

**THE ROMAN CATHOLIC DIOCESE OF
WREXHAM**

**FIRE SAFETY POLICY: 2024
APPLICABLE TO ALL PREMISES AND ACTIVITIES
WITHIN THE CONTROL OF THE DIOCESE**

Reviewed

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FOREWORD

Dear Friends

Tragic events that have occurred in recent years have shown how devastating the effects of fire can be and should remind us all of the necessity to take appropriate steps to prevent and mitigate the effects of fire.

The people and communities of our Diocese are fortunate to be served by so many dedicated and faithful clergy, supported by our Central Services. In changing times, the need for priestly ministry is as important as ever, as is the need to demonstrate care and respect for every person involved in our local Catholic parishes, schools, religious communities and Church activities.

We believe that every person is created in God's image and likeness and, therefore, is deserving of respect. What we believe is also expressed in our legal, moral and ethical duty to look after everyone's safety, welfare, and health – whenever they are in our care – so that the chance of someone suffering any kind of injury is minimised.

The Diocese is required to meet the obligations specified in both civil legislation and Canon law. Under Canon law, the Parish Priest/Parochial Administrator is entrusted with the care of souls within his parish, and this includes all visitors to the parish. Assisted by Parish representatives, it is his duty to ensure that all fire safety matters have been considered and that identified risks have been mitigated in every way possible.

The framework of fire safety support and guidance that follows in this policy document seeks to enable us all, members of the clergy, employees and volunteers, and parishioners, to carry out our duties in the service and protection of others to the highest possible standards.

This fire safety policy document outlines, in detail, the expectations the Diocese of Wrexham has of all those who work for it, or serve within it, whether as trustees, clergy, employees, volunteers, and parishioners, in all matters relating to fire safety.

I am pleased to launch our Fire Safety Policy: 2024. In so doing, I express my gratitude to everyone involved in supporting the safety from fire of all those working in, or visiting, our churches and premises. I ask that you take to heart the provision expressed in this fire safety policy. We all must take responsibility for this in every aspect of Church life.

Bishop Peter Brignall

1. FIRE SAFETY POLICY STATEMENT

- 1.1 The Roman Catholic Diocese Wrexham is a Charitable Trust. The Bishop and the Board of Trustees are responsible for controlling the work, management and administration of the charity on behalf of its beneficiaries. Under the Regulatory Reform (Fire Safety) Order 2005 (the RRO) the management and supervision of the regulations is the responsibility of the Trustees who then delegate duties to the designated Health & Safety manager at each parish, who then undertakes the strategic management of property and fire safety on behalf of the Trustees.
- 1.2 The Diocese is committed to providing a safe environment for clergy, employees, volunteers, and all those affected by the practise of the Catholic Faith within the Diocese and by other pastoral and social activities. Part of this responsibility relates to the provision and management of fire safety systems and procedures.
- 1.3 Fire is recognised as a major threat to the activities of the Diocese. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our mission.
- 1.4 The Diocese will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 (“the Fire Safety Order”) and any other relevant legislation that may impact upon it.
- 1.5 All clergy, staff and volunteers, as well as parishioners, visitors, and contractors, have a statutory responsibility to ensure compliance with the law and compliance with the fire safety provisions defined within this policy.
- 1.6 The aim of this policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within the Diocesan community and to protect the heritage and assets of the Diocese.

2. FIRE SAFETY IN DIOCESAN PREMISES

- 2.1 This Fire Safety Policy applies to all premises and activities falling, to any extent, under the control of the Diocese. The policy provides the framework by which the Diocese and all members of the Diocese are expected to undertake their relevant fire safety duties.

Fire Safety Legislation

- 2.2 The Fire Safety Order, which came into force on 1 October 2006, constitutes the single legislative instrument by which fire safety is controlled in virtually all premises. Its effect was to consolidate and rationalise virtually all other fire safety legislation in England and Wales, such that fire safety requirements included in other legislation were repealed or revoked. The requirements of the Order are enforced by the relevant local fire and rescue authority, who delegate their duty of enforcement to their local fire and rescue service.
- 2.3 Fire safety duties required under the Fire Safety Order are imposed primarily on the “Responsible Person” (“the RP”). The Order defines the RP, in relation to a workplace, as the employer, if the workplace is to any extent under his control. In this case, the Trustees are the RP and are responsible for ensuring that the requirements of the Fire Safety Order are met in respect of all of its buildings that fall within the scope of the Order.
- 2.4 However, the Order also provides that any duties imposed on the RP by Articles 8-22 of the Fire Safety Order are also, by virtue of Article 5(3) of the Fire Safety Order, imposed on, inter alia, any other person who has, to any extent, control of the premises so far as the requirements relate to matters within his control.
- 2.5 As regards parish premises, the office holders will be those persons having control of the premises including parish clergy and anyone who, under a contract, has responsibility for the safety of the premises (e.g. parish administrator, caretaker).
- 2.6 For other diocesan premises, Facilities Managers with responsibility for the day-to-day management of fire safety in their buildings may employ other paid members of staff to undertake delegated roles. Such persons may also be considered to be “persons having control of the premises”.

Other Legislation

- 2.7 Under the heading of “other legislation”, the following may also be relevant to the Diocese estate, namely:
- Housing Act 2004;
 - The Smoke and Carbon Monoxide Alarm (England) Regulations 2015;
 - Electrical Equipment (Safety) Regulations 1994;
 - The Gas Safety (Installation and Use) Regulations 1998;
 - The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended);
 - The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020;
 - Fire Safety Act 2021.

Supporting guidance

HM Government Fire safety risk assessment in places of assembly

- 2.8 Guidance applicable to each of the buildings within the Diocese will be determined by the use of each building. For example, it is anticipated that, for Churches, the most appropriate will be the Guide for large places of assembly¹, unless the congregation size could never exceed 300 persons, in which case the Guide for small and medium places of assembly² may be more appropriate.

LACoRS Housing – Fire Safety. Guidance on fire precautions for certain types of existing housing³

- 2.9 The most appropriate fire safety guidance for presbyteries and other residential buildings is that produced for certain types of existing housing by the Local Authorities Coordinators of Regulatory Services ("LACoRS").
- 2.10 The Diocese recognises the important role that smoke detection provides in any building where sleeping accommodation is provided, as expressed in the LACoRS Guide (clause 22.7), which states "*There is no risk low enough to negate the need for some form of detection and warning system in the house*".

BS 5839-6

- 2.11 Relevant guidance can be found within BS 5839-6⁴, in relation to the provision of fire detection and fire alarm systems in domestic buildings where sleeping accommodation is provided. The Diocese acknowledges that the fire detection and alarm systems in such premises should be upgraded to this standard when the opportunity arises.

Fire Risk Assessment

- 2.12 By virtue of Article 9 of the Fire Safety Order, employers and other persons who have control of premises such as clergy are required to ensure a suitable and sufficient assessment is undertaken of the risks to which relevant persons (i.e. occupants of buildings), and other persons in the vicinity of the buildings are exposed. This is to ensure that such persons are safe from fire and its effects. This assessment is usually referred to as a "fire risk assessment", or "FRA", and must be reviewed regularly, so as to keep it up to date.
- 2.13 The main purpose of the fire risk assessment process is to ensure that a methodical and structured approach is applied to assessing the suitability and effectiveness of the fire safety provisions applicable to relevant premises and the fire hazards within. In this connection, Article 8 of the Fire Safety Order provides that the RP must:

¹ HM Government Fire risk assessment: large places of assembly. May 2006. www.gov.uk/government/publications.

² HM Government Fire risk assessment: small and medium places of assembly. J3026737 C1 04/15. www.gov.uk/government/publications.

³ Local Government Regulation (formerly the Local Authorities Coordinators of Regulatory Services).

⁴ BS 5839-6:2019+A1:2020. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises.*

- a) take such *general fire precautions* as will ensure, so far as is reasonably practicable, the safety of any of his employees; and
- b) in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

2.14 *General fire precautions* are defined in Article 4(1) of the Fire Safety Order and include, in summary, measures to:

- reduce the risk of fire on the premises and the risk of the spread of fire on the premises;
- ensure that the means of escape from the premises can be safely used at all times;
- ensure means for fighting fires on the premises;
- detect fire on the premises and giving warning in case of fire on the premises; and
- arrangements for action to be taken in the event of fire on the premises, including instruction and training of employees and steps to mitigate the effects of fire.

2.15 The Diocese estate comprises a variety of different types of building, the majority of which fall within the scope of the Fire Safety Order. These include:

- Parish churches, halls and offices;
- The Cathedral, other Assembly Buildings on the Cathedral site.
- Central offices.
- SWW and National Shrine

2.16 However, there are also a number of buildings, such as some of the presbyteries, which have no office or public access and which fall outside the scope of the Fire Safety Order but may come within the scope of some, or all, of the other legislation (see paragraphs 2.7-2.11 above).

2.17 The operation of Parishes provides unusual challenges that need to be taken into account as part of the risk assessment processes, for example:

- The occupancy of churches will vary between a maximum occupancy for certain services such as Christmas or Easter to, perhaps, a single volunteer engaged in a routine task such as flower arranging or cleaning.
- Final exit doors signed as emergency exits may need to be secured to prevent access from outside and the possibility of an arson attack. However, whilst the final exit doors may be routinely unlocked as a part of the preparation for services, it is important to consider whether and how they are unlocked at times of low occupancy. It is also important to avoid the need for keys or codes to be used in order to open a fire exit.
- Candles will be in daily use as a matter of routine in all churches. Careful management of candles is required to prevent fires and potentially serious injury or even fatalities. Advice on safe use of candles is issued annually and can be found on the diocesan website rcdwxm.org.uk. For further guidance contact Rebecca Garratt (Business Manager at Central Services, Bishops house, Wrexham).

2.18 In accordance with the wish of the Diocese to ensure the safety of all persons who reside in, or have access to, any of its buildings, regardless of their legislative status, the Business Manager on behalf of the Diocese, will:

- Ensure fire risk assessments are carried out in all buildings within the Diocese by a competent Fire Risk Assessor.
- set up a schedule of all buildings within the Diocese estate and arrange the subsequent annual in-house reviews of the initial FRAs.
- maintain an overview, and monitor progress, of remedial works in accordance with the action plans within each of the initial FRAs and subsequent reviews;
- organise subsequent periodic specialist reviews of fire risk assessments at agreed intervals.
- review/reassess all properties that have material changes undertaken in line with applicable legislation.

Management of Fire Safety

2.19 The Board of Trustees has overall responsibility for ensuring that the fire safety duties imposed on the Responsible Person ("RP") in respect of the undertakings required to meet compliance with the Fire Safety Order are diligently met, with the assistance of the Business Manager.

2.20 Facilities Managers who also have responsibility for the day-to-day management of fire safety in the buildings for which they are responsible (including where applicable unoccupied buildings which can be at risk of arson attacks) and, unlike some parishes, will have other paid members of staff who can undertake delegated roles.

Maintenance

2.24 In accordance with Article 17 of the Fire Safety Order, the RP must ensure that the premises and any equipment provided therein are kept in an efficient state, in efficient working order and in good repair. It is important that a planned preventive maintenance schedule is established in order to ensure that all systems and equipment are routinely maintained and serviced as this reduces the likelihood of an accidental fire occurring, although there may be additional risks that will need to be considered.

2.25 It is a requirement of the Fire Safety Order, to maintain records of testing and maintenance of equipment and other general fire safety matters, in line with the relevant Diocesan 'Information Retention Schedule'. In this regard, records of the following will be maintained, namely:

- test and service records of fire safety provisions e.g. fire detection and alarm systems, emergency escape lighting and firefighting equipment;
- planned preventive maintenance carried out to prevent fires occurring, e.g. electrical installation tests and gas safety and soundness tests.
- fire risk assessments and reviews;
- fire policies and procedures.

Contractors

- 2.26 Where contractors are on site, it is the duty of the person with responsibility for the works undertaken by the contractors to ensure that the appropriate level of fire safety is incorporated within any work schedule, contract agreement or risk assessment. Where any work is likely to involve the application of a naked flame, or mechanically induced heat source, a “Hot Work’ permit must be acquired and agreed prior to the commencement of such works.
- 2.27 Where any works are likely to impact on the existing fire safety provisions, notification must be communicated to the Health and Safety representative for consideration.
- 2.28 Contractors will be made aware of the actions they should take in the event of a fire in the area in which they are working or are likely to attend.
- 2.28 All those with responsibility for premises have been directed to guidance on the control of contractors working on Diocesan property. That guidance is located on the diocesan website. (rcdwxm.org.uk)

Fire Safety Responsibilities of Governing Bodies of Voluntary Aided Schools within the Diocese

- 2.29 As stated in paragraph 2.3 above, fire safety duties required under the Fire Safety Order are imposed primarily on the “Responsible Person” (“the RP”). The Order defines the RP, in relation to a workplace, as the employer, if the workplace is to any extent under his control. In the case of Voluntary Aided Schools within the Diocese of Wrexham, the Governing Body, whose undertaking is the day-to-day conduct of the school and who is the employer of staff at the school, is the RP.
- 2.30 Accordingly, for the purposes of the Fire Safety Order, the Trustees have expressly nominated the Governing Bodies of each of its Voluntary Aided Schools as the RP for the purposes of discharging all the relevant duties under the Order. Each Governing Body is therefore responsible for ensuring that the requirements of the Fire Safety Order are met in respect of all of the school buildings that fall within the scope of the Order.
- 2.31 If any fire safety duties do rest or remain with the Trustees (under the occupation document issued by the Trustees to the Governing Body of each Voluntary Aided School), the Trustees have nominated and appointed the Governing Bodies to take all steps necessary to discharge those duties on the Trustees’ behalf.

3. RESPONSIBILITIES OF OTHER PERSONS WITHIN THE DIOCESE WITH FIRE SAFETY DUTIES

3.1 While primary responsibility for fire safety in respect of premises within the Diocese of Wrexham rests with the Board of Trustees, the following persons also have responsibility, namely:

- Business Manager, Diocese of Wrexham
- Parish Priests;
- Fire Wardens (Cathedral and Church sites only).

3.2 This section sets out the responsibilities of such persons.

Parish Priests

3.3 The general policy of the Diocese is that *‘a parish, as far as possible should manage its own affairs under the leadership of the parish priest’*. Authority is vested in the Parish Priest pursuant to the Code of Canon Law (Can. 1279 §1), and administration of the parish rests with him. Canon Law distinguishes between ordinary (Can. 1281 §1) and extraordinary (Can. 1281 §2) acts of administration, as referred to in the current “Property Information and Advice for Parishes”. Parish Priests receives remuneration in the form of accommodation, stipends and expenses.

3.4 However, the authority of the Parish Priest is limited to the day-to-day management of fire safety, with central support being provided by the Business Manager. While the Parish Priest’s responsibility cannot be delegated to others, it is recommended that Parish Priests seek to appoint local health and safety representative(s) and that such representative(s), who are likely to be volunteers, are given roles to assist the Parish Priests to meet their fire safety duties.

3.5 Duties of the Parish Priests include, but are not limited to, those set out below. In this regard, Parish Priests will ensure that:

- all staff/employees/volunteers receive training on induction and at regular intervals thereafter and that records of this training are maintained;
- adequate records are maintained in relation to the storage and use of any dangerous substances, if present (COSHH⁵ & DSEAR⁶);
- appropriate statutory licences are applied for, and renewed where necessary, e.g. petroleum licences are required if more than 275 litres are stored (if more than 30 litres are stored but less than 275 litres, the petroleum enforcement authority should be informed in writing);
- all works undertaken by contractors, relevant to areas of responsibility, are supervised and, where “hot works” are to be carried out, that the appropriate approval is completed;
- the Business Manager is informed of all relevant matters likely to impact on fire safety matters;

⁵ Control of Substances Hazardous to Health Regulations (COSHH)

⁶ Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)

- waste, and waste storage, is proactively monitored to ensure that it is stored away from buildings and within designated containers;
 - any third party use of any property within their control is covered by the 'Parish Property Hire Agreement', and all requirements within the agreement are satisfied.
- 3.6 Parish Priests will also ensure that the following are routinely tested and that adequate records are maintained of these tests, namely:
- fire detection and alarm systems (weekly);
 - emergency escape lighting (monthly);
 - fire exit doors and escape routes operate correctly and are clear from obstructions (weekly);
 - all fire exits are unlocked (whenever buildings are occupied).
- 3.7 It is acknowledged that Parish Priests may encounter various financial and other issues, such as:
- works costing in excess of £3,000, or those that involve structural alterations or material changes to churches, that require approval by the Diocese;
 - some churches are listed buildings and any works may therefore require various consents;
 - insufficient funds at parish level;
 - insufficient support from employees and/or volunteers at parish level.

These issues must not prevent full compliance with fire safety requirements. Whenever these, or other issues are encountered, Parish Priests must contact the Business Manager for the requisite approval, or for additional support and guidance.

Fire Wardens

- 3.8 It is anticipated that it is unlikely that it will be practicable to attract and appoint fire wardens to support the evacuation of persons attending all, or even some, of the religious services. Accordingly, rather than create a new, specific fire warden role in the parishes, it is recommended that the roles and duties be designed around the liturgical roles of those likely to be present at services and functions. By way of example, in addition to the Parish Priest, the following persons may also be present, namely:
- Assistant priests;
 - Eucharistic ministers;
 - Sacristans;
- 3.9 Nevertheless, it must be ensured that, at the time of services and functions, those who assume the above roles will be present and, further, that they have received adequate fire safety training and information to enable them to fulfil their duties.
- 3.10 In some of the larger or more complex buildings/sites, a fire evacuation can be achieved more easily with the support of a team of staff who are routinely familiar

with the building. In such premises, fire warden teams chosen from staff who occupy the building can be best utilised to support safe and efficient evacuation procedures.

3.11 With regard to training of those undertaking fire warden duties, training is provided by the Health and Safety representative and includes the need to:

- be familiar with all exit routes from the building in which they normally work and/or the building where they will be carrying out fire warden duties;
- advise others on the location of exit routes;
- draw to the attention of the Parish Priest who has responsibility for the premises any deficiency or obstruction on these routes;
- indicate the most appropriate exit route and help occupants to locate alternative routes if necessary.
- following an evacuation, instruct personnel outside the building to congregate in the recognized assembly areas and not to re-enter the building until so instructed by a senior Fire and Rescue Service Officer.
- report the successful evacuation of their area of responsibility to the person identified as responsible for evacuation of the building (in some locations, this may be the senior member of staff present while, in the case of most parishes, it will be likely to be the Parish Priest).

4. FIRE SAFETY TRAINING

- 4.1 Article 21 of the Fire Safety Order provides that the RP must ensure that his employees are provided with suitable and sufficient instruction and fire safety training on the appropriate precautions and actions to be taken by employees in order to safeguard themselves and other relevant persons on the premises.
- 4.2 To comply not only with this statutory requirement but also with the requirements of other guidance applicable to certain buildings in the Diocese, Parish Priests must ensure that all new employees undertake fire safety training as soon as is practicable after commencement of employment and that all employees within their management control receive periodic refresher training.
- 4.3 Account must also be taken of circumstances that may impact on fire safety such as the introduction of new work equipment, new technology, and any new or changed risks, etc. Where young persons (under the age of 18) are employed, account must be taken of their lack of awareness, inexperience and possible immaturity when assessing work based tasks and the impact this may have on fire safety arrangements.
- 4.4 All new staff/employees/volunteers must be instructed in fire safety precautions that are relevant to their workplace or location. Their line manager or Parish Priest is responsible for ensuring that they are advised of the following, namely:
- fire risks in the premises;
 - the general fire precautions in the premises;
 - action in the event of fire;
 - action on hearing the fire alarm signal;
 - method of operation of manual call points;
 - location and use of fire extinguishers;
 - meaning of fire safety signs;
 - means for summoning the fire and rescue service;
 - identity of persons nominated to assist with an evacuation;
 - identity of persons nominated to use fire extinguishing appliances
- 4.5 The unique circumstances and role of the Parish Priests is recognised and training to enable them to carry out their fire safety duties will be undertaken at Priest induction for new Priests and via regular training for all clergy delivered or arranged by Central Services.
- 4.6 In the case of fire wardens, training is provided or arranged when deemed necessary, though the maximum period between training should not exceed 3 years. The wardens' training will include safe evacuation and zone clearance procedures, as well as detailed fire safety guidance.

5. EVACUATION PROCEDURES (INCLUDING PROCEDURES FOR DISABLED PERSONS)

- 5.1 It is important that all RPs (including Parish Priests, etc) ensure that they have emergency evacuation plans in place for those buildings under their control and that these are regularly reviewed and kept up to date. It is also particularly important that any emergency fire procedures for such buildings are developed to reflect the circumstances of each individual parish.
- 5.3 In small simple buildings, a fire action notice may be all that is required. However, more complex buildings will necessitate a more comprehensive plan. For such buildings, it may be the case that the plan will need to include procedures in relation to the appointment of fire wardens, or nominated persons who have liturgical roles in the case of churches where religious services are taking place, and their roles and responsibilities in evacuation of those buildings.
- 5.4 Although not always the case, fire evacuation plans may need to include routine opening up and closing down procedures.
- 5.5 In all cases, emergency evacuation plans will need to be appropriate to the building to be evacuated in case of fire. However, the Business Manager can provide guidance in respect of matters to consider when establishing an emergency evacuation plan, such as (but not limited to):
- the time available for evacuation;
 - the likely profile and size of congregations;
 - requirements of any disabled persons who may be present;
 - responsibility for children who may be remote from their parents;
 - where a balcony or gallery is in use, this may need special consideration regarding its evacuation as it could be closer to the likely buildup of smoke in the body of the church;
 - inward opening doors that may require to be stewarded so that they can be opened immediately in case of emergency;
 - the need for secondary security devices fitted to fire exits to be unlocked, dependent upon the use of buildings.
- 5.6 Once evacuation procedures are established, fire drills should be arranged at appropriate intervals for staff and/or volunteers with evacuation duties (and, where necessary, other occupants of buildings) in order to practice and test procedures.

Personal Emergency Evacuation Plans (PEEPs)

- 5.7 The Diocese seeks to facilitate disabled access to parish and other buildings in order to keep to the spirit of the Gospel and to meet legislative requirements. However, it is important that, where disabled access is required, due consideration is given to the facilities required for evacuation of disabled persons. Parish Priests should consider, and put in place, generic arrangements that would be required to assist visitors with physical impairments in the event that evacuation of a building becomes necessary.
- 5.8 Staff who may require assistance to evacuate should discuss their concerns and needs with their line manager, as applicable, so that any necessary individual arrangements can be put in place in advance. Where there is a requirement for assistance with evacuation, the line manager is responsible for asking the Business Manager to prepare a personal emergency evacuation plan (PEEP) specific to the staff member.
- 5.9 Where evacuation chairs are provided, training will be arranged.

Person-centered risk assessments

- 5.10 The Diocese recognises that individual needs of occupiers of some buildings need to be considered during the risk assessment process. For example, a number of retired clergy are accommodated by the Diocese either in its own buildings or at other locations paid for by the Diocese. In such cases, person-centred risk assessments may be carried out, where necessary.

6. PROCEDURES FOR REPORTING ACTIVATIONS OF FIRE ALARM SYSTEMS IN DIOCESE BUILDINGS

- 6.1 In the event of a fire or a fire alarm activation at buildings within the Diocese, the person responsible for the day-to-day management of the building should be informed. This will normally be the Parish Priest. The person responsible for the day-to-day management of the premises should ensure that it is recorded within the property fire logbook.
- 6.2 It is important that the Business Manager is aware of all incidents where the Local Authority fire and rescue service has been summoned to the Diocesan Estate. More importantly, it allows for investigations to be carried out into incidents, where necessary. Where a small fire has occurred but was subsequently extinguished without activating the fire warning system, the Business Manager should still be informed.

7. MEASURING PERFORMANCE

7.1 The Diocese recognises that it is not sufficient to have a Fire Safety Policy in place, but that compliance with this policy needs to be regularly monitored to ensure it is implemented fully and working effectively, and that the Policy needs to be reviewed regularly to ensure it remains up to date and to continuously improve fire safety performance.

7.2 The Parish Finance Committee will meet regularly to review fire safety performance and will report to The Trustees at their regular Trustee Meetings. Any fire incidents or serious fire safety matters will be included within the reports to the Trustees or, if necessary, will be communicated to the Trustees via the Business Manager between meetings.

7.3 Where deficiencies in fire safety performance are identified, the Diocese will take steps to resolve the deficiencies as quickly as reasonably possible.

7.4 Local Health and Safety Representatives, Assistant Priests, employees and volunteers may be required to assist Parish Priests with day to day fire safety management in Parishes and all will be vigilant for any fire safety issues and will report such issues to the Parish Priest, Parish Finance Committee, as applicable, who will take action or refer to the Business Manager where necessary.

This Policy will be reviewed every 3 years after the date of its determination by Trustees or earlier should legislation or circumstances require.

Review No:	Date	Authorised By:	Details of Revision

Signed

Keith McDonogh
Chair of Trustees

The Rt Rev'd Peter M Brignall
Bishop of Wrexham

Date
