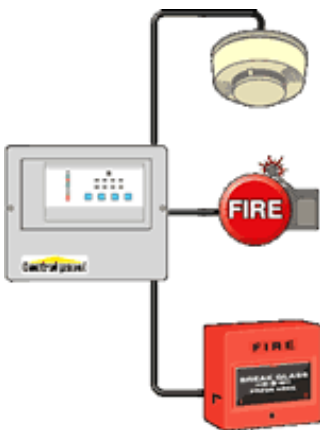




# **FIRE SAFETY MANAGEMENT AND FIRE EMERGENCY PLAN**

**FOR**

**Vindomora Country Lodges,  
Bridge End, Ebchester,  
Consett, Co. Durham  
DH8 9JA**



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## **FIRE SAFETY MANAGEMENT**

### **STATEMENT OF INTENT**

**Vindomora Country Lodges** believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents for visitors and staff
2. Preventing ill health for both visitors and staff.
3. Compliance with statutory requirements as a minimum.
4. Assessing and controlling the risks that arise from visitor activities and staff activities.
5. Providing safe and healthy accommodation and environment for our visitors.
6. Providing a safe and healthy working and learning environment for our staff.
7. Ensuring safe working methods and providing safe working equipment for our staff.
8. Providing effective safety information and instruction to our visitors.
9. Providing effective safety information and training to staff.
10. Consulting with employees and their representatives on health and safety matters.
11. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
12. Setting targets and objectives to develop a culture of continuous improvement.
13. Ensuring adequate welfare facilities exist throughout the site for staff.
14. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met.

Employees of Vindomora Country Lodges must play their part in the creation of a safe and healthy visiting and working environment for all.

**Signed:** \_\_\_\_\_  
**On behalf of Vindomora Country Lodges**

**Date:** \_\_\_\_\_

Vindomora Country Lodges – 6<sup>th</sup> September 2018

## 1 INTRODUCTION AND SCOPE

- 1.1 Fire is a hazard in any part of the Lodges accommodation site. Its consequences include the threat to the lives or health and safety of visitors and staff, damage to or loss of property and severe interruption to normal business activities or opportunities.
- 1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on **Vindomora Country Lodges** as the owner
- 1.3 This fire safety management and fire emergency plan applies to all of the site occupied by Vindomora Country Lodges which are to any extent under the control of the owner and management of **Vindomora Country Lodges**. Its requirements extend to all persons at those premises including visitors, staff and contractors whether permanently or temporarily engaged.
- 1.4 Where premises are jointly occupied or shared control of premises with other employers then the arrangements for fire safety and maintenance will be coordinated, communicated and documented. In these premises the fire safety arrangements and procedures of the principal or host occupier shall apply or local variations agreed by all relevant parties and relevant persons.
- 1.5 This fire safety management and fire emergency plan applies to all visitors and all other staff working or visiting Vindomora Country Lodges. In this respect other staff, not employed by Vindomora Country Lodges will comply with these relevant fire safety arrangements and policy.
- 1.6 **The owner/s and management of Vindomora Country Lodges** will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises to:
  - provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;
  - provide comprehensible and relevant information to visitors, staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
  - provide a programme of fire safety training to staff;
  - carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;
  - have in place a programme of works to improve or maintain the existing fire safety specifications;
  - where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances, for example bottled gas or chemicals associated with the maintenance of hot tubs and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are reduced or controlled.

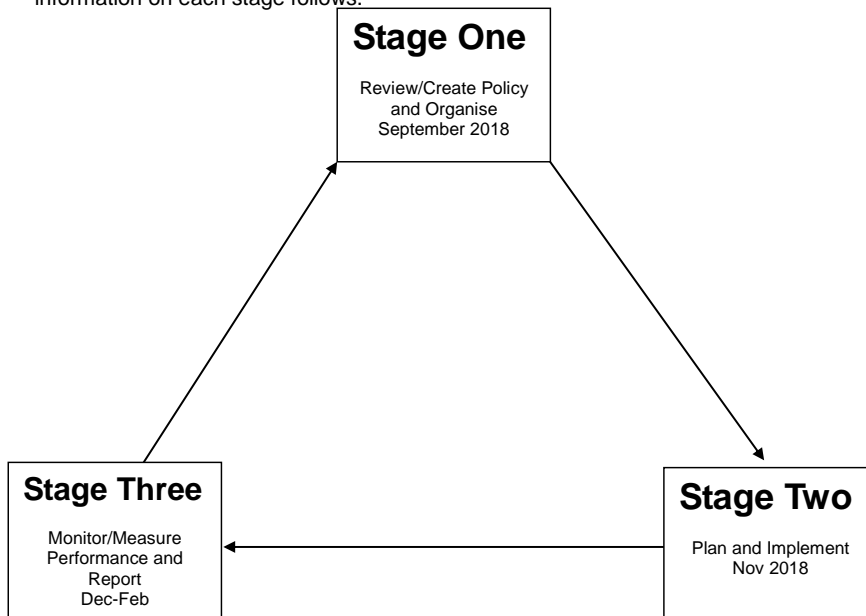
## 2 PRACTICAL FIRE SAFETY ARRANGEMENTS

- 2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.
- 2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the:
- materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of visitors, service users, people with disabilities, staff, contractors, the public, etc;
  - appropriate safe and secure location of building services e.g. gas and electricity;
  - provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995;
  - provision of prominently located fire action notices (e.g. indoor signage / by outdoor fire alarm bell / evacuation point) to inform people of the action to be taken in the event of fire; and
  - education and training of all staff in fire safety arrangements, in particular evacuation procedures and drills.
- 2.3 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and firefighting equipment. In particular:
- the installation, maintenance, inspection and weekly testing of fire alarms in each lodge / accommodation / working area / visitor area;
  - the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
  - the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.(Foam in each Lodge, Foam & CO2 in Reception, Dry Powder outside)
  - A quarterly / six monthly / annual premises fire safety inspection will be carried.
- 2.4 The fire safety arrangements will be based on HSG 65 *Successful Health and Safety Management* and the Fire Safety Management Plan Strategy (see Appendix 1). The main strands of the strategy involves: -
- Effective planning, organisation, control, monitoring and review of protective and preventative measures
  - Fire safety risk assessments and building audits
  - Fire safety systems and maintenance
  - Fire warden and staff training
  - Fire evacuation drills
  - Building design, alterations and commissioning

### 3 PLANNING

- 3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan (see Section 7).
- 3.2 Fire Risk Assessments must be carried out and reviewed regularly (recommended to be annually). A Fire Risk Assessment **MUST** be carried out during each change over day on every accommodation and logged in the relevant folder. A Fire Risk Assessment also needs to be carried out when there is any building alteration or change of use of any accommodation or premises, or following a fire incident/emergency, etc.
- 3.3 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:
- |                    |                |   |                                       |
|--------------------|----------------|---|---------------------------------------|
| <b>High Risk</b>   | <b>(RED)</b>   | = | Work to be actioned immediately.      |
| <b>Medium Risk</b> | <b>(AMBER)</b> | = | Work to be completed within 4 weeks.  |
| <b>Low Risk</b>    | <b>(GREEN)</b> | = | Work to be completed within 6 months. |
- 3.4 Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and employees of organizations with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.
- 3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for visitors, staff, or service users who have known disabilities that will impact on their ability to evacuate the particular premises.
- 3.6 Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include: -
- Fire detection and warning system
  - Emergency lighting where required
  - Firefighting facilities
  - Emergency routes and exits
  - Fire Evacuation Point
  - Fire safety signs and notices
  - Portable electrical appliances (PAT) and premises installation testing (5 yearly)
- 3.7 The fire safety maintenance programme will follow the guidelines suggested in HM Government Fire Safety Risk Assessment guidance and can be found in Appendix 2.
- 3.8 Fire Warden and staff training are provided through Safe and Sure Fire Protection Ltd who conducts a number of courses annually. The course is delivered by a qualified competent person, namely Dave Wardle. It is the responsibility of all Fire Wardens to attend one refresher training annually on one of the dates available. A sample fire safety training programme and staff training record can be found in Appendix 3 and 4 respectively.

- 3.9 Fire evacuation exercises will be carried out every six months within the Vindomora Country Lodges site. The purpose of these exercises is to educate staff in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. All evacuations will be conducted by the Fire Wardens under the guidance of a Fire Safety Officer. Pre and post de-briefing sessions will accompany each evacuation drill.
- 3.10 Provisions will be made for the safe evacuation of disabled people.
- 3.11 Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan (Section 7). In the event of a fire alarm outside of normal business hours, building occupants are to evacuate the building. All staff, visitors and contractors will be made aware of the fire procedures.
- 3.12 All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by the owner/s and or Management.
- 3.13 Testing of building passive and active fire evacuation systems are to be conducted by staff at agreed appropriate times during normal hours and during every change over day (currently Monday and Friday) and in line with current British or European test standards. All building fire wardens will be trained in the use of the evacuation system and operate from pro-forma instructions based on Section 7.
- 3.14 Fire wardens will report any faults or problems to the Site Manager, Craig Johnson immediately, in order that they can be rectified as detailed in paragraph 3.3 above.
- 3.15 A fire safety log book will be kept, to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills.
- 3.16 To help make it manageable throughout the year, an annual management cycle reflecting the below elements, should be followed. The cycle timetable is detailed below and information on each stage follows.



Vindomora Country Lodges – 6<sup>th</sup> September 2018

## 4 ORGANIZATION AND CONTROL

- 4.1 Specific named individual responsibility for overall responsibility for Fire Safety, maintenance, Emergency Plans and Staff Training can be found in Appendix 5
- 4.2 The Site Manager will:
- ensure that this Policy and, or any other relevant fire safety policies, codes of practice that complement this Policy are in place, properly implemented and reviewed annually.
  - ensure that a Responsible Person is appointed for all of the Vindomora Country Lodges site to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;
  - ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection;
  - ensure that fire, security, and health and safety arrangements at each premises are complementary.
- 4.3 The Site Manager, who has responsibility for all the Lodges / accommodation premises or parts of premises will:
- ensure that fire risk assessments are carried out for all their workplaces, and for specific activities such as hot working involving welding, cutting, work with bitumen, etc;
  - ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
  - ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
  - ensure that a robust and effective emergency plan is in place in each accommodation or building, to safely evacuate all persons, whether visitors, employees or external contractors.
  - This emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use steps or otherwise evacuate premises promptly. the plan must be internally deliverable by staff or visitors and not reliant on the Fire and Rescue Service to complete the evacuation;
  - arrange for the emergency plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;
  - arrange for a competent responsible person (during office hours) to be nominated to oversee and implement fire safety arrangements at their workplace(s) on their behalf;
  - ensure that if there is any doubt about the provision of new or replacement fire extinguishers that the Site Manager is notified immediately;
  - ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
  - ensure that a copy of the current fire risk assessment for their premises is readily accessible, its provisions complied with;



- ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, and that passive and active fire evacuation systems are checked every change over day (Monday and Friday) or change of use of the particular accommodation / premises or following an incident involving fire;
- ensure that effective arrangements are in place for contacting the emergency services;
- ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. Gas bottles, storage of petrol, chemicals, etc;
- confirm that their weekly / change over day / annual premises fire safety inspections address fire safety arrangements; and

#### 4.4 The Site Manager (Competent Person) must:

- assist and support with the preparation and review (at least annually) of fire safety risk assessments;
- ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;
- prepare and review the emergency plan issued to all staff;
- ensure information on fire safety arrangements is available to all accommodation visitors, staff and all other visitors;
- ensure all visitors, staff and, where appropriate, contractors are instructed in the emergency plan.
- arrange and review fire drills at a frequency of not less than six months;
- specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed;
- ensure Fire Alarms are regularly tested at the recommended frequency as detailed above e.g. every change over day (Monday and Friday);
- monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained;
- keep the fire log book or equivalent up to date;
- ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date;
- ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded;
- ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out, and
- ensure that quarterly fire safety inspections of the premises are carried out and that these address fire safety arrangements.

#### 4.5 Employees must:

- ensure they are familiar with the emergency plan for their workplace and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
- know, and co-operate with, the responsible person for their workplace;
- report to the Site Manager or supervisor any concerns about fire safety;
- be familiar with all escape routes;
- not wedge fire doors open, nor block or obstruct them;
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;
- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained; and
- comply with the No Smoking policy.

## 5 MONITORING

### 5.1 The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -

- i. Number of fires recorded annually / number of fire related incidents.
- ii. achieving set schedules and time frames (evacuation drills and building audits).
- iii. Measuring the number of Fire Service call outs against cause.
- iv. Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- v. Quarterly / six monthly/ annual premises inspection and meetings to ensure actions and progress are made.
- vi. Annual audit of all fire systems by the Site Manager.

## 6 REVIEW

- 6.1 Annual audit of all fire systems by the Site Manager to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.
- 6.2 Active reviews will take place quarterly prior to any likely accident or event
- 6.3 Reactive reviews will take place following a fire safety event occurring
- 6.4 A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles.

## 7 Fire Emergency Plan

All aspects of the plan will consider out of hours occupation and identify where there would be differences e.g. personnel; locked doors; different escape routes etc.

### 7.1 Training and Training Provision

Induction training will include:-

- A copy of the Emergency Plan
- A complete tour of the site and will highlight:
  - All Emergency Exits
  - Alarm Points
  - Fire Extinguishers
  - The Assembly Point

The Fire Marshals (only present during office hours) shall:-

- Be instructed on the use of the Fire Fighting Equipment

The people allocated as Fire Marshals will be the Site Manager, Craig Johnson during office hours.

All staff will be issued with a copy of the Emergency Plan and be trained on the evacuation of staff and visitors from all parts of Vindomora Country Lodges to the Assembly Point, located opposite the vehicular site entrance, on the grassed verge.

### 7.2 Information Distribution

A site plan which highlights all emergency exits will be displayed at the reception along with the Fire Action Notices. A copy of the Emergency Plan will be available to all visitors on request. A copy of the fire evacuation procedure will be located in each accommodation Visitors Information Book.

### 7.3 What Visitors / Staff Should Do If They Discover a Fire

- Raise the alarm by operating the fire alarm call point, located in the centre of the site, next to the Housesteads Lodge.
- Call the Northumbria Fire and Rescue Service on 999.
- Evacuate to the identified Evacuation Assembly Point ~~opposite~~next to and outside of the sitemain entrance.
- Trained personnel to tackle the fire only where appropriate.
- If identified staff have responsibilities for assisting persons with Personal Emergency Evacuation Plans, respond as required following the actions as identified in the Plan.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Close any doors en-route without delaying your escape.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

#### **7.4 What Visitors / Staff Should Do If They Hear the Fire Alarm**

If a staff member who has responsibility for assisting persons with Personal Emergency Evacuation Plans respond as identified in the Plan. If not, then:-

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any firefighting equipment unless you have been trained.
- Do pass any information to staff present and, or the attending Emergency Services at the Evacuation Assembly Point.
- You must remain at the Evacuation Assembly Point until instructed otherwise.
- Return to the building only when authorised to do so, by the Site Manager or attending Emergency Services.

#### **7.5 Contacting the Emergency Services**

We all, whether visitors or staff members have a responsibility in contacting the Emergency Services in the event of a fire, in order to preserve life.

CALL 999 and ask for the Fire Service

The location to be given is:-

Vindomora Country Lodges, BRIDGE END, EBCHESTER, CONSETT, **DH8 9JA**  
This location is known locally as the site of the old Bridge End Saw Mills.

The location is just within the Northumberland Fire and Rescue Service area, but the closest Fire Station is located at Consett, which is part of the County Durham & Darlington Fire & Rescue Service, so any service may respond.

#### **7.6 Identify Processes, Machines or Power That Must Be Shut Down**

On hearing the fire alarm:-

- The Emergency Power Off should be operated, if safe to do so (NA at this time).

#### **7.7. Specific Arrangements for Any High-Risk Areas**

High Risk areas include:-

Gas bottle storage area next to each Lodge, which supplies gas to each unit.

Chemical storage area within the Reception building store, to the rear of this building. Access gained by the rear door to the north side of the building.

**No smoking or naked flames are permitted within these areas**

## **7.8 Emergency Services Liaison Procedures**

The Fire Marshal will be the Site Manager during office hours, who will obtain evacuation information from Staff and Visitors ensuring all people are accounted for, otherwise noting the numbers of missing people and where they were last seen.

The Fire Marshal, who will be identified by a Hi Viz waistcoat, shall meet the Emergency Services at the Evacuation Assembly Point when they arrive. They will then brief the Emergency Services on the nature of the emergency and if anyone is unaccounted for.

### **7.8.1 Specific Information for the Emergency Services**

The emergency services should be given specific information such as: -

- Type of emergency
- Location of the fire / incident
- Missing persons
- Flammable material / Gas Bottle locations / stores.
- Location of high risk areas
- Any unusual activities such as building works or temporary structures
- Hazardous work process

### **7.8.2 Location of information**

- The information regarding risks will be kept in the Reception Office.

### **7.8.3 Accounting for Personnel**

The Fire Marshal will obtain evacuation information from Staff and Visitors ensuring all people are accounted for, otherwise noting the numbers of missing people and where they were last seen.

The Fire Marshal (during office hours) will be identified by a Hi Viz waistcoat, shall meet the Emergency Services at the Evacuation Assembly Point when they arrive. They will then brief the Emergency Services on the nature of the emergency and if anyone is unaccounted for.

## **7.9 Escape Routes**

The Emergency Plan has a diagram included for ease of reference, this includes other relevant information such as details of firefighting equipment provided, types and location of emergency exit signs, locations of the Evacuation Assembly Point.

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## 7.10 Assembly Points

All Staff and Visitors should attend the Evacuation Assembly Point, located ~~opposite~~ next to and outside of the main site entrance on the grassed verge and stay there until instructed otherwise by the Fire Marshal (during office hours) or Emergency Services.

## 7.11 Identify Persons Especially at Risk

- Disabled members of staff who have difficulties in evacuating a building independently in the case of an emergency should have a Personal Emergency Evacuation Plan (PEEP).
- The Site Manager will discuss with the individual their needs and agree a plan. During office hours, the plan will be actioned by the Site Manager.
- A PEEP form will be completed.

## 7.12 Evacuation Arrangements for Disabled People

The safe and effective evacuation of disabled people needs careful thought. Management procedures need to be in place which takes account of the various scenarios that may arise. For example, the procedures adopted for people with a disability are employed in the building will be different to those for person with a disability visiting the building that will be unfamiliar with its layout.

Systems of evacuation that may be implemented include: -

- **Progressive Horizontal Evacuation.** Vindomora Country Lodges does not fit into a building requiring a Progressive Horizontal Evacuation.
- **Evacuation by Lift.** There are no lifts on site.
- **Evacuation by Stairs.** The site has one set of stairs, to access the apartment above the Reception. There are also a set of steps for the Housesteads Lodge. Evacuation from this area will be manually assisted.
- Disabled Visitors who have difficulties in evacuating a building independently in the case of an emergency should have a Personal Emergency Evacuation Plan (PEEP).
- On arrival of guests who have a disability, the Site Manager will discuss with the individual their needs and agree a plan. During out of hours times, the plan will be actioned by a member of their party who the individual and Site Manager will identify.
- A PEEP form will be completed.

## 7.13 Visiting Contractors / Deliveries

It is envisaged that visiting contractors will be present on an irregular basis. Other people, linen delivery staff may be present on a regular, or ad-hoc basis. These people will be made aware of the Emergency Plan if they are not to be escorted during their visit. Anyone being escorted will be the responsibility of the person escorting them in the event of an Emergency.

#### 7.14 Staff with Specific Responsibilities

The Site Manager, Craig Johnson will be the identified Fire Marshall during office hours. Maintenance staff (Andy) will be a Fire Warden during office hours.

#### 7.15 Overall Control

Overall control will be in the hands of the Fire Marshal present when the Emergency occurs. That person will be assisted by other members of staff on duty at that time.

#### 7.16 Fire Marshals and Fire Wardens

As the Vindomora Country Lodges site comprises of numerous, separate lodges, a first floor flat and a larger lodge, it is therefore reasonable that the Fire Marshal takes responsibility of the whole area.

Ensuring, if it is safe to do so, a full sweep of the buildings and site is performed on their way to the Evacuation Assembly Point.

If possible, they should liaise and work with other members of staff during the evacuation.

#### 7.17 Fire Fighting

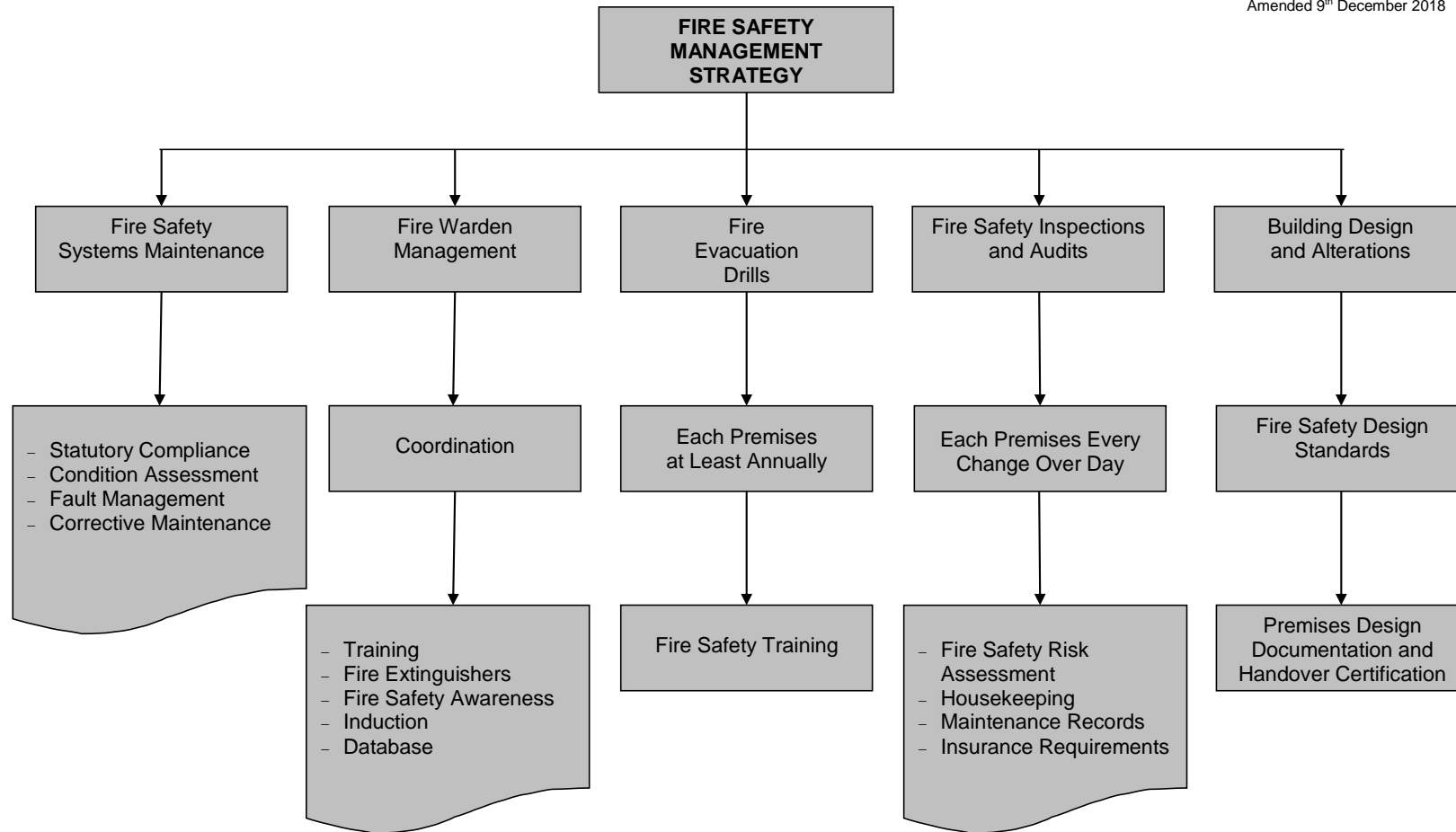
- Fire Marshals and Fire Wardens are trained to use the firefighting equipment
- Fire Marshals and Fire Wardens will fight the fire where it is reasonable safe to do so
- The appropriate firefighting equipment is located in each accommodation, in the Reception and ~~in~~at the ~~car park~~ fire Call Point next to ~~Reception, the Housesteads~~ Lodge. The Fire Alarm Call Point is also located on the brick post, on the roadway outside the Housesteads Lodge.

#### 7.18 Fire Control Panel

There is no Fire Control Panel located on the Vindomora Country Lodges site.

#### 7.19 Contingency Plans

If Fire detection and warning systems are out of order in each individual accommodation, then that accommodation **will not be provided for use**, until the fault has been rectified.





**FIRE SAFETY MAINTENANCE CHECKLIST**

Lodge \_\_\_\_\_ Date \_\_\_\_\_

**YES | NO | N/A | COMMENTS**

**Change Over Day Checks - Lodges**

Escape Routes

- Can all exits be opened immediately and easily?  YES  NO  N/A
- Are doors clear of obstruction?  YES  NO  N/A
- Are external escape routes clear?  YES  NO  N/A

Fire Warning Systems

- Smoke alarms working?  YES  NO  N/A
- Carbon Monoxide alarm working?  YES  NO  N/A

- Are gas bottles stored, secured and free from leaks?  YES  NO  N/A

- Are the Evacuation signs in order?  YES  NO  N/A

Fire fighting Equipment

- Are all fire extinguishers in place & in order?  YES  NO  N/A
- Are all fire extinguishers clearly visible?  YES  NO  N/A
- Is the Fire Blanket in place & in order?  YES  NO  N/A

**Change Over Day Checks – Whole site**

Escape Routes

- Are all Escape Routes clear of obstructions?  YES  NO  N/A
- Is the Emergency Evacuation Point clear of obstructions?  YES  NO  N/A
- Is the Emergency Evacuation Point sign in situ?  YES  NO  N/A

Fire Warning Systems / Fire Point

- Did the fire alarm bell work correctly when tested?  YES  NO  N/A
- Did staff and all others hear the alarm working?  YES  NO  N/A

- Is the Fire Warden vest in situ in Reception?  YES  NO  N/A

- Is the Fire Evacuation Clipboard in situ with the guests details?  YES  NO  N/A

Gas Bottle storage

- Are gas bottles stored, secured and free from leaks?  YES  NO  N/A

Fire fighting Equipment

- Is all firefighting equipment in situ & working order?  YES  NO  N/A

**Change Over Day Checks - Hydrants**

Fire Hydrants

- Are Fire Hydrants signs in order?  YES  NO  N/A
- Are Fire Hydrants clear from obstructions?  YES  NO  N/A
- YES  NO  N/A
- YES  NO  N/A
- YES  NO  N/A
- YES  NO  N/A

Escape Lighting

- Torches in order inside the Lodge?  YES  NO  N/A
- YES  NO  N/A
- YES  NO  N/A

	YES	NO	N/A	COMMENTS
<b>Three Monthly Checks</b>				
General				
Do the Fire Hydrant covers remove easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are vehicles blocking fire hydrants or access to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional items from manufacturers requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Six Monthly Checks</b>				
General				
Check Fire Safety Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Has the system been checked & reviewed by the Site Manager?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has all signage been checked by the Site Manager?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Annual Checks</b>				
Escape Routes				
Do exit doors work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all the escape routes in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Has the smoke alarm system & Carbon Monoxide system been checked by the Site Manager?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Management Plan				
Fire Safety Management Plan to be reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire fighting Equipment				
Has all equipment been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Miscellaneous</b>				
Has smoke control systems been tested by an external contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has external access for the fire and rescue service been checked for availability at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire assembly points clearly indicated by signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## **FIRE SAFETY TRAINING PROGRAMME**

All employees will receive adequate fire safety training and all fire safety training sessions will be delivered by a competent person. There will be one / two fire drills per year to test the fire safety training.

### **Fire Safety Training Sessions**

<b>New Employees:</b>	Induction Programme
<b>Current Employees:</b>	One / Two training session per year
<b>Fire Wardens:</b>	One / Two training session per year specific to their duties
<b>Managers:</b>	One / Two training session per year specific to their duties and including fire safety risk assessment, responding to fire hazards, fault reporting procedures, liaising with the fire service, record keeping, induction of new staff, fire safety policies and procedures.

### **Fire Safety Training Topics**

- The significant findings from the fire risk assessment and fire safety policies;
- What to do on discovering a fire;
- How to raise the alarm, including the locations of the fire alarm call point;
- The action to take upon hearing the fire alarm;
- The evacuation procedure for alerting guests, staff and visitors including, where appropriate, directing them to exits and the Evacuation Assembly Point;
- The arrangements for calling the Fire and Rescue Service;
- The location and where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment;
- Knowledge of escape routes including stairways and especially those not in regular use;
- How to open all emergency exit doors;
- Where appropriate, isolating electrical power and gas supplies and stopping machines and processes;
- The safe use of and risks from storing and working with highly flammable and explosive substances;
- General fire precautions, fire awareness and good housekeeping practices;
- The no smoking policy;
- Special provisions for assisting disabled people and any training needed;
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

### **Fire Safety Training Records**

All fire safety training will be recorded to include the date of instruction; the duration, name of the person giving the instruction, names of persons receiving the instruction; and the nature of the instruction and / or, drill.

**FIRE SAFETY TRAINING RECORD**

**Date:** \_\_\_\_\_ **Duration:** \_\_\_\_\_

**Given By:** \_\_\_\_\_ **Session For:** \_\_\_\_\_

**Subjects Covered**

- The significant findings from the Fire Risk Assessment and Fire Safety policies.
- What to do on discovering a fire.
- How to raise the alarm, including the locations of fire alarm bell.
- The action to take upon hearing the fire alarm
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety
- The arrangements for calling the fire and rescue service
- The location and , where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment
- Knowledge of escape routes including stairways and especially those not in regular use
- How to open all emergency exit doors
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed
- Where appropriate, isolating electrical power, gas supplies, stopping machines and processes
- The reasons for not using lifts (except those specifically constructed as evacuation lifts)
  
- General fire precautions, fire awareness and good housekeeping practices
- The no smoking policy (where applicable)
- Special provisions for assisting disabled people and any training needed
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

**Names of those attending:**

PRINT NAME	SIGNATURE

I confirm that I have delivered the above subjects to those named above as attending.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Position:** \_\_\_\_\_

### FIRE SAFETY MANAGEMENT STRUCTURE

<p>The person with the <b>overall responsibility for fire safety:-</b></p> <p><b>Planning:</b> Structure of organisation  <b>Organisation:</b> Setting objectives, policy and procedures  <b>Control:</b> Identify person responsible to tasks / actions  <b>Monitoring:</b> Checks and the implementation of standards  <b>Review:</b> Reviews of fire safety performance standards</p>	<p><b>Responsible Person:</b></p> <p><b>Craig Johnson</b></p> <p><b>Position:</b></p> <p>Manager</p>
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<p>The person with responsibility for <b>fire safety risk assessment:</b></p> <ul style="list-style-type: none"> <li>- Carrying out fire safety risk assessment</li> <li>- Review of fire safety risk assessments</li> </ul>	<p><b>Competent Person:</b></p> <p><b>Craig Johnson</b></p> <p><b>Position:</b></p> <p>Manager</p>
<p>The person with responsibility for the <b>maintenance programme:</b></p> <ul style="list-style-type: none"> <li>- Fire detection and warning system</li> <li>- Escape routes</li> <li>- Fire safety signs and notices</li> <li>- Fire resisting walls, partitions and doors</li> <li>- Fire fighting facilities</li> <li>- Electrical appliances and premises installations</li> </ul>	<p><b>Competent Person:</b></p> <p><b>Craig Johnson</b></p> <p><b>Position:</b></p> <p>Manager</p>
<p>The person with responsibility for developing and reviewing the premises <b>Fire Safety Management Plan</b> which details the procedures to be taken by all staff, visitors, members of the public, service users and all relevant person in the event of fire.</p>	<p><b>Competent Person:</b></p> <p>Craig Johnson</p> <p><b>Position:</b></p> <p>Manager</p>
<p>The person with responsibility for <b>staff training:</b></p> <ul style="list-style-type: none"> <li>- What to do in the event of fire</li> <li>- What to do upon hearing the fire alarm</li> <li>- Liaison with the fire service</li> <li>- Emergency shut down procedures</li> <li>- Fire fighting arrangements</li> <li>- The reason for good housekeeping practices etc</li> </ul>	<p><b>Competent Person:</b></p> <p>Craig Johnson</p> <p><b>Position:</b></p> <p>Manager</p>