

# FIRE RISK - MANAGEMENT PLAN

Regulatory Reform (Fire Safety) Order 2005

## 1. PREMISES PARTICULARS

Premises name:	Use of premises:
Address:	Telephone number:
Owner/employer/person in charge of the workplace (Responsible Person):	
Date of review:	Date of next review:
Name and relevant details of the person completing the Fire Risk Management Plan review:	

## 2. GENERAL STATEMENT OF MANAGEMENT PLAN

Statement:			
<p>I/we, <b>INSERT BUSINESS OWNER NAME(S)</b>, of the <b>INSERT PUB NAME</b>, am/are a responsible employer and take our fire and safety duties seriously. We have formulated this Management Plan to help us comply with our legal obligations to staff and visitors under the Fire Safety Regulatory Reform (Fire Safety) Order 2005. This includes the provision of a safe place to work, where fire safety risks are minimised. Due to its importance, the Fire Safety Management Plan forms part of our overall Health &amp; Safety Policy. Our priority at all times is the safety of individuals.</p> <p>To assist us in achieving and maintaining the highest level of fire safety, we have employed Everards (as part of the Compliance Package)/the competent contractor, <b>INSERT CONTRACTOR NAME IF APPLICABLE</b>, to carry out a Fire Risk Assessment of the premises to ensure that all precautions are taken, and all procedures followed with regard to this property.</p>			
Signed:			
Print Name:		Date:	

3. GENERAL DESCRIPTION OF PREMISES	
Occupancy	Size
Times the premises are in use:	Building footprint (metres x metres), if known:
<b>INSERT TIME</b> to <b>INSERT TIME</b>	<b>INSERT NUMBER, IF KNOWN</b> m <sup>2</sup>
The total number of persons employed within the premises at any one time:	Number of floors (trade & domestic):
The total number of persons who may occupy the premises at any one time:	Number of stair sets:

4. FIRE SAFETY SYSTEMS WITHIN PREMISES					
<b>Fire Warning System</b>					
Is there a suitable electrical fire alarm system?					
Yes		No		N/A	
Are automatic smoke/heat detectors provided and is the extent and coverage considered accurate?					
Yes		No		N/A	
Record brief details of the above measures in the box below: <i>If the answer to any question is no, please note suitable rectification action below.</i>					
<b>Emergency Lighting System</b>					
Is there a reasonable standard of emergency lighting to illuminate escape routes and areas without natural lighting?					
Yes		No		N/A	
Record brief details of the above measures in the box below: <i>If the answer to this question is no, please note suitable rectification action below.</i>					
<b>Manual Fire Extinguishers</b>					
Is there a reasonable provision of fire extinguishers?					
Yes		No		N/A	
Record brief details of the above measures in the box below: <i>If the answer to this question is no, please note suitable rectification action below.</i>					

## Fire Safety Signs & Notices

Is there a reasonable standard of fire exit signage and fire safety signs?

Yes		No		N/A	
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Yes		No		N/A	
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Yes		No		N/A	
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Are fire action notices, detailing the action to be taken in the event of a fire, provided and sited in prominent locations?
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Yes		No		N/A	
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Yes		No		N/A	
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Yes		No		N/A	
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Record brief details of the above measures in the box below:

*If the answer to any question is no, please note suitable rectification action below.*

## 5. PLAN DRAWING

Attach as appendix.
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*If unavailable, please contact Michelle Swift-Williamson – msw@everards.co.uk*

## 6. IDENTIFYING PEOPLE AT RISK

Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk and what controls are, or need to be in place:

## 7. IDENTIFYING FIRE HAZARDS

## Electrical Installations & Equipment

Is the use of trailing leads and adaptors avoided where possible?
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Yes		No		N/A	
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Yes		No		N/A	
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Yes		No		N/A	
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*If the answer to this question is no, please note suitable rectification action below.*

Smoking
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Are adequate measures in place to stop people from smoking on the premises?

Yes		No	
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Yes		No	
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Are 'No Smoking' signs provided?			
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Are the following signs present?			
Yes		No	

Are the following signs present?			
Yes		No	

Yes		No	
Are suitable arrangements in place for those who wish to smoke outside the premises?			

Are suitable arrangements in place for those who wish to smoke outside the premises?					
Yes		No		N/A	

Are suitable arrangements in place for those who wish to smoke outside the premises?					
Yes		No		N/A	

Are suitable arrangements in place for those who wish to smoke outside the premises?					
Yes		No		N/A	

*If the answer to any question is no, please note suitable rectification action below.*

### Arson

Are the premises adequately secured to prevent unauthorised access?

Yes		No	
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Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?

Yes		No		N/A	
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*If the answer to any question is no, please note suitable rectification action below.*

### Heating Systems & Portable Heaters

Are portable heaters subject to periodic inspections and used safely?

Yes		No		N/A	
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*If the answer to this question is no, please note suitable rectification action below.*

### Cooking

Are adequate measures taken to prevent cooking fires?

Yes		No		N/A	
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*If the answer to this question is no, please note suitable rectification action below.*

### Housekeeping

Is the standard of housekeeping adequate to avoid the build-up of combustible materials and waste?

Yes		No	
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Are combustible materials kept separate from ignition and heat sources?

Yes		No	
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*If the answer to any question is no, please note suitable rectification action below.*

<b>Contractors</b>				
Are suitable fire safety controls placed on contractors who undertake work at the premises?				
Yes		No		
Is there a sign-in/sign-out process in place for contractors who undertake work at the premises?				
Yes		No		
<i>If the answer to this question is no, please note suitable rectification action below.</i>				
<b>Dangerous Substances</b>				
Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?				
Yes		No		N/A
<i>If the answer to this question is no, please note suitable rectification action below.</i>				
<b>Other Significant Fire Hazards</b>				
Are there any other significant fire hazards in the premises?				
Yes		No		
<i>If the answer to this question is yes, please list each hazard and any control measure to reduce the risk of fire, in the box below:</i>				

<b>8. MEANS OF ESCAPE</b>				
Are all escape routes kept clear of obstructions to enable people to escape safely?				
Yes		No		
Are all fire exits easily and immediately openable?				
Yes		No		
Are distances of travel considered reasonable?				
Yes		No		
Are suitable precautions in place for all inner rooms?				
Yes		No		N/A
Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises?				
Yes		No		N/A
Record brief details of the above measures in the box below:				
<i>If the answer to any question is no, please note suitable rectification action below.</i>				

## 9. MANAGEMENT OF FIRE SAFETY

Has someone been appointed to manage fire safety?

Yes		No	
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If yes, please note person responsible:

Are procedures in the event of a fire appropriate and properly documented?

Yes		No	
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Do all employees take part in an 'induction programme' at the start of their employment?

Yes		No	
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Are all employees given regular instruction and training on the action to take in the event of a fire?

Yes		No	
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Are employees with additional responsibilities, such as fire marshals, given additional training to carry out their roles?

Yes		No		N/A	
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Are daily checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?

Yes		No	
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If yes, please note person responsible:

Are fire alarm systems tested weekly, using a different manual call point, to make sure the system is operating, and that the alarm is audible throughout the premises?

Yes		No		N/A	
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If yes, please note person responsible:

Is a functional test of all emergency lighting systems carried out every month, to make sure they operate when test switches are activated?

Yes		No		NA	
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If yes, please note person responsible:

Are domestic smoke alarms tested every month to make sure they work?

Yes		No		N/A	
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If yes, please note person responsible:

Are fire extinguishers visually checked every month?

Yes		No		N/A	
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If yes, please note person responsible:

Are fire doors checked every three months to make sure they are in good condition, are not damaged, and remain a good fit in their frames?

Yes		No		N/A	
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If yes, please note person responsible:

Are annual fire drills carryout to test the adequacy of your fire procedures and understanding of staff?

Yes		No		N/A	
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If yes, please specify date of last fire drill:

*If the answer to any question is no, please note suitable rectification action below.*

## 10. MAINTENANCE

Are open fires/log burners subject to periodic maintenance by a competent contractor?

Yes		No		N/A	
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If yes, please specify name of contractor, frequency of service and date of last inspection:

Are you enrolled in the Everards Compliance Package?

Yes		No	
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***If the answer to this question is yes, the following maintenance services are organised on your behalf. Please move on to Section 11.***

Are fixed electrical installations periodically inspected and tested every 5-years by a competent contractor?

Yes	Completed every 5-years (organised by Everards)
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Are fixed heating systems subject to periodic maintenance by a competent contractor?

Yes	Gas safety inspections are completed annually (organised by Everards)
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Are Fire Risk Assessments carried out periodically by a competent contractor?

Yes		No	
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If yes, please specify name of contractor and date of last assessment:

Are fire alarm systems inspected and tested every six months by a competent contractor?

Yes		No		N/A	
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If yes, please specify name of contractor and date of last inspection:

Are emergency lighting systems inspected and tested annually by a competent contractor?

Yes		No		N/A	
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If yes, please specify name of contractor and date of last inspection:

Are fire extinguishers inspected and tested annually by a competent contractor?

Yes		No		N/A	
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If yes, please specify name of contractor and date of last inspection:

Are portable electrical appliances and equipment periodically inspected and tested by a competent contractor?					
Yes		No		N/A	
If yes, please specify name of contractor, frequency of service and date of last inspection:					
Are kitchen filters and ductwork subject to regular cleaning by a competent contractor?					
Yes		No		N/A	
If yes, please specify name of contractor, frequency of service and date of last inspection:					
Are records of testing and maintenance maintained?					
Yes		No			
If yes, have all service reports and certification been shared with Everards (msw@everards.co.uk)?					
Yes		No			
If the answer to any question is no, please note suitable rectification action below.					

<b>11. METHOD FOR CALLING THE FIRE SERVICE</b>
Record details of your plan for calling the fire service in the box below, including details of persons involved:



## 12. TRAINING

Record details of training below:

*This should include, but is not limited to, details of fire marshal training, evacuation training and training in the use of firefighting equipment.*

*Full training records should be available to view in the event of a Fire Authority inspection.*

[illegible]

### 13. EMERGENCY ACTION PLAN (EAP)

Record details of your EAP in the box below:

*An EAP is a step-by-step written process that details what to do in the event of a fire alarm activation/discovery of a fire. An EAP describes who will take responsibility for each task when there is an emergency, laying out specific steps that need to be taken to ensure peoples safety, property protection and continuity of operations. The purpose of an EAP is to help eliminate confusion, injury or property damage in case of a workplace emergency.*

*An EAP should include the following essential information:*

- *Who will investigate the fire alarm panel*
- *Who will investigate/confirm the location of the fire*
- *Who will call 999*
- *Who will ensure that everybody is out of the building*
- *Who should tackle the fire using the fire extinguishers provided*

*Example EAP attached – see Appendix 1*

## 14. ACTION PLAN

If any of the boxes above are marked 'No', the deficiencies should be described below, along with proposed action for rectification.

[illegible]

### General Information

The purpose of this Emergency Plan is to ensure that the Responsible Person and all relevant persons are clearly aware of their responsibilities in relation to fire. In addition, all personnel who are in the premises need to know what to do in the event of a Fire Incident and, to ensure the premises can be evacuated and all persons accounted for during the operation of the Fire Alarm. In the event of a fire these procedures are to be put into operation.

This premises is fitted with a fire alarm system (smoke detection) that will sound when activated by the operation of a manual call point (MCP) or automatic fire detection (smoke or heat detectors).

The fire alarm system is tested weekly (INSERT DAY / TIME HERE) by the operation of a manual call point on a rotational basis and recorded in the fire logbook.

A manual 999 call is required to alert the Fire and Rescue Service and should be made by:

- A nominated person
- The Fire and Rescue Service will require certain information, such as:
- The name of the person making the call.
- The premise name, address and postcode.
- The premise's telephone number.
- Brief details of the Incident and who and what is involved.

Fire Action Signs are strategically sited in all areas of the building next to the manual call points / final exits. These indicate the action to be taken both on the discovery of fire or hearing the fire alarm. The location of the assembly point to be used may also be identified on this sign.

Fire exits and extinguishers are clearly marked and located at strategic locations around the building.

During a fire Incident, the occupants of these premises are to evacuate and proceed to the Assembly Point. The main escape routes from the premises are identified by Fire Exit direction signage.

The Assembly Point for this building is: \_\_\_\_\_

The person having the responsibility for maintaining this plan up-to-date and ensuring the building maintains compliancy is the Responsible Person (RP) for the premises – see management template.

### General Fire Procedures

#### Discovery of a Fire

- Raise the alarm by the means of shouting "FIRE" / breaking the glass of one of the manual call points (MCPs) situated at strategic locations around the building.
- Evacuate via the nearest available Fire Exit. If possible, close windows and doors as you go.
- Go to your designated Assembly Point and await further instructions.

#### Action upon Hearing the Alarm

- All staff to meet at the fire alarm panel.
- Senior manager to interrogate the fire panel to confirm the location of the activation.
- Send 2 staff members to investigate and tackle the fire if trained and safe to do so, feeding back on the outcome as soon as possible. Staff members to ensure they have a suitable means of always communicating to the senior manager.
- Senior manager to contact 999 on confirmation of a fire.
- Fire wardens will take control of the evacuation during the operation of the Fire Alarm.

- Senior manager to liaise with the Fire and Rescue Service on arrival and brief them on the situation and provide them with any additional information as required (map of premises / location of gas and electric isolation points and locations of any specific risk).

#### All Other Staff

- Kitchen staff to isolate services by the isolation switches.
- Do not stop to collect personal belongings.
- Walk to the nearest Fire Exit and leave the building.
- Assist with the evacuation of customers.
- Proceed to the Assembly Point.
- Where possible, ensure all vehicles which may cause an obstruction to the premises, are removed prior to the attendance of the Emergency Services.
- Do not attempt to re-enter the building until you have been authorised to do so by Incident commander of the Fire and Rescue Service.
- Never assume it is a False Alarm or a Fire Drill

N.B All staff should ensure they are aware of these procedure and the location of the Assembly Point to be used during and emergency situation.

#### Fire Fighting

Fire Extinguishers are provided at strategic location around the premises. The main purpose of having such equipment is to assist with the means of escape of the occupants from a building where their route may be impeded by a fire.

Although personnel maybe trained in the use of Fire Fighting Equipment, personnel are NOT expected to fight fires.

**IF IN DOUBT – GET OUT!!**