

ESM COMPLIANCE AND BEST PRACTICE SELF GUIDED PATHWAY

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EARLY PREPERATION

1. Gather Building related documentation available to the congregation such as building certificate of occupancy, building permits, change of use permits etc. and any major works documents and repairs invoices.
2. Gather any building maintenance documentation and essential safety measures servicing and repairs documentation.
3. Place the gathered documents into a folder and order chronologically.

CLEAR THE WAY

1. Check all paths of travel including passageways towards the emergency exit doorways are free from obstructions i.e., Pews, stacked chairs, furniture, uneven carpets, or damaged floor covering, general clutter, trip, and slip hazards.
2. Check all emergency exit doors are free from obstruction and clutter in and around the doorway, ensure that all emergency exit doors can swing fully open outwards and freely.
3. Check the external discharge paths away from the emergency exit doors are not obstructed by vegetation or stored items, trip hazards, uneven or damaged stairs and pavement.
4. Check the discharge from emergency exit doors into walkways and courtyards are not locked off areas and if any gates they are not pad locked shut.

DO YOU HAVE THE CERTIFICATE OF OCCUPANCY

1. **Yes**, move to next stage.
2. **No** then follow these steps.
 - a. Contact your local Municipal Council office (building and planning office) to enquire their process to obtain a copy of building permits and Occupancy Certificate.
 - b. Obtain a signed letter from the Presbytery or Synod office for a letter authorising the retrieval of any building permits and Occupancy Certificates issued.
 - c. Retrieval from the Municipal office is usually electronic and will be emailed or downloaded via a Hyperlink from a drop box like service.

DISPLAY THE OCCUPANCY CERTIFICATE

1. Place a copy of the Occupancy Certificate on the wall in clear display near to the main entrance.
2. Keep a printed copy of the certificate with the building documentation, store the electronic copy.

DO YOU HAVE THE MAINTENANCE DETERMINATION

Buildings built pre July 1994 are unlikely to have a maintenance determination. Building completed or modified with a building permit post July 1994 must have a maintenance determination. The costs and process below are a once only cost and process and will not need to be repeated in future.

1. **Yes**, place a copy with your building documentation and have this available to all ESM contractors and ESM Auditors / Surveyors.
2. **No, Post July 1994 built** the maintenance determination is a part of the occupancy certificate that was issued by the RBS. The builder, architect or RBS may still hold a copy of this document otherwise Synod Archives or property Services may have a copy. If still not locatable move to item 3 below and follow this approach the RBS cost may be greater than quoted.
3. **No, Pre July 1994 built** then follow these steps.
 - a. Budget approximately \$2000 if the group of church buildings is small to medium and budget around double if a larger complex.
 - b. Engage with Statcom Systems for their Registered Building Surveyor (RBS) to visit your church site and prepare a maintenance schedule and advice on any modifications required to reach building code compliance.
 - c. Alternate to Statcom Systems. Engage a Registered Building Surveyor of your choice to prepare a maintenance determination this will require a visit to your church site. The RBS will prepare a maintenance schedule and advise any modifications required to reach compliance. Budget for a costs of approximately \$4000 - \$5000 if taking the alternate.
 - d. Place a copy of the maintenance Determination with your building documents and display as directed and store a copy safely. In addition, forward a copy to Synod Property Services.

DO YOU REQUIRE ESM UPGRADES OR IMPROVEMENTS

1. **No**, move to next stage.
2. **Yes**, Engagement with contractors will be required as below. You will be required to provide the RBS advice to these contractors to enable them to make the modifications or improvements.
 - a. **Emergency lighting and exit signage** – Registered **Electrical Contractor**. Use your trusted local electrician or a Fire Services Contractor.
 - b. **Fire extinguisher, Fire blanket and Hose reel** – Fire **Services contractor** such as EFFS, ALEXON, Chub, Wormald, FES, Geelong Fire Services.
 - c. **Fire Hydrant** - Fire **Services Contractor** or **Fire certified Plumbing contractor**
 - d. **Evacuation Diagram** - Fire **Services Contractor**. Statcom Systems provide this service, some drafting and architectural firms can provide these diagrams.
 - e. **Fire Doors or Emergency Exit Doors** - Fire **Services contractor** or **Registered Commercial Builder** such as EFFS, ALEXON, Chub, Wormald, FES, Geelong Fire Services.
 - f. **Smoke or Heat Detection** - Fire **Services contractor** such as EFFS, ALEXON, Chub, Wormald, FES, Geelong Fire Services.
 - g. **Fire Input Panel** - Fire **Services contractor** such as EFFS, ALEXON, Chub, Wormald, FES, Geelong Fire Services.

IS THE EVACUATION DIAGRAM CURRENT

Fact - Evacuation **Diagrams** have a use by date and become stale after 5 years. Even if the building has not physically changed the evacuation diagram must be refreshed. There may be circumstances that require a new emergency assembly point, this would need to be reflected into the evacuation diagram.

Evacuation diagrams must comply to the Australian Standards and include in the corner title block the date of revision; the diagram must be printed in colour A3 size.

Evacuation diagrams must be specific to the location in the building, hence **you are here** printed onto the diagram. Therefore, a different diagram is required for each section of the building, the same diagram cannot be photo copied 10 times and then placed in 10 different locations.

1. Check your Evacuation Diagram now. Does it need a refresh?
2. **No**, move to next step - setup an ESM maintenance routine with an electrical contractor
3. **Yes**, takedown one of the existing evacuation diagrams and photo copy or scan then return the diagram to its place. Engage a contractor to refresh the evacuation diagrams you have just copied/scanned. Statcom Systems can refresh the diagrams to Australian Standards. Drafting and Architectural firms can provide this service.

SETUP THE ESM MAINTENANCE ROUTINE WITH AN ELECTRICAL CONTRACTOR

1. Engage your local and trusted Registered Electrical Contractor (REC) to undertake the 6 monthly inspections as directed by the Maintenance Determination. The testing and inspections must be for all installed **emergency lights** and the **illuminated directional signs** and **illuminated exit signs**.
2. Have your REC supply an ESM electrical testing logbook.
3. Ensure the logbook is completed and signed by the REC.
4. **Best Practice.**
 - Keep your building electrically safe and have your electrician perform safety switch (RCD) and earth circuit tests regularly.
 - Conduct general switchboard safety inspection, all GPOs and switch plates.
 - Have your REC conduct an annual Infrared Thermography of the switchboard under load.
 - Note these best practice items are not a requirement of the ESM or the AESMR.

SETUP THE ESM MAINTENANCE ROUTINE WITH A FIRE SERVICES CONTRACTOR

1. Engage your existing Fire Services Contractor to undertake the 3, 6, 12 monthly inspections as directed by the Maintenance Determination. The testing, inspections and maintenance must be for all installed fire safety measures such as extinguishers, Fire reel hoses, Fire hydrants, smoke and heat detection, fire or smoke doors etc.
2. If you do not have a preferred contractor, obtain more than one quote from contractor such as EFFF, ALEXON, Chub, Wormald, FES, Geelong Fire Services.
3. Have your Fire Services Contractor supply an ESM inspection and testing logbook.
4. Ensure the logbook is completed and signed by the Fire Services Contractor.
5. **Best Practice.**
 - Do not permit the placement of furniture in front or around fire extinguishers and its signage.

- Do not permit shelving, furniture, or storage to be placed directly under a sprinkler head, always allow a clearance of 1 meter between the sprinkler head and stored items.

SETUP THE ESM MONITORING AND AUDIT

1. Notify the Presbytery of intention to commence the ESM compliance program and the pathway chosen, Presbytery encourages all congregations to use the services of Statcom Systems.
2. Engage Statcom Systems or the chosen RBS to undertake the ESM monitoring.
3. Statcom Systems will conduct four quarterly visits per year to the church site and inspect the work of the Fire Services and Electrical contractors has been completed in accordance with the ESM schedule and Australian standards. Statcom Systems will check that contractors have recorded the maintenance and inspections into the logbook. Any incomplete or outstanding tasks will be alerted to the contractor and the congregation via the Statcom automated email system.
4. Statcom System's will prepare a Gap Analysis and provide rectification advice at their first visit. The Statcom auditor will undertake an ESM review of all buildings located on the site.

THE RED CABINET ON THE WALL

All UCA properties should have a red ESM cabinet affixed to the wall near to the main entrance. The cabinet is the central repository for all the ESM logbooks and organises important building compliance materials and logbooks.

Larger sites or interconnected buildings may require multiple cabinets placed near the main entrance and in some circumstances there may be a need for an ESM cabinet in each building. In buildings that are more complex there may be the need to place the red ESM cabinets near to specific equipment such as Sprinkler pumps, main valve sets or backup power generators.

Best Practice.

- The red ESM cabinet should be near to the main entrance or main fire services door, it demonstrates to the Fire Brigade and Municipal surveyor that ESMs are maintained and serviced.
- The location of the red ESM cabinet near to the main entrance makes it easy for the contractors to locate the logbooks and to update. It also improves the evidence trail for the auditors and RBS when coming to issue the AESMR.

ESM cabinets can be purchased from your nearest safety supplies retailer such as RSEA, Seton, SafetyQuip and Statcom Systems can supply and install.

WHO IS PERMITTED TO UNDERTAKE ESM WORKS

Please be aware that your local handyman, domestic builder, domestic plumber is not permitted by the Victorian Building Authority to undertake any of the works unless suitably trained and registered to do so. The work of Fire and Building safety is for specialists who are trained, certified, and registered within their profession or trade.

CLEAR THE WAY AGAIN - THE MONTHLY DOOR INSPECTION

Checking emergency exits for egress and discharge is a monthly task. This task can be undertaken by a member of the church council or delegated responsible persons. The checks will need to be recorded into the Exit Door logbook the same as any other ESM check into its respective logbook.

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5. Record the monthly exit door inspection into the logbook.

PREPARING THE ANNUAL ESM REPORT

Upon sufficient maintenance evidence recorded into the ESM logbooks (12 months), it is permissible to issue an Annual ESM Report (AESMR) for the building. The AESMR can be completed and signed by the Building Owner, the person undersigning for the building owner takes responsibility for the ESM and gives an undertaking. It is not recommended that any church council member undertakes this responsibility and the issuing of the AESMR is passed onto a Fire Services Professional or a Registered Building Surveyor.

The AESMR is due each year on the anniversary date of the certificate of occupancy, this will vary for every building and there is no fixed date that AESMR must be completed by such as taxation returns.

To prepare the AESMR either Statcom Systems or your RBS will be required to visit the site around the anniversary date and inspect the buildings for compliance, sight the maintenance recorded in the logbooks.

Once the AESMR is signed and received follow the below process.

1. Copy and scan the AESMR.
2. Place a copy of AESMR in the red ESM cabinet.
3. Keep a printed copy within the church office.
4. Digitally store the scanned image, keeping it and the original safe with church records.
5. Forward a copy of the AESMR to the Presbytery office and the Synod Property Services.

RE-ENGAGE THE TEAM

1. Re-engage the auditors Statcom Systems for a further year or a longer term.
2. If not using Statcom Systems re-engage your selected RBS for a further year.
3. Re-engage the maintenance contractors for a further year or a longer term.