

Fire Safety

FS p1 am 30/3/11



a) Fire Risk Assessment

Please check out -

<http://www.communities.gov.uk/documents/fire/pdf/payingguests.pdf>

From 2006 the legislation means that a 'responsible person' (usually you if you are the hotelier) must conduct 'self assessments' to fire safety in all workplaces (including hotels etc.). There is no longer a need to have fire certificates issued by the Fire Brigade but this makes your own assessments even more important.

If you have more than 5 employees you must by law keep a record of your fire risk assessments. Yes Hotel advise that you keep records **anyway** in case of any issues arising including insurance matters and if you get a visit from the fire *brigade*. An example Fire Risk Assessment form is included in the YesHotel library section.

The assessment usually comprises of the following steps:

Identify the fire hazards - for example, cooking equipment, lighting, electrical equipment, and especially combustible stuff like furnishings, wood panelling etc. Paying extra attention of escape routes.

Identify the people at risk - for example, guests and other visitors, staff and contractors and passer-by. It may be worthwhile liaising with your neighbours for this exercise Special attention should be paid to those with disabilities and where English may not be the first language.

Evaluate, remove, reduce and protect from risk - Take measures to reduce potential risks where possible - like prohibiting smoking in bedrooms, using fire retardant materials, moving flammable objects (xmas trees) from near naked flames (candles) and ensuring that escape routes are free of obstacles.

Keep a logbook. This should contain details of maintenance and servicing to fire protection apparatus and related measures (eg alarms, detectors, extinguishers, doors etc.)

Draw up an Emergency Plan. This is a notice that should be displayed in guest rooms, staff areas, public rooms etc telling what actions all people should take in the event of a fire.

Training and Awareness. Staff should be trained in how to follow the emergency plan and should participate in at least fire drill a year.

Review. The fire risk assessment should be reviewed on a regular and frequent (at least annually) basis and when there are changes like building alterations, changes of room usage, changes of management etc.

The following booklet contains in-depth details of the requirements (147 pages!) -
<http://www.communities.gov.uk/documents/fire/pdf/151339.pdf>

b) Fire Precautions

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Prevention. Staff should be aware of the potential hazards in their work environment and be trained in safe working practices and how to implement the Emergency Plan.

Fire Alarm Systems. The Fire Safety act which came into force in 2006 stipulates what sort of alarm is the minimum required for each type of property (subject to local fire service discretion). A typical small hotel may need the system classified as L2. You should check which level applies to your premises.

Means of Escape. A well signed and well lit (this may involve special emergency lighting) means of getting out of the building is essential. These must be kept free of obstruction.

Fire Fighting Equipment. A reasonable number of extinguishers, fire blankets etc. should be available and staff trained in their use.

c) Fire Risk Enforcement

The local fire *service* is in charge of this. They make visits to premises and will check that your Fire Risk Assessment is OK.

They will also want to see the records of the servicing and maintenance of fire protection equipment including emergency lighting, alarms etc.

If you don't make the grade they could issue -

- i. a prohibition notice closing you down until things are sorted out
- ii an enforcement notice telling you to make certain changes within a specific time-scale
- iii. an alterations notice which advises you that should you decide change certain parts of your premises it could compromise safety and lead to one of the notices above being issued.

See also -

<http://www.communities.gov.uk/documents/fire/pdf/144647.pdf>

Blackpool Fire Service

Central	01253 302524
South Shore	01253 343071
Bispham	01253 351081
Fleetwood	01253 874050
St Annes	01253 722286



<http://www.lancsfirerescue.org.uk/>

NOTE - If you have self catering accommodation you must also adhere to the Furniture and Furnishing Safety Regulations.

Fire Safety Records



Fire Risk Assessment #1* Reason -

Date conducted

Significant Findings Y/N

Persons at Risk Y/N

Please put details of findings and action taken on a separate paper

Fire Risk Assessment #2* Reason -

Date conducted

Significant Findings Y/N

Persons at Risk Y/N

Please put details of findings and action taken on a separate paper

Fire Risk Assessment #3* Reason -

Date conducted

Significant Findings Y/N

Persons at Risk Y/N

Please put details of findings and action taken on a separate paper

Fire Risk Assessment #4* Reason -

Date conducted

Significant Findings Y/N

Persons at Risk Y/N

Please put details of findings and action taken on a separate paper

Record of false alarms

Date and details

Date and details

* Assessments should be reviewed on a regular basis (at least every year) and when -

There are alternations to the structure or layout of the premises, there are changes in the use of an area of the building, there are significant changes in the number or location of the visitors or staff, there is a significant change in the mobility level or other factor influencing the response of visitors or staff in an emergency, there are changes in the management of the building.

New copies of this form can be downloaded from www.yeshotels.org.uk



Fire Log Book*

Date
Checked (Fire Alarm, emergency lighting, extinguishers, other - specify)
Action taken

Date
Checked (Fire Alarm, emergency lighting, extinguishers, other - specify)
Action taken

Date
Checked (Fire Alarm, emergency lighting, extinguishers, other - specify)
Action taken

Date
Checked (Fire Alarm, emergency lighting, extinguishers, other - specify)
Action taken

Date
Checked (Fire Alarm, emergency lighting, extinguishers, other - specify)
Action taken

* Please keep copies of all certificates, receipts and other evidence in this folder

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