally at the same time as the alarm is tested and they will make a series of routine checks looking primarily at fire risks
 - The escape corridors must be kept clear at all times of any combustible material.
 - Fire doors must not be wedged open at any time unless there is a specific short term reason for this, in this unlikely event the door must be managed and returned to a closed position as soon as possible and immediately if there is a fire alarm.
 - Checking the emergency lighting is working, this is checked by looking for the green LED indicators on various lights. There should be no less than one emergency light per habitable room with multiple fittings in the larger rooms and corridors.
 - The fire signage should be checked periodically including the illuminated fire escape signage which will have a green indicator LEDs illuminated to show the power/battery backup is operating. Non illuminated fire signs should also be checked for example the 'Fire Action' signs positioned at each emergency break glass call point. All fire signs should be clear to view from a distance and not obstructed.
 - Check fire escape doors are clear and that furniture is positioned to provide clear routes to all escape doors.
 - The 'Responsible Person' must communicate and work with the SBC leadership team to take into account and plan for any individuals with special needs who may struggle during an emergency escape situation. This may include thinking about wheelchair users, frail older persons and those with a mental or physical impairment, it is recognised that all of these factors could contribute to a slower or more complex fire escape from the building. The SBC leadership team have considered who may fit within this category and we have developed a series of generic emergency escape plans which fit these individuals and would also work for others with similar need or impairments.
 - The 'Responsible Person' must ensure the fire plan is displayed throughout the building.

- On a monthly basis the emergency lighting must be tested by performing a "flick test". This is completed by activating the secure device key (or 'fish key') to simulate a power failure and then walking around each space in the building to ensure all emergency lights illuminate. A record of this test should be kept with the fire record sheet and signed and dated.

2. All SBC church persons including those running events.

- It is expected that all Church Members along with those regularly attending the church play their part in maintaining fire safety both within the building and in the external space around the premises. This is especially important for those who are arranging gatherings or activities.
- Fire escape routes and final escape doors must be kept clear. The aisles between the chairs must be wide enough to allow free flow of people including wheelchairs and aisles must be kept free of obstructions such as pushchairs etc.
- It is recommended that occasionally the fire plan is displayed on the overhead projector before meetings and that when lots of visitors are in the building the fire escape door locations are pointed out at the start of the meeting.
- Fire doors must not be wedged or held open.
- Be aware that members of the congregation who are less able bodied will naturally take more time to reach exits. Fire Wardens should provide assistance where possible without holding up the escape of others and only where it is safe to do so.
- Bins must be frequently emptied and any waste must be held within the councils bins in designated area. Overflowing bins both inside and outside of the building can present a risk of ignition potentially due to arson.
- It is noted that our external fire escape route to the back of the halls passes adjacent to the bin storage area and any overflowing bins could must therefore not obstruct the safe escape route and gate.
- For those arranging an SBC Sunday meetings or other SBC events you must make sure you have an appropriate number of fire trained attendees. A risk assessment is recommended from time to time to check that nothing has substantially changed but generally we believe the SBC events typically fall within a 'Medium Risk Profile' and therefore no less than 1 trained Fire Warden is needed for each group of up to 20 attendees (for example a typical prayer meeting), this increases to 2 trained Fire Wardens for 20 - 40 persons (for example an AGM or Members meeting) and 3 trained Fire wardens for 40 - 60 persons (typical Sunday church service). This reflects a 'Medium Risk Profile'. Please note this only applies where most attendees are generally able bodied and expected to exit swiftly without assistance during an emergency. If an event is planned where you expect lots of young children (Messy Church) or a larger numbers of older frail or disabled attendees then these ratios need to be reconsidered as those with more complex needs will require additional support and a special risk assessment should be carried out with Fire Warden numbers increased to take account of the 'Higher Risk Profile'. *(SBC action: Produce risk assessments)*

3. All Non SBC external premises hiring organisations

External organisations must take responsibility for fire management during the times they are in control of all or part of the building. External groups must make their own plans and keep their own fire policy. The following is a non-exhaustive list to assist with making plans.

- Non-Church hiring organisations, however small, must identify their own fire lead. Generally, this will be the person responsible for leading the group's activities and those who is hiring the premises. This individual must read and make sure they understand the SBC Fire Policy (this document). Outside organisations are fully responsible for organising their own Fire Warden training and taking control during an emergency. Pre-planning by all groups is a requirement of using the buildings.
- The external group leadership must study and understand the SBC fire escape drawing (plan) and remain familiar with the fire escape routes and fire assembly location in the church garden. They must arrange to meet with the Church's 'Responsible Person' SBC's fire lead periodically. They should discuss the operation of the Fire Alarm Panel, how to reset or silence the panel if needed, how to alert the emergency services and discuss any specific risks, questions or concerns they have. The group must also identify and discuss with SBC any activities that may present specific risks and how they will manage and mitigate any fire risks they become aware of. Please note that SBC do not approve any fire plans or risk assessments put together by other organisations but it is helpful if you can let us know that you have drawn up your own plans and put procedures and training in place for your team, you can place a copy of these in the 'fire document box'.
- Consumption of alcohol can slow a building evacuation and therefore the consumption of alcohol is prohibited for both SBC and any external groups and hall hire groups.
- The Church has a no smoking and no vaping policy, this applies to all parts of the building.



- It is also expected that all external organisations who use SBC's premises on a frequent basis develop their own fire safety emergency plans, organisations must run their own emergency drill annually at minimum or at an appropriate frequency to remind people what to do during an emergency.
- The organisations fire lead must think about and plan for the layout of the room(s) and loose furniture to ensure all escape routes are clear and to make sure any specific risks are identified early and are addressed.
- All organisations using SBC's premises must make sure they have their own team of trained Fire Wardens and Fire Marshalls in sufficient numbers to help cope with the number of attendees. Where possible SBC will invite external groups to attend any organised training, financial contributions will always be kept to a minimum. Organisations may also undertake their own training.

- The leaders must take into account and plan for any individuals with additional needs who may struggle or be slower to react during an emergency escape situation. This may include disabled visitors, older frail persons and those with a mental or physical impairment which might mean they are slow to react to an alarm or take more time to escape during an emergency. Some people with more complex needs may panic or react in a way that requires more specialist one on one assistance. A risk assessment (Low / Medium / High) rating will help with working out how many Fire Wardens you require for each event.
- Fire escape routes and final escape doors must be kept clear.
- Fire doors must not be wedged or held open.
- Bins must be frequently emptied and any waste must be held within the council bins provided. Overflowing bins both inside and outside of the building can present a risk of ignition potentially due to arson. Also it is noted that our external fire escape route to the back of the halls passes around adjacent to the bin storage area and any overflowing bins could obstruct the safe escape route.
- It should be noted that SBC strongly discourages all leaders, church members and other organisations from bringing in or using personal electrical equipment within the premises which has not been PAT tested.

E. Testing and Maintenance

It is recognised that the SBC Leadership and the 'Responsible Person' need professional support from specialists to maintain the building systems and make sure they are fire ready. Below are details of each system and who maintains them and how frequently these systems are tested and inspected. The companies may change from time to time.

1. Fire Alarm, Detection, Sounders, flashing beacons and Break Glass Call Points

The full fire alarm system is classed as essential life safety equipment and it must be certified annually following testing by a specialist. Where issues with the systems are identified additional visits are to be arranged to maintain a fully functioning system 'Marlowe Fire and Security' are the specialist maintenance contractor that SBC have used for many years they have been responsible for maintaining and certifying the full fire alarm system, they inspect and maintain the system every 6 months.

2. Portable Fire-Fighting Equipment

It is essential that the fire extinguishers and other portable fire-fighting equipment is maintained annually. Where necessary scheduled replacements are to be installed to ensure the equipment remains within its certified 'use by date'. Checks should be made at minimum annually, a signed maintenance record sticker is installed on each fire extinguisher. Fire-fighting equipment includes the fire blankets in kitchen areas and fire extinguishers of various types. The extinguishers are checked and replaced (where necessary) annually by 'Fire Action' our specialist contractor.

3. Emergency Lighting

The emergency lighting is classed as essential life safety equipment and it should be inspected and maintained annually. A monthly 'flick test' will be completed by the 'Responsible Person' along with a weekly visual check of the green LED battery indicators. Annually the emergency lighting must be tested with a full 3-hour discharge test to BS 5266-1

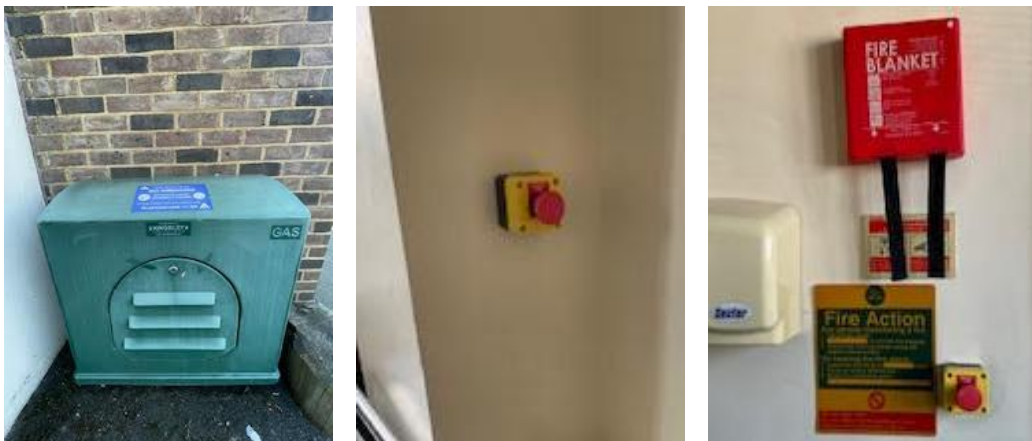
this test is to verify that the batteries last the required duration and all emergency light fittings remain on. Any faults must be rectified by a competent person.

4. **Electrical Installation Condition Report**

Electrical systems are a source of fire risk and should be maintained and inspected by trained certified electricians. The SBC systems date from various periods with most of the system rewired and substantially upgraded in circa 2009. A 5 yearly electrical Installation Condition Report (EICR) is essential. Any adaptations to the system should be documented by the installing electrician and the 'Fabric Lead' should aim to keep records of replacement fixtures within the Operation and Maintenance manuals where possible.

5. **Gas systems and boilers**

The gas systems represent a significant fire risk. SBC have gas boilers for heating, hot water and also gas hobs and gas ovens installed within the kitchen. These systems require inspection by a specialist and SBC requires that a Commercial Gas Installation Safety Report be provided. A hard copy of these reports is held within the boiler room. The full gas boiler system, ovens and hobs all date from 2009, extensive details of the system are held within the Operation and Maintenance manuals. There is a gas safety cut off switch located within an external green utility enclosure outside of the kitchen and emergency gas cut off buttons are either end of the kitchen which should be pressed if required. Locations of these are shown on the SBC church fire escape strategy drawing, as enclosed within this document and displayed around the building.



6. **Portable Electrical Equipment (PAT) testing**

SBC provides standard PA, AV and other projection equipment that would be expected for a typical church setting. There are also computers for the church minister and secretary, along with a photocopier and other typical small electrical appliances. Where these appliances are beyond the one-year manufacturers guarantee they should be PAT tested. The set period for PAT testing is not defined by the Health and Safety Executive (HSE) but 5 yearly testing is recommended by many companies as a suitable increment. It should be noted that SBC strongly discourages all leaders, church members and other organisations from bringing in or using personal electrical equipment within the premises which has not been PAT tested.

7. **Internal fire doors and final escape doors.**

Internal fire doors and final escape doors (Fire exit doors) are considered essential life safety equipment they provide passive fire protection and slow the progression of fire and smoke for a given period of time. The SBC internal fire doors have cold smoke seals and intumescent strips around the perimeter of the door leaf. The doors should have gaps around the edges which are no more than 3mm wide (from frame to door leaf). The intumescent

seals will help block these gaps during a fire but it should still be possible for the fire brigade or anyone trapped in the building to kick a door open such as during a search of the building. Some of the fire doors also have vision panels which are made of wired safety glass. Always look through these before entering a room if sweeping the building. A visual inspection of the doors is expected annually and any gaps wider than 3mm or seals which have degraded or fallen out must be repaired asap. A frequent visual inspection of the fire doors is suggested to catch any missing seals early. A record of the annual inspection is to be retained as a record in the fire document book.



8. Fire action signs

Statutory fire action signs are displayed at all SBC fire exit locations positioned alongside the fire alarm break glass units. The Fire action signs help provide essential information in the event of a fire and convey guidance about how to contact the emergency services. These signs must be clearly visible.



9. Records of Testing and Maintenance.

The SBC buildings date from various periods, the main church sanctuary and vestibule closest to Main Road are the oldest portions of the building 1922, the rear large hall and connecting halls which are furthest from the Main Road were delivered next 1938 and the toilets, kitchen and interconnecting corridors are the most recent additions which date from 2009. There are various records, of varying quality, which span the 100+ years of building development. It is important that the 'Fabric Lead' works with other church members to systematically gather and record details about the building and retain these within the Operation and Maintenance Manuals which are held in a shared online folder. These O&M documents are to be kept live as a record handed forwards to future generations. Maintaining these records is an important part of complying with the '*Regulatory Reform (Fire Safety) Order 2005*' alongside other key legislation.

F. Training

The SBC Leadership team are aware that it is essential that people performing critical roles are trained and that training is maintained over time. It is recognised that particularly in recent years the fire safety of buildings has been an area of ever greater scrutiny and tightening regulation. The fire legislation, building regulations (Part B) and British and European Standards have all been subject to significant and frequent adjustment. The '*Regulatory Reform (Fire Safety) Order 2005*' has also introduced new responsibilities, roles and checks. To help our team maintain compliance SBC will train various team members.

1. The Responsible Person

This is a key post and regular training is considered important. This individual runs various checks and they should work with others in the church team such as the Church Minister, Church Treasurer and Fabric Lead as a core group to maintain compliance and report any live issues.

2. Fire Wardens

'Fire Wardens' are designated civilians not part of the fire brigade who assist during a fire evacuation without endangering themselves. They will have received a basic level of training. Fire Wardens will help keep others calm, direct people out of the nearest fire exit, contact the fire brigade and where it is safe to do so they will also sweep the building checking each area is clear and where it is safe to do so they may also use fire extinguishers to reduce a fire intensity or put it out. SBC are arranging for 12 regular attendees and key leaders of groups to attend Fire Warden Training during 2026.

3. Evacuation Drills

Regular evacuation drills are essential to maintain familiarity and to review how long it takes people to get out of the building in an organised safe and calm way. An annual drill is expected for the main Sunday service. Any special smaller group settings such as Youth Group or Messy Church may also consider it good practice to have a fire drill once a year too especially if there are lots of non-frequent visitors. A fire evacuation drill also helps Fire Wardens maintain familiarity with the type of issues they may encounter during an emergency. It also should offer an opportunity to discuss how things went, to consider improvements and write up a short report to document the drill and any actions that might flow from this. There is a red fire grab bag provided in both the main church and the large back hall, these contain hi-vis vests, megaphone, lights and other emergency equipment



G. Contractors working on Church Premises

Conducting building works increases the risk of a fire event. Therefore, the SBC Leadership and SBC Fabric Lead should plan for building works carefully and consider the risks beforehand. In certain situations, it will be necessary to alert the SBC building insurers of upcoming work or potentially to take out additional insurance to cover the premises against the increased risks or pay the contractor to provide that additional insurance on behalf of SBC.

There are specific considerations to take into account when contractors or tradesmen are working within the building. The SBC insurers have specific clauses and conditions related to 'hot works'. Hot works are inherently more risky and involve the use of high levels of heat or naked flames. Examples include soldering pipework or the use of blow lamps or torches. The likely contractors involved in this type of work include roofing contractors, plumbers and gas engineers. A Method statement must be requested from these contractors ahead of their work. A method statement should detail the work required and how this work will be completed safely and any precautions or planning the contractor is undertaking. The SBC

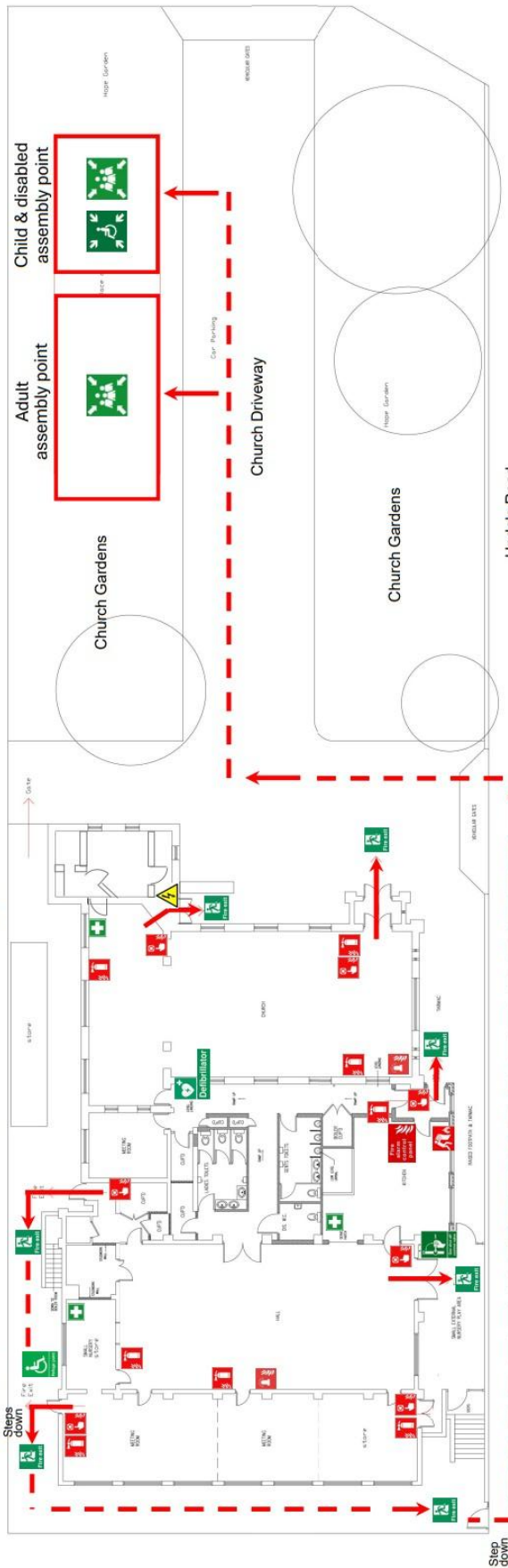
team should ask questions and request the contractors insurance details to check their insurance is in date and covers the works proposed.

If the works are of a significant scale a professional team of consultants might be wise to provide specialist advice. The contractor should also provide a logistics plan showing the area of the building they will control, how they will gain access to this area and their welfare provisions for workers. If the area in question will block a fire escape route or final exit doors then special measures including temporary signage, exclusion zones and delineated safe escape routes should be implemented by the SBC team or Contractor for the duration of the works.

H. The SBC Church Escape Strategy Drawing.

Main Road A211

Sidcup Baptist Church – Fire information diagram



Fire drawing key

	Exit direction signs (not shown on plan)		Fire extinguishers. Types as advised by fire specialists		Incoming electricity supply
	Exit direction signs (not shown on plan)		First aid kit locations		Electrical cupboard
	Fire escape doors		Defibrillator location		Emergency break glass / alarm activation
	Assembly point / safe location		External wheelchair refuge point due to external steps		Fire Alarm flashing beacon
	Disabled assembly point / safe location		Fire alarm control panel		Fire alarm control panel
			Fire blanket		Incoming gas supply external cabinet shut off switch

This plan is considered a diagram it is not based on a measured survey and not to scale.

I. Relevant Legislation and guidance.

- Regulatory Reform (Fire Safety) Order 2005
- HSE guidance related to Portable Equipment testing.
- Building regulations related to general guidance on building works.
- SBC Insurers guidance related to hot works and excluded insurance cover.
- BS 476 related to fire door checks.

J. Fire Door annual maintenance check sheet,

Recommended that SBC complete this tick sheet for each door and save photos. Include door location, room the door opens into and following checks:

- | | | |
|--|---|---|
| <input type="checkbox"/> The surrounding wall – Is the wall free from damage, or settlement cracks or any other signs of movement indicating that it may have shifted? | <input type="checkbox"/> Locks, latches, handles and keeps – Does the latch still engage securely when the door is shut? Are all fixings still secure to all components? Does the lever handle still come back to the horizontal after use? | <input type="checkbox"/> All remaining ironmongery – is it still operating as it should? Is there any visible damage? |
| <input type="checkbox"/> The frame – Is it still securely fixed to the wall, have any gaps opened up behind any architraves for instance? Is there any damage? | <input type="checkbox"/> Self closing devices – Does the door close fully and smoothly causing the lock latch to engage? Is the door free to close without obstruction? Are any connections to a building management system still operational? Does the door close at a smooth steady rate? | <input type="checkbox"/> Door apertures and glass – Are all apertures and their contents still secure? Is there any damage to any component? Do any air transfer grills operate properly? |
| <input type="checkbox"/> The door leaf – Is it still operating smoothly and closing properly? Are the gaps correct between the door and frame and between both leaves in the case of pairs? Is there any damage? Is the door still perfectly flat? | <input type="checkbox"/> Signage & labels – Are all fire door signs securely fixed and clearly visible? Are all fire rating and door identification labels still present and in good condition to be read easily? | <input type="checkbox"/> Cleanliness – Are all items clean from dust or dirt? |
| <input type="checkbox"/> Fire or acoustic seals – Are all of the seals specified in the O&M manual still present? Is there any damage? Are they still firmly fitted in their groove or are they loose? Does any threshold seal still operate? | | <input type="checkbox"/> Remedial works – Have any works been carried out to the door since the last inspection, have they been completed correctly? |
| <input type="checkbox"/> Hinges – Are all fixings still secure? Does the hinge operate smoothly? Are there any marks | | <input type="checkbox"/> Paperwork – Is all relevant paperwork on file with building control and easily accessible? |

K. Risk assessment to determine the number of Fire Wardens

This section is a work in progress.

A separate fire risk assessment should be completed for each SBC meeting type, The risk assessments should be comprehensive and prepared and updated by the 'Responsible Person' potentially with assistance from others.

1. Event type (church service, community event, concert, small meeting) -
2. Number of attendees (average over 3 events) –
3. Number of these that are children (under 18) –
4. Number of these that use a wheelchair or walking aids such as stick or a frame -
5. Number of attendees that could be described as vulnerable persons or have other known issues such as dementia, memory issues or other complex needs which may mean they panic, react more slowly or become anxious in an emergency or when hearing the alarm system –
6. Are there any unusual building related risk factors which make the structure a higher risk. This may include structural issues, buildings with a complex layout or buildings with multiple disconnected areas. This is relevant as Fire Wardens may need to move between these zones which takes more time –
7. Identify fire hazards and determine the potential sources of ignition or flammable materials
8. Evaluate all of the risks and assign a Risk Profile to each meeting type (circle as appropriate) - Low Risk Profile, Medium Risk Profile, High Risk Profile.
9. Determine the Number of Fire Wardens needed for each event type and communicate this to those who run each event type, record that information. –
10. Ensure training for all Fire Wardens is sufficient and regularly updated to ensure they are able to fulfil their responsibilities effectively –
11. Meet the Fire Wardens from time to time to update them on any changes or developments.

The local authority, Fire Brigade or building insurers may provide professional guidance to the 'Responsible Person'