

INTERNAL ONLY

CHURCH BOARD POLICY

FIRE SAFETY AND SECURITY.

Church Policy 03

1. PURPOSE & SCOPE

To detail the responsibilities the Church Board, (hereafter referred to as The Board), Ministry Staff and Voluntary Team Members for the implementation of effective fire safety management within the Church facilities to protect assets, people and minimise the risk of fire hazards and the spread of fire and smoke.

POLICY

The Board is committed to the principles of fire safety management and shall undertake to comply with Wollongong City Council fire safety standards, statutory regulations and NSW Fire Brigade at all times to ensure the safety and protection of all persons within the confines of the Church building.

The Board shall ensure that fire protection equipment and systems will be installed to the minimum standards required by the Building Code of Australia and relevant Australian Standards.

2. RESPONSIBILITIES

Church Board
Ministry Staff
Church Office Administration Team (voluntary)
Volunteer maintenance team

3. REFERENCES

3.1 Legislation

- NSW OH&S ACT 2000
- NSW OH&S Regulation 2001

4. DEFINITIONS

- **Fire safety statement:** All buildings with essential services must be surveyed to verify the installed essential fire safety measures are capable of meeting the required Standard of Performance, EPA Regulation 2000. This statement must be displayed in the entry of all buildings

- **Ministry staff:** Are staff employed for wages or salary within the Church



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5. POLICY

5.1 STRUCTURAL REQUIREMENTS

5.1.1 External review

Under the requirements of Clause 177 Environmental Planning and Assessment Regulation 2000 the owner(s) of a building are required by local Councils to submit an **Annual Fire Safety Statement** that has been completed by a properly qualified person selected by the building owner on all essential fire safety measures in the building.

In the case of Wollongong Church of Christ the properly qualified person contracted by the Board to provide fire safety services is:

Chubb Fire Safety 377-379 Old Five Islands Road, Unanderra. NSW 2526 Phone 42605600
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The nominated contractor must conduct the external review of fire protection equipment every six months as contracted.

5.1.2 Fire Safety Statements

The record of **ALL** tests and maintenance are maintained by the Church Office Administration Manager and copies forwarded to Council upon request each year as well providing a copy to:

NSW Fire Commissioner NSW Fire Safe Division Locked Bag 12 Greenacre. NSW 2190

The **Annual Fire Safety Statement** is displayed on the notice board outside the Church Office.

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5.2 FIRE SAFETY MANAGEMENT

5.2.1 Internal review

The Church Office Administration Manager is responsible for ensuring that an annual internal review of fire protection equipment is conducted prior to the request from Council (usually in March) for the annual Fire Safety Statement.

Fire protection equipment includes:

- Fire Extinguishers
- Fire Blankets
- Fire Hose Reels
- Exit Lights
- Emergency lighting

The Contractor is responsible for checking Fire Extinguishers, fire blankets and fire hose reels. The Church Office Administration ***Essential Services Audit tool*** is provided for the checking of exit lights and emergency lighting.

The completed audit is provided to the Church Office Administration Manager for actioning any areas of non-compliance prior to completing and signing off on relevant forms provided by Wollongong City Council.

5.2.3 Staff fire safety training

All staff should be instructed in fire safety, safe operation of fire fighting equipment and fire emergency response.

Training should include the demonstration of fire fighting equipment and practice evacuation exercises. Training should be held as a minimum on the following basis:

- Annually and
- If building needs change.

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5.3 FIRE PREVENTION AND HAZARDS

The potential of 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:

5.3.1 Good housekeeping practices

- Reducing electrical hazards
- Minimal use of double adaptors
- Using power boards with no more than four outlets however, do not piggyback another power board into each other.
- Inspecting power cords before use.
- Keep water away from electrical equipment, eg 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
- Removing faulty cords and equipment or placing “do not use” / “out of service” signs and
- Ensuring the accumulation of papers, magazines, rags, excessive furnishings and other combustible items does not occur.
- Egress corridors, fire exits are kept clear of obstructions at ALL times.
- Any dry combustible ground matter, garden litter and dry matter is kept away from external walls of highly combustible nature.

5.3.2 Flammable goods

Any supplies of flammable goods (i.e. petrol and paints) will be kept at a minimum level and stored in the downstairs switchboard room, segregated from the main switchboard area, to prevent any spillage. Signage must be in accordance with Dangerous Goods and Hazardous substances.

6. DOCUMENTATION

Chubb Annual Report
Annual Fire Safety Statement
Annual Essential Services Fire Safety Audit – Church Office Form No 07

The Church Office Administration Manager retains the above records for a period of two years.



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7. REVISION & APPROVAL HISTORY

Date	Revision No.	Author and Approval
August 2008	0	Rose Gavin (Church Office Administration Team Voluntary Helper). Approved by Chairman of the Board: David Stumbles