

Fire Safety Policy

Issued by Luxury Leisure and RAL Ltd.

(The Company as appropriate to their respective employment)

Policy

It is the Policy of Luxury Leisure, Talarius & RAL Ltd, to aim so far as is reasonably practicable to prevent the outbreak of fire on our premises and to put in place effective measures to protect our employees, customers, contractors, visitors and members of the public, in the event of a fire in one of our' premises.

The company will aim to deliver this policy by:

- Conducting a rolling programme of Fire Risk Assessments in all of our premises and by implementing identified remedial works/actions as necessary.
- Ensuring that company employees complete effective fire safety training as part of their induction training and then complete regular refresher training, including involvement in a minimum of two full emergency evacuation drills per year.
- Ensuring that there is at least one fully trained Fire Warden based at/in all company premises.
- Ensuring that all necessary fire safety equipment (*detection and alarms, extinguishers, emergency lighting, signage, fire doors, emergency exit doors etc.*) are installed and regularly serviced, tested/inspected and maintained in all company premises.
- Ensuring that all emergency escape routes are kept clear at all times & that routes will be properly signed, adequately lit and fitted with the relevant standard of fire doors
- Ensure that electrical safety is effectively managed (*see 'Electrical Safety' above*).
- Ensure that there are effective Fire Action Plans and Fire Plans in all company premises.
- Ensuring that all refurbishments and building alterations are effectively managed and completed in compliance with all necessary statutory requirements, including Part B (*Fire Safety*) of the Building Regulations 2010 and the Regulatory Reform (*Fire Safety*) Order 2005.
- All employees recognising their personal responsibility to conduct their operations at all times, in such a way as to minimise the risk of fire. This includes compliance with the company's '*No Smoking Policy*', keeping combustible materials separate from sources of ignition, avoiding any accumulations of combustible materials and following the electrical safety precautions outlined in the company's health and safety training.
- Ensuring that all visitors to our premises are briefed on the emergency evacuation procedure and if/where necessary are supervised by a member of the premises team at all times.
- Producing a detailed Fire Safety Policy which details specific responsibilities for employees. A copy of this Policy will be held on/in all company premises and shall be available on the company Intranet.

Part 2 Fire safety arrangements

This section of our Policy sets out the way in which we will comply with our duties under the **Regulatory Reform (Fire Safety) Order 2005** (*Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006*).

Fire safety issue	Task	Person/s responsible
Responsible person	<ul style="list-style-type: none"> Responsible for implementing the requirements of the Fire Safety Order (FSO) 	Health & Safety Manager
Venue Fire Safety	<ul style="list-style-type: none"> Ensure that daily fire safety checks are completed Ensure that all staff fire safety training is effectively conducted, kept up to date and recorded in the venues' Fire Log Book Ensure that all required weekly checks on Emergency Lighting, Fire Alarms, Fire Extinguishers, Fire Doors and Emergency Exits are carried out and recorded in the venues' Fire Log Book Ensuring that an up-to-date Emergency Evacuation Procedure is documented and available for staff at all times Ensuring that there's a means of checking visitors have left the building (e.g. visitor book), which must be retained in/on the cash desk If applicable, co-ordinating with other organisations who share the premises/building Ensuring that a Personal Emergency Evacuation Plans (PEEP) - A risk assessment is completed for any member of staff needing assistance or special arrangements to aid their evacuation in the event of an emergency Keeping an up-to-date Emergency Contacts List and ensuring it is readily available in the office Weekly testing of the venue fire alarm by operating a different call point for each test, checking alarm audibility and recording details in the Fire log book Recording details of any unplanned emergency evacuations in the venues' Fire Log Book 	Fire Wardens & Venue Managers
Fire Risk Assessments	<ul style="list-style-type: none"> Ensure that every company property has regular Fire Risk Assessments completed by an appropriate specialist third party, with effective action plans in place to address any identified issues 	Health & Safety Manager
Out of Hours Response to Alarm	<ul style="list-style-type: none"> Ensuring that the Out-of-Hours Emergency Procedure is in place and is kept up-to-date with appropriate persons allocated to respond to out-of-hours alarm activation call outs 	Venue Manager & Area Manager
Smoking	<ul style="list-style-type: none"> Ensuring compliance with smoke free legislation, i.e. signage, no smoking within the venue only in an appropriate clearly signed designated smoking area 	Venue Manager & Area Manager

Fire safety issue	Task	Person/s responsible
Fire Officer Visit	<ul style="list-style-type: none"> Completing details of any visit by the fire authority in the fire log book, and immediately notifying the Health & Safety Department of any such visits 	Fire Wardens & Venue Managers
Fire Alarm	<ul style="list-style-type: none"> Ensuring 6 monthly servicing of fire alarms in all company properties, by an appropriate specialist third party contractor & ensuring all necessary mandatory remedial works are carried out as required – All service visits should be recorded in the venues' Fire Log Book 	Health & Safety Manager
Fire Extinguishers	<ul style="list-style-type: none"> Ensuring 12 monthly servicing of fire extinguishers in all company properties, by an appropriate specialist third party contractor & ensuring all necessary mandatory remedial works are carried out as required - All service visits should be recorded in the venues' Fire Log Book 	Health & Safety Manager
Emergency Lighting	<ul style="list-style-type: none"> Ensuring 12 monthly servicing of emergency lighting in all company properties, by an appropriate specialist third party contractor & ensuring all necessary mandatory remedial works are carried out as required - All service visits should be recorded in the venues' Fire Log Book 	Health & Safety Manager
Electrical Fixed Wiring Inspection & Testing	<ul style="list-style-type: none"> Ensuring regular (3-5 Years) inspection & testing of the fixed wiring electrical systems in all company properties, by an appropriate specialist third party contractor & ensuring all necessary mandatory remedial works are carried out as required 	Health & Safety Manager
PAT Testing	<ul style="list-style-type: none"> Ensuring that all required portable appliance testing is completed within the legal guidelines (annual for all items that are regularly moved about – Gaming machines, kettles, vacuums, coin counters etc.) and ensuring that records of the testing is kept fully up to date Ensuring any issues identified by the testing is addressed immediately 	National Service Manager (Through Technical Supervisors & Technicians)
Gas Appliances	<ul style="list-style-type: none"> Scheduling annual service of gas-fired equipment, providing the Health & Safety Department with a copy of certificate 	Venue Manager & Area Manager
Fire Safety Signage	<ul style="list-style-type: none"> Ensuring that all required fire safety notices are displayed with details completed of the assembly point and procedure for calling the Fire and Rescue Service 	Venue Manager & Area Manager
Staff Training & Emergency Evacuation Drills	<ul style="list-style-type: none"> Conducting monthly fire training including emergency evacuation drills and recording full details in the venues' Fire Log Book 	Venue Manager & Area Manager

Fire safety issue	Task	Person/s responsible
New Starters	<ul style="list-style-type: none"> Ensuring that all new starters receive fire safety training and instruction Ensuring that all staff receive annual refresher training Ensuring that details of all completed training and instruction is entered into the venues' Fire Log Book and onto the Fire Training and Instruction Record Sheet in the Fire Safety Folder 	Venue Manager & Area Manager
Fire Wardens	<ul style="list-style-type: none"> Ensuring that there is at least one fully trained Fire Warden in each venue Ensuring that all venue Fire Wardens are fully trained and carry out the responsibilities of the role 	Venue Manager & Area Manager
Policy	<ul style="list-style-type: none"> Ensuring that a review of the company Fire Safety Policy is carried out annually 	Health & Safety Manager

Duties of all staff

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire procedures that the company introduce to protect the safety and well-being of our staff and visitors.

All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no combustible or flammable materials are stored in corridors or on stairs.

This Policy forms part of all employees' conditions of employment. Failure to comply with it may be treated as a disciplinary matter.