

FIRE PRECAUTIONS

AIMS OF SECTION

- ▶ To detail the arrangements in relation to fire safety and to document such arrangements on a diagram
- ▶ To identify the local fire safety approval
- ▶ To detail the completion of fire risk assessments and subsequent follow up action
- ▶ To provide a documented fire evacuation procedure
- ▶ To detail the arrangements in place for fire alarm maintenance and testing
- ▶ To provide an overview of the fire alarm system details
- ▶ To detail the arrangements in place for testing automatic fire doors
- ▶ To detail the arrangements in place for the maintenance and testing of the emergency lighting
- ▶ To detail the arrangements in place for the servicing of the fire extinguishing equipment
- ▶ To detail the arrangements in place to ensure the kitchen extraction system is cleaned to remove any build up of grease
- ▶ To ensure practice fire drills are carried out and recorded
- ▶ To ensure Fire Marshalls are designated and trained
- ▶ To provide a building checklist for the person responsible for fire precautions
- ▶ To provide a policy regarding fire safety training of staff

FIRE PRECAUTIONS

1. FIRE SAFETY ARRANGEMENTS DIAGRAM/PLAN

The hotel should be in possession of a plan of the building that clearly indicates the position of:

- ▶ fire exit routes, fire doors and exits
- ▶ fire alarm call points
- ▶ fire detectors and type
- ▶ alarm sounders/bells
- ▶ emergency lighting
- ▶ fire extinguishers and type
- ▶ fire escape route signs

2. FIRE SAFETY APPROVAL

The local enforcing authority for fire safety inspects the hotel to ensure compliance with local legislative requirements.

A copy of the fire safety approval (certificate or correspondence as appropriate) should be readily available for auditing in the manual or a cross-reference provided as to its location.

Where the company operates in part of a building which is required to hold a Fire Certificate or equivalent, then a copy of the relevant section of the certificate should be obtained.

3. FIRE RISK ASSESSMENT

All hotels are required to carry out a Fire Risk Assessment.

Only 'competent persons' are to undertake Fire Risk Assessments on behalf of the organisation. An external specialist contractor or fire officer should be charged with this task.

A Fire Risk Assessment is a formalised review of:

- a) fire hazards (sources of fuel, ignition and oxygen)
- b) means of detecting fire
- c) means of fighting fire
- d) means of escape

FIRE PRECAUTIONS

This is done with a view to high-lighting the most likely causes of fire within a building and making recommendations to help reduce the likelihood of there being a fire and people being trapped by it.

Possible improvements:

- ▶ removal of redundant/extraneous materials
- ▶ installation of more fire detectors
- ▶ reduction of evacuation times/escape route lengths
- ▶ provision of additional escape routes
- ▶ installation of more fire alarm call points
- ▶ provision of more fire signs
- ▶ installation of sprinkler system
- ▶ better programmes of fire safety training
- ▶ appointment of Fire Marshalls

A copy of the fire risk assessment should be available for auditing and must be marked off with details of action taken.

4. FIRE EVACUATION PROCEDURE

The procedure to be followed in the event of a fire must be documented and communicated to all persons who may be on the premises eg. employees, guests, visitors, contractors.

Considerations:

- How is the alarm activated?
- How are employees made aware of the presence of a fire?
- When should the fire be tackled?
- Who will call the fire fighting services?
- Which escape routes should be used (and those that must not, eg. lifts)?
- Where is the assembly point?
- How do disabled people leave the building in an emergency?
- What should be done as the building is evacuated?
- Who checks the building before giving the “all clear”?
- How is the procedure communicated (eg. training, fire action notices, written/verbal information given to contractors)?

FIRE PRECAUTIONS

- Use of emergency box/cupboard (contents to include torches, clipboard, fire evacuation record forms, megaphone, spare batteries, fluorescent jackets, pens, walkie-talkies, light sticks, fog-horns, floorplans, copy of fire evacuation fire procedure, emergency procedures, map of local streets)

The details in the Health and Safety Policy should be checked/expanded. A copy of the procedure should be filed in this section of the manual or a cross reference made to its location.

5. ANNUAL MAINTENANCE OF THE FIRE ALARM SYSTEM

Enter the name and address of the maintenance company responsible for the annual servicing and testing of the Automatic Fire Detection and Fire Alarm System on **FIRE SAFETY FORM 2**. The alarm can be serviced more frequently if appropriate.

Service sheets must be available for auditing.

6. FIRE ALARM – SYSTEM DETAILS OVERVIEW

FIRE SAFETY FORM 3 should be completed in order to record the specific details relating to the fire alarm system that is installed within the hotel.

7. WEEKLY FIRE ALARM AND AUTOMATIC FIRE DOOR TESTING

The fire alarm and automatic doors (including operation and satisfactory sealing) should be tested on a weekly basis from different call points if possible. The tests should be documented using **FIRE SAFETY FORM 4 (OR ON THE DUTY MANAGER’S CHECKLIST FOR DOORS)**. *Disability auxillary aids should also be tested (eg. flashing lights, vibrating pillows) if installed.*

8. MONTHLY CHECK OF EMERGENCY LIGHTING

The emergency lighting system should be checked for correct operation monthly and recorded on **FIRE SAFETY FORM 5**.

9. ANNUAL MAINTENANCE OF EMERGENCY LIGHTING

Enter the name and address of the maintenance company responsible for the annual servicing and testing of the emergency lighting system on **FIRE SAFETY FORM 6**. This usually includes a discharge of the batteries.

FIRE PRECAUTIONS

Service sheets must be available for auditing.

10. ANNUAL SERVICING OF THE FIRE EXTINGUISHING EQUIPMENT

The following should be serviced at least annually:

- ▶ Fire extinguishers
- ▶ Sprinkler systems
- ▶ Fire blankets
- ▶ Dry riser columns
- ▶ Fire suppression systems
- ▶ Fire shutters

All annual testing, inspection and service worksheets should be available for auditing. Enter the details of the maintenance companies on **FIRE SAFETY FORM 7**.

A list of extinguishers and locations should be available or it should be clear from the fire precautions plan.

11. CLEANING OF KITCHEN EXTRACTION SYSTEM

The following should be available:

- ▶ Schematic diagram showing the extraction system including location of inspection panels (recommended every 3m).
- ▶ Service sheets to indicate that an internal clean of the system has been carried out at the frequency specified by the hotel's insurer. Advice should also be taken from the cleaning contractor.
- ▶ Photographic evidence of the quality of the clean (before and after).

12. PRACTICE FIRE DRILLS

A fire drill should be held at least twice a year and a record kept of every drill. **FIRE SAFETY FORM 8** should be copied and completed every six months as a record of the fire drills. At the same time a check is to be made to ensure lifts are grounded correctly.

It is recommended that an extra fire drill is carried out when changes occur in Duty/Night management.

FIRE PRECAUTIONS

13. FIRE MARSHALLS

An adequate number of persons need to be appointed as Fire Marshalls and trained to implement fire safety measures.

Duties and responsibilities that fire Marshalls are expected to discharge should be given in writing to each Fire Marshall.

Fire Marshalls should receive appropriate training to ensure they can carry out their duties:

- Assessing fire risks
- Spotting and reporting fire hazards
- Taking appropriate action in the event of a fire
- Being trained to fight a fire safely in its early stages
- Playing a leading part in fire drills
- Ensuring safe evacuation of staff in the event of a fire

Fire Marshalls must receive appropriate training to enable them to discharge their responsibilities. Guidance is given in **FIRE SAFETY FORM 9**, although additional training may be required in larger organisations (advice is available from the local Fire Prevention Officer).

Details of fire Marshalls on the premises should be displayed on the staff notice-board.

14. MONITORING

- ▶ Daily, recorded management walk-about should include checks of fire escape routes.
- ▶ More thorough checks of the building should be carried out at least monthly by Fire Marshalls and recorded on **FIRE SAFETY FORM 10**.

15. FIRE SAFETY TRAINING

Policy

1. All new staff receive fire safety training during induction.

FIRE PRECAUTIONS

2. All day staff receive refresher training at least every six months.
3. All night staff receive refresher training at least every three months.

All fire training must be recorded including signatures of employees and content of the training provided

16. FIRE OFFICER VISITS

A record should be kept of Fire Officer visits using **FIRE SAFETY FORM 11**.

Details of action taken as a result of the visits should be recorded.

FIRE PRECAUTIONS

FIRE SAFETY FORM 1 - FIRE PRECAUTIONS CHECKLIST

Ref. No.	Precaution	Yes	No	Location/Action	By Whom
1	Fire safety arrangements diagram				
2	Fire safety approval				
3	Fire risk assessment				
4	Documented fire evacuation procedure				
5	Annual fire alarm maintenance by contractor				
6	Fire alarm system overview				
7	Weekly test of fire alarm and automatic fire doors with records				
8	Monthly check of emergency lighting				
9	Annual maintenance of emergency lighting including discharge of battery				
10	Annual servicing of fire extinguishing equipment				
11	Six monthly clean of kitchen extraction system				
12	Documented practice evacuation twice per annum				
13	Designation and training of Fire Marshalls				
14	Monthly fire safety checks of building				
15	Fire safety training				
16	Fire Officer visits				

FIRE PRECAUTIONS

FIRE SAFETY FORM 2: FIRE ALARM MAINTENANCE

AUTOMATIC FIRE DETECTION AND ALARM SYSTEM

MAINTENANCE COMPANY: _____

ADDRESS: _____

TEL NO: _____

FIRE PRECAUTIONS

FIRE SAFETY FORM 3: FIRE ALARM DETAILS

SUMMARY OF ALARM DETAILS			
MANUFACTURER			
	YES	NO	DETAILS
• Addressable			
• Connection to fire brigade			
• Zoned			
• Automatic detection (smoke, heat, fusible links)			
• Two stage 'seek and search' (specify approved time delay)			
• Bells			
• Pneumatic sirens			
• Public address system			
• Electronic			
• Flashing lights			
• Vibrating pillows			

FIRE PRECAUTIONS

FIRE SAFETY FORM 6: EMERGENCY LIGHTING MAINTENANCE

EMERGENCY LIGHTING

MAINTENANCE COMPANY: _____

ADDRESS: _____

TEL NO: _____

FIRE SAFETY FORM 7: FIRE EXTINGUISHING EQUIPMENT MAINTENANCE

FIRE RECORDS

FIRE EXTINGUISHERS AND BLANKETS

MAINTENANCE COMPANY: _____

ADDRESS: _____

TEL NO: _____

SPRINKLER SYSTEMS

MAINTENANCE COMPANY: _____

ADDRESS: _____

TEL NO: _____

FIRE SUPPRESSION SYSTEMS

MAINTENANCE COMPANY: _____

ADDRESS: _____

TEL NO: _____

FIRE RECORDS

DRY RISER COLUMNS

MAINTENANCE COMPANY: _____

ADDRESS: _____

TEL NO: _____

FIRE SHUTTERS

MAINTENANCE COMPANY: _____

ADDRESS: _____

TEL NO: _____

FIRE RECORDS-

FIRE SAFETY FORM 8: FIRE DRILL RECORD

A fire drill should be held at least twice a year and a record must be kept of every drill.

DATE OF DRILL:		
TYPE OF DRILL:	PRACTICE <input type="checkbox"/>	EMERGENCY <input type="checkbox"/>
NUMBER OF STAFF INVOLVED:		
OPTIMUM EVACUATION TIME*:	ACTUAL EVACUATION TIME:	
TIME TO COMPLETION OF ROLL CALL:		
ASSESSMENT OF DRILL:		
REMEDIAL ACTION NECESSARY:		
PERSON RESPONSIBLE FOR DRILL (<i>PRINT NAME</i>):		
FIRE MARSHALL'S COMMENTS:		

* Optimum evacuation time is calculated by recording how long it takes to walk from the furthest part of the building to the assembly point, plus one minute

NAME:..... **SIGNATURE:**..... **DATE:**.....

FIRE RECORDS

FIRE SAFETY FORM 10: MONTHLY FIRE SAFETY CHECKS

DATE			
CHECK BY			
CHECKS TO BE CARRIED OUT	YE S	NO	ACTION REQUIRED/DATE COMPLETED
BUILDING INSPECTION			
• Are escape routes and exits clear?			
• Are fire extinguishers in place with correct signs?			
• Has rubbish been disposed of safely (including exterior – risk of arson)?			
• Do self-closers on the doors operate correctly and fire doors are closed?			
• Are fire exit signs clearly visible?			
• Is there sufficient space between stored materials and sprinkler heads, fire detectors and lights			
• Are all extinguishers in their correct places and do they appear to be in working order?			
• Are all torches in good working order?			
• If a function is planned or underway are all escape routes clear and unlocked?			
• Are the hoses on the hose reels neatly coiled and the valves easy to turn on?			
RECORDS AUDIT – ARE THE FOLLOWING COMPLETE AND UP TO DATE?			
• Fire safety arrangements plan			
• Fire safety approval			
• Fire risk assessment			
• Documented fire evacuation procedure			
• Annual fire alarm maintenance by contractor			
• Fire alarm system overview			
• Weekly test of fire alarm and automatic fire doors			
• Monthly check of emergency lighting			
• Six monthly clean of kitchen extraction system			
• Documented practice evacuation twice per annum			
• Designation and training of Fire Marshalls			
• Monthly fire safety checks of building			
• Fire safety training			
• Fire Officer visits			

FIRE RECORDS

FIRE SAFETY FORM 11: FIRE OFFICER VISITS

ENFORCING AUTHORITY:

Date	Correspondence?	Action taken