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Method Statement



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The Woodyard

Version 1.2, issue date 13th September 2021



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2 Introduction

The method statement has been drafted to provide a clear understanding of good practice when operating The Woodyard as a wedding or events venue. It should be adopted as standard operating procedure. This statement is concerned with the delivery of a wedding or event on the site in a safe manner that does not place the public, clients, staff or third-party operators at risk. This includes travel to and from the site, operation of equipment on the site and maintenance of the site.

2.1 Key Information

- *Fire Alarm code: [5678]*
- *Intruder Alarm (VocalVale) code: [ENTRE CODE]*
- *Key Lock Code: [ENTRE CODE]*
- *Park Gates: 4201*
- *Hold Open: 2591 enter*
- *Close: 2591 clear*

2.2 Company details

*Worstead Farms Limited,
Holly house,
Smallburgh,
Norwich,
Norfolk
NR12 9NB*

T: 01692 536226



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W: www.worsteadestate.com

E: hello@worsteadestate.com

2.3 Start date

17th September 2021

2.4 Site address

The Woodyard,
Worstead Park,
Worstead,
Norwich,
Norfolk
NR28 9RS

2.5 Contact details

Emily Hardesty, Venue Manager (VM)

M: 07795 503514

E: weddings@worsteadestate.com

T: 01692 535682 (on site land line)

2.6 Document author

Gavin Paterson (Director, Worstead Farms)

T: 01692 536226

M: 07815 776746

E: gavin@worsteadestate.com



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2.7 Health and safety contact

Michael Farrow

T: 01603 218384

M: 07917 412418

E: mfarrow@alanboswell.com



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3 Main Hazards

3.1 Traffic on site including farm traffic

Traffic travelling through the site for several purposes including: clients attending events on site, residents on site, holiday let residents on site, farm traffic travelling to and from fields. Dangers include traffic collisions, traffic colliding with pedestrians or animals.

Control measures which are in place include a 15 mile and hour speed limit in Worstead Park, a one-way system to reduce the chance of traffic collisions and maintenance of road verges to improve visibility.

Traffic on site will be managed in accordance with the Traffic Management Strategy in appendix 3.

3.2 Use of kitchen equipment including gas appliances

Third party caterers will be bringing in their own kitchen appliances, some of which will be gas appliances. There will be a risk of injury, fire, electrocution and explosion which needs to be managed carefully.

Only a limited number of trusted caterers will be appointed from an approved supplier list. Each caterer will need to provide copies of all relevant health and safety documents including risk assessments, method statements, training and public liability insurance details. This will also include a schedule of servicing and maintenance of the equipment which must be carried out in accordance with the manufacturers



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specifications, each caterer will need to show evidence of this maintenance.

3.3 Gas Storage

Gas bottles can only be stored in the designated area (caged in a compound to the north of the building) and this is the only gas on site. Gas is stored in this secured area only, upright and inspected on an annual basis. This is a no smoking area. Appliances must be connected using the built-in connection infrastructure which also has an integrated automatic cut off should the fire alarm sound. There is also an emergency cut off button in the kitchen clearly marked next to the kitchen door.

All equipment related to gas storage and distribution to the kitchen, including the cooker hood will be checked and serviced once a year by a qualified engineer.

3.4 Use of mechanical lifts

Four mechanical lifts are installed on site which present a risk of injury or entrapment.

All venue management staff will be trained as to how to use the lifts and user manuals will be present on site in the venue office at all times. Annual testing will be carried out to ensure that the lifts are operating as they should do.



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During a fire or emergency the lifts should not be used and egress from the building is possible without using lifts or stairs.

3.5 Use of electrical plant including ventilation systems and heating systems

Large electrical plant will be present on site to manage the climate within the venue.

All venue management staff will be trained as to how to operate the climate control systems and user manuals will be present on site in the venue office at all times. An annual service will be carried out by qualified electricians every 5 years to ensure that all electrical wiring and equipment on site is safe and operating correctly.

3.6 Over Capacity/Overcrowding

Events and wedding guest numbers will be contracted clearly with the client and the venue manager will be responsible for ensuring correct numbers on site. Should numbers exceed the capacity agreed the VM will restrict access to the site, may exclude guests and bring the event to a close early if necessary.

3.7 Violent Behaviour

The VM may have to manage situation where guests become violent. If they are unable to defuse the situation then the VM should call the police. The event should then be brought to a close and guests asked to leave the venue.



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3.8 Use of electrical appliances by staff

Use of electrical appliances such as kettles and fridges by venue and third-party staff. Portable Appliance Testing (PAT) will be carried out annually to ensure each appliance is safe.

3.9 Management of waste on site including sewage

Waste from events will need to be managed safely including any broken glass. Sewage from the toilets on site will be stored in a sub-terranean tank which will need to be emptied after each event.

Waste and recycling from the site will be collected weekly in accordance with the Waste Management Strategy in appendix 4.

3.10 Use of audio equipment

Audio systems have been installed within the building which could damage hearing if misused.

All venue management staff will be trained as to how to use the audio equipment and user manuals will be present on site in the venue office at all times. The audio system has built in regulator which precludes noise reaching excessive levels.

Noise on site will be managed in accordance with the Noise Management Strategy in appendix 2.

3.11 Slips trips and falls



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There are several internal and external surfaces which could be slippery when wet, including steps and stairs between levels.

Decking outside the venue is made from mill board, a composite specifically designed to provide grip to users. Both this surface and the flagstones will be cleaned once a year or as necessary in order to preclude the build up of slim or slippery material on them.

Should any spillages occur, warning signs will be placed on or near the surface until the spillage has been cleared up. This will be part of management staff training.

3.12 Risk of fire

As a thatched building there is greater risk of fire than usual. Much of the supporting structure is constructed from timber also. Information in appendix 8 must be provided to the local fire service and reviewed and updated each year and the local fire service kept up to date.

No naked flames will be allowed within the building other than in the kitchen, nor within 100 meters of building. Smoking will be prohibited within the building. A designated smoking area will be provided outside the Mulberry Room in the disabled carpark and away from the thatched roof.

The Woodyard is fitted with a fire and smoke detection system. Should this system detect a fire the alarm will sound, a gas shutoff system will be triggered along with the shutdown of the ventilation system (including cooker hood) and audio system. In compliance with part M fire doors are



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fitted to the building, all fire exits are clearly marked and fire extinguishers are fitted near each fire exit. Each exit will be kept clear from obstruction which will also be part of staff training.

All management staff will be trained in the Fire Evacuation Plan which can be found both in appendix 1 and in the venue office. The Fire Evacuation Plan will include a Generic Emergency Evacuation Plan (GEEP) which will be part of the staff training and provided to clients as part of their information pack once their booking is confirmed.



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4 Procedures and Training

4.1 Staff Training

All venue management staff, including the VM, will read and have access to (in the venue office) the following documents:

- *Method Statement (this document)*
- *Fire Safety Policy (appendix 10)*
- *Fire Risk Assessment (appendix 11)*
- *Fire Evacuation Plan (appendix 1)*
- *Generic Emergency Evacuation Plan (appendix 1)*
- *Noise Management Plan (appendix 2)*
- *Traffic Management Plan (appendix 3)*
- *Waste Management Strategy (appendix 4)*

All venue management staff including the VM will be trained as follows:

- *How to evacuate the building under the Fire Evacuation Plan (appendix 1) which will include raising the alarm, dealing with guests during a fire, how to sweep the building and shut off utilities including gas and how to assist guests with restricted mobility.*
- *How to deliver an induction to new staff and third-party staff also working at the venue using the Fire Safety Briefing in appendix 12.*
- *How to deliver an induction on use of the lifts within the building for those guests with reduced mobility.*
- *How to use the audio equipment and how to deliver the Noise Management Strategy (appendix 2).*



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- *What to do in the case of spillages and wet surfaces. Including how to protect the guests with signage and how to clear and clean the spillage safely.*
- *What to do in the event of guest injury.*
- *How to ensure that all fire exits are kept unobstructed.*
- *They will be trained as to how to use and operate the lifts safely.*
- *How to use plant on the site including the ventilation and heating systems.*
- *How to handle situations where guests become violent.*
- *How to assist guests who would normally use the lifts to exit the building during an emergency.*

4.2 Client Communication

As an important part of venue management each client will be made aware of protocols and procedures relating to the venue and each event. These will be provided to the client on booking as part of the venue hire contract and key elements will be highlighted to the client by the VM before the client contract is signed. These documents will include:



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<i>Document</i>	<i>Description</i>	<i>H&S Reason</i>
<i>Venue Booking Contract</i>	<i>Contract setting out the terms of the venue booking including traffic on site and noise.</i>	<i>So that each client understands traffic management on site as well as restrictions to noise.</i>
<i>Generic Emergency Evacuation Plan</i>	<i>Document explaining how guests should evacuate the building.</i>	<i>So that should the client have restricted mobility or invite a guest with restricted mobility this can be shared with them.</i>

4.3 Before an Event

Before allowing access to anyone the VM will ensure that all doors are unlocked so that egress can be achieved during an emergency. The VM will ensure that all fire exits are clear from obstruction.



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The VM will use the Pre-Event Checklist in appendix 6 to ensure that the venue is prepared for the event and each completed checklist will be dated, signed and stored in a folder on site.

NO ACCESS FOR ANY PERSONS INCLUDING STAFF, SUPPLIERS, CLIENTS, OR GUESTS SHOULD ALLOWED UNLESS THESE CHECKS HAVE BEEN CARRIED OUT AND ARE COMPLETE.

The approved suppliers will ensure that all kitchen appliances brought to site are PAT tested where appropriate and that any gas appliances have been subject to appropriate testing and maintenance. Any appliances to be connected to the venue gas supply must be done by a certified professional. All documentation relating to this must be provided to and checked by the VM before the event.

The venue will be cleaned, all waste removed from the site in accordance with the Waste Management Strategy (appendix 4). The VM will ensure that no slippery surfaces or dangerous areas are present at the venue.

4.4 Staff Inductions

On the day of the event the VM will meet with all staff working at the venue (either employed by Worstead Farms or a third-party) before the event and provide them with an induction. The induction will inform all staff of what to do in the event of an emergency, including fire. They will run through the checklist in appendix 12, sign the checklist and store this on site.



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4.5 During an event

The VM will carry a mobile telephone which will allow the Council, the emergency services, Worstead Estate staff or any concerned guest or member of the public to contact them via the Worstead Estates VoIP (Voice over Internet Protocol) on 01692 536226 as well as directly to the mobile number (07795 503514).

The VM will ensure that all fire exits are always clear from obstruction.

The VM will carry out the event in accordance with their training and the event protocols listed in section 4.1 Staff Training above. The VM will manage noise in general by following the Noise Management Strategy (appendix 2) and specifically ensure that all music is turned off by 23.30 and ask guests to leave the venue.

The venue has CCTV installed and any illegal activity will be reported to the authorities.

4.6 Following an event

Following an event and no later than 23.55 the VM will sweep the building to ensure that all guests and staff have vacated. The gas supply will be shut off, lights turned off, windows and doors closed and the building locked.

The VM will stay on site as guests leave the site and will be the last person to leave the site.



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The VM will pass on any complaints, issues and possible improvements to Worstead Estate management following each event.

The VM will use the Post-Event Checklist in appendix 6 to ensure that the venue is closed down properly following each event and each completed checklist will be dated, signed and stored in a folder on site.

NO EVENT SHOULD BE CLOSED DOWN AND THE VM SHOULD REMAIN ON SITE UNLESS THESE CHECKS HAVE BEEN CARRIED OUT AND ARE COMPLETE.

4.7 Access to the building outside an event

All exits in the building use the same master key. Should a lone worker require access to the venue during a period when the venue is not being used and where all doors are not unlocked, they must keep a master key on their person at all times.

4.8 On-going Improvement

Worstead Estate management will review this document and all protocols with the VM on an annual basis and sooner should it become necessary. When appropriate the VM will perform and/or oversee the inspection of the venue as appended is appendix 7.



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5 Access

A detailed access statement has been prepared and attached in appendix 5 which sets out how the building is to be accessed, including access by those with reduced mobility. This document should be read in conjunction with the Traffic Management Statement in appendix 3.



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6 Appendices

6.1 Appendix 1: Fire Evacuation Plan



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6.3 Appendix 2: Noise Management Plan



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6.5 Appendix 3: Traffic Management Plan



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6.7 Appendix 4: Waste Management Plan



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6.9 Appendix 5: Access Statement



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6.10 Appendix 6: Event Checklist

6.10.1 Pre-event checklist



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	Date	Date	Date	Date	Date
ROUTINE INSPECTION POINTS					
Hold open park gate using code 2591 "entre"					
Turn off alarm using code 5678					
Means of Escape					
Fire exit doors open freely					
Fire exit routes not obstructed					
Fire doors clearly marked					
Floors free from trip hazards					
Assembly point clearly marked					
Escape routes not used for storage					
Fire Precautions					
Test fire alarm system					
Fire extinguishers at fire points					
Fire extinguishers in good condition					
Fire blanket					
Emergency action details up to date/displayed					
All fire safety signs clearly visible					
Carbon monoxide detector present/useable					
Smoke/heat detectors useable					
Electrical Safety					
Electrical equipment in good condition					
Fixed installations appear free of damage					
Fuse board/switchgear cupboards closed					
Plugs in good condition					
Cables free from damage					
No multi point adaptors in use					
Lengths of flexible cable kept to a minimum					
Flammable Materials					
Minimum storage in workplace/safely stored					
Heating					
Portable appliances used as set parameters					
Lighting					
General workplace lighting effective					
Emergency lighting effective					



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Housekeeping					
Debris/combustible waste cleared					
Waste bins provided/emptied					
Smoking prohibited/restricted to controlled area					
Place the "Turn Right" sign at East exit of the park					
Switch on hot water circulation					
Switch on beer cooler and CO2 gass					
Switch on ventilation system					

6.10.2 Post-event checklist

	Date	Date	Date	Date	Date
ROUTINE INSPECTION POINTS					
Housekeeping					
Debris/combustible waste cleared					
Waste bins are NOT emptied if after 10pm					
Flammable Materials					
Gas is stored and secured properly					
[Gas tanks are switched off]					
Ventilation and Lighting					
All internal and external lights are turned off					
Ventilation system is turned off					
Clearing the Building					
Check each area of the building for people					
Housekeeping					
Switch off hot water circulation					
Switch off beer cooler and CO2 gas					



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Switch off ventilation system					
Check clean down of kitchen and bar					
Security					
Lock each door in turn as the building is cleared					
Close park gate using code 2591 "clear"					
Turn on alarm using code 5678					
Recover the "Turn Right" sign from the East exit.					



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6.11 Appendix 7: Inspection Schedule

All operations and checks pertaining to the building must be carried out in accordance with our building insurance which is summarised in appendix 9. The following inspection schedule must be completed and recorded:



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THE WOODYARD – MAINTENANCE OF FIRE PRECAUTIONS

INSPECTION SCHEDULE	
FREQUENCY	ACTION
DAILY	<ul style="list-style-type: none">• Walk through premises and check escape routes to ensure they are clear of obstructions and combustible materials and that self-closing doors are not wedged open; and• Check the fire alarm control and indicating equipment to ensure the system is active and fully operational.
WEEKLY / PRE WEDDING CHECKS	<ul style="list-style-type: none">• Test fire alarm system by activating a manual call point (using a different call point for each successive weekly test), usually by inserting a dedicated test key. This will check that the control equipment is capable of receiving a signal and in turn, activating the warning alarms. Manual call points may be numbered to ensure they are sequentially tested. It is good practice to test the alarm at the same time each week, but consider the need to ensure that staff working shifts are given the opportunity to hear the alarm. During a test, the alarm should not operate for too long so that there can be a ready distinction between a test and an unplanned actuation. Where the system is connected to an alarm receiving centre, the centre should be notified prior to testing;• A check should be made to determine that the testing of the fire alarm also results in the operation or disabling of other linked features such as the release of any doors on hold open devices, the operation of doors on swing free arms and automatic opening doors reverting to manual operation;• Check that all safety signs and notices are legible;



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INSPECTION SCHEDULE	
FREQUENCY	ACTION
	<ul style="list-style-type: none">• Check escape routes, and test exit locking mechanisms such as panic bars, push pads and electromagnetic locking devices; and• Ensure that fire door self-closing devices operate effectively.
MONTHLY	<ul style="list-style-type: none">• Functional tests of all emergency lighting systems should be at an appropriate time when, following the test, they will not be immediately required. However, some modern systems have self-testing facilities that reduce routine checks to a minimum. Depending on the type of installation certain routine checks and routine maintenance work may be able to be done in house. Test methods will vary. Further maintenance may need to be carried out by a service engineer;• Carry out brief visual check of fire extinguishers and hose reels to ensure there are no obvious faults;• Fire doors should be checked to ensure they are in good working order as follows:<ul style="list-style-type: none">– Inspect doors for any warping or distortion that will prevent the door from closing flush into the frame;– Check any fire-resisting glazed panels are in good condition and secure in their frame; and– Check that intumescent strips and smoke seals are in good condition.• Deep fat fryers: any filters, grease traps, sump boxes, extractions hoods and canopies to be cleaned each month.



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INSPECTION SCHEDULE	
FREQUENCY	ACTION
ANNUALLY	<ul style="list-style-type: none"> • Maintenance of portable fire extinguishers; • Annual discharge test of emergency lighting; • Maintenance check to hose reels; and • Inspection and test of residential sprinkler system. • PAT testing of all electrical appliances • Check carbon monoxide and smoke detectors • Gas storage, delivery system, cut off system and appliances check by a qualified person • Cooker hood and extractor cleaned by a qualified person • Deep clean of kitchen and bar • Review fire risk assessment (appendix 11) • All external areas will be checked for a build-up of slime or slipper material and cleaned.
THREE YEARLY	<ul style="list-style-type: none"> • Check all emergency lighting for proper function. Test for the full duration of self-contained and central battery systems that have a specified duration category in excess of one hour. Any defect/fault to be recorded in the logbook and action taken to rectify
FIVE YEARLY	<ul style="list-style-type: none"> ▪ Fire alarm wiring test. Test, inspection and competent engineer's report. ▪ Building wiring including heating and ventilation systems ▪ Inspection of the thatch by a qualified thatcher

RECORD OF FIRE EQUIPMENT MAINTENANCE AND TESTING

[illegible]



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6.12 Appendix 8: Information for fire services

This information is to be kept up to date and provided to the fire service each time it is updated.



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Fire Service Information Pack

<i>For:</i>	<i>The Woodyard</i>
<i>Premises address and contact number</i>	<i>The Woodyard, Worstead Park, Worstead, Norwich, Norfolk NR28 9RS T: 01692 535682 (on site land line) Emily Hardesty (Venue Manager) M: 07795 503514 E: weddings@worsteadestate.com</i>
<i>Plan date</i>	<i>10/09/21</i>
<i>Review date</i>	<i>04/08/22</i>

Building Use

Wedding venue and events space. Maximum capacity up to 160 guests.

Flammable materials on Site



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Gas (kitchen appliances), thatched roof, timber framed building.

Access Details

Building is located in Worstead park at the above address, approximately 1 mile south of Worstead village.

*The building may be accessed from either the West gate or the East gate as marked on the Plan 1. The access code for both gates is **4201**.*

Parking for emergency vehicles can be found in the disabled carpark marked on Plan 1. Worstead park lake is approximately 150m West of the disabled parking area which is a stream filled lake roughly 11 acres in size with a volume of around 40,000 m³ of water. Vehicular access is possible down to the lakeside via the grassed area between the disabled carpark and the lake.





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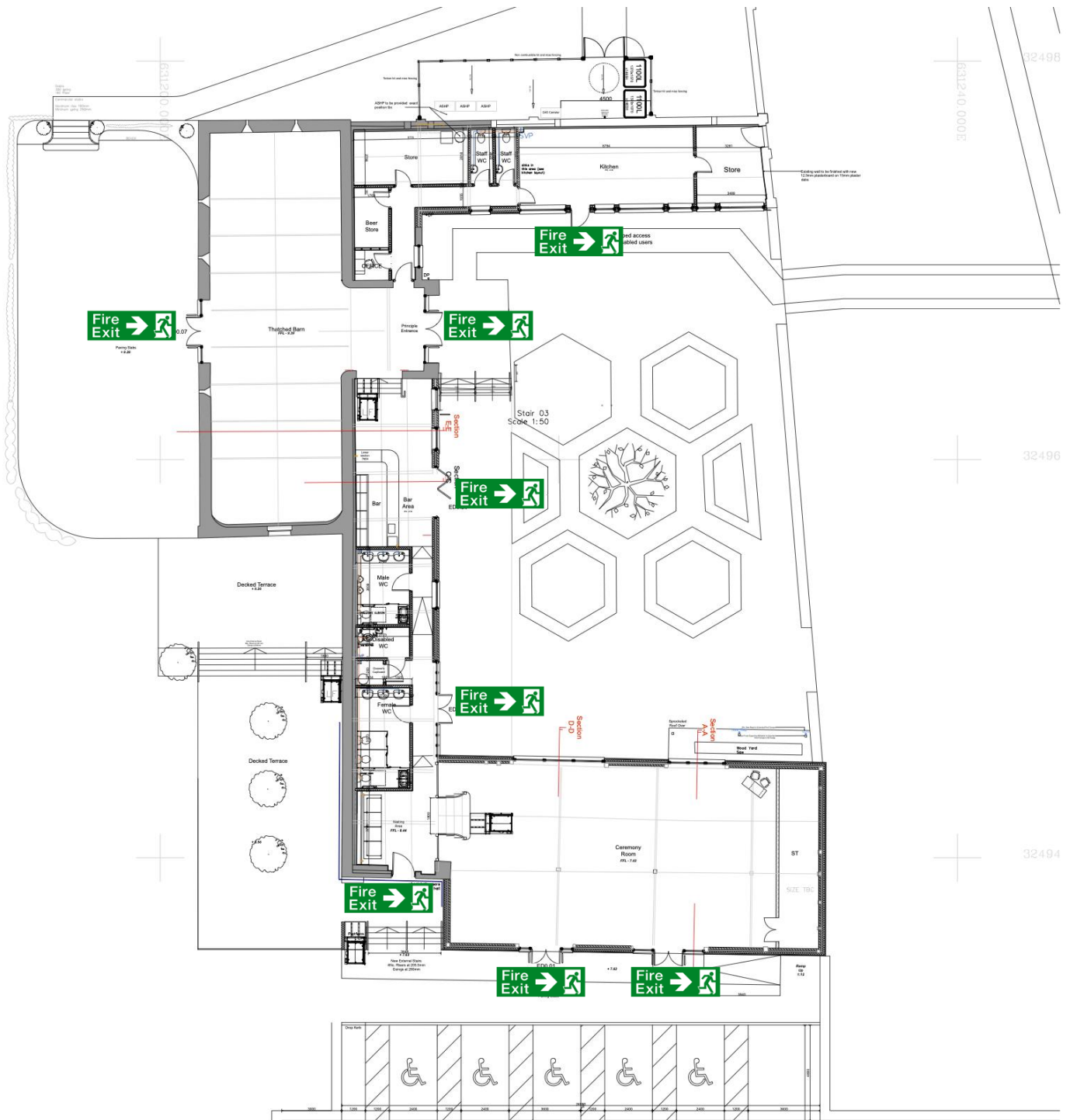
Escape routes

The escape routes from the building are:

- 1. The main doors of the Thatched Barn leaning onto the West patio or the Eastern courtyard*
- 2. The door leading out of the kitchen into the Eastern courtyard*
- 3. The triple door leading out of the bar into the Eastern courtyard*
- 4. The double door leading out of the corridor housing the toilets*
- 5. The door leading out to the South and the disabled carpark at the Southern end of the corridor*
- 6. The two sets of double doors leading out of the Mulberry Room to the disabled carpark.*



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Fire assembly point

The assembly point is: The grassed area to the South of the disabled carpark (see above).

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use*
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small*

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- Gas supply shut off: Next to the kitchen door*
- Mains fuse box: In the breakout room to the East of the kitchen*
- Mains water inlet: In the breakout room to the East of the kitchen*
- Gas cylinders: outside in a compound on the North wall of the building.*



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- *Location of fire alarm panel: In the venue managers office, to the right of the main entrance.*

<i>Responsibilities</i>	
<i>For ensuring plan is up to date</i>	<i>Emily Hardesty</i>
<i>For ensuring adequate staff are on duty to carry out the evacuation plan</i>	<i>As above</i>
<i>For training staff on the evacuation plan and in their roles and responsibilities</i>	<i>As above</i>

6.13 Appendix 9: Insurance Endorsements

The following endorsements must be complied with in order to meet the requirements of the estate's building insurance.

6.13.1 Endorsement 12: Electrical Installation Inspection

YOU warrant that the electrical installation will be inspected and tested every three/five years by an electrical contractor, qualified to work on commercial installations and approved



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by a UKAS accredited body. Any defects must be remedied in accordance with the Regulations of the Institution of Engineering and Technology.

6.13.2 Endorsement 13: Thatch Insurance Conditions

If YOU fail to comply with any part of the following conditions and YOUR failure causes or contributes towards an insured loss YOU lose YOUR right to indemnity or payments for a claim:

- 1. All chimneys which could be used for open fires, or those being used for a wood burning or multi-fuel stove or any other type of burner or stove, including the flue along its entire length and any spark arrestor must be kept in a good state of repair and must be cleaned at least once a year, between 1st May and 1st September, by a competent sweep with Public Liability insurance in force with a minimum Limit of Indemnity of £2.5 million.*
- 2. YOU must retain the invoice in respect of the work undertaken for review by US on request;*
- 3. If YOU have a wood burning or multi-fuel stove:*
 - a) only fuels recommended in the stove manufacturer's instructions are to be used;*



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- b) before retiring at night, or leaving YOUR PREMISES unattended for periods of longer than two hours, the doors of the stove must be closed and all air vents on the stove must be set to the minimum (slow burn) position;
4. Naked flames or tools producing naked flames must not be used in the attic or loft space of YOUR PREMISES, or within one metre of the inside or outside of the thatch;
5. At least two fire extinguishers must be installed in readily accessible positions in YOUR PREMISES. All fire extinguishers installed must meet all relevant British Standards;
6. A smoke detector must be fitted and maintained on each floor of YOUR PREMISES and in the attic or loft space;
7. The thatch must be inspected at least once every five years and must have been inspected within the last five years.
8. The inspection must be carried out by a competent thatcher and any essential remedial work completed without delay after the inspection. YOU must retain the inspection report, and the invoices in respect of any remedial work, for review by US on request;



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9. The electrical system in the PREMISES must be inspected at least once every five years and must have been inspected within the last five years.
10. The inspection must be carried out by a qualified electrician in accordance with all relevant British Standards and any remedial work necessary to ensure that the system complies with the relevant British Standards must be completed in full without delay after the inspection. YOU must retain the Electrical Inspection Certificate, and the invoices in respect of any remedial work, for review by US on request;
11. Any bonfire, firework display or incinerator YOU have, or that YOU permit on YOUR land, must be situated at a distance of at least 100 metres from YOUR PREMISES;
12. YOU must notify US within seven days if YOU install or re-commission a wood burning or multi-fuel stove in YOUR PREMISES. On receipt of notification WE reserve the right to charge an additional premium and amend the policy terms;
13. YOU must ensure that the requirements of conditions 1) to 9) above are complied with by other



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occupants and any tenants of the PREMISES unless agreed by US in writing.

Time for compliance

If YOUR policy is new business with US or this is the first time WE have imposed these Thatch Insurance Conditions then YOU have 60 days from the start of the PERIOD OF COVER to comply with conditions 1), 4), 5), 6) and 7) of these Thatch Insurance Conditions. All other conditions apply with immediate effect.

Where, in respect of any of these Thatch Insurance Conditions, WE have agreed in writing to give YOU an additional period of time to make the PREMISES compliant then the relevant condition(s) will only take effect on expiry of the agreed period.

6.13.3 Endorsement 14: Deep Fat Frying Warranty

If YOU fail to comply with any part of the following and YOUR failure causes or contributes towards an insured loss YOU lose YOUR right to indemnity or payments for a claim.

Where deep fat frying cooking equipment is used:



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1. *it is installed, operated, maintained and serviced in accordance with the manufacturer's instructions;*
2. *it is fitted with a thermostat designed to prevent the temperature of cooking oils and fat from rising above 205 degrees centigrade;*
3. *any filters, grease traps, sump boxes, extractions hoods and canopies to be cleaned at least monthly;*
4. *all extraction systems including flues, extraction motors, fans and the entire length of any ducting are deep cleaned at least once every 12 months by a specialist contract cleaner or more frequently on their advice;*
5. *it is not to be left unattended whilst in use and all heat sources (other than pilot lights) to be switched off when the BUSINESS PREMISES are closed;*
6. *fire extinguishers and fire blankets suitable for extinguishing oil and fat fires must be kept in the cooking area and employees trained how to use them.*



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6.14 Appendix 10: Fire Safety Policy

6.14.1 Introduction

Worstead Estate are responsible employers and take 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.

Owing to its importance, this fire safety policy also forms part of the company's overall health and safety policy.

6.14.2 Legal Position

Under the Regulatory Reform (Fire Safety) Order 2005 every establishment with 5 or more employees or is licensed or provides sleeping accommodation will carry out a fire risk assessment that is suitable and sufficient for the level of fire risk present in the workplace.

Employees will be 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.

6.14.3 Procedures



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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 any changes made that will impact on its effectiveness.*
- The Event manager will ensure fire evacuation procedures are explained prior to each event*
- Pre wedding briefings will be provided as necessary to any staff given fire safety responsibilities such as fire marshals to assist with evacuation*
- It is our policy that some employees may be trained in the use of fire extinguishing appliances*
- All new and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes*
- All escape routes will be clearly signposted and kept free of obstructions at all times*
- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to a manager*



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- *Alarm systems will be tested regularly. Staff will be told when a test is scheduled*
- *Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting*



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6.15 Appendix 11: Fire Risk Assessment



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6.16 Appendix 12: Fire Safety Briefing



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FIRE SAFETY BREIFING TO EVENT STAFF

This instruction shown below has been provided to staff members

FIRE SAFETY ACKNOWLEDGEMENT	
Date:	Time:
Instruction Provided By	
Subjects Covered (Tick as necessary)	✓

Hazards and safe practices	
How to raise the alarm or action on hearing alarm	
Calling the Fire Brigade	
Location and use of fire fighting equipment	
Escape routes (location, use and keeping clear) and Assembly Point	
Assisting evacuation of visitors and disabled	
Security measures (daily and in event of fire)	
Safety signs, their meaning and measures to be taken	
Function and care with any fire protection / detection system(s)	
Use and importance of fire doors, door closers and release devices	
Need to report hazards, faults, dangers etc.	
Particular instructions (describe) related to specific duties such as nominated areas to sweep	
I confirm that I received instruction on the topics ticked above on the date given	
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:



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Name:	Signature:
Name:	Signature:
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