St Andrews Oxshott

Health & Safety

Fire Safety Policy and Guidance
# Emergency Numbers

<table>
<thead>
<tr>
<th>999</th>
<th>111</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK NATIONAL FIRE, AMBULANCE POLICE</td>
<td>NHS England non-emergency medical advice</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>112</th>
<th>101</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK &amp; EU FIRE AMBULANCE POLICE</td>
<td>England non-emergency Police</td>
</tr>
</tbody>
</table>

- St Andrew’s Church, Oakshade Road, Oxshott, Surrey, KT22 0LE
- Warden 07711 259616
- Warden 07770 644039
- Vicar 01372 - 802316
- Office 01372 - 842071
1) St Andrews is required by law to have a Fire Safety Policy and a Fire and Emergency Action Plan. An independent risk assessment (March 18) is filed in the Parish Office.

2) Regular congregations are reasonably sized, know the building well, and could easily evacuate it in the event of fire under the direction of churchwardens and/or sidesmen.

3) If large congregations are expected (e.g. Christmas) additional fire wardens will be appointed.

4) Leaders of any group/organisation using the building will be made of aware this policy and expected to follow it.
St Andrews Oxshott

Fire Safety Precautions

- Keep hallways, passages and exits clear of all obstructions and combustible material at all times.
- Ensure fire doors are closed
- Switch off electrical equipment when not in use
- Do not use electrical appliances if you are unsure of its safety or do know how to use it
- NO SMOKING on church premises
- Keep the boiler room clear of all combustible material and rubbish
- Do not use portable heaters anywhere in the church
- Maintain a register of children present
- Ensure any party using, hiring or working in any part of the building understands these precautions and the location of the fire alarms, exits and extinguishers
St Andrews Oxshott  

Fire Emergency Procedure

1) Raise the alarm by shouting “FIRE”,
2) Leave the building by the nearest Fire Exit.
3) Set off the alarm as you leave using the nearest call point -see Slide F4
4) Mobility impaired people must be assisted to the signed exit after all others to ensure the exit is clear
5) Close the door when all have left. Go to the Assembly Point
6) Call the emergency services 999
7) Check head count
8) Contact
   a) Church Warden 07711 259616
   b) Church Warden 07770 644039
   c) The Vicar 01372 - 802316
9) The extinguishers are to safeguard the exits. **Only tackle the fire if you have been trained**

The Southside Lawn

9-Nov-18
St Andrews Oxshott Fire Call Points & Alarms

& Fire Wardens Bag

ASSEMBLY POINT
Southside lawn

Call Point
- Smoke alarm
- Heat Alarm
- Fire Wardens Bag
  Safety Vests, Megaphone,
  Light Sticks
St Andrews Oxshott  FIRE EXITS

ASSEMBLY POINT
Southside lawn

21 August, 2019  F5
The extinguishers are to safeguard the exits. Only tackle a fire if you have been trained.