PUDSEY PARISH CHURCH
St Lawrence and St Paul - Diocese of Leeds

Fire Register - 2026

From: 1st January 2026

To: 31st December 2026

Name of premises: Pudsey Parish Church

Address: Church Lane Pudsey LS28 8BE

Telephone Number: 0113 257 7843

Type of business: Church and Community Hub

Digital Communicator System Number: N/A

Digital Communicator Receiving Station Telephone Number: N/A

This document must be used in conjunction with The Fire Safety Policy of Pudsey Parish Church.

All visiting Fire Officers, Fire Alarm/Emergency Lighting Engineers and Fire Fighting Equipment Service Contractors must be recorded in this Register on the day of their visit

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This document is also held digitally

Part 1 – Responsible Persons

Name and position of overall Responsible Person (for Fire Safety)

Name: Tom Bright Position: Trustee

Contact Number: 0776 859 8209

Name and position of nominated deputy (for Fire Safety) –

Name: Rev. Gareth Howles Position: Vicar

Contact Number: 0779 526 8997

Under Article 22 of the Regulatory Reform (Fire Safety) Order 2005, it is imperative that all Responsible Persons in multi-occupied premises collaborate and coordinate to ensure the safety of all occupants. This includes Responsible Persons from various departments or partners within the premises, as well as external businesses such as shops or outlets that are part of the premises for which you have responsibility. ***These contacts must be reviewed regularly to ensure they are up to date.***

NAME	**Deb Lewin**	**POSITION**	**ABC Co-ordinator**	**Contact:**	**0774 538 7900**
NAME	**Hilary Whiteley**	**POSITION**	**ABC Lead / Mothers Union.**	**Contact:**	**0788 769 2811**
NAME	**Chris Cohen**	**POSITION**	**Scouts Lead Volunteer**	**Contact:**	**0795 759 8644**
NAME		**POSITION**		**Contact:**	

Part 2 – Fire Wardens/Marshals Register

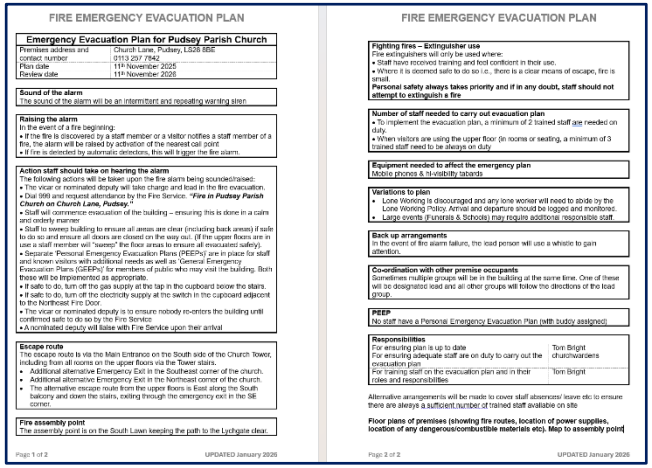
Staff/Volunteers designated as Fire Wardens or Marshals require additional training beyond basic Fire Safety Awareness, designed to equip them with the necessary skills and knowledge to effectively perform their duties. They should be kept informed of any changes that may impact on Fire Safety within the church and made aware of the results of the Fire Risk Assessment.

Record details of all Fire Wardens/Marshals for the premises and ensure that details are regularly reviewed and amended as necessary following changes. A colourised plan may assist with written duties.

Name	Phone Number	Specific agreed duties
Tom Bright		Incident Control Lead
Gareth Howles		Deputy Incident Control Lead
Beverley Stephenson		Ground Floor
Richard Stephenson		Ground Floor
Terry Dean		Ground Floor
Angie Manson		Ground Floor
Stuart Merritt		Ground Floor
Vic Pawson		Ground Floor
David Stephenson		First Floor
Scott Linnett		First Floor
John Taylor		First Floor
Mark Pawson		First Floor
Charlie Manson		First Floor

Part 3 – Written Fire Emergency Evacuation Procedure

Under the Regulatory Reform (Fire Safety) Order 2005, the Responsible Person must ensure that each premises under their authority has a site-specific written Fire Emergency Plan. This plan should detail the fire and emergency evacuation procedures specific to the premises.



FIRE EMERGENCY EVACUATION PLAN

Emergency Evacuation Plan for Pudsey Parish Church

Premises address and contact number	Church Lane, Pudsey, LS28 8SE 0113 257 7842
Plan date	11th November 2025
Review date	11th November 2026

Sound of the alarm
The sound of the alarm will be an intermittent and repeating warning siren

Raising the alarm
In the event of a fire beginning:
- If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest call point
- If fire is detected by automatic detectors, this will trigger the fire alarm.

Action staff should take on hearing the alarm
The following actions will be taken upon the fire alarm being sounded/raised:
- The vicar or nominated deputy will take charge and lead in the fire evacuation.
- Dial 999 and request attendance by the Fire Service. *"Fire in Pudsey Parish Church on Church Lane, Pudsey."*
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner
- Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out. (If the upper floors are in use a staff member will "sweep" the floor areas to ensure all evacuated safely).
- Separate 'Personal Emergency Evacuation Plans (PEEPs)' are in place for staff and known visitors with additional needs as well as 'General Emergency Evacuation Plans (GEEPs)' for members of public who may visit the building. Both these will be Implemented as appropriate.
- If safe to do, turn off the gas supply at the tap in the cupboard below the stairs.
- If safe to do, turn off the electricity supply at the switch in the cupboard adjacent to the Northeast Fire Door.
- The vicar or nominated deputy is to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
- A nominated deputy will liaise with Fire Service upon their arrival

Escape route
The escape route is via the Main Entrance on the South side of the Church Tower, including from all rooms on the upper floors via the Tower stairs.
- Additional alternative Emergency Exit in the Southeast corner of the church.
- Additional alternative Emergency Exit in the Northeast corner of the church.
- The alternative escape route from the upper floors is East along the South balcony and down the stairs, exiting through the emergency exit in the SE corner.

Fire assembly point
The assembly point is on the South Lawn keeping the path to the Lychgate clear.

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FIRE EMERGENCY EVACUATION PLAN

Fighting fires – Extinguisher use
Fire extinguishers will only be used where:
- Staff have received training and feel confident in their use.
- Where it is deemed safe to do so i.e., there is a clear means of escape, fire is small.

Personal safety always takes priority and if in any doubt, staff should not attempt to extinguish a fire

Number of staff needed to carry out evacuation plan
- To implement the evacuation plan, a minimum of 2 trained staff are needed on duty.
- When visitors are using the upper floor (in rooms or seating, a minimum of 3 trained staff need to be always on duty

Equipment needed to affect the emergency plan
Mobile phones & hi-visibility tabards

Variations to plan
- Lone Working is discouraged and any lone worker will need to abide by the Lone Working Policy. Arrival and departure should be logged and monitored.
- Large events (Funerals & Schools) may require additional responsible staff.

Back up arrangements
In the event of fire alarm failure, the lead person will use a whistle to gain attention.

Co-ordination with other premise occupants
Sometimes multiple groups will be in the building at the same time. One of these will be designated lead and all other groups will follow the directions of the lead group.

PEEP
No staff have a Personal Emergency Evacuation Plan (with 'buddy' assigned)

Responsibilities

For ensuring plan is up to date	Tom Bright
For ensuring adequate staff are on duty to carry out the evacuation plan	churchwardens
For training staff on the evacuation plan and in their roles and responsibilities	Tom Bright

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

Floor plans of premises (showing fire routes, location of power supplies, location of any dangerous/combustible materials etc). Map to assembly point

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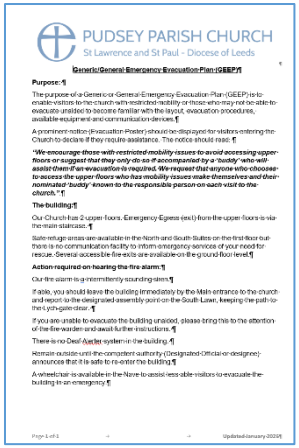
Part 4 –GEEP Information

The purpose of a Generic or General Emergency Evacuation Plan (GEEP) is a document designed for visitors including those with limited mobility rather than individuals.

We have visitors who are wheelchair users, some of which are motorised. We have some using 3 and 4 wheeled Rollators. We have some who use a stick as a walking support. We encourage those with restricted mobility issues to avoid accessing upper floors or suggest that they only do so if accompanied by a 'buddy' who will assist them if an evacuation is required. We request that anyone who chooses to access the upper floors who has mobility issues make themselves and their nominated 'buddy' known to the responsible person on each visit to the church.



PUDSEY PARISH CHURCH
St Lawrence and St Paul - Diocese of Leeds

Generic/General Emergency Evacuation Plan (GEEP)

Purpose:

The purpose of a Generic or General Emergency Evacuation Plan (GEEP) is to enable visitors to the church with restricted mobility or those who may not be able to evacuate unaided to become familiar with the layout, evacuation procedures, available equipment and communication devices.

A prominent notice (Evacuation Poster) should be displayed for visitors entering the Church to declare if they require assistance. The notice should read:

"We encourage those with restricted mobility issues to avoid accessing upper floors or suggest that they only do so if accompanied by a 'buddy' who will assist them if an evacuation is required. We request that anyone who chooses to access the upper floors who has mobility issues make themselves and their nominated 'buddy' known to the responsible person on each visit to the church."

The building:

Our Church has 2 upper floors. Emergency Egress (exit) from the upper floors is via the main staircase.

Safe refuge areas are available in the North and South Suites on the first floor but there is no communication facility to inform emergency services of your need for rescue. Several accessible fire exits are available on the ground floor level.

Action required on hearing the fire alarm:

Our fire alarm is a intermittently sounding siren.

If able, you should leave the building immediately by the Main entrance to the church and report to the designated assembly point on the South Lawn, keeping the path to the Lych-gate clear.

If you are unable to evacuate the building unaided, please bring this to the attention of the fire warden and await further instructions.

There is no Deaf Alerter system in the building.

Remain outside until the competent authority (Designated Official or designee) announces that it is safe to re-enter the building.

A wheelchair is available in the Nave to assist less able visitors to evacuate the building in an emergency.

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Part 5 - Record of Fire Evacuation Drills

Instructions

As a building that is frequented by members of the general public, our policy is: - Two drills each year with all visitors and any members of the public being involved.

A. **Unobstructed Exits**: All doors and exit routes must always be free of obstructions, and fire safety signs must be clearly visible.

B. **Accessible Fire Exit Doors**: All final fire exit doors must be unlocked while the building is occupied or be in an easily openable condition.

C. **Awareness of Alternative Exits**: All occupants should be aware of alternative means of escape. During drills, blocking commonly used exits can teach people about alternative exits. This can be done by positioning a staff member at the exit with instructions that it cannot be used.

D. **Scheduling Drills**: The Responsible Person will decide when the fire drill takes place. To maintain urgency and gauge effectiveness, only a minimum number of people should have prior knowledge of the drill.

E. **Recording Evacuation Times**: Record the evacuation time (from alarm activation to the last person leaving the building).

F. **Completion of Drills**: The drill is not finished until all necessary actions have been completed.

G. **Debrief Sessions**: A debrief session must follow every drill to discuss lessons learned. Attendees should include the Responsible Person, wardens, and other relevant personnel.

H. **Reviewing Fire Safety Arrangements**: If practice drills take an excessive amount of time to complete, the fire safety arrangements should be reviewed.

These steps ensure that fire safety procedures are effective and that all occupants are well-prepared in the event of an emergency.

PUDSEY PARISH CHURCH
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Record of Fire Evacuation Drills

Date	Time	Duration Time	Number of participants (approximate)	Observations/Remedial Action	Name of person giving instruction
17th May 2026	12.16 pm	2 mins 50 secs	AM Service 118 adults 22 children	Service leader took charge but hearing him was hard. Marshalls were hard to identify. People were unsure where to muster / stay	Tom Bright
18th May 2026	10.02 am	3 min 35 secs	ABC Session XX Adults XX Children	All exited and accounted for quickly and efficiently. Recommend team wear Hi-Vis to support exit procedure.	Deb Lewin
9th June 2026	10.00 am	4 min 27 secs	ABC Session 36 adults 43 children	Responsible team members swept to clear building and took register out but noted that others exiting building not on register.	Hilary Whiteley
17th June 2026	6.15 pm	2 min 17 secs	Cub section meet 4 Adults Xx children	All exited and accounted for from attendance register – Other adults exiting building were not on Section attendance list	Jen Patterson
17th June 2026	7.57 pm	1 min 6 secs	Scouts meeting 4 adults Xx children	All exited and accounted for from attendance register.	Chris Cohen
7th July 2026	6.15 pm	48 seconds	Beavers meeting	All exited and accounted for from attendance register	Chris Cohen

Part 6 – Record of Fire Alarm Systems Testing

The Responsible Person must ensure that regular tests of the fire alarm systems are conducted by competent individuals. This includes arranging periodic evacuations as specified in the Fire Safety Arrangements. Additionally, the fire panel should be regularly checked to confirm there are no faults in the system

NB: Records of ALL fire alarm activations should be recorded in Part 8 of this register, including any malicious alarms or activations due to a system fault. The register should be shown to any visiting service engineer to help identify faults.

Weekly Testing Instructions

1. Testing the Fire Alarm Warning System should be carried out weekly. A different actuation point should be used each week so that all points are tested over a period of time. It is helpful to carry out these weekly tests more than once a week on different days and times to ensure that all types of occupants become familiar with the tests/procedures. E.g. if you are open for long periods of time such as evenings or at the weekends.

2. All occupants of the premises should be made aware of the time and duration of the test. Every actuation of the fire alarm should be treated as a fire unless all occupants have been informed otherwise. (see 1 above)

3. Tests should be carried out with the building occupied under normal conditions – the efficiency and audibility of the system can be ascertained by ensuring that the extremes of the building are occupied at the time of the tests and any 'Dead' areas where the alarm has not been heard should be reported to the Responsible Person.

5. Details of the test should be entered in the appropriate page of the register.

Faults **All faults should immediately be reported to the Responsible Person.**

Procedure for Testing Fire Alarm System

A. Do **not** break the glass when carrying out a routine test. Use the correct manual call point test key. If lost or stolen, request replacement.

Test Record of Fire Alarm Systems – January to June

Week No.	Date & time of test	Location or number of actuation point	Name of person carrying out test	Any defects found & action taken	Date defect repaired
1	2/1 09:45	All 7 call points	Tom Bright	None	
2	7/1 10:50	2-1 and 2-3	Tom Bright	None	
3	14/1 14:15	1-1, 3-1, 2-2 & 7-1	Tom Bright	None	
4	21/1 11:18	4-1 Bell ringer room	Tom Bright	None	
5	28/1 11:30	2-1 and 2-3	Tom Bright	None	
6	5/2 08:45	3-1 1st Floor Lobby	Tom Bright	None	
7	11/2 11:30	7-1 NE Fire Door	Tom Bright	None	
8	19/2 12:20	6-1, 2-1, 3-1	Tom Bright	None	
9	26/2 13:20	1-1 Boiler Room	Tom Bright	None	
10	4/3 11.20	2-1 and 2-3	Tom Bright	None	
11	12/3 10:05	2-2 and 7-1	Tom Bright	None	
12	18/3 08:50	2-3 and 3-1	Tom Bright	None	
13	25/3 09:10	1-1 and 4-1	Tom Bright	None	
14	2/4	None tested			
15	8/4	2-1, 2-2, 2-3 and 7-1	Tom Bright	None	
16	15/5 11:14	1-1, 3-1, 4-1	Tom Bright	None	
17	23/4 12:56	2-1, 2-2, 2-3, 7-1	Tom Bright	None	
18	29/4 10:40	3-1 and 4-1	Tom Bright	None	
19	6/5 11:13	1 – Boiler room	Tom Bright	None	
20	13/5 10:47	3.1 and 4.1	Tom Bright	None	
21	21/5 13:42	2.1 and 2.2 and 2.3	Tom Bright	None	
22	28/4 13:40	2.1 and 7.1	Tom Bright	None	
23	3/6 10.37	1 – Boiler Room	Tom Bright	None	
24	11/6 13:21	2-1 and 2-2	Tom Bright	None	
25	17/6 18:34	2.2	Tom Bright	None	
26	24/6	None Tested			

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Test Record of Fire Alarm Systems – July to December

Week No.	Date & time of test	Location or number of actuation point	Name of person carrying out test	Any defects found & action taken	Date defect repaired
27	2nd July 12.35 am	4.1	Tom Bright	None	
28	7th July 6.14 pm	2.1	Tom Bright	None	
29	16th July 10.43 am	1 – Boiler Room	Tom Bright	None	
30	23rd July 11.51 am	2.1	Tom Bright	None	
31	29th July	None Tested			
32	5th August 10.34am	3.1 First Floor lobby	Tom Bright	None	
33	12th August 10.42	4.1 Bell ring room	Tom Bright	None	
34	20th August 11.47	2-3 and 7.1	Tom Bright	None	
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Start new register Each January – <u>Old Registers must be kept for 3 years</u>

Part 7 – Unwanted Alarm Activations, Incidents & Near Misses

The Responsible Person must initiate an investigation into any unwanted fire alarm activations and take appropriate preventive actions to reduce the risk of future occurrences. This may involve:

1. **Investigating the Cause**: Determine the reason for the unwanted activation, such as environmental factors, system faults, or human error
2. **Preventive Actions**: Implement measures to prevent future false alarms. This could include:
    - **Managerial Changes**: Adjusting procedures or responsibilities within the premises to ensure better oversight and compliance with fire safety protocols
    - **System Modifications**: Upgrading or modifying the fire alarm system to improve its reliability and reduce false alarms
3. **Documentation and Follow-Up**: Record all findings and actions taken in the Fire Register. Ensure that any issues are signed off once rectified. If problems persist, escalate the issue for further action and report it to the Responsible Person

Date	Time	Zone	Device that triggered the alarm signal	Brief circumstances (fire service attendance, cause of fire if known)	Insurance informed	Maintenance visit required?	Findings of maintenance technician (if applicable)	Further action taken (where applicable)	Date action completed (where applicable)

Part 8 - Test Record of Emergency Lighting System

According to British Standard 5266, emergency lighting systems must undergo regular testing to ensure their functionality and reliability. Here are the key points:

1. **Annual Tests**: These should be part of a maintenance contract to ensure comprehensive checks and servicing.
2. **Monthly Function Tests**: The Responsible Person must ensure that a monthly function test of the emergency lighting system is conducted through a detailed emergency lighting test procedure.
3. **Reporting Faults**: Any faults identified during testing should be reported to the Responsible Person.

The monthly test of emergency lighting should be recorded below.

Month	Date of Test	Note location of any light which failed to function. If all lights work correctly then state "Test Satisfactory"	Date when reported	Name of person carrying out test
Jan				
Feb				
Mar				
Apr				
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				

Part 9 – Record of External inspections

Fire alarm/ detection systems Emergency lighting
Firefighting equipment (Fire extinguishers/ fire blankets/ hose reels)
Electrical fixed wiring tests
Portable appliance testing (PAT)
Fan convector cleaning (Extractor filters and ductwork)
Lightning conductor protection systems
Gas testing and purging
Fire Risk Assessment inspections

To be completed by visiting Inspectors (*Fire Officers, Maintenance Engineers, Specialist Contractors*)

Date and time of Inspection	Details of inspection	Particulars of the results of tests, defects found	Action taken to have defect remedied	Name of person carrying out inspection
4/2/2026	Fire Extinguishers serviced by Target Fire protection.	2 Fire Extinguishers inoperative	replaced	Charlie

Part 10 – Certificates of Servicing Equipment and Fire Safety Systems

Keep a copy of all relevant certificates within this Fire Register.

1. Fire alarm/ detection systems
2. Emergency lighting
3. Firefighting equipment (Fire extinguishers/ fire blankets/ hose reels)
4. Electrical fixed wiring tests
5. Portable appliance testing (PAT)
6. Fan convector cleaning (Extractor filters and ductwork)
7. Lightning conductor protection systems
8. Gas testing and purging
9. Plant commissioning/ service record

Part 11 – Training Records

All staff must undergo fire awareness training as part of their induction programme. Fire evacuations are a crucial part of the training, and the emergency evacuation procedure should be included.

The training includes:

1. **Fire Awareness Training**: Induction and refresher training to ensure all staff are aware of fire safety protocols.
2. **Fire Warden Training**: Specialized training for designated fire wardens to manage fire safety and evacuation procedures.
3. **Firefighting Equipment Training**: Instruction on the use of fire extinguishers, fire blankets, and other firefighting equipment.
4. **Evacuation Chair Training**: Training on the use of evacuation chairs to assist individuals with mobility issues during an evacuation.

Ensuring all staff are well-trained in these areas is essential for maintaining a safe working environment

Training Records

Date	Staff Name	Training course title	Comments

Part 12 – Fire Risk Assessment (FRA)

Under the Regulatory Reform (Fire Safety) Order 2005, the designated Responsible Person is required to ensure that a comprehensive and adequate Fire Risk Assessment is conducted.

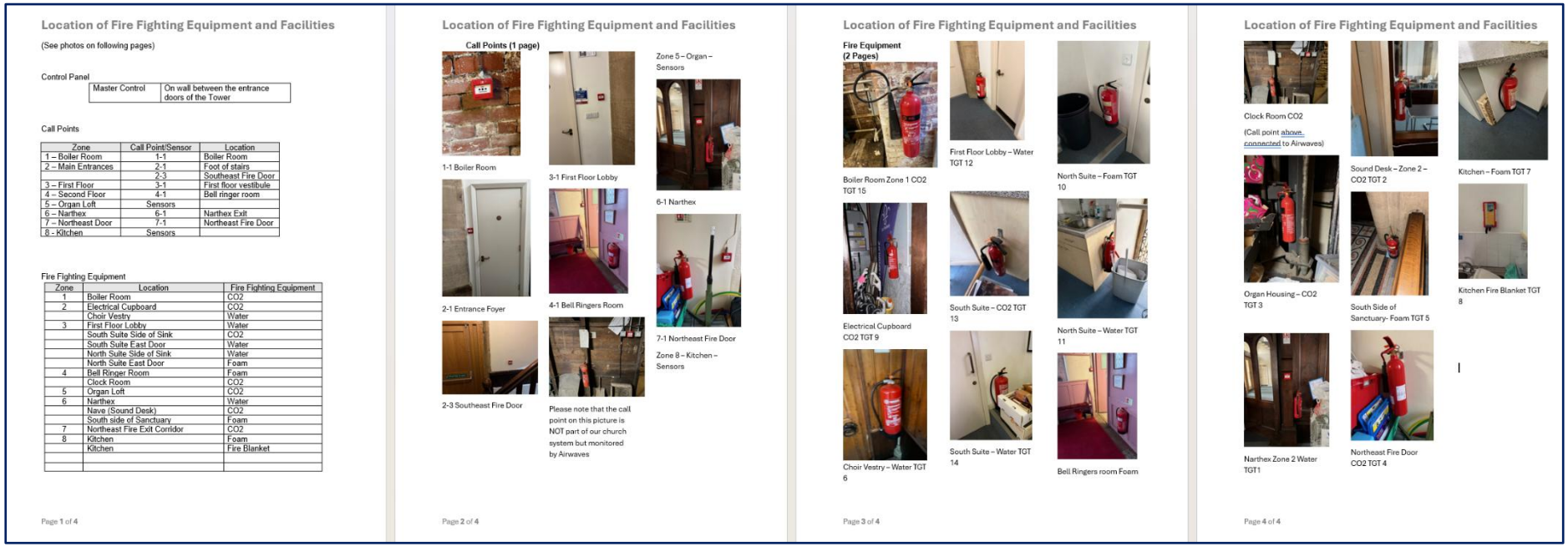
The Fire Risk Assessment may be documented online, with a printed, dated, and signed hard copy. This hard copy must be retained within this register for inspection purposes.

Additionally, it is imperative that a floor plan, detailing escape routes and all other pertinent information as specified in section 10 of the Fire Safety Arrangements, is included in the Fire Risk Assessment and filed within this Fire Register.

Date	Company Conducting FRA	Name of Assessor	Comments
11th Aug 2025	Ecclesiastical	Scott Barron	
17th Jan 2025	H R Fire and Safety	Mark Palmer	
7th Nov 2022	H R Fire and Safety	Mark Palmer	

Part 13 - Location of Emergency Fire Fighting Equipment and Facilities

The provision of firefighting equipment should be reviewed in accordance with the risks present. Any concerns regarding insufficient firefighting provisions should be reported to the Responsible Person.



Location of Fire Fighting Equipment and Facilities

(See photos on following pages)

Control Panel

Master Control	On wall between the entrance doors of the Tower

Call Points

Zone	Call Point/Sensor	Location
1 – Boiler Room	1-1	Boiler Room
2 – Main Entrances	2-1	Foot of stairs
	2-3	Southeast Fire Door
3 – First Floor	3-1	First floor vestibule
4 – Second Floor	4-1	Bell ringer room
5 – Organ Loft	Sensors	
6 – Narthex	6-1	Narthex Exit
7 – Northeast Door	7-1	Northeast Fire Door
8 - Kitchen	Sensors	

Fire Fighting Equipment

Zone	Location	Fire Fighting Equipment
1	Boiler Room	CO2
2	Electrical Cupboard	CO2
	Choir Vestry	Water
3	First Floor Lobby	Water
	South Suite Side of Sink	CO2
	South Suite East Door	Water
	North Suite Side of Sink	Water
	North Suite East Door	Foam
4	Bell Ringer Room	Foam
	Clock Room	CO2
5	Organ Loft	CO2
6	Narthex	Water
	Nave (Sound Desk)	CO2
	South side of Sanctuary	Foam
7	Northeast Fire Exit Corridor	CO2
8	Kitchen	Foam
	Kitchen	Fire Blanket

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Location of Fire Fighting Equipment and Facilities

Call Points (1 page)

1-1 Boiler Room

3-1 First Floor Lobby

Zone 5 – Organ – Sensors

2-1 Entrance Foyer

4-1 Bell Ringers Room

6-1 Narthex

7-1 Northeast Fire Door

Zone 8 – Kitchen – Sensors

2-3 Southeast Fire Door

Please note that the call point on this picture is NOT part of our church system but monitored by Airwaves

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Location of Fire Fighting Equipment and Facilities

Fire Equipment (2 Pages)

Boiler Room Zone 1 CO2 TGT 15

First Floor Lobby – Water TGT 12

North Suite – Foam TGT 10

Electrical Cupboard CO2 TGT 9

South Suite – CO2 TGT 13

North Suite – Water TGT 11

Choir Vestry – Water TGT 6

South Suite – Water TGT 14

Bell Ringers room Foam

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Location of Fire Fighting Equipment and Facilities

Clock Room CO2

(Call point above, connected to Airwaves)

Sound Desk – Zone 2 – CO2 TGT 2

Kitchen – Foam TGT 7

Organ Housing – CO2 TGT 3

South Side of Sanctuary- Foam TGT 5

Kitchen Fire Blanket TGT 8

Narthex Zone 2 Water TGT1

Northeast Fire Door CO2 TGT 4

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Part 14 - Test Record of Extinguisher Tests

Regular visual inspections are essential for identifying potential issues at an early stage. According to BS 5306-3, visual inspections should be conducted at least once a month. The requirements for annual tests should be incorporated into a maintenance contract. It is the responsibility of the designated Responsible Person to ensure that monthly visual checks of the extinguishers are performed.

Each building should have a documented test procedure outlining how to conduct these inspections. Any faults identified with the extinguishers should be reported to the Responsible Person.

The monthly test of extinguishers should be recorded below.

Month	Date of Test	Note location of any faults including room number and number of equipment (where recorded). If no faults are observed, then state "Test Satisfactory"	Date when reported	Name of person carrying out test
02/25		Test Satisfactory – All Extinguishers		Charlie (Target Fire Protection)
02/26	4th February	2 Fire Extinguishers replaced		Charlie (Target Fire Protection)