

St Gabriel's Parish Church & Community Centre Huyton Quarry

Incorporating The Parish Rooms



**Also Including Evacuation, First
Aid and Defib Information**

2021

Summary

St Gabriel's Church and Community Centre stand majestically on a busy road junction (Hall Lane/Ellis Ashton Street, Huyton L36). The original 'parish rooms' date back to circa 1870; the adjacent church from 1894.

The buildings are connected by an enclosed walkway and vestry area. The church is on a single level, and there are three storeys to the community centre (the third storey being restricted to storage) plus a basement (also used solely for storage).

The church comprises a large nave, vestry corridor, vestry, toilet and accessible toilet (with baby change facilities).

The community comprises: kitchen, dining area, adjoining meeting rooms and large hall on level 1.

There is just one fire exit from the church (through the porch, out to Hall Lane),

Fire exits from the community centre are the the main entrance and side entrance (not suitable for wheelchair users due to steps) one to the side entrance (out to Ellis Ashton Street)

The side entrance to the community centre is fitted with a fob entry system for security reasons. In an emergency please use the **GREEN** break glass button located to the left side of the door. There are a number of other perimeter doors however these are NOT ALL fire doors and should not be left unlocked. To do so could present serious risk of harm to those on site. Only doors marked as fire doors should be used in the event of an emergency.

Although the side entrance fire exit is not suitable for wheelchair users due to the four steps required to exit the building, in the event that the main entrance is not accessible, there is a disabled persons refuge located at the side entrance . This is clearly marked. This should be only used however as a last resort and anyone seeking refuge in that area should be brought to the attention of the emergency services immediately on their arrival.

All of the doors in the community centre are fire rated doors.

All parts of the buildings are connected to the automatic fire alarm. Upon activation (either automatically or manually) indicate the need for evacuation. This is regularly rehearsed and all group leaders should ensure they and their leaders/attendees are aware of fire routes, exits and assembly points.

Fire assembly points are clearly signed and located

For those exiting the church:- up Hall Lane on to the grass verge (see green sign to the right of the picture below on school railings)



For those exiting the community centre:- near the entrance to the rear garden of remembrance (NB this was carefully chosen following advice of the Fire Service due to the fact that children can be placed along the school fence, and protected by just two members of staff due to the safety barriers. This enables other staff to help with the evacuation.



The fire alarm control panel is located in the main hall of the community centre, in the wooden unit adjacent to the porch entrance. Should the alarm sound, for whatever reason, evacuation must take place. The alarm must only be silenced by a senior member of staff (usually on the advice of the Fire Service except where there is absolute certainty of a false alarm activation, in all other cases the Fire Service must be called)

Telephones are located in the vestry and the parish rooms kitchen. NB In an emergency use **999**

When giving directions to the emergency operator please provide the following

Corner of Hall Lane and Ellis Ashton Street L36 6AZ

Or, if you prefer, use the following three words (the unique global ID of our hall porch)



[plant.daisy.envy](https://www.what3words.com/plant.daisy.envy)

The two doors which access the main staircase are fitted with automatic closing devices in the event of the alarm sounding.

The fire alarm is tested monthly on a Thursday morning and a log kept in the vestry.

All other evacuations and tests must be recorded in the fire log kept in the vestry, noting any causes for the evacuation, and also any problems encountered with the evacuation.

At present the church only has one fire exit. Should this be inaccessible, the only route out of the church is via the vestry corridor, into the community centre main hall and through the two marked fire exits. This is certainly not ideal and we hope to address this as soon as possible by installing a second fire exit (most probably from the chancel). Particular Care must therefore be taken not to block or obstruct the church porch.

In the event of a church evacuation, the principal role of the vergers on duty (who is also the fire marshal) is to open both doors in the porch, then check the toilet/vestry areas. The fire marshal will also ensure the toilet areas are vacated, having particular regard for those who may have difficulty hearing the alarm. In the event of a Community Centre evacuation the group leader becomes the Fire Marshall and ensures all those they are responsible for have exited the building (they will be asked to confirm this by the Fire Service).

Principle Users of St Gabriels Church, Community Centre etc

St Gabriel's Site is used for a wide variety of functions. These cover, but are not limited to public worship, older persons' lunch club, children's nursery, breakfast and after school club, councilors surgery, Karate Club, Brownies and Guides, community meetings, school governors, church council meetings, BINGO and other fundraising events (e.g. Christmas Fair), film club

These involve people of all ages and at all times of the day throughout the week.

At any one time there might be up to another two dozen adult volunteers and fifty children.

The maximum occupancy of the church is **200** (181 wooden seats, 19 additional seats used as required). On rare occasions, for example a school production, this figure may be exceeded (up to 300) due to the children sitting in other locations.

The Parochial Church Council (who have oversight of the church and community centre require all staff, volunteers and visitors to make themselves aware of the exit routes, the fire fighting equipment and escape routes.

For visitors to the church, who may be attending for such sensitive gatherings as funerals, clear signage is provided. When possible (and in particular, before Christmas and other one festival services) evacuation instructions will be provided to those gathered.

Each organization and group using our premises is required to consider their own specific response to the fire alarm sounding, based on the needs of their group attendees and visitors.

Who is at Risk of Fire?

Those who work in the Church and Community Centre including staff, cleaners, clergy, site manager and volunteers (eg flower arrangers).

It is normal that a cleaner/site manager/clergy will be on their own within the premises. All members of staff and volunteers are familiar with the layout of the premises. Strict control systems are in place for key/fob holders – all those with keys/fobs are familiar with the layout and emergency procedures and are not allowed to pass these to unauthorized persons.

Community Centre Users (up to 120 on two levels) and worshippers in the main church building (up to 200)

These can range from regular visitors to those visiting for the first time, people of all ages, abilities etc.

Group leaders are required to make all visitors aware of the emergency procedures, undertake evacuation rehearsals and keep appropriate records.

Children

Children visit both the church and the community centre at all times of the day and throughout the week for a variety of groups and services.

Disabled Persons.

At any event there may be (and most probably will be) disabled persons present. It is assumed these people will need evacuation assistance, either by their carers or other visitors/staff/volunteers. Each group is asked to ensure consideration is given to the needs of disabled visitors/members.

Possible Causes of Fire

The Parochial Church Council has identified the following possible causes of fire:

- Main electrical power supply fault
- Main gas supply fault
- Portable electrical appliances
- Kitchen equipment (other than portable electrical appliances)
- Non observance of no smoking Policy
- Waste
- Lighting and other internal electrics including computer equipment (some of which is left on for example router)
- Soft furnishings
- Deliberate ignition
- Lightning

Control Measures

The primary and general control measures taken by the Parochial Church Council are to ensure:

- sufficient and correct fire fighting equipment is available and that a qualified practitioner inspects it at least once per year (in January)
A Certificate of Maintenance will be obtained for each inspection.
 - As of January 2021, the fire fighting equipment consists of the following extinguishers: 2 x 2kg CO₂, 4 x Model 240 9litre Water, 1 x SP 4kg Dry Powder; a Fire Blanket located in the kitchen and 7 x Smoke/heat detectors around the entire site, emergency alarm buttons at every exit point, automatic fire alarm. Currently the maintenance of the fire fighting equipment is undertaken every January by Celtic Fire Security Ltd Tel 0845 862 1914. The last inspection was carried out in January 2021
 - The Parochial Church Council will use the advice of the inspection practitioner to increase, change or move location of the fire fighting equipment.

Control measures cont.

The Parochial Church Council will also ensure

- the location of the fire fighting equipment, emergency lighting and escape routes are clearly signposted throughout the building
- that all Fire Exit doors are checked for ease of opening and that the Emergency Exit Routes are checked that they are clear prior to the building being used.
- the fire alarm is checked monthly (Log is kept in vestry). The fire alarm is inspected annually. The last check was undertaken in January 2021 by Atlas Fire and Security Ltd who have the maintenance contract.
- the ease of access to and through the escape routes and to the assembly points is checked regularly
- that a suitable practitioner checks and labels all portable electrical appliances once a year. Currently this is undertaken by Mr Dave Howard, church warden and former site manager of St Gabriel's School who is qualified and authorized by Ecclesiastical Insurance for this task..

- that the overall power supply to the Community Centre and church be tested at least once every five years. A Certificate of Inspection will be obtained for each inspection. The last inspection was carried out in 2021 by CP Hood Ltd of Prescot and is next due in 2026. All consumer units located throughout the site (in the vestry corridor, kitchen area and Matthew 5 main room) contain residual current protection devices.
- that any furnishings in use are made of a non-combustible material or a material that has been Fire Proofed to the standard applicable at the time of purchase.
- That the lightning conductors on the site are properly maintained, tested and fully compliant. The last test was carried out in February 2020 and certification can be provided upon request. The next test is due in February 2022. Visual inspections of the lightning conductor take place in February annually with any faults reported. For further information visit this guidance from our insurers
<https://www.ecclesiastical.com/documents/lightning-and-surge-protection.pdf>

Control measures cont.

The Parochial Church Council will also ensure

- that the Gas boiler and other gas equipment is appropriately maintained and inspected at least once per year and a certificate obtained. This was last undertaken in January 2021
- - NB Although all of the appliances and heaters have the appropriate safety features, at present there is no emergency safety gas cut off switch in either the church or community centre (although the kitchen since August 2016 does have an emergency cut off). The meter for church is located in the small, locked brick structure outside the church entrance. The meter for the community centre near the main entrance of the main hall and the meter for the upstairs and upstairs kitchen is located in the basement which is accessible via the exterior steps.
- a No Smoking policy will be strictly enforced and observed in and around the site.

- that emergency lighting and sirens (automatic) are provided and maintained to all elevations throughout the site. This is tested monthly and recorded in the log.
- that a record of key/fob holders and of those hirers (Group names) that have been given temporary access to a key is kept by date and session (times). This is undertaken annually currently by the administrator on behalf of the PCC. An information leaflet is given annually to all keyholders updating them on emergency procedures etc. This is also available on the weekly mailout.
- that all users will be encouraged to be vigilant in reducing risk and reporting any problems.
- that all group leaders will be made aware of their responsibilities through the information pack given out in January each year (this also ensures data is up to date)
- Anything flammable/harmful is stored correctly (COSSH) A locked metal cupboard contains cleaning and other hazardous materials. Other substances are stored appropriately. Medications are kept in a locked cupboard as per the control measures adopted by the Apple Trust and agreed with the Parochial Church Council (currently a high level wall cupboard in the kitchen area)

Training

Training in the use of fire fighting equipment and our fire prevention procedures will be provided regularly by Celtic Fire and Security Ltd. All members of staff/volunteers/members will be encouraged to attend

The next training is due in September 2022

Training for Fire Marshalls (vergers and group leaders) will be refreshed annually and delivered in house.

Defibrillator and First Aid

In 11th February 2017 a defib machine was installed in the corridor linking the church and the community centre (opposite the vestry). This is maintained by The Oliver King Foundation. Regular training in its use is also delivered and certified by the foundation. Group leaders are invited and encouraged to become familiar with its use through official training. The defib machine is maintained annually including inspection of batteries and use-by dates of pads etc

First Aid boxes are located in the vestry, in the parish rooms kitchen and in the small kitchen on the first floor. ANY use of the first aid kit should be followed by an entry in the first aid book near the kit. Any injury caused by faulty equipment, the building or any serious injury requiring emergency or hospital intervention should be reported to the emergency contacts below as soon as possible.

Contact Phone Numbers In An Emergency

In order of priority

Mrs Irene Wibberley (churchwarden) 0151 449 1010
Mr Jim Shearon (churchwarden) 07543 242475

Canon Malcolm Rogers 0788 431 7112

Mrs Jane Caldwell (cleaner) 0151 480 2005

Rev Lynne Connolly 07795 807715
Rev John Davis 07710 427560

Mr Stephen and Mrs Rhona Richardson (vergers)
0151 292 3011

Emergency Evacuation Route Summary

From the church –

Leave the church using the rear right hand door
Move out of porch, and then through the gates on to Hall Lane
Walk up hill and gather on grass verge near the large Locker Freight & Fire Assembly Point Signs. Wait until formal notice to re-enter the building

From the Community Centre

Leave the building through the nearest emergency exit.
Turn left and gather at the entrance to the rear garden of remembrance, near the Fire Assembly Point Sign. Wait until formal notice to re-enter the building

Signage

Both battery back up and photo luminescent signage is used throughout the building clearly marking the fire routes and emergency exits. If you become aware of missing or damaged signage please let one of the church wardens know.

Certification and Monitoring

All current certification is available for inspection from the vestry

Next review date JANUARY 2022

**Signed on behalf of the PCC
Canon Malcolm Rogers (Vicar)**

A handwritten signature in blue ink that reads "M. Rogers". The signature is written in a cursive style with a horizontal line under the name.