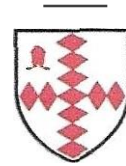




**The Parish Church of
St Mary & St John,
Balham High Rd, SW12 9BS**
Registered Charity number: 1139488



EMERGENCY PLAN - GUIDANCE FOR HIRERS AND USERS – March 2023

As a hirer you are responsible for the event or class (or other purpose for which you are hiring) and you have legal duties with regards to the safety of those persons assisting or attending the event or class (or other purpose for which you are hiring).

Before your hired period you should be aware of and decide who will take charge:

1. Fire

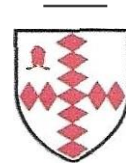
- The duties & identity of hirers, or users, who have specific responsibilities if there is a fire.
- What fire protection systems are present – fire doors etc
- How the evacuation of the premises should be carried out and what arrangements are in place for means of escape for disabled people.
- How a fire will be detected – alarm systems
- How people will be warned if there is a fire – by fire alarm in the Narthex
- What the hirer and users should do if they discover a fire
- Where people should assemble after they have left the premises, and procedures for checking whether the premises have been evacuated. At the front of the church is main evacuation site.
- Identification of key escape routes and exits, how people can gain access to them and escape to a place of safety.
- Arrangements for fighting a fire – where the fire extinguishers etc are located.
- Specific arrangements if necessary for high risk fire areas e.g. Kitchen
- How the fire and rescue services will be called - call 999
- Procedures for meeting the fire & rescue services on their arrival, who will do this, notifying them of any special risks e.g. the location of highly flammable materials.
- What instruction you and your users need and plan for ensuring that training is given
- Limitation of the numbers of people using the premises, so not to get overcrowded.
- Exit doors that are required to be in the open position and secure.
- Checking that all escape routes are clear of obstructions and combustibles.
- Your plans to deal with people once they have left the premises, especially children.

At the start of the hired session the hirer should notify all the users about:

- The smoking policy – no smoking at all in the building
- Who is supervising the session and will take action if needed
- Beware of naked flames,
- Location of exits and escape routes and make sure they do not become blocked.
- Of the fire procedure that the hirer has developed for their hire
- If evacuated, only take valuables immediately to hand, do not go back to collect other belongings.
- The location of muster points and what will happen after that (e.g. re-entry to the building).



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2. Injury /First aid

All accidents must be reported to the administrator / Churchwarden. Who will need to complete the accident book placed in the kitchen cupboard. Email churchwarden@stmarybalham.org.uk or administrator@stmarybalham.org.uk

Personal injury

- Minor injuries can be treated on site, there is a First Aid supply in the Narthex kitchen cupboard. Please inform churchwarden if any supplies are used, so they can be replaced.
- Major accidents, should be assessed and emergency services called – ring 999.
- After an emergency, if a serious danger remains, evacuate the building following the procedure for fire as above. If you have any doubts ask for assistance from the emergency services.

Special procedures are needed for emergencies such as serious injuries, explosion, flood, failure of building structure (e.g. roof falls in), poisoning and electrocution.

- Quick and effective action may help to ease the situation and reduce the consequences.

**All emergencies should be reported first to the Vicar ASAP –The vicarage is next to the Church. Ring Fr Jonathan MacNeaney T 07949468905
vicar@stmarybalham.org.uk**

**Or the Churchwardens Diane Holmes T: 020 8677 8947
& Sarah McDermott T: 07840 536 952**



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