

Fire Risk Assessment & Management Plan

The Tea House, Bishops' Park, London SW6 1EA



Background

- This document has been prepared by Parklife Trading Limited (“Parklife” or the “Tenant”).
- There is a Site Plan which forms part of this management plan.
- The Tea House is a free-standing building of brick construction located in the centre of Bishops Park, 40 yards from the nearest road access on Bishops Park Avenue. The park is accessible at this point via double gates locked with a FB padlock (the “Property”).
- The landlord and freeholder of the Property is the London Borough of Hammersmith & Fulham (the “Landlord”).
- The Tenant is the operator of the café on a long lease. The Tenant is broadly responsible for the interior and exterior of the property including tenant’s improvements. The Landlord is responsible for the conduits to the building.
- Nearest fire station is the Fulham Fire Station which is 6 minutes normal driving distance from the Property.
- This assessment relates to The Tea House only.

Occupation & main users of the Property

- The Property is principally occupied during the daytime. The café is open seven days per week for 363 days of the year and there are personnel on site between 8.30am-6pm at the minimum each day.
- From time to time, seasonal hours will lengthen, expected to be to 8am to 8pm in the peak of the summer.
- The main users of the site are the café staff, customers across a broad range of demographics, contractors serving the café and suppliers to the café.

Property layout & condition

The Property is arranged over a ground floor comprising an open customer area, service counter, service kitchen, two door access to the kitchen and storage area behind the counter. There is a disabled access toilet accessible directly from the café. The entire property is step free. There is customer seating around the outside of the café and an enclosed yard to the rear for café storage with thumb lock security.

The Property was completely refurbished in 2021, being stripped back to the shell and core, before being renovated using modern and compliant building materials throughout.

Fire Risk Assessment (Ignition & Fuel) & Mitigating Actions

1. Electrical
 - a. All electrical equipment undergoes an annual PAT check and failed items are disposed of or replaced.
 - b. Consumer units are checked on an annual basis and any faulty items are replaced.
2. Cooking & gas:
 - a. Kitchen staff are trained on safe cooking technique and in the use of fire control equipment.
 - b. Extraction deep cleaned to statutory level on an annual basis or more frequently if deemed necessary. Exposed sections facing cooking areas are cleaned in their entirety on a weekly basis.
 - c. Natural gas appliances (boiler, chargrill and four burner stove) are tested and certified on an annual basis. They are all supplied via a mains connection to a U16 meter point on the outside wall of the kitchen.
 - d. The boiler is housed in an internal cupboard together with a hot water tank and adjacent to foul waste pumping equipment for a manhole outside the property which is the responsibility of the landlord. The boiler is powered by natural gas.
3. Chemicals:
 - a. Main store is in a locked cupboard in the corner of the café. Other operational stores hold very limited quantities (cleaning chemicals) and are not accessible by the public.

4. Arson:
 - a. Wherever practical, no combustible materials are held to the exterior of the property and waste is cleared on a daily basis via a commercial waste contract (fulfilled by LBHF)
5. Accident:
 - a. Staff are trained to be vigilant and in the Fire Procedures.
 - b. No powered equipment left on overnight other than refrigeration, IT cabinet, CCTV, air conditioning and water heating (closed loop hot water system).
 - c. Compliant Fire Procedure signage is placed throughout. There is no smoking permitted in the Property.

Fire Protection

The Property is protected by the following:

1. An RCB fuse board (with corresponding sub fuse boards) protecting all circuits within the Property. Enclosed in steel housing and installed by LBHF.
2. Smoke detectors within the café, a heat detector in the kitchen and fire alarm system installed by LBHF and checked by Ohms Fire & Security on an annual basis.
3. Fire alarm system, local sounding and connected to Parklife management (2 individuals).
4. Fire extinguishers throughout the Property – water, CO2 and wet chemical. These are checked and tested by Ohms Fire & Security.
5. Fire blanket in the kitchen
6. Gas interlock & cut-out system in the kitchen extraction.
7. Emergency lighting throughout the Property.
8. The IT equipment is contained within a fireproof steel and glass cabinet.
9. The cooking area is enclosed with a brick wall with steel heat shielding beside the cooking area
10. Illuminated emergency exit signs throughout.

Fire Exits

- There are four fire exits as marked on the plan which are unlocked as part of daily operating procedures, which are tracked via a cloud based app called Trail.
- The entire property is level, on one floor and step free. All doors exceed 800mm in width for disabled access.
- All fire exits are kept clear of obstructions.

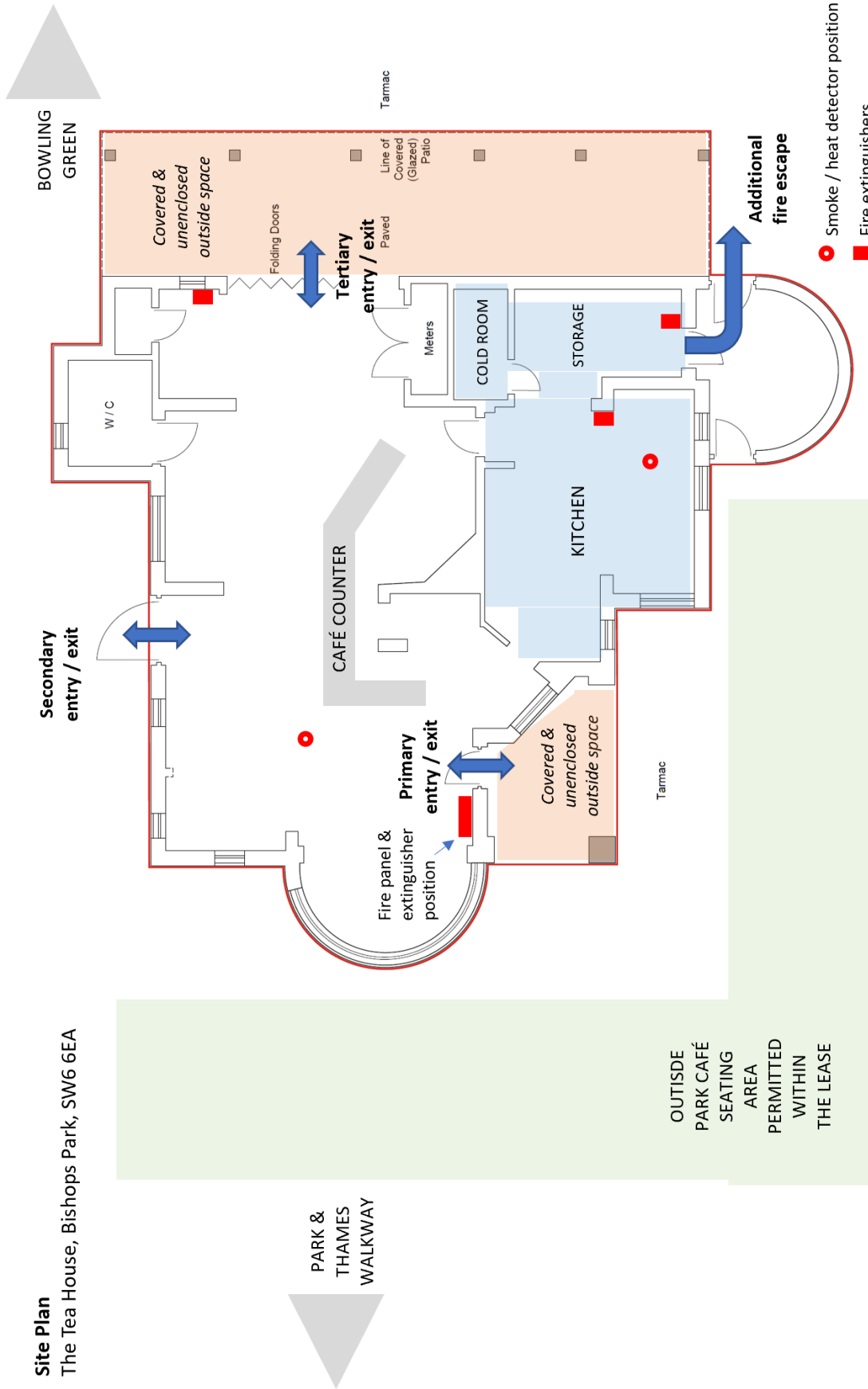
Fire Procedure

Fire Procedure training is provided to all staff during their induction. If an alarm sounds or a fire is identified, the building is evacuated to the front where the assembly point is in the concrete area by the playground.

The fire and heat alarms also send an alert to the Company's Operations Manager and Managing Director via a mobile app.

A log of this training is kept by the Company Administrator in the Company records.

The Tea House, Bishops Park SW6 6EA - Site Plan



NOTES

1. All entry & exit points are unlocked during opening hours and marked as fire exit with illuminated signage
2. Outside seating space is designated in the lease with LBHF, all furniture is stored inside the premises overnight
3. Full emergency lighting is in place throughout