

POLICY STATEMENT

The Pastors, **including Restore Church Pastor**, Elders, Church Administrator and Deacons of Beenleigh District Baptist Church (BDBC) are committed to the principles of fire safety management and shall undertake to comply with fire safety standards, statutory regulations and Queensland Fire Brigade at all times to ensure the safety and protection of all persons within the confines of the Church buildings, Restore Church and grounds.

The Pastors, **including Restore Church Pastor**, Elders, Church Administrator and Deacons shall ensure that fire protection equipment and systems will be installed to the minimum standards required by the Building Code of Australia, Queensland Building Fire Safety Regulations (2008) and relevant Australian Standards.

1. PURPOSE AND SCOPE

To detail responsibilities of the Pastors, **including Restore Church Pastor**, Elders, Church Administrator, Deacons and Ministry Team Leaders and Voluntary Workers for the implementation of effective fire safety management including evacuation routes within the Church facilities. Effective fire safety strategies are aimed at protecting assets, people and minimise the risk of fire hazards and the spread of fire and smoke. External testing and tagging of electrical appliance are covered in Church Policy CP-07, Protecting People and Property.

2. RESPONSIBILITIES

- Pastors, Restore Church Pastor, Church Administrator, Elders and Deacons
- Ministry Team Leaders
- Church Office Administration Team (paid and voluntary)
- Volunteer maintenance team

3. REFERENCES

- Building Certifiers Australia, Queensland
- Building Fire Safety Regulations (2008)

FIRE AND EVACUATION SAFETY

CP 06

- Church Policy CP-07 Protecting People and Property
- Church Policy CP-12 Emergency Management

4. DEFINITIONS

- **Evacuation route:** A path of travel from any place in a building through a final exit of the building to a place of safety outside.

5. PROCEDURE

5.1 STRUCTURAL REQUIREMENTS

External review

In the case of BDBC including **Restore Church** the properly qualified person contracted by the Senior Pastor and Church Administrator to provide fire safety services is:

<p style="text-align: center;">Chubb 41 Pentex Street, Salisbury. QLD 4107 Phone: 13 15 98</p> <p style="text-align: center;">Church Customer Number: U100117084</p>
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The nominated contractor must conduct the external review of fire protection equipment every six months as contracted. The record of **ALL** tests and maintenance are maintained by the Church Office. The Administrator will take note of the pass / fail status of any equipment.

5.2 FIRE SAFETY MANAGEMENT

a. Annual Internal hazard review

The Church Administrator together with the Deacons is responsible for ensuring an annual internal hazard review is conducted using **Form WPS-03**. This audit includes the review of all fire protection equipment.

Fire protection equipment provided at BDBC includes:

- Fire Extinguishers – as shown on fire evacuation routes
 - Fire Blankets – in Church kitchen, Church Office, and Restore Kitchen on the lower ground Floor
 - Fire Hose Reels – Southern side of church
 - Exit Lights
 - Emergency lighting
- b.** The Contractor is responsible for checking Fire Extinguishers, fire blankets, exit lights and fire hose reels. The Church **Annual Hazard Review, Form WPS-03** is provided to check the fire exit lights and emergency evacuation exit signs.
- c.** The completed audit is discussed with relevant Deacons' by the Church Administrator to action any areas of non-compliance. Using the **Risk Assessment Matrix, Form WPS-08** areas of non-compliance are entered into the **Hazard Identification Register, Form WPS-11** and monitored and managed according to their risk level.
- d. Staff fire safety training**
- Staff should be instructed in fire safety, safe operation of fire-fighting equipment, fire emergency and evacuation responses. New staff or volunteers will be shown the location of firefighting equipment and evacuation points. Staff in the Church Office shall have the record of training recorded on their Position descriptions and permanent volunteers on their **Volunteer Application Form WPS-09**
- e.** Due to the transient attendance of congregational members slides showing the **R.A.C.E.** acronym and the **Evacuation assembly points** will be shown on overheads at Church Services using Proclaim. These overheads will be shown at Quarterly, (also Special) or Annual General Meetings. Records of attendance are as documented in the 'Attendance Book'.

Physical training should be held at least annually **OR** if building needs change. during Ministry Team Leaders (Leader’s Connect) training.


The nominated Fire Warden is the Associate Pastor.

- f. Emergency Management Plan for Beenleigh and District church is situated inside the Auditorium and is to be reviewed annually for any updates.


5.3 Types of fire extinguishers

The type of fire extinguishers provided for BDBC, and **Restore Church** are the **Dry Powder Fire Extinguisher ABE**

4.5 Kgs and 2.5 kgs in the Kitchen. **Extinguishers are in the HUB, Church, Kitchen, Church Office, and Restore Church Kitchen, (ground floor) as per the Fire Plans.** This extinguisher is distinguished by a white coloured band:

Powder type extinguisher	Following types of fires
	Class A – paper, textiles, wood, most plastics and rubber
	Class B – Flammable liquids
	Class C – combustible gases
	Class E – electrically energised equipment

NOTE: This extinguisher is **not to be used** on any type of oil fire.

Powder type extinguisher	Following types of fires
	<p>NOTE:</p> <p>The CO2 extinguisher is placed in the Sound Room at rear of Church AND in the room behind the stage on the left-hand side.</p> <p>This extinguisher is suitable for electrical fires at the sound desk OR on-stage musical instruments, it does not leave a residue like the foam extinguisher above</p>

5.4 FIRE PREVENTION AND HAZARDS

The potential for a fire is a continual risk, however these risks may be reduced and/or eliminated by safe work practices. There are a number of ways of reducing and or eliminating fire hazards:

a. Reducing electrical hazards by:

- The **use of double adaptors is prohibited**
- Using power boards with surge protection, however, do not piggyback another power board into each other
- Inspecting power cords before use. Keep water away from electrical equipment, e.g., tea/coffee away from keyboards
- Ensuring electrical equipment is tested at appropriate schedules for testing and tagging as defined in Australian Standard AS/NZS 3760:2003 (Refer to Church Policy CP-07
- Protecting People and Property)
- Removing faulty cords and equipment or placing “do not use” / “out of service” signs

FIRE AND EVACUATION SAFETY

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- Ensuring the accumulation of papers, magazines, rags, excessive furnishings, and other combustible items does not occur
- Any dry combustible ground matter, garden litter and dry matter is kept away from external walls of highly combustible nature.

b. Flammable goods

Any supplies of flammable goods (i.e., petrol and paints) will be kept at a minimum level and stored in the outside sheds.

Signage must be in accordance with Dangerous Goods and Hazardous substances

5.5 EVACUATION EGRESS ROUTES

- Egress corridors, fire exits are always kept clear of obstructions and evacuation doors are not locked
- Check defined evacuation routes are clear and safe, document in audit inspections
- Review the fire and safety evacuation route annually and exhibit on the notice boards inside entry foyer, church and hall
- Appoint and re-train persons responsible annually and keep record of training
- The Building Fire Safety Regulations 2008 cite an evacuation drill must be held annually. In view of the number of elderly attending services BDBC will educate the congregation by use of video's, overheads visual display in Church foyer.

6. RECORDS GENERATED

- Chubb six-monthly service report
- Workplace Safety Annual Hazard Review Form WPS-03
- Church Volunteer Application Training record - Form WPS-09
- All records of training for Church and Ministry Team Leaders

The Church Administrator retains the above records for an indefinite period and archives according to the Church Office Work Instruction WI 10 Record Management.

7. REVISION & APPROVAL HISTORY

Date	Revision No.	Author and Approval
March 2020	Draft 1	Rose Gavin, Administrator (Voluntary)
April 2020	0	Ps Steve Twible, Senior Pastor, Paul Stallard, Elder/ Deacon and Rose Gavin, Administrator (Voluntary)
June 2020	1	Changes to Form numbers in Section 5.2, Addition of staff training records to Section 5.2.4 and provision of annual training at Leader's Connect and addition of Fire Warden to Section 5.2.5. Republished by Rose Gavin, Administrator (Voluntary).
August	2	The addition of CO2 Extinguisher in Section 5. Approved by Rose Gavin, Administrator, (Voluntary)
November 2020	3	Addition of CP-12 to references, Addition to 5.2 Emergency Management Plan. Approved by Katie Davis Church Administrator
August 2022	4	Removal of previous change bar. Addition of Restore Church to the responsibilities and scope of the policy. Location of extinguishers in Section 5.3. Changes made by Rose Gavin Volunteer Administration. Approved by Ps Steve Twible and Katie Davis Church Administrator.