



MANAGEMENT – FIRE SAFETY

Legislation

- The new law which came into force on the 1st October 2006 applies to all businesses in England and Wales. The New Fire Safety Order simplifies over 70 pieces of previous fire safety legislation and repeals the Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997 (amended 1999).
- The objective of the new law is to reduce death, injury and damage caused by fire by placing the responsibility for fire safety on the employer or 'responsible person' for that building or premises. The main effect of the changes will be a move towards greater emphasis on fire prevention.
- Under the new Fire Safety legislation, the 'responsible person' for each premises will be required to carry out a fire risk assessment and take steps to reduce or remove the risk.
- Businesses will no longer need a fire certificate and fire certificates will no longer be valid, inspections will continue, and evidence of assessments will be required.
- The 'responsible person' is the person/s who owns or controls the business. This is also the owner of the property. If the two are different they must share responsibility and are obliged to co-operate.
- These regulations require us to:
 - Carry out an assessment of the fire risks in the workplace.
 - Check that fire can be detected in a reasonable time and that people can be warned,
 - Check that people that may be in the building can get out safely and know what to do in the event of a fire.
 - Provide reasonable firefighting equipment.
 - Check and maintain the fire safety equipment.
 - Provide appropriate training.
 - Take appropriate measures to reduce or eliminate the risk of fire.

Fire Risk Assessment (FRA)

- **Under the Regulatory Reform (Fire Safety) Act 2005 and the Fire Scotland Act 2005, a fire risk assessment, (FRA), must be made for all premises where people are employed, and the results must be recorded.**
- **Managing the FRA**
 - A commonsense approach is required when making an FRA using your knowledge of the processes and activities carried out and the layout of the premises.
 - Risk reduction is a repetitive process which requires an initial assessment to identify the risks followed by actions to reduce those risks. Further assessment should be made until an acceptable situation is reached.
 - As a minimum, an FRA should identify all specific fire hazards i.e. anything which has a potential to cause, spread or intensify a fire or cause injury to persons as a consequence



MANAGEMENT – FIRE SAFETY

- The FRA should be reviewed periodically and at least annually, to take account of any changing circumstances to which it relates.
 - At Chicken Cottage a full & detailed FRA must be carried out on every build of a new unit or major refurbishment (Image Enhancement)
 - A copy must be kept in the health and safety file.
 - Thereafter this FRA must be reviewed annually to ensure all local controls are in place and no changes have taken place to the building or its services which would materially change any risks.
- **Every 3 months the most recent FRA must be reviewed by a Responsible Person for the store, namely the Franchisee/Store Manager. The purpose is to satisfy yourself that any local controls identified in the FRA are being fully implemented.**
 - **In summary the structural fire safety engineering areas of fire risk assessment are identified and assessed by competent person appointed by Franchisee**

Training

- **Everyone in the workplace must be given fire safety instruction and training to ensure they understand our fire safety precautions and the action to be taken in case of fire.**
- **Training must cover the following:**
 - Action to be taken upon discovering a fire.
 - Action to be taken upon hearing the fire alarm.
 - Raising the alarm including the location of call points, detection equipment, the fire alarm control and indicating panel
 - How to call the fire brigade/client emergency response as applicable
 - Location and use of firefighting equipment
 - Knowledge of escape routes including those not in regular daily use
 - Fire doors, why they must be kept closed especially in case of fire or on hearing the alarm.
 - Turning off cooking appliances, switching off electrical equipment
 - Operation of all escape doors to make sure they function properly.
 - Evacuating everyone from the workplace to an assembly point at a place of safety
- **Training must be given by a competent person & based on written instructions specific to the premises.**
- **New employees** must be trained on day one as part of their Induction. The training record must be signed & kept on file. All employees must sign their training record card when they complete their tour of the premises on induction confirming that they have been shown locations of fire extinguishers, fire escape routes and the assembly point.
- **Existing employees** must undergo refresher training every 6 months with completion of a fire safety crossword – This must be kept in the staff training file.
- **Fire evacuation practice** must be carried out not less than every 6 months. All employees must walk the fire evacuation route and sign to confirm that they have taken part.



MANAGEMENT – FIRE SAFETY

- If staff change their place of work, they must walk the new evacuation route and unit tour as if at induction.
- All evacuation incidents, irrespective of who caused them, including all false alarms, must be recorded in the rear of this logbook together with any issues and actions arising.
- All team members must complete a tour of the premises showing locations of firefighting equipment, break glass call points, escape routes, fire doors and assembly points.

Fire safety and inspection visits

- Fire Service Officers and other authorized people may visit the premises to inspect fire safety measures.
- Fire Service Officers have a legal right of access at any reasonable time. You must never refuse them entry or obstruct them in any way & they can close your unit if they think there is a significant fire safety risk.
- The Fire and Rescue Services Act 2004 gives the Fire Service the right to collect information for firefighting purposes, such as ascertaining the location and availability of water supplies for fire fighting.
- Chicken Cottage has the responsibility to determine its own fire safety processes and procedures within the scope of the regulatory reform order.
- **Inspection by Fire Service Personnel - routine inspections to workplaces are no longer carried out by Fire Officers, but they may do so in the following circumstances:**
 - Specific inspections are made for specific purposes such as to witness a fire drill or training session.
 - Statutory inspections for certain areas of premises or specific fixture or fittings may be the subject of separate statutory provisions, and these may be inspected under those Acts or regulations.
 - If your unit has a Regulated Entertainment License or Public Entertainment License
 - Spot checks or concerns about any Licensed Premises
 - Investigating complaints
 - Investigations after a fire or dangerous occurrence
 - Spot checks in general if your local Fire Brigade is having a local enforcement initiative e.g. blockage of escape routes in Restaurant premises.
- **Inspection by other Authorized Personnel**
 - Insurance inspections may be conducted periodically by the insurance company employed by your franchisee or Landlord. This may be inspection of the premises or specific fixtures.
 - Health and safety inspections fire precaution arrangements may form part of the inspection of the premises carried out by an Environmental Health Officer or a Trading Standards Officer.
 - Maintenance inspections must be carried out on certain fire precautionary equipment located at the premises and these visits must be recorded together with



MANAGEMENT – FIRE SAFETY

details of the maintenance carried out to the equipment. Some systems may be owned by or shared with landlords so their contractors will also require access.

- Verify the ID of the visitor/officer and record in the log.
- Escort and co-operate fully with the Officer providing information/directions if/when requested.
- Ask the person carrying out the inspection to complete the details on the Fire Safety Inspections/Visits form.
- Afterwards YOU must verify any actions arising from the visit & when you have completed them.

Fire alarm and other systems

- **What you need to know:**
 - A fire alarm and detection system is installed in most workplaces and is designed to alert everyone to fire risks by means of heat and smoke detectors, and to warn everyone of a fire incident by means of sounders
 - Often the system is zoned with different areas on separate zones of the main system. An incident occurring in one zone signals to all zones. The main control and indicating panel are located centrally and may be linked to a remote alarm receiving center.
 - The activation of the fire alarm from any part of the building will be signaled automatically to the fire alarm panel. The link between the fire alarm panel and an alarm receiving center should not be relied upon to alert emergency services. It is essential that all procedures and training include the importance of raising the alarm on discovering a fire.
 - Some Chicken Cottage stores have a system that is owned & managed by their landlord. Managers must know if it is a landlord or store run system.
 - A fire alarm and detection system have several components. Where we are responsible for the system, you must make sure that all equipment is checked, tested, and inspected correctly, the person in charge must know the type and numbers of equipment serving the unit.
- **It is essential to draw up a schedule of all equipment fitted in the unit and to keep this in the Health and Safety records file:**
 - Many stores form part of premises in multiple occupation where the landlord looks after the main system for the whole building.
 - In some locations an interface link between the main fire alarm system and the individual store will be provided.
 - The stores that are fitted with a separate fire alarm system that signals back to the main building fire alarm system via the interface unit in this case, the landlord is responsible for the whole building system, the store is responsible for the store system.
- **Franchisee and each of their employees have a duty to make sure that they look after equipment and to report any problems.**
- **Control and indicating equipment:**
 - The fire alarm control panel receives signals from the detectors, manual call points and other equipment connected to it.
 - If equipment signals a fire alarm the control panel will show this visually or audibly.



MANAGEMENT – FIRE SAFETY

- It will show the location of the danger and may record system information.
- It will monitor the correct functioning of the whole system and give warning of any faults such as a short circuit or fault in the power supply.
- It may be connected to a remote manned center and pass on an alarm signal to it.
- **Fire Alarm sounder**
 - A device used to give audible warning of fire; usually a bell sound but maybe a siren or voice warning. Make sure that employees never tamper with a fire alarm bell.
- **Detector**
 - A detector contains a sensor which constantly monitors for smoke, heat or particles associated with fire and sends a signal back to the control panel.
 - Make sure that nothing obstructs a detector and employees never tamper with one.
- **Manual call point**
 - A device fitted with a button held in place by a glass front.
 - To operate the fire alarm the glass must be broken, and this releases a button which operates the fire alarm immediately.
 - They are sited around premises especially on means of escape routes. Never obscure or cover them.
- **Staged fire alarm system**
 - A fire alarm system in which two or more stages of alarm can be given within an area.
 - For example, a two-stage system may give an 'alert' signal then an 'evacuation' signal.
 - These are very common in shopping centers.
 - A trained team can identify the cause of the alarm locally, within a short time scale avoiding evacuating the whole of the premises unnecessarily.
 - On confirmation of a real fire, a full evacuation would follow.
- **Responsible Person**
- **If the store is fitted with its own fire alarm panel, a named person should be appointed to be responsible for the system. The responsible person must ensure that:**
 - The system is tested and maintained properly/
 - Appropriate records are kept.
 - Employees know what their roles and responsibilities are for the fire alarm system.
 - In a building in multiple occupation the landlord will normally appoint a responsible person for the whole building fire alarm system. Each store must appoint their own responsible person who will liaise with the landlord.
- **Maintenance**
 - It is essential to ensure that fault indications at the panel are identified and appropriate action taken and for a regular test to be carried out to ensure that there has been no major failure of the entire system or a part of it.
 - Routine testing also provides an opportunity for occupants to become, and remain, familiar with the fire alarm signal.
 - For two-stage systems both the 'Alert' and the 'Evacuate' signals need to be operated at each test to ensure that occupants know the two signals and their different meaning.



MANAGEMENT – FIRE SAFETY

Checks

- **DAILY by Store Manager/Supervisor – where store is fitted with a fire alarm panel.**
 - The red LED light within the lighting unit is illuminated & the unit is not showing any fault.
 - Check any previous fault recorded in the Fire Logbook has been rectified.
 - Record any fault in the Health and Safety File and report the fault for action.
- **WEEKLY by Store Manager/Supervisor – where store is fitted with a fire alarm panel OR Landlord – where system is part of whole building system.**
 - Operate at least one fire alarm manual call point by inserting the test key to sound the fire alarm in normal working hours. This checks that the control panel receives a fire alarm signal and transmits it to the fire alarm receiving center and that any interface unit is working correctly.
 - Carry out weekly test at same time every week.
 - Instruct employees to report if they cannot hear the fire alarm and record in the health and safety file and report it for further action.
 - The test should normally last no longer than 1 minute
 - During the weekly test, check any systems activated or shut down by the fire alarm such as ventilation, fire doors held open on magnetic devices or extract systems, are operating correctly.
 - Record the result of the test and the identity of the call point in the health and safety file.
 - Any fault to be recorded in the health and safety file with the action taken.
 - Rotate the call point tested such that each is checked at least every 6 weeks.
- **REGULARLY by Store Manager/Supervisor – where store is fitted with a fire alarm panel OR Landlord – where system is part of whole building system.**
 - Inspect all smoke and heat detectors for signs of damage, accumulated dirt, coats of paint, any other condition likely to interfere with the correct operation.
 - Record any fault in the health and safety file and report the fault for action.
- **QUARTERLY by Competent Engineer OR- Landlord's Competent Engineer**
 - Check any previous fault recorded in the Fire Logbook since last quarterly inspection.
 - Batteries and connections to be examined, voltage checks made on primary and secondary batteries.
 - Alarm function of each zone to be tested.
 - Automatic transmission of alarm signal to remote receiving center to be checked and operation of interface unit.
 - Visual inspection for damage, moisture ingress. Visual inspection of call points and detectors for obstruction and correct location.
 - Outstanding defects reported to responsible person, records made in Fire Logbook with details of action taken.
- **ANNUALLY by Competent Engineer OR Landlord's Competent Engineer**
 - Visual inspection of cables, fittings for security, damage, and protection.
 - Each detector to be checked for correct operation and repeat quarterly inspection and test as above.



MANAGEMENT – FIRE SAFETY

Emergency Lighting

- **What you need to know:**
 - Electric emergency lighting is provided to indicate escape routes, to provide illumination along escape routes and to ensure fire alarm call points and firefighting equipment can be readily located in the event of failure of the normal lighting supply. Emergency lighting must also be provided in areas where failure of the normal supply would endanger people working at high-risk tasks.
 - There are two main ways of providing emergency lighting:
 - By means of lighting units linked to a central battery system
 - By individual, self-contained units
 - In most stores where individual emergency lighting units are fitted, they are the occupier's responsibility. All employees have a duty to ensure we look after equipment and to report any problems.
- **Maintained emergency lighting (On all the time):**
 - A system where all emergency lighting lamps are in operation at all material times when people are on the premises.
- **Non-maintained emergency lighting (Batteries turn on when mains power fails)**
 - A system where all emergency lighting lamps are in operation only when the mains electrical supply to normal lighting fails.
 - For this reason, these systems generally have a test switch operated by a key shaped like a fishtail.
- **Self-contained emergency lighting**
 - A light fitting provides maintained or non-maintained emergency lighting in which the battery, lamp, control unit and test facilities are contained within the fitting itself or immediately adjacent to it.
 - Often these have a small red light to show they are an emergency light as well as a normal light – otherwise they are indistinguishable.
- **Person in Charge**
 - The Franchisee/Store Manager is responsible for all emergency lighting matters. They must ensure the system is tested and maintained properly and that appropriate records are kept in the health and safety file.
 - They must fill in the schedule of all emergency lighting fitted in the unit & keep in the health and safety file.
- **Servicing**
 - A competent contractor should be appointed to carry out routine servicing
Emergency lighting test and inspection.
- **DAILY by Store Manager/Supervisor**
 - Check any previous fault recorded in the health and safety file has been rectified.
 - The red LED light within the self-contained unit is illuminated.
 - Check all maintained units are working e.g. running man signs over doors
 - Record any fault in the health and safety file and report the fault for repair to the franchisee/Line manager.



MANAGEMENT – FIRE SAFETY

- **MONTHLY by Store Manager/Franchisee**
 - When present on non-maintained units, operate the test switch using the test key to simulate failure of normal lighting for long enough to check that each lamp is illuminated.
 - Carry out visual check to make sure that each fitting or sign is lit properly.
 - Restore normal supply to each fitting and check that it is operating correctly.
 - Record any fault in the health and safety file and report the fault for action.
- **QUARTERLY by Competent Engineer**
 - Test switch to be operated using test key to simulate failure of normal lighting for 1 hour (for 3-hour duration units) or for 15 minutes (for 1 hour duration units)
 - Visual checks are to be made to ensure that each fitting or sign is lit properly.
 - Normal supply to be restored to each fitting and a check made that it is operating correctly.
 - Any fault to be recorded in the health and safety file with the action taken.
- **ANNUALLY by Competent Engineer**
 - Full inspection of all units to ensure that they comply with BS 5266
 - Each unit or sign to be tested for its full duration.
 - Visual checks are to be made to ensure that each fitting or sign is lit properly.
 - Normal supply to be restored to each fitting and a check made that it is operating correctly.
 - Any fault to be recorded in the health and safety file with the action taken.

Fire Fighting Equipment

- **What is fire?**
 - Three things must be present at the same time to produce fire:
 - Enough oxygen to sustain combustion.
 - Enough heat to raise the material to its ignition temperature.
 - Some sort of fuel or combustible material
- **Oxygen, heat, and fuel are usually referred to as the fire triangle. Take any of these three things away and the fire will be extinguished.**
- **Fire safety is based upon the principle of keeping fuel sources and ignition sources separate:**
 - CLASS A - Wood, paper, cloth, rubbish, plastics.
 - CLASS B - Flammable liquids: petrol, oil, grease, acetone.
 - CLASS C - Flammable gases: natural gas, methane, propane, acetylene.
 - CLASS D - Metals: potassium, sodium, aluminum, magnesium.
 - CLASS F - Cooking oil and fat, e.g. olive oil, maize oil, sunflower oil, lard, and butter.
 - NB - Fires involving electrical hazards are normally classed as A, B or C class fires.
- **Firefighting equipment**
 - Portable fire extinguishers.
 - Fire blankets.
 - Hose reels.



MANAGEMENT – FIRE SAFETY

- Sprinklers.
 - Dry risers.
 - Fire suppression equipment (Ansul systems in some kitchens).
-
- **Fire blankets** should be sited on a wall next to equipment of high fire risk such as cookers and deep fat fryers.
 - **Hose reels** are fitted on escape routes and may be in wall cabinets with signs clearly indicating their location. They should be inspected regularly for leaks and correct operation. People in the workplace must know how to use them effectively. They are becoming increasingly rare, but where fitted, will usually be the landlord's responsibility to test and maintain.
 - **Automatic sprinkler systems** consist of pipe work & heat operated valves which when a fire is detected break open to allow pressurized water to spray onto the seat of the fire. These are generally all owned & maintained by our landlords.
 - **Ansul fire suppression system** may be fitted in the extract canopy hood over catering equipment where there are fryers or broilers and are operated by a pull handle & automatic heat detection.
 - **Portable fire extinguishers** are located on conspicuous positions on brackets 1100mm from floor level or on stands where they will be seen readily by persons looking for an escape route. It is important for our colleagues to know where they're located, what type of fires they're suitable for and how to use them. As soon as an extinguisher has been used it must be reported to the franchisee to ensure it is recharged.

Types of fire extinguisher

- **Most fire extinguishers will have a pictogram label telling which fuels the extinguisher is designed to fight. Different types of fire extinguishers are designed to fight different classes of fire. The most common types of fire extinguisher are:**
 - Water
 - Dry Powder
 - Carbon dioxide
 - Foam
- **Water** extinguishes fire by taking away the 'heat' element of the fire triangle. Suitable for most fires except those involving flammable liquids or live electrical equipment. Direct the jet at the base of the flame and keep it moving across the area of the fire.
- **Dry powder** is suitable for fires involving flammable liquids or live electrical equipment. On fires involving either liquids in containers or spilled liquids, direct the jet or discharge horn towards the near edge of the fire. With a rapid sweeping motion drive the fire towards the far edge until all the flames are extinguished.
- **Carbon dioxide** extinguishers are suitable for fires involving flammable liquids or electrical apparatus. Operating method is the same as for dry powder. Carbon dioxide extinguishers should not be used in confined spaces where there is a risk that the fumes may be inhaled. Do not hold the horn to direct the discharge of the gas as it gets so cold the skin on your fingers could stick to it.
- **Foam** extinguishers are suitable for most fires, including flammable liquids e.g. deep fat fryers. Where the liquid on fire is in a container, direct the jet at the inside edge of the container or an adjoining vertical surface above the level of the burning liquid. This breaks the jet and allows the foam to build up and flow across the surface of the liquid to smother the fire. Where this is not possible, stand well back, direct the jet with a gentle sweeping



MANAGEMENT – FIRE SAFETY

movement, allow the foam to drop down and lie on the surface of the liquid. Do not aim the jet directly into the burning liquid.

INSPECTIONS & SERVICE – PORTABLE FIRE EXTINGUISHERS & FIRE BLANKETS

- **MONTHLY – Franchisee/Store Manager**
 -
 - Check any previous fault recorded in the health and safety file has been rectified.
 - Visual check of all portable firefighting equipment to ensure:
 - Correctly sited, available, and accessible for use (is it being used as a doorstop or are coats hung over it?)
 - Equipment is hung on brackets, fixed to the wall or at a fire point as appropriate.
 - Safety pins and./or other pull tight seals are in place.
 - Equipment has not been discharged, used, damaged or vandalised (nozzle blocked, hose damaged, dents or corrosion evident, gauge showing pressure loss)
 - Equipment is labelled with a date showing it has been maintained within the last 12 months.
 - Record any fault in the health and safety file and report the fault for action.
- **ANNUALLY- Competent Engineer**
 - Check any previous fault recorded in the health and safety file has been rectified.
 - Test, inspection, and maintenance of portable firefighting equipment
 - Reports, tests, and all inspections to be recorded in the health and safety file.
- **4 YEARLY – Competent Engineer**
 - Test discharge of all water and foam type fire extinguishers.

INSPECTIONS & SERVICE – SPRINKLER SYSTEMS

- **WEEKLY – Landlord's Competent Engineer**
 - Check that any previous fault recorded in the health and safety file has been rectified.
 - Carry out check of system for the following:
 - Note any visible damage, corrosion, build-up of deposits on sprinkler heads.
 - Note any potential obstruction of sprinkler heads by stock or fixtures.
 - Note any general change in processes, plant, or storage risks.
 - Any changes in storage that may exceed permitted heights and obstruct sprinkler heads, mechanical defects, or failure of the system. Any pumps and generators tested to ensure working.
 - All tests and inspections to be recorded in the Fire Logbook.
- **ANNUALLY- Landlord's Competent Engineer**
 - Check any previous fault recorded in the health and safety file has been rectified.
 - Test, inspection, and maintenance of sprinklers under full load conditions to BS 5306.
 - Report all test and inspections to be recorded in the health and safety file.

FIRE SUPPRESSION EQUIPMENT (ANSUL SYSTEM)

- **MONTHLY- Franchisee/Store Manager**



MANAGEMENT – FIRE SAFETY

- Check that any previous fault recorded in the health and safety file has been rectified.
 - Carry out check of system for the following.
 - Red plastic break rods to manual pull rings are in place.
 - Duct sensors in canopy hood are clean.
 - Discharge nozzles are clean with dust caps in place.
 - Nozzles are facing towards equipment.
 - Red system activated flag is showing in window of control box.
 - Automatic gas shut off valve is in auto with manual bypass shut off.
 - Record any fault in the health and safety file and report the fault for action.
 - All tests and inspections to be recorded in the health and safety file.
- **SIX MONTHLY- Competent Engineer**
 - Check that any previous fault recorded in the health and safety file has been rectified.
 - Test, inspection, and maintenance of equipment.
 - Report and all tests and inspections to be recorded in the health and safety folder.

Means of Escape

- **Means of escape**
 - The means of escape in case of fire are defined as 'structural means forming part of the building whereby persons can escape from fire by their own unaided efforts to a place of safety'. It should be possible to turn away from a fire and proceed to a safer place.
 - Safe escape from heated and toxic gases and the products of fire must be considered.
 - The population and processes used at the premises should be considered.
 - Escape routes are protected by smoke stopping and fire resisting construction.
 - Alternative means of escape should be provided where travel distances to a safer place require it.
 - All routes must be kept clear of obstructions and properly marked.
 - Doors must be readily available without the use of a key, i.e. break glass devices and push bars.
- **Escape routes**
 - Corridors, staircases, exits, access to adjoining premises etc.; must be free from obstruction with no flammable materials, floor surfaces in safe condition, lighting working properly.
- **Fire resisting doors**
 - Doors should not be damaged, smoke seals intact and not painted over, signs not damaged, vision panels not obstructed or damaged, doors maintained properly and able to close fully, store, riser and cupboard doors kept locked shut.
- **Exit doors**
 - Doors must be easily opened from within, signposted clearly without external obstructions.



MANAGEMENT – FIRE SAFETY

- **Fire action notices**
 - A Notice must be displayed prominently by every fire alarm call point, escape routes to be signed with pictogram and by every fire alarm call point, escape routes to be signed with pictogram and directional arrows.
- **External escape routes and routes outside the premises**
 - Routes must be unobstructed, not deteriorating and adequately illuminated.
 - All doors, including final exit doors, must be readily available without the use of a key. In premises in multiple occupation the route may need checking even where it lies outside the unit or client's premises
 - Inspection and testing
- **DAILY – Store Manager/Supervisors**
 - Check that all fire doors fit correctly and open and close correctly. Check that smoke seals are in place. Check that door furniture and security devices operate correctly.
 - Check that all means of escape are clear and free from obstructions. Check that they are signed adequately and lit so that people can find the exit route.
 - Record any Fire Log defects in the health and safety file and report the fault for action.
 - Check that any previous defect recorded in the health and safety file has been rectified.

Emergency Action Plan

- **Means of escape**
 - The means of escape in case of fire are defined as 'structural means forming part of the building whereby persons can escape from fire by their own unaided efforts to a place of safety'. It should be possible to turn away from a fire and proceed to a safer place.
 - Safe escape from heated and toxic gases and the products of fire must be considered.
 - The population and processes used at the premises should be considered.
- **What you need to know**
 - The Fire Emergency Plan must be made available to all Company employees and others who use the premises under Company control.
 - It must also be available for inspection by authorised persons such as a Fire Officer, Environmental Health Officer, HSE Inspector, Police Officer, Chicken Cottage Head Office, or appointed insurance assessor.
 - The Store Manager/Franchisee must complete the Fire Emergency Plan which were indicated by blank boxes.
 - Once completed, the plan must be communicated to all staff, including agencies and temporary staff and to visitors including contractors.
 - Fire action notices must convey the same information as the Fire Emergency Plan.
 - The Fire Emergency Action Plan should be tested to ensure its effectiveness during fire evacuation drills which should be held at least every 3 months.
 - The plan should be reviewed after every drill and at least annually with amendments made if proved necessary whenever there is a change at the premises.



MANAGEMENT – FIRE SAFETY

- Changes may include a change in the layout of the premises and/or the use of equipment, or where the number of people using the premises significantly changes.
- **The Fire Emergency Action Plan covers the following arrangements:**
 - Action on discovering a fire.
 - Action on hearing the fire alarm sound.
 - Calling the Fire Brigade.
 - Evacuation of the premises.
 - Shut off procedures for electricity and gas supplies.
 - Assembly point or place of safety.
 - Liaison with Emergency Services.
 - Escape routes and fire exit use.
 - Firefighting equipment uses.
 - Responsibilities and duties to assist in case of fire.
 - Training necessary to ensure the effectiveness of the Fire Emergency Plan