

FIRE SAFETY PROCEDURES

In addition to any Policies & Procedures you may already have received, please find enclosed a copy of the company FIRE SAFETY POLICY.

In accordance with these policies, please pay particular attention to the following hazards which are deemed to be of particular risk in your workplace.

i) ASHTRAY CLEANING

A metal receptacle is provided for the emptying of ashtrays. Ashtrays **MUST NOT** be emptied into an area containing other rubbish which potentially could be ignited.

ii) RUBBISH REMOVAL

General rubbish which could potentially fuel a fire **MUST** be removed from the premises at the close of business.

iii) OPEN FIRES

All items **MUST** be moved from the immediate vicinity of the open fires to avoid ignition by flying embers.

In addition to the above ALL employees, particularly those operating without supervision should be aware of the following:

i) PREMISES CAPACITY

For the purposes of Fire Safety, The Yarborough Hunt has a maximum occupancy of 100 people. If this level is likely to be breached you must inform the Manager **IMMEDIATELY**.

ii) FIRE EXITS / FIRE DOORS

Fire Exits are situated to the front and rear. These doors are clearly identified with glow-in-the-dark signage. In addition a further Push-Bar exit is situated in the rear lobby adjacent to the Ladies / Disabled toilet facilities.

The Cellar door is a Fire Separation Door. This door **MUST** be kept locked shut when not in use.

iii) EMERGENCY LIGHTING

In the event of a power failing emergency, back-up lighting exists in **ALL** areas of the building. This lighting will operate for approximately 3 Hours.

iv) IN THE EVENT OF AN EMERGENCY

Should you be directly advised of an emergency (or believe, through the monitoring of CCTV or unusual customer body-language, an emergency exists), it is YOUR RESPONSIBILITY to raise the alarm by pushing the CALL-POINT situated next to the lighting switches in the bar area.

The use of this alarm is not exclusive to a fire emergency.

You MUST NOT undertake any activity which would further endanger yourself.

However, as your knowledge of the building layout is greater than that of our customers, it is expected that assistance be given where practical to enable all occupants to exit the building safely, especially those who may be less able to do so independently.

Providing that you do not expose yourself to further risk, the use of FIRE-FIGHTING EXTINGUISHERS is at your discretion. A CO2 (CARBON DIOXIDE) and A H2O (WATER) extinguisher is located at the bar close to the Front Entrance.

AT THE EARLIEST OPPORTUNITY call the appropriate emergency service by dialling 999 stating the emergency and listening carefully to the questions / directions of the operator.

The business address is:
The Yarborough Hunt
49 Bridge Street
Brigg
N Lincolnshire
DN20 8NS

THIS INFORMATION IS DUPLICATED TO A SHEET HELD PERMANENTLY UNDERNEATH THE CASH DRAWER.

If you are in any danger or feel that the phone line will not be reliable for the duration of the call, use a mobile telephone to complete this call away from the building.

Customers should be directed to an ASSEMBLY POINT across the road and away from the building. (Ideally the pavement area adjacent to the cycle shop).

**I have received a copy of the above information.
I have read the information and understand the need to adhere to such in order to operate at the safest levels.**

----- EMPLOYEE NAME

-----EMPLOYEE SIGNATURE

-----DATE