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<<Breakfast Business Name>>  
<<Safety Policy>>  
<<Date>>

## 1. Introduction

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policy to faci  
Reform (Fire

<<Business Name>> ("the Business") is committed to  
t for its staff and a leisure environment free from  
or this reason, the Business has formulated this  
Business' legal obligations under The Regulatory  
e Safety Order").

## 2. Policy objectives

- 2.1 To provide a safe working environment for all staff and guests.
- 2.2 To maintain the Business from fire.
- 2.3 To maintain compliance with the requirements of the Fire Safety Order.
- 2.4 To comply with the provisions of the Health and Safety at Work Act etc1974, the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order and associated additional Regulations.
- 2.5 To achieve the objectives of the Fire Safety Order that require the Business to:
  - 2.5.1 To minimise the risks associated with fire.
  - 2.5.2 To prevent the outbreak and the subsequent spread of fire.
  - 2.5.3 To ensure the safety of the premises.
  - 2.5.4 To take appropriate protective action.
  - 2.5.5 To maintain accurate information and records in respect of fire safety.

## 3. The Responsible Person

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person's dut

<<Business Name>> as our 'responsible person'. The responsible  
ty of our staff and guests by:

- 3.1 Carry out (or ensure that a competent person carries out) a Fire Risk Assessment. Fire Risk Assessments will take into consideration every part of the Business premises, whether they are open to the public or not. Particular consideration will be given to areas where there are large numbers of the public. Particular consideration will be given to areas where there are vulnerable persons or anyone with special needs.
- 3.2 Make arrangements to ensure that everyone on the premises, including visitors, is aware of the fire risk and the action to be taken if there is a fire.
- 3.3 Prepare and maintain a Fire Action/Evacuation Plan for the building to be displayed in a prominent place throughout the premises.
- 3.4 Prepare and maintain Fire Action/Evacuation Plans for disabled persons (if relevant).

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#### 4. Fire Marshals

The Business will appoint persons to act as Fire Marshals. The Fire Marshals' duties will be:

- 4.1 Making arrangements for emergency services.
- 4.2 Assisting the Fire Service with fire drills.
- 4.3 Carrying out checks on all fire safety equipment including emergency lights.
- 4.4 Ensuring that escape routes are kept clear at all times and that fire doors are operable.
- 4.5 The names of competent persons will be displayed on the safety notices.

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#### 5. Communication

- 5.1 The Business will ensure that all persons employed either as direct employees or as contractors are provided with all relevant information related to fire safety. The Business will consult with employees on all fire safety policy and arrangements and will ensure staff are aware of any changes that are made to the fire safety procedures.
- 5.2 The Business will ensure that all guests are made aware of the evacuation procedures.

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#### 6. Training

- 6.1 Upon employment all employees will be given training on fire safety and fire fighting as appropriate.
- 6.2 All employees will be required to report any defective or missing equipment to the Business ensuring that fire doors remain closed at all times.
- 6.3 All employees will receive instruction on their role in the case of an emergency.
- 6.4 [It should be noted that all staff will be trained in the use of fire extinguishers if they have been given specific fire fighting duties.]
- 6.5 Further training will be provided if there are any changes that may affect fire safety procedures during normal working hours.

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#### 7. Equipment/Procedures

- 7.1 The fire drills will be practised every six months.
- 7.2 Firefighting equipment will be provided. In general, this means fire extinguishers. The provision of fire blankets, hoses or sprinklers may be appropriate by the findings of the risk assessment.
- 7.3 All fire safety equipment will be serviced by a competent person and the service will be recorded in accordance with the manufacturer's instructions.
- 7.4 An alarm system will be provided. The type and location of the alarm provided will be based on the findings of the risk assessment. The alarm will be tested regularly. Staff and guests will be told when the alarm is sounded.

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- 7.5 Emergency exits will be provided for escape routes where applicable. The location of exits will be determined by the findings of the risk assessment. Exits will be maintained on a service contract
- 7.6 Emergency exits, including any automatic closers, will be maintained in the fire log six monthly or more often if dictated by the findings of the risk assessment.

## 8. Procedures

The Business will implement the following procedures in order to maintain high standards of fire safety.

- 8.1 Emergency exits will be established and kept free from obstruction at all times. Exits will be kept in good working order and unlocked at the times when the premises are occupied.
- 8.2 The management of the premises will be controlled by the provision of fire safety measures.
- 8.3 Signs will be displayed, giving appropriate instructions to employees in the event of a fire.
- 8.4 Signs will indicate the position of fire extinguishers, fire alarm call points and emergency exit routes.

## 9. Records

The Business will maintain records including fire drills, and the findings of its periodic tests. Records will include all attendees, fire drill evacuation times and any other relevant information. The Business will keep the following records:

- 9.1 Records of fire alarms, fire exits.
- 9.2 Records of fire extinguishers (where fitted).
- 9.3 Records of dry rising mains (where fitted).
- 9.4 Records of fire fighting equipment and tests of all fire fighting equipment.
- 9.5 Records of emergency lighting (where fitted).
- 9.6 Records of unscheduled maintenance of fire detection and alarm systems.
- 9.7 Records of fire risk assessments and maintenance of workplace and equipment (including the use of hazardous substances and other hazards where appropriate).

This Policy will be reviewed and updated as necessary. The management team endorses this policy and its implementation.

Name: \_\_\_\_\_

Position:	<<Position>>
Signature:	
Date:	<<Date>>
Date for Review:	<<Date for Rev
Issue No:	<<Issue no>>
Amendments from previous:	
Other comments:	

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