

OFF-SITE WORK – HOTEL / GUEST HOUSE FIRE SAFETY



Report any faults or concerns to the accommodation management

SECTION 1 FIRE FAMILIARISATION CHECKLIST

	YES	N/A
Have you read the fire action notice in your room?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to raise the alarm on discovering a fire?	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with your escape route to the nearest exit (by walking it to the final exit)?	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with your alternative escape route (by walking it to the final exit)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the escape route from your room clear and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Check that fire doors are not wedged open.	<input type="checkbox"/>	<input type="checkbox"/>
Do you know where the nearest fire extinguisher is?	<input type="checkbox"/>	<input type="checkbox"/>
Have you familiarised yourself with the fire signage (it may be different to UK e.g. colour)	<input type="checkbox"/>	<input type="checkbox"/>
Is the final exit unlocked?	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2 FIRE PREVENTION GUIDANCE

DO use only approved plug convertors and adaptors NB voltage and earthing arrangements may be different if you are abroad.

DO ensure electrical equipment is in good condition before you use it i.e. check for signs of damage on the casing or cable.

DO observe the accommodation smoking policy.

DO NOT leave equipment charging while you are away from your room i.e. phone or laptop

SECTION 3 FIRE EVACUTION GUIDANCE

DO dress quickly and appropriately for the weather conditions if the fire alarm sounds.

DO close the door to your room when you evacuate the building.

DO use the nearest staircase when you evacuate the building.

DO NOT take luggage or any personal belongings with you when you evacuate the building

DO NOT use the lift when you evacuate the building.

NOTES: