**Advice on Fire precautions**

“The Regulatory Reform (Fire Safety) Order 2005 means that any person who has some level of control in the premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire. It covers ‘general fire precautions’ and other fire safety duties, which are needed to protect ‘relevant’ persons in case of fire in and around most ‘premises’. The order requires fire precautions to be put in place ‘where necessary’ and to the extent that it is ‘reasonable and practical’ in the circumstances of the case. Responsibility for complying with the Fire Safety Order rests with the ‘Responsible Person’.

Those legally responsible for churches, i.e. the Managing Trustees who constitute the Church Council, will be responsible for appointing a ‘Responsible Person’ who should carry out the Risk Assessment on behalf of the Trustees or Church Councils who are legally responsible for the implementation of the Fire Safety Order.

The Order does not require that a ‘qualified’ person has to carry out the Risk Assessment. In most cases this can be achieved without the need for any specialist or formal knowledge or training. The Managing Trustees can appoint one or more ‘Competent Persons’ to assist them, and depending on the size of the premises, to carry out the preventative and protective measures required by the Order. (The ‘Responsible Person’ i.e. the Managing Trustee body can nominate one of their number or other specific named person for this purpose).”

*From the Methodist Property Handbook*

**Carry out a Fire Risk assessment:**

“A fire risk assessment is an organised and methodical look at your premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.”

1. Identify fire hazards
2. Identify people at risk
3. Evaluate, remove, reduce and protect from risk:
4. Record, plan, inform, instruct and train
5. Review

More detailed guidance is available from the Circuit Office.

**Hold a Fire Drill**

As part of carrying out a Risk Assessment you should have come up with a plan for evacuating the building.

Run a fire drill at an appropriate time (i.e. when the building is in regular use).

Afterwards assess if your plan works: What went well, and what didn’t? Was anyone left behind? How long did it take? What modifications are needed?

**Further reading on Fire precautions:**

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly>

<https://www.methodist.org.uk/for-ministers-and-office-holders/property/property-handbook/health-and-safety/>

**Further reading on Terror precautions:**

<https://www.methodistinsurance.co.uk/images/methodist-terrorism-prevention-checklist.pdf>

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/701910/170614_crowded-places-guidance_v1a.pdf>

<https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/safety-and-security-church>

**Advice on anti- terrorism precautions**

* Contact 999 to report an imminent threat.
* Contact the Anti-Terrorist Hotline on 0800 789 321 to report suspicious activity.
* The current national threat level is **severe** (May 2019). You can find the current level at [www.mi5.gov.uk/threat-levels](https://www.mi5.gov.uk/threat-levels)

**Understanding Threat Levels and Responses**

|  |  |  |
| --- | --- | --- |
| **Threat Level and Definition** | **Response Level** | **Description** |
| **Critical**  An attack is expected imminently | **Exceptional**  Maximum protective security measures to meet specific threats and to minimise vulnerability and risk – unsustainable for very long | Maximum protective security. CRITICAL measures to meet specific threats and to minimise vulnerability and risk |
| **Severe**  An attack is highly likely | **Heightened**  Additional and sustainable protective security measures reflecting the broad nature of the threat combined with specific business and geographical vulnerabilities and judgements on acceptable risk | Additional and sustainable SUBSTANTIAL and SEVERE protective security measures reflecting the broad nature of the threat combined with specific church and geographical vulnerabilities and judgements on acceptable risk |
| **Substantial**  An attack is a strong possibility |
| **Moderate**  An attack is possible but not likely | **Normal**  Routine protective security measures appropriate to the business concerned | Routine protective security. LOW and MODERATE measures appropriate to the business concerned |
| **Low**  An attack is unlikely |

**In the event of a firearms or weapons attack:**

**RUN**  **HIDE** **TELL**

### **RUN**

|  |  |
| --- | --- |
| * Escape if you can * Consider the safest options * Is there a safe route? RUN if not HIDE | * Can you get there without exposing   yourself to greater danger?   * Insist others leave with you * Leave belongings behind |

### **HIDE**

|  |  |
| --- | --- |
| * If you cannot RUN, HIDE * Find cover from gunfire * If you can see the attacker, they may be   able to see you   * Cover from view does not mean you are   safe, bullets go through glass, brick,  wood and metal | * Find cover from gunfire e.g. substantial   brickwork / heavy reinforced walls   * Be aware of your exits, * Try not to get trapped * Be quiet, silence your phone, turn vibrate off * Lock / barricade yourself in * Move away from the door |

**TELL**

Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker.

|  |  |
| --- | --- |
| * Location - Where are the suspects? * Direction - Where did you last see the   suspects?   * Descriptions – Describe the attacker,   numbers, features, clothing, weapons etc. | * Further information – Casualties, type of   injury, building information, entrances,  hostages etc.   * Stop other people entering the building if it   is safe to do so |