



## **SLEEP OVERS INCLUDING SLEEPING ON CHURCH PREMISES**

### **INTRODUCTION**

**SLEEP OVERS ARE A GREAT WAY OF DEVELOPING POSITIVE RELATIONSHIPS WITH YOUR GROUP, WITHOUT THE ADDED WORK OF A FULL BLOWN RESIDENTIAL. IT IS ALSO A GOOD STEPPING STONE TO ORGANISING A RESIDENTIAL WEEKEND AWAY. PREDOMINANTLY SLEEPING OVER IN THE CHURCH HAS GREAT APPEAL AND THE FOLLOWING GUIDELINES WILL HELP YOU THINK THROUGH THE ISSUES THAT NEED TO BE ADDRESSED. THE FOCUS OF THESE GUIDELINES IS ON ENSURING THE SAFETY OF THE SLEEPERS RATHER THAN THE ACTIVITIES THAT MAKE UP YOUR PROGRAMME. REMEMBER THAT IF THERE IS AN EMERGENCY AT NIGHT PEOPLE WILL BE IN A STRANGE PLACE, SLIGHTLY DISORIENTED SO HAVING CLEAR PROCEDURES IS IMPORTANT.**

### **PREMISES**

- Only use ground floor accommodation for sleeping.
- There should be at least two separate routes leading from the sleeping accommodation and out of the building. A room with two exit doors leading into a corridor from which the only exit could be impeded with smoke and fire could not be considered acceptable.
- External doors should be left unlocked. If for security purposes this is impracticable, the fastening should be a simple tower bolt type.
- Exit routes and doors should be clearly indicated.
- In order to minimise the spread of smoke and fire should an outbreak occur, all doors should be kept closed, particularly during the night hours.
- Portable heating appliances should be sited in positions in which they would not impede exit doors and routes should they catch fire. Always turn them off during sleeping hours.
- An outbreak of fire often causes a power failure. It is therefore necessary for Leaders to have hand lamps.
- It is against the law to smoke in public buildings and this should be strictly adhered to.

### **THINGS TO DO:**

- Check exit doors for ease of opening.
- Prepare a Nominal Roll of occupants and hang it just within the main exit door.
- Give instructions in event of an outbreak of fire including:
  - notification of a pre-determined assembly point. (It is vital that a roll call is taken so you can confirm to the Fire Brigade that everyone is accounted for, or not).
  - that anyone discovering a fire should raise the alarm by shouting FIRE.
- Agree with the team the emergency procedure including:
  - calling the Fire Service, using the 999 facility.
  - who collects the roll of occupants and does a roll call.
- The leaders should know the exact location of the fire fighting equipment and how to operate it. Only carry out Fire Fighting when it is obvious that it is safe to do so. The main group leader is the only one who can make that decision. If in doubt always call the Fire Brigade.
- Ensure that no-one parks vehicles where they would obstruct exit routes or access for fire appliances.