

## FIRE SAFETY

# Fire Safety



***In this section all team members must be trained in fire safety not only for their safety but for the safety of our guests.***

***There is a log file for after team training and a management fire risk assessment that must be completed before your store opens for its first day.***

***It is advised as part of your building works to have an external fire safety company to review your fire safety arrangements and review.***

# Fire Safety Training Log



## Fire Safety Checklist

<b>Name of Business</b>				
<b>Address of Premises</b>				
<b>Please tick (❖)</b> as appropriate		<b>Yes</b>	<b>No</b>	<b>N/A</b>
<i>We have carried out a Fire Safety Risk Assessment for the premises?</i>				
<b>Escape Routes</b>	Are all your escape routes clear of obstruction?			
	Are all fire exit signs and notices clearly visible?			
<b>Doors</b>	Do your emergency exits open without use of a key?			
	Do push bars/pads operate easily (where fitted)?			
	Are self-closing doors kept closed and self-closers working?			
<b>Firefighting Equipment (Extinguishers)</b>	Is firefighting equipment adequate for the risk in your premises (number, type, location)? (see <i>guidance notes</i> )			
	Is firefighting equipment maintained annually (see <i>guidance notes</i> ) And recorded on the test labels and in your Log Book?			
<b>Fire Warning System (Fire Alarm)</b>	Is the system tested weekly using a different call point each week and recorded in your Log Book?			
	Can the system be heard throughout your premises particularly by sleeping residents?			
	Are break glass call points visible and free from obstruction?			
<b>Emergency lighting</b>	Is the system tested (see <i>guidance notes</i> ) and the results of tests recorded in your Log Book?			
	Are all light fittings in place and undamaged?			
<b>Emergency Fire Action Plan</b>	Is the emergency fire action plan adequate for your premises (see <i>guidance notes</i> )?/			
	Are fire routine notices clearly visible and accurate?			
<b>Staff Training</b>	Does your staff know what to do if a fire occurs Have you considered how to evacuate disabled persons			
	Is staff fire training recorded in your Log Book?			
<b>General</b>	Have you reviewed your Fire Safety Risk Assessment in the last year?			
	Is your Log Book up to date and any test certificates available?			

## Fire Safety Guidance

SYSTEM/TRAINING	WEEKLY	MONTHLY	THREE MONTHLY	SIX MONTHLY	ANNUALLY
Escape Routes and Doors	Visual check, test doors				
Fire Notices	Visual Check				
Fire Extinguishers	Visual check for leaks, tampering				Service and Test
Fire Warning	N/A			N/A	
Emergency Lighting		System test			Discharge
Staff Fire Training*					Refresher
Fire Drill				Fire Drill	
Fire Risk Assessment					Review

I agree to the information provided in this form being shared with the Fire Authority.

**DECLARATION:** I declare that the above Fire Safety Checklist has been completed accurately and that all inadequate provisions have been rectified.

*Signed* .....

*Date* .....

*Print name* .....

## Fire Evacuation Procedure

By law all businesses must have a fire evacuation procedure. At first you may think it is obvious what action staff should take if there was a fire, i.e. get out. When you begin to look at the procedure you should begin to understand why it is important. How should staff raise the alarm? Should they fight the fire? Where is the assembly point? Who should call the fire brigade?

Complete the Fire Evacuation Procedure and make an adequate number of copies to display around your premises.

Train the staff in the procedure. You should carry out practice drills, at least twice a year. While you may think this is not necessary in the event of a real fire you want to ensure that your staff are confident and act quickly. They can only be expected to do this if they have undertaken practice drills.

Document when you undertook the drills and get all those present to sign their names.



## FIRE EVACUATION PROCEDURE

### IF YOU DISCOVER A FIRE

- Raise the alarm by breaking one of the glass Fire Break Points. These are located by \_\_\_\_\_

### ON HEARING THE ALARM

- If safe to do so turn off any equipment you are working at.
- Assist other staff to leave the premises by the nearest exit.
- Assist customers to leave the premises by the front door.
- If working on the tills and it is safe to do so shut tills and lock with key. Take key with you.
- Manager or Shift Leader to ensure all areas are vacated and if safe to do so to shut doors behind them.
- Manager or Shift Leader to call Fire Brigade 999.
- Wait at assembly point.

### EVACUATION / ASSEMBLY POINT

- The assembly point for all staff and customers is

\_\_\_\_\_

All staff to assemble here and await instructions from the Fire Brigade.

- Manager or Shift Leader to carry out a roll call to ensure all staff are present.
- Do not re-enter the building until notified it is safe to do so by the Fire Brigade.



## Fire Risk Assessment

In addition to the Health and Safety Risk Assessment in Section 3 a Fire Risk Assessment of the premises must also be undertaken. This should be undertaken by a suitably qualified individual.

It is recommended that you speak with the company which you have used to provide and service your fire prevention equipment. They should be able to advise you if they are able to provide this service, or if not, advise who you may contact in your local area.

A copy of the Fire Risk Assessment should be placed in this section.