

TOM WOOD PUB COMPANY LTD.

FIRE SAFETY POLICY

GENERAL STATEMENT

Tom Wood Pub Company Ltd. is a responsible employer that takes our Fire Safety Duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff and visitors under the Fire Precautions (Workplace) Regulations 1997 (as amended). These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this fire safety policy also forms part of our overall health and safety policy.

EMPLOYEES DUTIES

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 procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors

COMMUNICATION

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes

PROCEDURES

We have introduced the following procedures in order to maintain high standards of fire safety.

- A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These include alterations to the premises or new work process.
- The fire evacuation procedures will be practised at least annually.
- Training will be provided as necessary to any member of staff given extra fire safety responsibilities, such as fire marshals.
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.