

## Treetops Catering

Employer: Treetops Catering

Person in control of the organisation and planning: Alex Hutchins

Person in control of Health and Safety policy: Alex Hutchins

Persons responsible for monitoring and review:  
Alex Hutchins

Monitor      Review

Fire Alarm Test	Emergency Light Test	Extinguisher Test Checks	Fire Door Checks	Escape Routes	Signs and Notices	Self closers	Exit Doors	Fire Risk Assessment	Management System
N/A	N/A	Monthly	N/A	Daily	N/A	N/A	Monthly	Change to risk	
N/A	N/A	(MP)	N/A	(MP)	N/A	N/A	(MP)	Alex Hutchins	Alex Hutchins
N/A	N/A	Annually						Annual Review	Annual Review
N/A	N/A	Contractor						Alex Hutchins	Alex Hutchins
Record	N/A	Record	N/A	Record	N/A	N/A	Record		
Defects	Notify Contractor	Notify Contractor	Repair or replace	Clear instantly	Replace	Replace	Repair or replace	Address change to risk appropriately. Record findings	Correct system update policy.

Record Defect

Satisfactory Record

NB The Manager may delegate tasks to suitably competent members of staff (e.g. maintenance person (MP) however the individual must be recorded as having carried out the task

NB Definition of competent person: where he/she has sufficient training and experience or knowledge and other qualities to enable him/her to carry out the task they are given to a safe and satisfactory standard