
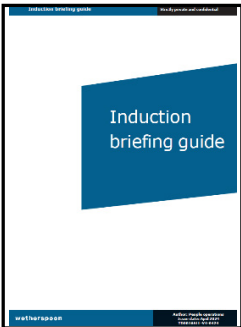



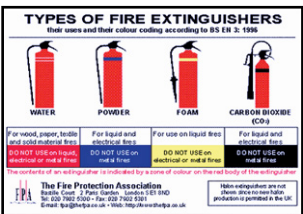





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| Reference | <ul style="list-style-type: none"> • Safety policies • Risk assessment manual • Fire risk assessment and fire risk assessment review documents • Refresher training calendar • Induction briefing guide • Induction checklist - part 1 • SOP OF0007 - Inducting and training an Associate • SOP OF0020 - Implementing emergency response procedures • SOP OF0060 - Use of fire extinguishing equipment • SOP OF0063 - How to complete a fire evacuation • SOP OF0077 - Using an Evac mat • SOP OF0289 - Logging training via Express class on myLearning centre • HSOP PC004 - How to complete fire training |
| VideoSOP | To be used together with this written SOP. Tap here to play  |

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| Step 1 |  | <ul style="list-style-type: none"> • Fire safety training must be completed for all new employees on commencement of employment and employees transferring pub, and thereafter during February and August every year. • For pubs with a hotel attached, refer to HSOP PC004 - How to complete fire training. • Basic fire safety training must be covered during the induction process and prior to an employee's first shift at the pub. |
| Step 2 |     | <p>The designated trainer must ensure the following fire safety information is covered:</p> <ul style="list-style-type: none"> • A pub tour showing the location of all fire exit routes in the customer area and back of house. The pub tour is not required for employee refresher training in February and August. • How to open emergency doors and the importance of keeping exit routes clear. • The employee's role during an evacuation, eg assisting customers from the premises. Refer to SOP OF0063 - How to complete a fire evacuation. When completing fire evacuation training with employees, there is no requirement to evacuate all customers from the pub. • The location and type of fire extinguishing equipment available throughout the pub (including the kitchen and Ansul system), when and how it is used. Refer to SOP OF0060 - Use of fire extinguishing equipment. • Actions on hearing the alarm, what it sounds like (bell or siren). • What to do when discovering a fire, ie raise the alarm by activating a break glass call point. • Arrangements for calling the fire brigade. • Procedures for alerting members of the public and others. • The fire evacuation assembly point. • Awareness that the pub has a fire risk assessment and fire safety policy. • The location of the Evac mat (where applicable). |

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| Step 3 |  | <p>The following additional information must also be included:</p> <ul style="list-style-type: none">• How to evacuate people with disabilities. Refer to SOP OF0077 - Using an Evac mat.• Key ignition sources.• Good housekeeping - back of house and void areas kept clean and tidy.• Correct storage of equipment and chemicals.• Keeping all fire exit routes clear and fire doors shut.• Correct storage of combustible materials, eg not in the boiler room/electrical cupboard.• Reporting procedures for any fire safety issues noted. |
| Step 4 |  | <ul style="list-style-type: none">• Once training is completed, the duty manager must ensure this is marked on the Induction checklist – part 1.• Fire induction training must be recorded against employees' myLearning centre accounts via the 'Express class' function. Refer to SOP OF0289 - Logging training via Express class on myLearning centre.• Refresher training must be recorded in the same way, in the relevant refresher months.• Pub managers must mark their own refresher training as complete. By doing so, they are confirming that they have reviewed the relevant SOPs in relation to their pub. No other employees are permitted to log their own training. |
| Step 5 |  | <ul style="list-style-type: none">• Fire training must take place in work hours.• Following completion of induction fire safety training, the employee must complete the health and safety e-learning modules Health & Safety Awareness e-learning module via myLearning centre within 12 weeks of employment.• All employees must complete health & safety refresher training, as assigned. Refer to the refresher training calendar on myLibrary.• The pub manager has a legal responsibility to train all persons working in the pub on fire safety, although any trained shift leader (or above) can physically complete the training, and record completion.• Hotel employees have additional fire safety training to complete. Refer to the Hotel SOPs. |