

<b>Lady Grace Boat Trips Fire Safety Policy</b>
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**1. Introduction**

Lady Grace Boat Trips is committed to providing a safe working environment for its visitors. For this reason Lady Grace Boat Trips has formulated this policy to facilitate compliance with the Company's legal obligations under The Regulatory Reform (Fire Safety) Order 2005 ("Fire Safety Order").

**2. Policy objectives**

- 2.1 To provide a safe and healthy working environment for all visitors.
- 2.2 To minimise the risks to the vessel from fire.
- 2.3 To manage fire risks in accordance with the requirements of the Fire Safety Order.
- 2.4 To comply with the requirements of the Health and Safety at Work Act etc1974, the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order.
- 2.5 To address obligations under the Fire Safety Order that require Lady Grace Boat Trips to:
  - 2.5.1 Develop a policy to minimise the risks associated with fire.
  - 2.5.2 Reduce the risk of an outbreak and subsequent spread of fire.
  - 2.5.3 Provide means of escape.
  - 2.5.4 Demonstrate preventative action.
  - 2.5.5 Maintain documentation and records in respect of fire safety management.

**3. The Responsible Persons**

Stacey Belbin is the appointed 'responsible person' in charge of the vessel. The responsible person's duties are to ensure the safety of visitors by:

- 3.1 Carrying out (or ensuring that a competent person carries out) a Fire Risk Assessment. The Fire Safety Risk Assessments will take into consideration everyone who may come onto the boat, and particular attention will be paid to people who may have a disability or anyone with special needs. Making sure, as far as is reasonably practical, that everyone on the boat, or nearby, can escape safely if there is a fire.
- 3.2 Preparing a written Emergency Action/Evacuation Plan for the vessel.
- 3.3 Making contact with the emergency services.
- 3.4 Assisting in evacuations.
- 3.5 Carrying out regular checks on all fire safety equipment.
- 3.6 The names of all competent persons will be displayed on the local council licence.

**4. Training**

- 4.1 Stacey Belbin will ensure she has been trained on fire safety and will receive refresher training as appropriate.
- 4.2 Further training may be required if there are any changes that may affect fire safety.

**5. Equipment/Testing**

- 5.1 Firefighting equipment will be provided in the form of 1x 2kg dry powder extinguisher as stipulated by the Local Council Licence requirements appropriate to the size of the vessel.
- 5.2 All fire safety equipment will be serviced by a competent person and the service period will be scheduled annually in April.

**6. Procedures**

Stacey Belbin has introduced the following procedures in order to maintain high standards of fire safety:

- 6.1 Emergency escape routes will be established and kept free from obstruction at all times;
- 6.2 Relevant training has been sought
- 6.3 Signs will be provided to indicate the position of the fire extinguisher.

**7. Records**

Records will include all training certificates and equipment inspection certificates. Stacey Belbin will keep the following records:

- 7.1 Record of annual inspection and test of all firefighting equipment.
- 7.2 Records of the inspection, risk assessment and COSHH sheets for hazardous substances and of any other hazards identified with fire safety (where appropriate).
- 7.3 Record of certificates in relation to use of firefighting equipment

This Policy will be reviewed annually and updated as necessary. Stacey Belbin endorses this policy and is fully committed to its implementation.

Name:	Stacey Belbin
Position:	Manager
Signature:	
Date:	01/06/2017
Date for Review:	01/06/2018

