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

1. Introduction

<<Hotel or
providing a s
hazards for
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 pr

working environment for all staff and guests.

2.2 To m

business from fire.

2.3 To m
Order

rdance with the requirements of the Fire Safety

2.4 To co
the M
Safety

nts of the Health and Safety at Work Act etc1974,
nd Safety at Work Regulations 1999 and the Fire
sociated additional Regulations.

2.5 To ac

the Fire Safety Order that require the Business to:

2.5.1

minimise the risks associated with fire.

2.5.2

outbreak and the subsequent spread of fire.

2.5.3

ape.

2.5.4

tive action.

2.5.5

ion and records in respect of fire safety

3. The Responsible Person

The Business
person's dut

e>> as our 'responsible person'. The responsible
ety of our staff and guests by:

3.1 Carry
Asse
every
empl
given

at a competent person carries out) a Fire Risk
y Risk Assessments will take into consideration
into the Business premises, whether they are
ers of the public. Particular consideration will be
ability or anyone with special needs.

3.2 Makin
or ne

sonably practical, that everyone on the premises,
if there is a fire.

3.3 Prep
displa

cy Action/Evacuation Plan for the building to be
about the premises.

3.4 Prep

n 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 trained to report any defective or missing equipment to the Fire Marshal 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 alarm system 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 appropriate fire alarm and alarm system will be provided. The type and location of the alarm system provided will be based on the findings of the risk assessment. The alarm system will be tested regularly. Staff and guests will be told when the alarm is sounded.

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- 7.5 Emergencies will be provided for escape routes where applicable. The location of escape routes will be determined by the findings of the risk assessment. The location of escape routes will be on a service contract
- 7.6 Emergency exits, including any automatic closers, will be maintained and tested 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 and 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 of fire drills, and the findings of its periodic tests. The 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 Review>>
Issue No:	<<Issue no>>
Amendments from previous:	
Other comments:	

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