

Fire Safety at Saint Michael's

The use of fire doors, and how wardens, sidespeople, and welcomers can assist.

We are responsible for ensuring the correct use of the fire doors that are part of the safety structure of Saint Michael's. During a recent visit of the Fire safety Officer the use of the fire doors around service times was clarified so that we can keep people as safe as is practical. Actual fire doors are the double doors at the top of the stairs from the link corridor and the double doors into the centre (for completeness the doors into the kitchen are also fire doors, but not relevant to this set of procedures).

The rules for managing double doors are as follows:

- ** During services and meetings all fire doors should be closed
(They all have self-closers fitted).
- ** Before and after services and meetings (i.e. whilst people are coming into a service or meeting) it is acceptable to have the doors held open by wall chains/hooks.

The doors to be managed in this way are as follows:

1. The double doors at the top of the stairs from the link corridor (*fire doors*)
2. The double doors into the centre (*fire doors*).
3. The double doors into church (*these are not fire doors, but it will be best that these are treated as such and kept closed during services*)

The double doors in the lower corridor by the office are not fire doors, and there is no issue as to whether these are open or closed.

Wardens, Sidespeople, Welcomers

All wardens, sidespeople, and welcomers should assist in maintaining our safety standards by ensuring that the three sets of double doors are closed at the beginning of a meeting or service, and that they are kept in the self-close state until the end of the meeting or service, when it is permissible to have them held open. Please also inform anyone who would need or like to know about this set of procedures so that as many people as possible understand why this is done.

Thank you.