



General

For all services in Church, one of the Churchwardens present at the time will assume overall responsibility for following the Fire Safety and Emergency Evacuation Procedure set out below. If no Churchwarden is present, the Sunday Duty Warden, or those responsible for funerals and weddings on other days, with the assistance of clergy and stewards will assume overall responsibility. PCC members present will assist by acting as stewards.

For all bookings, a designated person from the hiring party will assume overall responsibility.

The individual assuming overall responsibility is required to:

- Steward the event and ensure that no more than 350 people are in Church and no more than 100 people are in Church House at any one time, being the relevant maximum capacities for these spaces for fire regulation purposes;
- Ensure that all aisles, the front and rear of the nave seating area, and all fire exit routes (as listed below) are free of obstruction at all times. Wheelchairs, buggies, seating etc are not permitted to take up such space; and
- Familiarise themselves with the procedures below and follow them in the event of a fire.

Evacuation Procedure for Fire

The individual assuming overall responsibility (assisted by stewards) must direct the congregation to exit via their nearest safe and accessible exit point in an orderly manner. The internal means of exit are listed below.

Step-free exits should be signposted to wheelchair users, ambulant disabled people, children and infants in buggies and prams and any persons unable to safely descend steps. The step-free exits are via the rear doors of the Church by the font, via the Link Building (South exit), and the External Side Door. These persons should still be instructed to exit through their nearest safe and accessible route.

The internal means of exit are as follows:-

1. Via the Link Building using either the north or south facing doors (via steps if using the North exit).
2. The Emergency Escape Door on the north side by the font at the rear of the Church.
3. The Main Door located at the South Porch of the Church.
4. Through the Side Chapel and Choir Vestry to the External Side Door.
5. Through the Chancel and Wardens' Vestry to the External Side Door.
6. Church House Fire Exit in the main room (via steps).
7. Lower level fire exit by the toilets in the Link Building (via steps).

Location of Fire Extinguishers

Within the church buildings, fire extinguishers have been placed at the following points:-

Church

1. Church Main Door – To one side of the door is a CO2 type extinguisher.
2. Church/ Link interconnecting door on the Church side – To one side of the door is a FOAM type extinguisher.
3. Church rear fire exit (near the font) – To one side of the door is a FOAM type extinguisher.
4. Church – Organ Pipes – There is a FOAM type extinguisher.

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5. Church – A fire blanket is located in the Vicar's stall.
6. Rear door lobby – There is a FOAM type extinguisher.
7. Middle Vestry – There is a FOAM type extinguisher.
8. Wardens Vestry – A fire blanket located on the surface between the safe and the sink.

Link Building

1. Kitchen (Link Side) – To one side of the door is a WATER type extinguisher and a CO2 type extinguisher.
2. Kitchen – There is a fire blanket on the windowsill.
3. Downstairs – Bottom of staircase – There is a CO2 type extinguisher.

Church House

1. Main door into Church House – To one side of the door, next to the ramp, is a CO2 type extinguisher.
2. Church House Fire Exit – To one side of the door is a CO2 type extinguisher. To the other side of the door is a FOAM type extinguisher.

Number 4, Church Street

1. Number 4 – There is a WATER type extinguisher and a CO2 type extinguisher.

Number 6, Church Street

1. Number 6, Church Street – There is a WATER type extinguisher and a CO2 type extinguisher.
2. Kitchen – There is a FOAM type extinguisher and a fire blanket on the windowsill.

Bell Tower

1. There is a CO2 type extinguisher and a WATER type extinguisher.

Where special services are held, such as Christingles, in which candles may be used, a fire blanket and extra extinguishers must be brought into Church with each person assisting briefed on their positions and use. The fire blanket and extinguishers must be returned to their original locations at the end of the service.

Assembly Point (see Plan)

People leaving the church building through any of the means of escape must assemble on the grassed area to the north of the Church beyond the turning circle car park and well away from the building.

The person responsible will be the last to leave the church building, and where safe to do so, check that all persons have been safely evacuated.

The person responsible must ask those assembled if people are missing.

It is important to hold people at the assembly point until instructions have been issued by the person responsible, whether to return to the church building or be asked to leave for their homes.

Contacting the Emergency Services

The person responsible must ensure that someone is told to phone the emergency services promptly by using someone's mobile phone.

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The person responsible must ensure that someone/some people make use of available fire extinguishers to suit the area to be extinguished, if that can be safely done.

Church Contact Details

When giving information to emergency services of the location of the Church, the address and telephone number is:-

All Saints Parish Church, Church Street, Ilkley LS29 9DS.

Tel. No. 01943 816035

Emergency Lighting

Emergency lighting covers all areas of the church, including the Link building, Church House, Vestries and Bell Tower.

Electric Lighting

If the fire occurs when lights and other electric sockets are being used, such as on an evening, there may not be an opportunity to turn these off. Where lights are in use, they can assist in evacuation, although torches should be held and used on those occasions, if needed. The torch function on mobile phones can be used as a light source and torches can also be found in the end cupboard beneath the lighting panel at the rear of the nave, and in the Wardens' Vestry below the First Aid cupboard, if it is safe to access these areas.

Candles

These can be a likely cause of a fire, and in the first place, the person responsible must ensure that these are placed in positions not to endanger the public. Christmas is a time when many candles can be used at once; a risk assessment needs to be made by the Churchwardens at services such as Christingles, and the clergy leading such services must read out a prepared notice making the congregations aware of the risk of fire and how specifically they can help, especially where children are present.

As specified above, during such special services when candles may be used, a fire blanket and extra extinguishers must be brought into Church with each person assisting briefed on their positions and use. The fire blanket and extinguishers must be returned to their original locations at the end of the service.

The person responsible must be vigilant at all times and have several assistants who are briefed before any such services, with each allocated specific duties.

Revisions of this Notice

Churchwardens are responsible for revising this notice on an annual basis.

Issued by the Churchwardens in May 2025.

