

# 1. Introduction

<<Restaurant/Establishment>> is committed to providing a safe working environment for its employees. For this reason, the Company has formulated this policy to meet its legal obligations under The Regulatory Reform (Fire Safety Order”).

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## 2. Policy objectives

- 2.1 To provide a safe environment for customers.
- 2.2 To minimise the risks of fire and any others that may be affected by fire.
- 2.3 To manage fire risks in accordance with the requirements of the Fire Safety Order.
- 2.4 To comply with the relevant legislation including the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order.
- 2.5 To address obligations imposed by the Fire Safety Order that require the Company to:
  - 2.5.1 Develop a policy for fire safety associated with fire.
  - 2.5.2 Reduce the risk of fire and its subsequent spread of fire.
  - 2.5.3 Provide means of escape for customers.
  - 2.5.4 Demonstrate compliance with the Fire Safety Order.
  - 2.5.5 Maintain documentation in respect of fire safety management.

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## 3. The Responsible Persons

The Company has appointed a responsible person's duties to ensure the safety of staff, customers or other visitors by:

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- 3.1 Carrying out (or ensuring) a Fire Risk Assessment. The responsible person must take into consideration everyone who may come onto the premises. Particular attention will be given to those who may have a disability or anyone with special needs.
- 3.2 Making sure that everyone is able to escape safely if there is a fire.
- 3.3 Ensuring that all front of house staff understand the need to maintain escape routes clear.
- 3.4 Ensuring a written Emergency Evacuation Plan is prepared for the premises and displayed prominently.

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#### 4. Fire Marshals

The Company will appoint certain staff as Fire Marshals. The Fire Marshals' duties will include:

- 4.1 Working with the 'responsible person' to coordinate fire safety throughout the Company.
- 4.2 Carrying out regular checks of fire safety equipment including emergency lighting and alarms.
- 4.3 Ensuring that emergency exits are kept clear at all times and that doors designated as exits are kept unlocked without the use of keys.
- 4.4 Assisting in evacuation procedures.
- 4.5 Making contact with the fire service.

#### 5. Communication

The Company will ensure that all staff and contractors are provided with all relevant information related to fire safety. Management will consult with the employees (where relevant) on fire safety arrangements, and will ensure that all staff are aware of any changes that are made to fire safety procedures.

#### 6. Training

- 6.1 Upon commencement of employment, all employees, both front and back of house, will be given training. This training may include training on their role in the case of an emergency.
- 6.2 All staff will receive regular fire safety training.
- 6.3 All employees will be responsible for reporting defective or missing equipment to their line manager.
- 6.4 All training will be provided during working hours.
- 6.5 [It shall be Company policy that all staff be trained in the use of fire extinguishers whether or not they are given specific fire fighting duties.]

#### 7. Equipment/Testing

- 7.1 The fire evacuation plan will be reviewed every six months and records kept.
- 7.2 Fire fighting equipment will be located in appropriate positions around the premises and it will be the responsible person's duty to ensure that they are accessible at all times.
- 7.3 An appropriate fire detection system will be provided. The type and extent of the alarm system will be based on the findings of the risk assessment. Alarm systems will be tested regularly. Staff and any visitors will be informed when the alarm sounds.
- 7.4 The detection and alarm system will be maintained by a competent person in accordance with BS 5839-1 and tested at intervals not greater than six months.

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- 7.5 Emergency lighting will be provided in all areas, the location and type will be determined by the findings of the risk assessment.
- 7.6 Operation of fire exit doors, including automatic closers, will be tested and recorded in the fire log.
- 7.7 Any other safety systems, including emergency lighting and fire doors, will be checked regularly.

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## 8. Procedures

The Company has the following procedures in place to maintain high standards of fire safety:

- 8.1 Emergency escape routes will be clearly marked and kept free from obstruction at all times.
- 8.2 Fire exit doors will be kept closed and unlocked at all times the premises are occupied.
- 8.3 The risk of fire spread will be controlled by the provision of fire/smoke detectors. It is the duty of the Responsible Person to ensure that all staff are trained regularly to ensure they work properly.
- 8.4 Signs and notices will be provided in prominent locations, giving appropriate instructions to employees to do in the event of a fire.
- 8.5 Signs will be provided to indicate the location of fire extinguishers, fire alarm call points and to indicate escape routes.

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## 9. Records

The Company will record its fire safety activities, including fire drills, and the findings of its periodic tests and checks. Staff will be informed of all attendees, fire drill evacuation times and any comments. The following records will be maintained:

- 9.1 Records of weekly tests.
- 9.2 Records of weekly fire alarm tests (where fitted).
- 9.3 Record of annual inspection of fire fighting equipment.
- 9.4 Records of periodic testing of fire alarm systems.
- 9.5 Records of all scheduled maintenance of fire detection and alarm systems.
- 9.6 Records of the inspection and maintenance of workplace fire hazards identified with flammable and combustible substances and of any other hazards (where appropriate).

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necessary. The management  
s implementation.

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Position:	<<Position>
Signature:	
Date:	<<Date>>
Date for Review:	<<Date fo

Issue No	
Amendments from previous	
Other comments	

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