

Bethlehem Church Life Centre

Building Control Policies

No Smoking Policy

Bethlehem Church Life Centre operates a non smoking policy in all areas of its building. No Smoking notices are fitted in every area/room.

Housekeeping Policy

All unwanted paper/cardboard and other combustible material will be removed daily and disposed of in a manner, which is environmentally friendly. All areas will be swept daily and cleaned to schedule.

Maintenance and Testing of all electrical equipment

Electrical systems/wiring etc will be tested bi-annually and any new installation will be tested on commissioning.

Maintenance and testing of fire fighting equipment

All fire fighting equipment will be maintained and tested annually. Any equipment which has been operated/used will be maintained as soon as possible after the incident and replaced as necessary.

Testing of emergency lighting

Emergency lighting equipment will be tested twice a year.

PAT testing of electrical appliances

All portable electrical appliances will be tested annually

Training of employees

All employees and volunteer staff will be trained in their specific areas/duties. The training will include the following:- fire drill, emergency evacuation of the building, building security, access ways fire doors and emergency escape door policy, fire fighting equipment its type/use/operation.

Fire Drill

Fire drill procedure is as follows:-

Signing-in Book

A 'Signing-in Book' will be kept in the Reception area. Each person entering the building must sign the 'signing-in book'. The Leader of groups of people such as groups of children or youth or teams will sign for their group/team, entering the total number of persons for which they are responsible. Coffee Shop customers will not be asked to sign the 'Signing-in Book'. When leaving the building each person must sign out. Leaders will sign-out for their group when leaving the building.

Fire Drill

A fire drill will be carried out bi monthly. The monthly drill will coincide with the weekly test of the fire alarm system. The drill procedure will be as follows:

The alarm will be initiated from the scheduled 'break glass unit' using the test key.

Designated trained personnel will be responsible for controlling the drill procedure. Fire Drill Controller and Fire Officer will be given bi-annual update training sessions which will be recorded their personnel/staff record. All personnel, paid staff and volunteers will be familiar with the procedure and will be given annual update training session which will be recorded on each persons personnel/staff record.

Fire drills will be carried out without warning and will be initiated by the Operations Manager or their deputies. Each member of staff will be given specific responsibilities to be carried out during the drill. Each area will have specific procedure to be carried out.

Designated Areas

The designated areas are as follows:-

- 1) Coffee Shop, Reception, Office & Toilets;
- 2) Pastor's Office, Board Room 1 & 2.
- 3) Main Hall;
- 4) Kitchen, Children's Room, Toilets & Store Room;
- 5) Rear 1st Floor Board Room 1, Gym and Offices.

Fire Assembly Point

The Assembly Area for the building will be the Car Park on the West of the building.

When fire alarms operate all Members of Staff and Volunteers will carry out their specific Fire Drill Controller/Fire Officer duties.

The members of staff designated to be the Fire Officers for each area will take responsibility for the drill in their area.

Fire Drill Controller

Fire Drill Controller's duties will be as follows:

The Operations Manager or his/her deputy will act as the Fire Drill Controller and collect the 'Signing-in Book' from the Reception Area before leaving the building. Fire Officer's will be designated for each of the 5 areas in the building.

The Fire Drill Controller will ensure that all persons in the building leave the building through the nearest fire exit and gather at the Assembly Area in the car park. A roll call will be carried out using the 'Signing-in Book'.

Area 1) Coffee Shop, Reception, Offices & Toilets;

Fire Officer for this area will:

Contact Reception and confirm which area detector has operated.

Ask all persons in the area to leave the building by the nearest fire exit, which does not pass the fire affected area and gather in the designated Assembly Area. Check that all rooms including toilets and shower room are checked before leaving area.

Area 2) 1st Floor Pastor's Office, Board Room 2 & 3;

Fire Officer for this area will: Contact Reception and confirm which area detector has operated. Ask all persons in the area to leave the building by the nearest fire exit, which does not pass the fire affected area and gather in the designated Assembly Area. Check that all rooms on the 1st floor including the office are checked before leaving area.

Area 3) Main Hall;

The Fire Officer for this area will contact Reception and confirm which area detector has operated. Ask all persons in the area to leave the building by the nearest fire exit, which does not pass the fire affected area and gather in the designated Muster Area.

Area 4) Children's Room, Toilets & Store Room;

The Fire Officer for this area will contact Reception and confirm which area detector has operated.

Ask all persons in the area to leave the building by the nearest fire exit, which does not pass the fire affected area and gather in the designated Assembly Area.

Check that all rooms including toilet and disabled toilet are checked before leaving area.

Area 5) Rear 1st Floor Board Room 1, Gym and Offices;

The Fire Officer for this area will contact Reception and confirm which area detector has operated.

Ask all persons in the area to leave the building by the nearest fire exit, which does not pass the fire affected area and gather in the designated Assembly Area.

In the event of a fire alarm initiated by an incident which is not a drill or fire system test, the Fire Drill Controller or his/her deputy will go immediately to the reception area and identify from the fire control panel the particular area detector which has operated and go to the affected area and if possible establish the cause of the detector operation. If the incident is genuine, the Fire Drill Controller must make a decision whether the fire can be dealt with locally with the use of the nearest fire fighting appliance or whether the Fire Brigade is to be called. As far as the evacuation procedure is concerned each and every fire alarm operation, whether a drill or an actual operation, **the full evacuation procedure MUST BE CARRIED OUT.** If the Fire Brigade is called, the Fire Controller will hand over responsibility to the Fire Brigade Officer in charge.

Access ways, fire doors and emergency escape doors policy

All access ways, fire doors and emergency escape doors are to be kept clear at all times. No obstructions must be placed or allowed near these areas. Employees and volunteer staff are responsible for ensuring that this policy is enforced.

Single access stairway to be kept clear at all times

It is most important that the single access stairway from the front building 1st floor to the foyer/reception area is kept clear at all times. No obstructions must be placed on or near this stairway. Employees and volunteer staff are responsible for ensuring that this policy is enforced.

Building security policy

The building has been designed in consultation with the Glamorgan Constabulary to be secure in all areas. All steel doors are fitted on exterior doors except the main front entrance door. A security alarm system is installed throughout the building. Activation key pads are installed on rear and front entrance doors. The security alarm system is activated/deactivated by inserting a distinct code in the activation key pads (front & rear doors). Employees/volunteer staff who are key holders will be responsible for the setting and deactivation of the security alarm system and the checking and securing of **all** external doors including the external side gate on the east side of the building.

Fire fighting equipment is installed in the following rooms/areas:-

Foyer/Reception – Two water extinguishers

Coffee Shop – Fire blanket 2

Offices – CO extinguisher

Long Access Corridor - Two water extinguishers near rear escape door Store Room - Two water extinguishers near rear escape door

Kitchen – Powder extinguisher and fire blanket

Children's Room - Water extinguisher

Rear 1st Floor Meeting Room Landing – Foam Extinguisher

Rear 1st Floor Meeting Room – Foam Extinguisher

Front 1st Floor Landing - Foam Extinguisher

Front 1st Floor Training Room – Fire blanket

Fire fighting equipment to be unobstructed at all times.