

Fire Safety Policy for Catering Sites

1.0 Policy Statement

The prevention of fire is of primary importance. As a contract caterer Pabulum is committed to working in partnership with our Clients to ensure the risk of fire is minimised.

Pabulum recognises its obligations to the management of fire prevention and fire safety so far as is reasonably practicable.

As such Pabulum will coordinate and cooperate with our Clients on fire safety.

2.0 Scope

This policy applies to Pabulum catering sites. This includes primary schools, secondary schools, colleges and business and industry sites.

3.0 Responsibilities

Employees: It is the responsibility of all staff to be conversant with the contents of this policy. All staff have the responsibility for their own and others fire safety and are prohibited from carrying out any action that may compromise fire safety.

Unit Managers: It is the responsibility of Unit Managers to ensure:

- Staff have been instructed in the fire emergency evacuation plan and this is recorded on training record cards.
- Staff have been instructed in this policy.
- Report all fire-related risks to the Client without delay.
- Request copies of safety certification from the Client.

Operations Managers: It is the responsibility of Operations Managers to ensure all staff are aware of this policy, to coordinate and escalate non-compliance under the Clients' direct control.

Client/Pabulum Responsibilities

Item	Responsibility
Overall responsibility for fire safety in the Client's premises	The Client's Responsible Person
Provision, testing and maintenance of fire detection and warning systems	Client
Provision, testing and maintenance of emergency lighting	Client
Provision, testing and maintenance of fire suppression system	Client
Site fire drills	Client
Provision and servicing of portable fire-fighting equipment	Client
Identification and provision of assembly points and signage	Client
Provision and maintenance of fire doors and fire exit doors	Client
Maintaining gas safety installations, pipework, and flues for safety	Client
Maintaining the fixed electrical installation for safety	Client
Providing and maintaining heavy catering equipment for safety	Client
Maintaining Client-owned portable electrical appliances for safety	Client

Cleaning of kitchen extraction filters	Client or Pabulum determined on a case-by-case basis
Professional deep clean of the kitchen extraction system and ducting	Dependant on contract
Provision and location of external waste bins and waste collection	Client
Storage and collection of waste cooking oil	Pabulum
Maintenance and security of the building	Client

4.0 Co-Operation and Co-ordination

As a contractor working at our Clients' sites, it is essential Pabulum co-operate and coordinate on health and safety matters including fire safety. This must include:

- Coordinating on fire safety precautions.
- Obtaining and following the Client's emergency evacuation instructions.
- Obtaining from the Client evidence that facilities, equipment, and services have been maintained for safety.
- Participating in and cooperating during Client arranged fire drills.
- Following the Client's site rules.
- Reporting fire safety risks, equipment, structural defects to the Client without delay.

5.0 Emergency Fire Action Plan

An emergency fire action plan sets out the action that staff and other people on the premises should take in the event of a fire. Each location that Pabulum staff work at is different and the Emergency Evacuation Plan will be specific for each site. However, it must cover instructions for evacuation.

Unit Managers must coordinate with the Client to confirm the following:

- How people will be warned if there is a fire.
- What staff should do if they discover a fire.
- What staff should do in the event of a fire or the fire alarm activating.
- The arrangements for calling the Fire and Rescue Service.
- Any arrangements for fighting fire by staff trained to use fire extinguishers.
- Any processes, machines or power supplies that need to be stopped or isolated (e.g., gas shut-off, closing service counter shutters etc).
- The procedure to evacuate the premises, considering the personal evacuation needs of individuals.
- Procedures for checking whether the premises have been evacuated and where persons should assemble or be taken after they have left the premises.
- Procedures for meeting the Fire and Rescue Service and passing on details of the incident, whether all persons have evacuated and the presence of any dangers.

6.0 General Procedures in the Event of a Fire

If Discovering a Fire

- The person discovering the fire must raise the alarm by operating the closest manual call point.
- Leave the building through the nearest and most appropriate exit and go to the assembly point.
- Phone 999 and request the fire brigade. Staff will need to know the address of their workplace.
- Follow the evacuation procedure for your premises, persons should not collect personal belonging or use lifts.



- No persons are to re-enter the building without authorisation from the emergency services or the H&S and Facilities Manager.

7.0 Emergency Evacuation Drills

Premise evacuation practice drills must be completed at least annually. This is a legal requirement under the Regulatory Reform Order 2005.

- Pabulum staff must cooperate with all premise evacuation practice drills organised by the school.
- Where a fire drill has not been carried out in the last 12 months, the Unit Manager must report this to the Client and escalate it to their Operations Manager.
- Unit Managers must record any feedback provided by the Client on improving the fire drill and put those actions into place.

8.0 Means of Escape

Unit Managers/Supervisors must carry out the following:

- Daily opening checks to ensure fire exits are not obstructed and doors open easily.
- Check escape routes to fire exit doors are free of obstructions.
- Ensure any fire exits that are locked are unlocked on arrival and remain unlocked until the end of the working day.

9.0 Use of Lifts in an Emergency Evacuation

Lifts must not be used in the event of an emergency evacuation. Staff must be made familiar with an alternative escape route when within the Client's premises.

10.0 Manual Call Points

Manual call points (often known as break glass points) enable the person who discovers a fire to operate the fire warning system. Manual call points will be provided, tested, and maintained by the Client.

- Manual call points are normally positioned at exit doors. They must not be obstructed or hidden behind moveable equipment such as refrigerators.
- Staff must know the location of their nearest manual call points and know how to operate them.
- Visible damage to manual call points must be reported to the Client without delay and within 24 hours. This must be documented.

11.0 Housekeeping, Cleaning and Storage of Cleaning Chemicals

The control of combustible materials is to be achieved through good housekeeping principles. By managing storage arrangements and minimising quantities of combustible material, fire risk can be reduced.

- It is the responsibility of the Unit Manager to ensure workplaces including the kitchen, service areas, changing rooms, toilet facilities, dry stores and other storage areas within Pabulum's workplace are clean and well organised.
- Waste must be regularly removed throughout the day, to external waste bins provided by the Client.
- A cleaning schedule must be in place and followed in each catering unit. Staff must be trained in the procedure and checks made by the Unit Manager to ensure it is followed.
- Corrective actions must be taken when cleaning has not been carried out to a satisfactory standard.
- Pabulum staff must not store items in boiler rooms or electrical cupboards.

- Combustible packaging material must not be stored in contact with open flames or sources of heat e.g., hot light fittings. Staff must follow the Client's site rules of the use of external waste receptacles.
- Waste cooking oil awaiting collection must be stored in a suitable location away from sources of ignition. The amount of waste cooking oil stored onsite must be minimised by arranging collection with Olleco* as soon as the minimum collection amount has been reached.
- The stock holding of cleaning chemicals must be minimised. Only approved cleaning chemicals must be used. Cleaning chemicals must be stored following the manufacturer's instructions and away from sources of ignition or heat.

12.0 No Smoking Policy

Smoking is a common cause of fire. Pabulum operates a no smoking policy and therefore employees, visitors, temporary workers, and contractors are prohibited from smoking within Pabulum workplaces or our Client's premises.

13.0 Electrical Equipment and Installations

Electrical equipment can be a significant cause of the fire. The following controls must be implemented:

- Employees using portable electrical appliances within catering environments will carry out a pre-use visual check of the electrical cables and plugs.
- Appliances that are no longer needed will be turned off and where practical unplugged from the socket.
- Employees must report all equipment defects to their manager and defective equipment that is suspected of causing personal injury will be taken out of use. If the equipment has been provided by the Client, then the Unit Manager will report this to the Client without delay and within 24 hours.
- Pabulum employees are prohibited from carrying out any repairs to cooking equipment.
- Employees must ensure that air vents to equipment are not obstructed.
- Electrical equipment must only be used for its designed purpose.
- Sockets and extension leads must not be overloaded.
- Unit Managers are responsible for requesting a copy of the Client's fixed electrical safety certificate and evidence of portable appliance testing. A copy will also be sent to the Safety Department at the Fleet office.

14.0 Gas Appliances

Gas equipment can be a significant cause of the fire or explosion. The following controls must be implemented:

- Gas appliances must be maintained by a competent person (e.g., Gas Safe Registered engineer, appropriately qualified for commercial catering). Unit Managers must request a copy of the Client's gas safety certificate. A copy must be kept at site and be available for inspection. A copy must also be sent to Pabulum's Health and Safety Department.
- Appliances that show an 'At Risk' or 'Imminently Dangerous' warning sign issued by a Gas safe Registered Engineer, must not be used.
- Employees must report all equipment defects to their manager and defective equipment that is suspected of causing personal injury will be taken out of use. If the equipment has been provided by the Client, then the Unit Manager will report this to the Client without delay and within 24 hours.
- Pabulum employees are prohibited from carrying out any repairs or interfering with gas appliances, pipework, or flues.

- Gas equipment must only be used for its designed purpose.

15.0 Cooking Appliances

Cooking appliances and especially stoves with open flames can be a significant cause of fire. The following controls will be in place:

- Only trained employees will use cooking appliances.
- Cooking appliances must be well maintained, all defects must be reported to the Client without delay and within 24 hours.
- Cooking appliances must be regularly cleaned to prevent the build-up of combustible materials. Staff must be instructed in the safe use of catering equipment and cooking equipment must be turned off when it is no longer needed.
- Staff must ensure stoves with open flames and deep fat fryers are not left unattended.
- Combustible material such as food packaging, signage must be kept away from open flames, to minimise the risk of a fire.

16.0 Kitchen Extraction Systems

Failure to clean and maintain kitchen ventilation systems can increase the risk of fire.

16.1 Cleaning of Canopy Grease Filters

Grease filters must be regularly cleaned e.g., monthly. Where grease filters cannot be reached from the floor the Unit Manager must coordinate with the Client and request the Client's site team to remove the filters to enable Pabulum staff to clean them.

16.2 Professional Cleaning of Kitchen Extraction System (Client Responsibility)

Where it is the responsibility of the Client to clean and maintain the kitchen extraction system and ducting. Unit Managers must:

- Request evidence from the Client, that the kitchen extraction system has been cleaned for safety.
- Send a copy of the deep clean certificate to Pabulum's Health and Safety Department.
- Escalate to their Operations Manager if a deep clean has not been carried out within the allocated timescale. The Operations Manager must then take this up with the Client.

16.3 Professional Cleaning of Kitchen Extraction System (Pabulum Responsibility)

- Operations Managers are responsible for ensuring that a professional deep clean is carried out within the allocated timescale.
- Only Pabulum approved contractors can be used.
- A copy of the deep clean certificate must be sent to the Client and Pabulum's Health and Safety Department within 7 days of receipt.
- Operations Managers must confirm with the Client the scope of the deep clean. Reference must also be made to the contract. Where a deep clean does not include any part of the kitchen extraction system, including the ducting (e.g., it is out of scope of Pabulum's contract responsibility or there is no access to certain areas of the ducting) this must be reported to the Client in writing, without delay and within 7 days.

17.0 Fire Safety Information, Instruction and Training

The following training will be carried out.

Training Type	Who	When	2 years
Level 2 Health and Safety Training	All staff	Induction	2 years
Emergency Fire Evacuation Plan	All staff	First day	Annual
Fire Safety Policy	All staff	First week	Annual

Training provided within Units must be recorded on training record cards.

18.0 Visitors

Visitors to a Pabulum workplace may not be familiar with the Client's site or know what to do in an emergency. The following actions must be taken for visitors.

- Pabulum visitors (e.g., mobile staff, contractors etc.) that visit during normal working hours must sign in and follow the Client's rules whilst onsite. Those visiting out of hours must be accompanied by a Pabulum employee and follow the Client's site rules for visiting out of hours.
- If a fire is discovered or the fire alarm sounds visitors should be accompanied out of the building using the closest exit and taken to the assembly point.
- If a visitor refuses to leave the building, staff must leave the building and report the visitor's last location to the Client's Fire Safety Marshall or if present the Fire Brigade.

19.0 Pabulum Appointed Contractors

The following rules apply regarding Pabulum appointed contractors e.g., cleaning contractors.

- Operations Managers/Unit Managers must only use approved Pabulum contractors.
- The Client must be informed about and approve visits from Pabulum appointed contractors in advance e.g., cleaning contractors, or know and agree on visits for new contracts e.g., arrangements for deliveries.
- Pabulum contractors (other than delivery drivers) must report to the Client's reception, sign in and follow the Client's site rules including fire safety.
- Pabulum appointed contractors must not carry out any hot works (work with open flames, sparks etc), drill into the fabric of the building, or interfere with gas or electrical installations or appliances. If such work is necessary, it must be reported to the Client.
- Pabulum appointed contractors must follow the no-smoking policy.

20.0 Unsafe Practices/Incidents on Client Premises

All unsafe practices/incidents that cause a risk of a fire (e.g., attempted arson, contractor working practices) must be immediately reported to the Client.

(This policy will be reviewed in August 2022)

**Instructions on how to contact Olleco to arrange an oil pick up can be found in headlines on Pabunet*