

# **Hervey Bay Gospel Chapel**



## **HAZARD SAFETY POLICY**

**Includes Fire Evacuation Plan**



# **HAZARD SAFETY POLICY.**

## **PURPOSE.**

1. The purpose of this policy is to ensure persons can evacuate the building safely and quickly if a fire or hazardous materials emergency happens.
2. To ensure that fire safety installations for the building are maintained.

## **PRINCIPLES.**

The principle on which the policy is based is that human safety is paramount and that human safety ought not to be comprised out of a concern for asset protection.

## **POLICY.**

There may be a variety of hazards to be confronted. These may include external hazards such as storm, external gas leaks, major traffic accident or threats of violence. In these cases evacuation of the building may not be required, and in fact it may be more hazardous to do so.

The response to a major storm may be to seek out strong areas within the building for shelter.

The response to a major external gas leak may be to shut off all electrical equipment, close all doors and windows, and cover eyes and mouth with suitable covering while awaiting instructions from attending rescue services.

The response to a major traffic accident or similar incident may be to await instructions from rescue authorities.

The response to an incidence of violent behaviour may be to take shelter within the building away from doors and windows while awaiting instructions from rescue authorities.

In the case of internal hazards such as fire or gas leaks the response in most cases will be to evacuate the building.

In the case of an internal gas leak, turn off all gas and electrical appliances if safely able to do so, open doors and windows if safely able to do so and follow the procedures as outlined below for fire hazards.

## **FIRE EVACUATION POLICY.**

- 1.** Any person who locates a fire hazard should immediately shout the word “Fire!” and as quickly as possible locate the evacuation co-ordinator for the activity, notifying them of the location and size of the hazard.
- 2.** The evacuation co-ordinator for general meetings is Noel Christensen.
- 3.** The evacuation co-ordinator for craft, KYB and CWCI meetings is Bev Keen.
- 4.** Once notified, the co-ordinator will quickly assess the situation.
- 5.** If the hazard is minor and confined it might be possible to extinguish the hazard by using one of the fire safety devices provided – a fire hose or an extinguisher.
- 6.** Co-ordinators, however should always err on the side of caution.
- 7.** Where it is even slightly suspected that it may not be possible to extinguish the fire outbreak, evacuation procedures should begin immediately.
- 8.** The co-ordinator will sound the evacuation alarm by use of a hand-held siren.
- 9.** The co-ordinator will give the order to evacuate the building.
- 10.** The co-ordinator will assign someone to ring 000 to advise fire services of the fire.
- 11.** The co-ordinator will assign someone to check minor areas such as toilets and storerooms if it is safe to do so.
- 12.** The co-ordinator will quickly assess whether the crèche has received the evacuation orders.
- 13.** Group leaders will begin the orderly evacuation of their group members by using a safe evacuation route, which will vary according to the location of the fire. Leaders should remember to take their rolls with them.
- 14.** Carers will be responsible for the evacuation of persons with a disability. If no carer is present, then group leaders should arrange for the safe evacuation of such persons.
- 15.** The crèche leader will be responsible for the evacuation of children in her control. It will be necessary for someone to hold open the child-proof gate until all children have passed through. If this route is unsafe use an alternative safe evacuation route.
- 16.** If smoke is a problem instruct the group members to get down low.
- 17.** If an obstacle is encountered preventing safe evacuation the group leader should use alternative routes or methods of safe evacuation – eg use

a shoe to smash out a whole window, use the weight of a number of persons to smash open a door.

**18.** After safe evacuation to the designated assembly area, group leaders should immediately begin calling the roll of those who were marked present on the day.

**19.** Immediately that is done the leader should report to the co-ordinator that all his/her group are present or accounted for, or the number of persons missing.

**20.** The co-ordinator will give instructions regarding the safe location and retrieval of missing persons. However, never at any stage, are the lives of any other persons to be endangered.

**21.** The co-ordinator will await the arrival of the rescue authorities and convey information to them regarding the safety or otherwise of all occupants of the building and communicate the instructions of the rescue services to the assembled group who will then follow these instructions.

## **FURTHER INSTRUCTIONS REGARDING FIRE HAZARDS.**

**1.** Do not take any unnecessary risks – safety is paramount.

**2.** Do not use water to try to extinguish electrical fires or burning fat.

**3.** No person is to place anything within 2 m of a final exit from the building or place anything on an evacuation route that would be likely to unduly restrict, hinder, or delay a person from reaching a final exit point.

**4.** No person is authorised to speak to the media – the evacuation co-ordinator is the only person authorised to do this and all requests for interviews are to be directed to the evacuation co-ordinator.

## **GENERAL POLICY.**

**1.** No door on an evacuation route or at a final exit point is to be locked when the building is occupied. This should be checked by the evacuation co-ordinator.

**2.** The evacuation co-ordinator should ensure that the building's final exit doors be unlocked before occupation.

**3.** The evacuation co-ordinators will ensure that evacuation plans are made available for inspection.

**4.** "You are here." Identification marks are to be shown on plans displayed in different areas.

- 5.** The evacuation co-ordinators will be responsible for giving instructions in the method of operation of fire fighting equipment and manually operated fire alarms in the building.
- 6.** The evacuation co-ordinators will ensure that the evacuation policy details are known.
- 7.** The evacuation co-ordinators will be responsible for further developing, changing and reviewing the plan. This should happen at intervals of no longer than a year and a written record kept of such a review. Any changes are to take effect within one month of the changes being made and made available to occupants of the building.
- 8.** The storage of flammable materials should be kept to a minimum. Especially note the contents of store rooms.
- 9.** There will be a prohibition on the carrying out of any hazardous procedures.
- 10.** Evacuation plans are to be displayed on each evacuation route of the building.
- 11.** “Exit” signs are to be displayed at each final exit point.
- 12.** A record of the fire safety management and procedures (fire policy) is to be always available for inspection.
- 13.** Evacuation instructions are to be given to each person at intervals of no more than 1 year.
- 14.** Instructions are to be given to new persons within 2 days.
- 15.** An evacuation practice must be carried out at not more than 1 year.
- 16.** A record is to be kept for each occasion that fire evacuation instructions for the building are given to a person.
- 17.** No person is to give an authorised fire officer a document containing information the person knows is false and misleading..
- 18.** A copy of hazard evacuation plans are to be kept in the building in a way that it is reasonably likely not to be damaged in the event of a fire or kept in a secure place in other premises.