

Application for a premises licence to be granted under the Licensing Act 2003

Case number 2023/00377/LAPR

Payment transaction
reference

[REDACTED]

Amount paid £190

Date submitted 08/03/2023

Are you the applicant or their
agent? Applicant

PREMISES DETAILS

Premises address

3 Wood Lane, London W12 7DP

If the premises could not be found please enter the address here, or if the premises has no address give a detailed description (including the Ordnance Survey references)

Trading name (if any) NO. 1 COFFEE AND RESTAURANT LTD

Telephone number at the
premises (if any)

[REDACTED]

Are the premises in the course of construction?

No

Non-domestic rateable value 5800
if the premises

Will the premises be exclusively or primarily used for the supply of alcohol for consumption on the premises?

No

APPLICANT DETAILS

I am applying as a person other than an individual

Please confirm if you are
applying as a partnership (other than limited liability)

Applicant name NO. 1 COFFEE AND RESTAURANT LTD

Address

3
3 Wood Lane
London
W12 7DP

Registered company number 13737875

Telephone number

[REDACTED]

Email address

[REDACTED]

I confirm that:

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities

Alternative details for correspondence

Contact name (if different
from premises user)

Business name

Correspondence address

Daytime/ business telephone
number

Evening/ home telephone
number

Mobile phone number

Email address

OPERATING SCHEDULE

When do you want the premises licence to start?

08/04/2023

If you want the licence to be valid for only a limited period, when do you want it to end?

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

Please give a general description of the premises.

T'S A THREE-STORY BUILDING. THE SHOP IS ON THE GROUND FLOOR WITH TWO LARGE GLASS WINDOWS AND ENTRANCE DOOR IN THE MIDDLE THERE IS A SEPARATE ENTRANCE FOR ACCESS TO THE ABOVE RESIDENTIAL DWELLINGS. THE PREMISIS IS DIRECTLY ACCESSIBLE FROM THE HIGH STREET OF WOOD LANE. THE PREMISIS IS COMPRISES OF 5 SECTIONS

1. CUSTOMER SEATING AREA FOR 30 SEATS
2. BAR AREA WITH ENCLOSURE TO RESTRICT CUSTOMERS
3. KITCHEN AREA WITH RESTRICTED ENTRANCE. THERE ARE A FOOD WINDOW 3 COOKING BURNERS SINK AND PREPARATION TABLE
4. ENTRANCE TO OPEN AREA LEADING TO KITCHEN AND WASHROOM WITH A RESTRICTED ENTRANCE.
5. ENTRANCE TO CUSTOMER WASHROOM WITH A RESTRICTED DOOR.

FLOOR PLAN SHOWING EVERYTHING IS ENCLOSED

What licensable activities do you intend to carry on from the premises?

supply of alcohol

HOURS OPEN TO THE PUBLIC

Standard days

Mondays

Start 07:00

Finish 23:00

Tuesdays

Start 07:00

Finish 23:00

Wednesdays

Start 07:00

Finish 23:00

Thursdays

Start 07:00

Finish 23:00

Fridays

Start 07:00

Finish 23:00

Saturdays

Start 07:00

Finish 23:00

Sundays

Start 07:00

Finish 23:00

Please state any seasonal variations

NONE

Non standard timings. Where you intend to use the premises at different times to those listed above, please list

NONE

SUPPLY OF ALCOHOL

Please give further details here

Will the supply of alcohol be for consumption on the premises, off the premises or both?

Both

Standard days

Mondays

Start ~~08:01~~ 10:00

Finish 23:00

Tuesdays

Start ~~08:01~~ 10:00

Finish 23:00

Wednesdays

Start ~~08:01~~ 10:00

Finish 23:00

Thursdays

Start ~~08:01~~ 10:00

Finish 23:00

Fridays

Start ~~08:01~~ 10:00

Finish 23:00

Saturdays

Start ~~08:01~~ 10:00

Finish 23:00

Sundays

Start ~~08:01~~ 10:00

Finish 23:00

Please state any seasonal variations

NONE

Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed above, please list.

NONE

Details of the individual whom you wish to specify on the licence as the designated premises supervisor

Full name Mr LYUPCHO VELKOV

Date of birth

[REDACTED]

Home address of prospective designated premises supervisor

[REDACTED]

[REDACTED]

[REDACTED]

Personal licence number (if known) 23LIC00461PERS

Issuing authority (if known) London Borough Of Ealing

Please highlight any adult entertainment or services activities other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

NONE

Describe the steps you intend to take to promote the licensing objectives

a) General- all four licensing objectives (b,c,d and e)

1. PREMISIS IS FULLY FIRE COMPLIANT
2. ENTRANCE DOOR IS AUTOMATICALLY CLOSED
- 3 BIN AND REFUSE SYSTEM AT THE BACK OF THE PREMISIS
4. FIRST AID AND SAFETY TRAINING FOR STAFF
5. CHILDREN IS ONLY ALLOWED WHEN SUPERVISED BY AN ADULT
6. ID WILL BE REQUESTED AT THE BAR
- 7 NOISE POLLUTION IS CONTROLLED WITH SOUND PROOFING AND NO LIVE OR ADULT ACTIVITIES
8. CUSTOMER RESTROOM FOR BETTER HYGEINE.
9. KITCHEN AREA IS SEALED OFF AND FOOD WILL BE SERVED FROM A FOODWINDOW DETAILED IN FLOOR PLAN
10. 1 MEMBER OF STAFF WILL ALWAYS BE OVERSEEING THE FRONT AREA

b) The prevention of crime and disorder

THE SHOP IS ENCLOSED WITH A RESTRICTED ENTRANCE, WHICH WILL PREVENT OUTSIDER. THE BAR AREA WITH ENCLOSURE IS SEPARATED FROM THE CUSTOMER AREA. THERE WILL ALWAYS BE 1 PERSON WORKING IN THE FRONT AREA DURING THE OPENING HOURS TO PREVENT CRIME AND DISORDER. THERE WILL BE A DESIGNATED PREMISES SUPERVISOR WITH EXPERIENCE AND KNOWLEDGE TO HANDLE ANY CRIME AND DISORDER FROM CRIMINAL.

c) Public safety

THE PREMISIS HAS COMPLIED WITH FIRE REGULATION WHICH IS ONE OF THE MAIN SAFETY FOR THE PUBLIC. IT IS ALSO EQUIPPED WITH CCTV CAMERA TO MONITOR ANY UNUSUAL ACTIVITY. CUSTOMERS WILL BE SERVED BY TRAINED STAFF AIR CONDITIONING AND VENTILATION TO MAKE SURE THERE IS NO OVERHEATING. STAFF WILL REGULARLY MAKE SURE FLOORS ARE CLEAR AND PREVENT CHANCES OF PEOPLE SLIPPING OR HURTING THEMSELVES. FOOD AND HYGIENE REGULATIONS WILL BE FOLLOWED TO MAKE SURE FOOD IS NOT CONTAMINATED DUE TO THERE BEING 30 SEATS WE EXPECT THERE TO NOT BE ANY OVERCROWDING ISSUES IN THE PREMISIS.

d) The prevention of public nuisance

THE ENTRANCE DOOR IS NOT OPEN AND IS KEPT SHUT MOST OF THE TIME. THERE IS SOUND PROOFING TO STOP AMBIENT NOISE. CUSTOMERS WILL ONLY BE SERVED INSIDE THE RESTAURANT AND THERE IS NO LIVE ACTIVITIES OR BIG PLAYS WHICH WILL MAKE NOISE TO THE PUBLIC. THERE IS SPECIFIC LITTER CONTROLLED AREAS AT THE BACK OF THE RESTAURANT TO PREVENT BAD SMELLS OR OVERFLOW OF LITTER TO THE PUBLIC. ALSO VENTILATION IS PROVIDED SO THE SMELL OF THE FOOD DOES NOT POLLUTE THE SURROUNDING NEIHOUBURHOOD. THERE WILL ALSO BE NOTICE FOR MEMBERS TO NOT PARK IN PRIVATE PARKING AREAS AND ALSO NOTICE OF PLACES TO PARK NEARBY WHICH IS ACCESSIBLE FOR ANY MEMBERS OF THE PUBLIC.

e) The protection of children from harm

CHILDREN WILL ONLY BE ALLOWED TO ENTER WITH A LEGAL GUARDIAN OR PARENT. THERE IS SAFETY MEASURES IN PLACE EG: NO SHARP EDGES ON TABLES AND CUTLERY IS ONLY PROVIDED ONCE SEATED THERE IS ALSO A FIRST AID KIT AND A MEMBER OF STAFF FIRST AID TRAINED. CHILDREN WILL NOT BE ALLOWED IN THE BAR AREA. AND WILL ONLY BE ALLOWED BEFORE 8PM. PROOF OF AGE WILL BE REQUIRED AT THE BAR AS WELL TO STOP ANYONE OF A YOUNG AGE BEING

DECLARATIONS

I have enclosed a plan of the premises

Yes

I have enclosed the consent form completed by the individual I wish to be designated premises supervisor

Yes

I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships).

Yes

Please provide your sharecode issued by the Home Office online right to work checking service

I understand I must now advertise my application

Yes

It is an offence, under section 158 of the Licensing Act 2003, to make a false statement or in connection with his application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult who leave a person in a position of employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

Applicant and individual applications, including those in partnership which is not a married or civil partnership. I understand and I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work or engaging in a licensable activity) and have my licence will become invalid if I cease to be entitled to live and work in the UK.

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an on-site work check using the Home Office on-site work check service which confirmed the right to work.

I have the consent of any individual who has provided the personal details and I am authorised to submit this application on behalf of the applicant.

I have read the privacy policy and agree for my details to be used by the council to contact me about this application and any changes to this service that may affect me.

I agree to the above

Yes I agree to the above declaration

Full name

LYUPCHO VELKOV

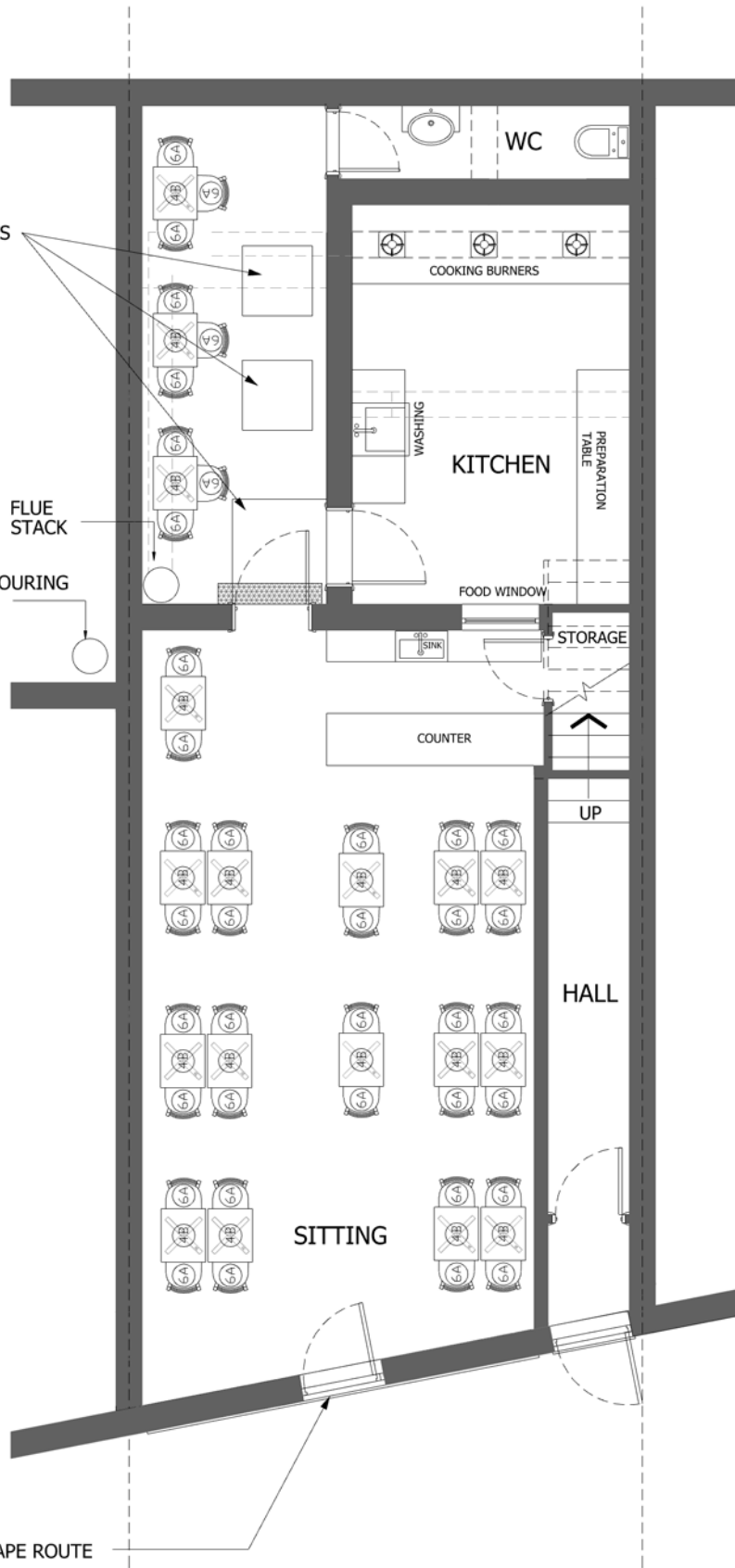
Capacity

DIRECTOR

Date

08/03/2023

SKY LIGHT WINDOWS



FLUE STACK

NEIGHBOURING FLUE STACK

WC

COOKING BURNERS

KITCHEN

WASHING

PREPARATION TABLE

FOOD WINDOW

STORAGE

COUNTER

UP

HALL

SITTING

ENTRANCE & FIRE ESCAPE ROUTE

PROPOSED GROUND FLOOR PLAN

3m @ 1:100

2

1

1 2 3 4 5m @ 1:100

HATCH KEY

- EXISTING WALLS
- STEPS



Assessment Findings

No.1 Coffee & Restaurant

3 Wood Lane

London

W12 7DP

Assessment conducted by Iyupcho Velkov

Assessment date Wednesday 4th January 2023



PART 1. INTRODUCTION

About this Fire Risk Assessment Report

This Fire Risk Assessment Report will identify the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

SCOPE AND PURPOSE OF THE FIRE RISK ASSESSMENT REPORT

Scope

The Regulatory Reform (Fire Safety) Order 2005 replaces the 40 year old fire certification scheme.

It is now the duty of the •responsible person• for the premises to ensure the occupants are safe from the effects of fire as far as practicable. This does not imply a lesser responsibility for the safety of the occupant of the premises; it is almost certain that for premises which required a fire certificate prior to January 2006, similar measures will be required under the Regulatory Reform (Fire Safety) Order 2005.

The Regulatory Reform (Fire Safety) Order 2005 applies to all non-domestic premises, including any voluntary sector and self-employed people with premises separate from their homes. For domestic premises this assessment had been undertaken in accordance with The Housing Act 2004 and relevant building regulations.

Purpose

A fire risk assessment is an organised and methodical look at your premises. The fire risk assessment procedure identifies the activities carried out at the premises and assesses the likelihood of a fire starting. The aim of a fire risk assessment is to:

- Identify the hazards
- Reduce the risk of those hazards causing harm to as low as reasonably practicable.
- Decide what physical fire precautions and management policies are necessary to ensure the safety of people in your premises if a fire does start.

Limitations of the Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005 places a burden of responsibility firmly on the head of a •responsible person• with regard to the fire safety of the occupants of the premises to which they have been assigned. The responsible person is required to coordinate all fire safety related issues including the carrying out of a fire risk assessment and production of associated documentation. The responsible person may nominate a •competent person• to assist in the implementation of any measures deemed necessary to ensure the fire safety of the occupants of the premises.

There are many factors that impact upon what may constitute adequate measures to assess the fire safety of the occupants. UK-Fire Risk Assessments are not the responsible person and are unable to determine, on behalf of the organisation, the steps it should or must take to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005. The fire risk assessment will cover all of the areas within the property. We will also comment upon the areas surrounding the building.

This report is for the use of the party to whom it is addressed and should be used within the context of instruction under which it has been prepared.

No opening up of any part of the structure was carried out nor was any operational electrical or mechanical systems tested. All comments and recommendations are based on visual inspection only.

Revision of your Fire Risk Assessment

It is a statutory requirement for the Responsible Person to ensure that this risk assessment is reviewed regularly so as to keep it up to date. This will identify what you need to do to prevent fire and keep people safe, particularly if:

- a. There is reason to suspect it is no longer valid or
- b. There has been a significant change in the matters to which this assessment relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions or conversions.
- c. Following a near miss (after a fire or where evidence suggests that a fire could have occurred).

It is recommended that the fire precautionary arrangements contained within this assessment are checked annually and that all fire related equipment and fittings are regularly maintained and serviced in accordance with manufacturers and British Standard recommendations.

The next review should be conducted in JAN 2024

In any event it is recommended that a full review should be carried out by a competent person Annually

Section 1. Executive Summary

This Executive Summary highlights the major concerns of the assessor and number of problems that have been identified by this fire risk assessment. It is NOT the complete list of deficiencies or hazards discovered. However, the full details of all items that need to be addressed to comply with fire safety legislation are contained within the relevant sections of this report. A risk rating has been awarded, based on the risks identified within the building and the likely harm to occupants.

Priorities

Priority 1 matters are serious breaches of the Regulations that require immediate attention. During this assessment 6 Priority 1 matters were identified.

Priority 2 matters are breaches of the Regulations that should be completed as soon as possible. During this assessment 13 Priority 2 matters were identified.

RISK RATING

Likelihood of Fire

MEDIUM

Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

Potential Consequences of Fire

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would cause:

SLIGHT HARM

Outbreak of fire unlikely to result in serious injury or death of any occupant.

Accordingly it is considered that the risk of fire in relation to this building at this time is:

TOLERABLE

No major additional fire precautions required. However, there might be a need or reasonably practicable improvements that involve minor or limited cost.

The satisfactory completion of all items contained in this report will ensure:

- An acceptable level of safety for all relevant persons from fire.
- The building(s) comply with current fire safety legislation.
- Suitable fire safety management procedures are in place.

Section 2. The Responsible Person

The management of fire safety rests with the 'Responsible Person' as defined by the Regulatory Reform (Fire Safety) Order 2005, which states that the 'Responsible' Person must make and give effect to such arrangements as are appropriate, having regard to the size of their undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventative and protective measures, in order to ensure the premises and relevant persons are safe from fire.

1.2.1. The 'Responsible Person' for this premise is: **Lyupcho Velkov**

1.2.2. The Responsible Persons Role for this premise is **Owner**

1.2.3. Building Fire Safety Manager is **The Responsible Person (Named above)**

Section 3. Description of Building and Facilities

1.3.1. The main use of the building is **Restaurant**

1.3.2. The building is **Terraced**

Additional Comments:

No.1 Coffee & Restaurant is a small café that is located on the ground floor of a mixed-type building. The front entrance door serves as the only means of escape and the café is fitted with a part 1 fire alarm system with L2 protection.

1.3.3. The client occupies **the Whole of the premises**

1.3.4. The estimated size of area the client occupies is **Under 2000 square feet**

1.3.5. The building is **Single Occupancy**

1.3.6. The number of floors above and including the access level is **1**

1.3.7. There are no basement/lower level floors

1.3.8. The type of construction of the building is **Traditional**

1.3.9. External walls are constructed of **Brick**

1.3.10. Is cladding provided on the building? **No**

There is no cladding on the building

1.3.11. Internal walls are constructed of **Studding**

1.3.12. The floors are constructed of **Concrete Timber**

1.3.13. The roof is constructed of **Pitched Tile**

1.3.14. Number of protected staircases **0**

1.3.15. There are **0** external staircases

1.3.16. There are **0** passenger lifts installed

1.3.17. There are **0** fireman/evacuation lifts installed

1.3.18. There are **1** emergency exits including the main entrance.

1.3.19. Is a smoke and heat ventilation system is provided? **No**

There is not a smoke and heat ventilation system provided.

1.3.20. Is a smoke control pressurisation system provided? **No**

There is not a smoke control pressurisation system installed

1.3.21. The building has the following services **Electricity, Mains Gas**

1.3.22. The building has **a Gas Boiler**

1.3.23. Is the building provided with heating systems? **Yes**

Heating of the building is provided by:

- Air Conditioning Units
-

1.3.24. Are there any sources of ignition in the building? **Yes**

The following items are potential sources of ignition in the building:

- Electrical Installation
 - Electrical Office Equipment
 - Gas Installation
 - Computers
 - Electrical Kitchen Appliances
 - Air Conditioning Units
 - Malicious (Arson)
 - Deep fat fryer
 - Cooking
 - Commercial extractor unit
-

1.3.25. Are there any combustible fuels in the building? **Yes**

The following combustible fuels were found to be in the building:

- Wooden Furniture
 - Packaging
 - Upholstered Furniture
 - Papers/Books
 - Plastic Materials
 - Soft Furnishing
 - Cooking Oil
 - Stock
-

1.3.26. Are there any additional sources of Oxygen that pose a fire risk? **No**

There are no additional sources of Oxygen that pose a fire risk.

Section 4. Persons at Risk

1.4.1. The total number of employees who will be in the building at any one time will be **3**

1.4.2. The total number of public/visitors/contractors/residents that may be in the building at any one time will be **36**

1.4.3. The total number of Persons employed under the age of 18 is **None**

1.4.4. Are any persons identified from this risk assessment within the building or in the vicinity of the building at risk? **Yes**

The following persons have been identified as 'at risk' within or in the vicinity of the building:

- Staff
 - Contractors
 - Visitors
-

Section 5. History of Fire Incidents / Fire Authority Visits

1.5.1. Is there a history of fire related incidents in the building? **No**

There are no previous fire related incidents to note.

1.5.2. Have the local Fire Authority visited within the last 12 months? **No**

Section 6. Sub Buildings

1.6.1. Are there any sub buildings that form part of this report? **No**

There are no sub-buildings that form part of this report.

PART 2. PRIORITIES ACTION PLAN

This section provides details of all fire safety arrangements that are required to satisfy current fire safety legislation. The arrangements that were found to not comply with the legislation are summarised below with a priority status. Where a contravention is found the actions to be taken to satisfy legislation are detailed within the relevant part of this report. Items flagged as a Major Concern are situations identified by the assessor that warrant serious urgent attention by the Responsible Person (also identified herein).

This Fire Risk Action Plan provides management with the facility to plan and allocate the recommendations made in this assessment. It also provides inspecting officers from enforcing authorities with information on the current progress of compliance to fire safety legislation.

THE POINTS LISTED BELOW ARE ONLY A SUMMARY

PLEASE GO TO THE RELEVANT SECTION TO GET A FULL EXPLANATION

Major	Requirement	Priority	Completed
When each action has been completed and signed off please tick the relevant box here.			
Management of Fire Safety			
-	A suitable Fire Safety Policy has NOT been produced.	2	<input type="checkbox"/>
-	A written 'Emergency Plan' has NOT been produced.	2	<input type="checkbox"/>
Procedures for Serious and Imminent Danger			
-	During the assessment it was noted that fire drills are not being conducted on a regular basis.	1	<input type="checkbox"/>
-	There are insufficient persons nominated and trained to implement evacuation procedures to ensure the safe evacuation of all relevant persons from the building, to a place of safety.	2	<input type="checkbox"/>

	<p>In order to manage fire safety within the premises it is recommended that routine inspections are undertaken.</p>		1
--	--	--	---

Information and Training of Employees

-	Employees are NOT receiving fire safety instruction on a regular basis.		1	<input type="checkbox"/>
-	Employees are not being given fire safety instruction and training by a competent person at the commencement of employment.		1	<input type="checkbox"/>
-	Consideration should be given to the creation of Fire Wardens/Marshalls who would assist in monitoring the general fire safety arrangements and the general fire safety awareness within the workplace.		1	<input type="checkbox"/>

Records

-	A suitable system of routine maintenance of the general fire safety arrangements, devices and facilities was found not to be in place.		1	<input type="checkbox"/>
-	Suitable and comprehensible records of all fire safety training undertaken by employees are not being maintained.		2	<input type="checkbox"/>
-	Suitable records of fire evacuation drills are not being maintained.		2	<input type="checkbox"/>

Electrical

-	Portable electrical appliances are not subject to a system of routine inspection; this presents a potential fire hazard.			<input type="checkbox"/>
			2	

Smoking Activities

-	It is recommended management ensure that no smoking signage be displayed prominently within the building.	2	<input type="checkbox"/>
---	---	---	--------------------------

Fire Extinguishers

-	The measures in relation to the means for fighting fires for the work processes and type of occupancy of the premises are unsatisfactory.	2	<input type="checkbox"/>
-	Fire extinguishers/fire blankets were found to be free standing and could be moved out of position.	2	<input type="checkbox"/>

Fire Safety Signs and Notices

-	'Fire Action Notices' detailing the specific actions to be taken in the event of an emergency are not provided or clearly displayed in all appropriate positions.	2	<input type="checkbox"/>
---	---	---	--------------------------

Fire Doors

-	During the survey it was noted that intumescent strips and/or cold smoke seals that are an essential part of a fire resisting door, were found to be missing or in need of repair.	2	<input type="checkbox"/>
-	Fire doors were found to be damaged and/or also have excessive gaps around the door, this could potentially compromise the integrity of the fire door Fire doors where gaps are excessive of 3mm will require maintenance to reduce the gaps without the integrity of the fire door being compromised.	2	<input type="checkbox"/>

Containment and Separation

-	During the fire risk assessment walls, ceilings and floors were found to be breached.	2	<input type="checkbox"/>
---	---	---	--------------------------

PART 3. MANAGEMENT OF FIRE SAFETY

Section 1. Management of Fire Safety

This section details any deficiencies in the effective planning, organisation, control and monitoring of the preventative and protective measures that are required to ensure the premises and relevant persons are safe from fire.

3.1.1. Has a Fire Safety Policy been produced and is it being reviewed regularly? **No**

A suitable Fire Safety Policy has NOT been produced. A Fire Safety Policy provides direction and clear guidelines on all fire safety issues for an organisation to follow, demonstrating a commitment to the safety and welfare of staff and ensuring compliance with Fire Safety and Health and Safety Regulations. It is recommended that a Fire Safety Policy is devised, written and made available to staff/occupants and Inspecting Officers from enforcing authorities. The Policy should set objectives that can be monitored to ensure compliance with regulations. The Policy must be reviewed on a regular basis.

! This is a 'Priority Two' problem that requires attention over the course of the next 3-6 months

DATE:

PRINT NAME:

SIGN:

When this action has been completed and signed off, please tick the relevant box in the action plan.

3.1.2. Is there an emergency plan in place and is it reviewed on a regular basis? **No**

A written 'Emergency Plan' has NOT been produced. The Emergency Plan ensures that 'relevant persons' know and understand what to do in the event of an emergency. Evidence suggests fire procedures are not communicated to persons on site. It is recommended that a suitable fire evacuation procedure for the property is documented and displayed. It is recommended that an Emergency Plan is produced and reviewed on a regular basis. The plan must incorporate the findings of the 'fire risk assessment' and form the basis of the fire safety training of staff.

! This is a 'Priority Two' problem that requires attention over the course of the next 3-6 months

DATE:

PRINT NAME:

SIGN:

When this action has been completed and signed off, please tick the relevant box in the action plan.

Section 2. Procedures for Serious and Imminent Danger

The Regulatory Reform (Fire Safety) Order 2005, specifies in Part 2- Article 15 the 'Responsible Person' requires to, where necessary to establish and give effect to appropriate safety drills in the event of serious and imminent danger to relevant persons and to nominate sufficient numbers of competent persons to implement those procedures.

3.2.1. Are fire evacuation drills conducted on a regular basis? **No**

During the assessment it was noted that fire drills are not being conducted on a regular basis. This is a contravention of fire safety legislation.

A fire drill comprising of a full evacuation of the premises is to be conducted by a competent person at intervals not exceeding 6 months. The results of the drill and any problems encountered must be recorded in a Fire Safety Log Book/Fire File. The Log Book/Fire File will be required for examination during an inspection by the Fire Authority.

! This is a 'Priority One' problem that requires immediate corrective action

DATE:

PRINT NAME:

SIGN:

When this action has been completed and signed off, please tick the relevant box in the action plan.

3.2.2. Are sufficient persons nominated to ensure a safe evacuation of the building? **No**

There are insufficient persons nominated and trained to implement evacuation procedures to ensure the safe evacuation of all relevant persons from the building, to a place of safety. Sufficient persons must be nominated and trained to a competent standard to initiate evacuation procedures to ensure complete and safe evacuation from the building of all persons. The names of nominated persons and dates of training are to be recorded in a Fire Safety Log Book/Fire File.

! This is a 'Priority Two' problem that requires attention over the course of the next 3-6 months

DATE:

PRINT NAME:

SIGN:

When this action has been completed and signed off, please tick the relevant box in the action plan.

3.2.3. Are there personal evacuation procedures in place for the safe evacuation of persons with a Physical or Sensory Disability? **N/A**3.2.4. Are Safe Assembly/Muster Points established and signed accordingly? **Yes**3.2.5. Are there procedures in place for the safe isolation of machinery during evacuation? **N/A**

3.2.6. Are suitable arrangements in place for summoning the emergency services? **Yes**

3.2.7. Are regular fire safety checks being carried out in the premise? **No**

In order to manage fire safety within the premises it is recommended that routine inspections are undertaken. Fire exits, and fire related equipment must be checked on a regular basis to ensure that they are freely available and unobstructed to ensure the safe evacuation of occupants within the building. Consider the implementation of a floor walk checklist to assist with inspections. All fire safety checks should be recorded in the Fire Safety Log Book/Fire File.

! This is a 'Priority One' problem that requires immediate corrective action

DATE:

PRINT NAME:

SIGN:

When this action has been completed and signed off, please tick the relevant box in the action plan.

3.2.8. Is there appropriate liaison with the local fire authority regarding solar panels fitted to the building? **N/A**

Section 3. Information and Training of Employees

The Regulatory Reform (Fire Safety) Order Part 2 Articles 19-22 require the 'Responsible Person' to provide adequate safety information to employees and employers of outside undertakings. And provide employees with information and adequate safety training.

3.3.1. Are all staff are provided with basic fire safety awareness training on an annual basis by a competent person or online course? **No**

Employees are NOT receiving fire safety instruction on a regular basis.

It is recommended that fire safety instruction is given to all employees by a competent person at least annually. The following topics, where appropriate, should be covered.

- Action on discovering a fire
- How to raise the alarm
- Action to be taken on hearing the alarm
- Procedures for informing the public including directing them to an exit
- The evacuation procedure from the premises to an assembly point
- Location and use of fire fighting equipment
- Location of escape routes
- How to open escape doors
- Importance of fire doors
- Good housekeeping
- Results of the most recent Fire Risk Assessment

Details of the instruction and the name of the competent person are to be recorded in the Fire Safety Log Book.

! This is a 'Priority One' problem that requires immediate corrective action		
<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan.</i>		

3.3.2. Are all staff are given adequate fire safety instruction and training on induction of employment? **No**

Employees are not being given fire safety instruction and training by a competent person at the commencement of employment. Employees must be aware of the fire safety arrangements, procedures, emergency exit routes and assembly points at the commencement of their employment. The details of the instruction and the name of the person giving the training are to be recorded in the Fire Safety Log Book/Fire File.

! This is a 'Priority One' problem that requires immediate corrective action		
<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan.</i>		

3.3.3. Are employees where required given training on hazardous work processes? **N/A**

3.3.4. Are suitable arrangements in place to provide visitors/contractors from outside undertakings with sufficient fire safety information? **Yes**

3.3.5. Are Fire Wardens/Marshalls (if applicable) established and trained on a regular basis. **No**

Consideration should be given to the creation of Fire Wardens/Marshalls who would assist in monitoring the general fire safety arrangements and the general fire safety awareness within the workplace.

Fire Wardens/Marshalls would be responsible for

- Day to day checks of specified fire safety related arrangements
- Promotion of general fire safety awareness amongst staff members.
- Awareness of numbers of staff and visitors within their area.
- Ensuring a speedy and efficient safe evacuation of their area in an emergency.
- Assist members of staff with a disability to evacuate
- Enhance the management fire safety procedures and policies.

! This is a 'Priority One' problem that requires immediate corrective action

DATE:

PRINT NAME:

SIGN:

When this action has been completed and signed off, please tick the relevant box in the action plan.

3.3.6. Are there sufficient Fire Wardens/Marshalls provided for the use and size of the premise? **N/A**

Section 4. Maintenance/Serviceing of Equipment and Devices

The Regulatory Reform (Fire Safety) Order 2005 Part 2 Article 17 requires the 'Responsible Person' to ensure that the premises and any facilities, equipment and devices provided to safeguard the safety of relevant persons are subject to a suitable system of routine maintenance and are maintained in an efficient state, in working order and in good repair.

3.4.1. Are there annual testing/serviceing routines for the Emergency Lighting System and recorded? **Yes**

3.4.2. Is there periodic servicing of the Fire Alarm and Detection System and recorded? **Yes**

3.4.3. Are Fire Extinguishers provided with annual servicing? **Yes**

3.4.4. If provided, is there six-monthly inspections and annual testing of rising mains? **N/A**

3.4.5. Is there appropriate inspection and servicing of the lifts provided within the premise? **N/A**

Section 5. Records

3.5.1. Are records provided of all maintenance and testing carried out on the fire related equipment? **No**

A suitable system of routine maintenance of the general fire safety arrangements, devices and facilities was found not to be in place. It is recommended that records are maintained for the items listed below and recorded in a Fire Safety Log Book/Fire File and made available for inspecting officers, or officers from an enforcing authority during an inspection:

- Fire Extinguishers (Monthly Visual Check)
- Emergency Lighting System (Monthly Test)
- Fire Alarm and Detection System (Weekly Test)
- Internal Fire Doors and their closing devices (Recommended Three Monthly Inspection)

This is a 'Priority One' problem that requires immediate corrective action		
DATE:	PRINT NAME:	SIGN:
When this action has been completed and signed off, please tick the relevant box in the action plan.		

3.5.2. Are there appropriate records of all fire safety training? **No**

Suitable and comprehensible records of all fire safety training undertaken by employees are not being maintained. It is recommended that the results of all fire safety training and instruction undertaken by employees are recorded in a comprehensive manner in a Fire Safety Log Book/Fire File. The records are to be available for inspection by an inspecting officer from the enforcing authority.

! This is a 'Priority Two' problem that requires attention over the course of the next 3-6 months

DATE:

PRINT NAME:

SIGN:

When this action has been completed and signed off, please tick the relevant box in the action plan.

3.5.3. Are records being maintained of Fire Evacuation Drills? **No**

Suitable records of fire evacuation drills are not being maintained.

It is a requirement to conduct a fire drill at least twice a year. The results of the drill and any problems encountered must be recorded in a Fire Safety Log Book/Fire File. This will be required for examination during an inspection by the Fire Authority. The type of details to be recorded are listed below:

- Date of the evacuation drill
- Nature of evacuation drill i.e. planned, false alarm,
- Duration of the evacuation drill
- Name of person conducting the evacuation drill
- Names of persons who formed part of evacuation drill
- Any comments regarding the evacuation i.e. Good points / bad points / what could be better

! This is a 'Priority Two' problem that requires attention over the course of the next 3-6 months

DATE:

PRINT NAME:

SIGN:

When this action has been completed and signed off, please tick the relevant box in the action plan.

PART 4. FIRE HAZARDS

The Regulatory Reform (Fire Safety) Order 2005, Part 1 Article 4 (1) requires the 'Responsible Person' to make general fire precautions to reduce the risk of fire and the risk of fire spread on the premises. There are 3 elements required for a fire to occur Oxygen, fuel and a source of ignition. This section highlights probable ignition sources and available fuels discovered during the assessment.

Section 1. Electrical

4.1.1. Is the main electrical installation maintained and inspected? **Yes**

4.1.2. Is all portable electrical equipment subject to a system of routine testing? **No**

Portable electrical appliances are not subject to a system of routine inspection; this presents a potential fire hazard. It is recommended that all portable electrical appliances are inspected and tested by a competent person in accordance with Electricity at Work Regulations and BS 7671.

! This is a 'Priority Two' problem that requires attention over the course of the next 3-6 months

DATE:

PRINT NAME:

SIGN:

When this action has been completed and signed off, please tick the relevant box in the action plan.

4.1.3. Is there suitable limitation of connected extension cables, trailing leads and adapters? **Yes**

4.1.4. Are electrical light fittings clear from combustible materials? **Yes**

4.1.5. Are combustible materials kept at a safe distance from electrical heaters and appliances? **Yes**

4.1.6. Do electrical sockets (from a visible inspection) appear to be in good condition? **Yes**

Section 2. Commercial Kitchens/Cooking

4.2.1. Is the premise provided with a cooking facility for a commercial basis, which includes cooker hoods, deep fat fryers etc? **Yes**

4.2.2. Is kitchen equipment such as deep fat fryers, ovens and hobs subject to a system of routine maintenance? **Yes**

4.2.3. Are cooker hoods, extractors and ducting subject to a system of routine cleaning and maintenance? **Yes**

4.2.4. Is the kitchen emergency isolation switch (where provided) suitably located, clearly indicated and free from obstruction? **Yes**

Section 3. Hot Work Processes

4.3.1. Is hot work carried out on site? **No**

4.3.2. Are satisfactory arrangements in place for all hot work processes? **N/A**

Section 4. Naked Flame Processes

4.4.1. Are there any naked flame processes on site? **No**

4.4.2. Are satisfactory arrangements in place for any naked flame processes? **N/A**

Section 5. Mechanical Machinery

4.5.1. Is there any mechanical machinery on-site? **No**

4.5.2. Is mechanical machinery maintained/serviced on a regular basis? **N/A**

Section 6. Housekeeping

4.6.1. Is housekeeping well managed? **Yes**

4.6.2. Are high risk areas free from combustible materials? **Yes**

Section 7. Waste Management

4.7.1. Is there a satisfactory system of waste management? **Yes**

Section 8. Arson

4.8.1. Are suitable arrangements in place to minimise the risk of arson? **Yes**

Section 9. Smoking Activities

4.9.1. Is smoking prohibited in the building? **Yes**

4.9.2. Is **•No Smoking•** signage displayed within the building? **No**

It is recommended management ensure that no smoking signage be displayed prominently within the building. In large premises we would advise that no smoking signage is displayed adjacent to all access points.

! This is a **'Priority Two'** problem that requires attention over the course of the next 3-6 months

DATE:

PRINT NAME:

SIGN:

When this action has been completed and signed off, please tick the relevant box in the action plan.

4.9.3. Is there evidence of illicit smoking? **No**

Section 10. Furniture & Furnishings

4.10.1. Are furniture coverings in a good state of repair without visible signs of damage? **Yes**

4.10.2. Are curtains and drapes in circulation areas in compliance with the current Furniture and Furnishings (Fire Safety) Regulations? **N/A**

PART 5. DANGEROUS SUBSTANCES

The Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to safeguard the safety of relevant persons arising from an incident relating to dangerous substances in or on the premises. The items detailed below provide assistance in meeting these requirements.

Note: A Dangerous Substance is any substance or preparation which meets the criteria in the Approved Classification and Labelling Guide (CHIP) or any substance that is explosive, oxidising, extremely flammable, highly flammable or flammable, (combustible dusts are also included). The safe handling and storage of dangerous substances must be in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

Section 1. Highly Flammable Liquids

5.1.1. Are highly flammable liquids used on site? **No**

5.1.2. Are appropriate arrangements in place for the safe storage of flammable liquids and substances? **N/A**

5.1.3. Are flammable liquids with a flashpoint below 32c kept to a minimum within the workplace? **Yes**

5.1.4. Has an assessment been carried out under DSEAR Regulations? **N/A**

5.1.5. Are there any other dangerous substances used or stored on site? i.e Acids, Irritants **No**

Section 2. Gas Installations and Appliances

5.2.1. Is there a natural gas installation? **Yes**

5.2.2. Are the gas installations and appliances maintained by a competent person on a regular basis? **Yes**

5.2.3. Is the mains gas intake housed in a suitable compartment with adequate ventilation and free from all ignition sources?
N/A

5.2.4. Are gas emergency shut off controls readily accessible and unlikely to be impeded? **Yes**

Section 3. Highly Flammable Gases

5.3.1. Are highly flammable gases used or stored on site? **No**

There were no flammable gasses used or stored on site at the time of the inspection

5.3.2. Are highly flammable gases stored in accordance within the current association Code of Practice 7? **N/A**

5.3.3. Are on site LPG Appliances subject to a system of routine maintenance? **N/A**

Section 4. Combustible Dusts

5.4.1. Is there a combustible dust hazard (Shavings, Sawdust etc)? **No**

5.4.2. Are appropriate controls measure in place for the collection of combustible dust? **N/A**

PART 6. FIRE FIGHTING EQUIPMENT

The Regulatory Reform (Fire Safety) Order 2005, Part 2 Article 13 requires that appropriate fire-fighting equipment is provided, is easily accessible, simple to use and indicated by appropriate signs.

Section 1. Fire Extinguishers

6.1.1. Are the correct type and numbers of fire extinguisher/fire blankets provided to deal with the most likely sources of ignition, including equipment that deals with multi fuel fires (that may involve electrical equipment)? **No**

The measures in relation to the means for fighting fires for the work processes and type of occupancy of the premises are unsatisfactory. It is recommended that portable fire extinguishers or fire blankets conforming to British Standard EN3 are provided and sited in the following locations: Which type are stated-

Additional Comments:

A 6L Wet Chemical fire extinguisher is to be installed within the kitchen.

! This is a 'Priority Two' problem that requires attention over the course of the next 3-6 months

DATE:

PRINT NAME:

SIGN:

When this action has been completed and signed off, please tick the relevant box in the action plan.

6.1.2. Are all fire extinguishers/fire blankets fixed to the wall or on appropriate extinguishers stands? No

Fire extinguishers/fire blankets were found to be free standing and could be moved out of position. Anyone wishing to use an extinguisher/fire blanket in an emergency may not be able to easily locate one. The following extinguishers/fire blanket are to be hung on an appropriate bracket that is firmly fixed to the wall, with the top of the extinguisher approximately 1 metre from floor level, or extinguishers should be placed on an appropriate extinguisher stand:



Additional Comments:

All extinguishers are to be mounted to the wall or suitable stand.

! This is a 'Priority Two' problem that requires attention over the course of the next 3-6 months

DATE:

PRINT NAME:

SIGN:

When this action has been completed and signed off, please tick the relevant box in the action plan.

6.1.3. Are fire extinguishers/fire blankets accessible and free from obstruction? Yes

6.1.4. Is all fire fighting equipment provided with appropriate identification signage? **Yes**

Section 2. Fire Suppression Systems

6.2.1. Is a fire suppression system provided? **No**

There was no fire suppression system provided at the time of the inspection.

6.2.2. Is the fire suppression appropriately signed? **N/A**

6.2.3. Is a fire suppression system required to protect high risk or other areas? **No**

Section 3. Sprinkler System

6.3.1. Is a sprinkler system installed? **No**

6.3.2. Is a sprinkler system required? **No**

6.3.3. Are sprinkler heads free of obstruction or being actuated accidentally? **N/A**

6.3.4. Is the sprinkler system subject to a system of routine maintenance and the results of the test recorded on the sprinkler test card? **N/A**

PART 7. GENERAL FIRE PRECAUTIONS

Section 1. Fire Alarm, Detection and Warning

The Regulatory Reform (Fire Safety) Order 2005, Part 2 Article 13 requires that the premises are equipped with appropriate fire detectors and alarms in order to safeguard the safety of relevant persons within the premises.

7.1.1. Is there a suitable fire warning system to alert all occupants of the building? **Yes**

The following fire warning systems are used at the time of the inspection:

Automatic Fire Alarm System

Manual Fire Alarm System

Additional Comments:

A Part 1 fire alarm system is fitted with L2 protection.

7.1.2. Is the level and type of detection satisfactory in all parts of the building? **Yes**

7.1.3. Are automatic hold open devices (including battery operated devices) where fitted functioning correctly? **N/A**

7.1.4. Is the level of audibility satisfactory throughout the premises? **Yes**

7.1.5. Are strobe lights required but not installed? **N/A**

7.1.6. If amplified music is played through a sound system within the premise i.e. Licensed Premise, Nightclub is there a device installed to mute the music when the fire alarm actuates? **N/A**

7.1.7. If electromagnetic locking devices are fitted to doors, are they connected to the fire alarm system, and/or provided with an emergency manual override button or suitable disconnection unit (green break glass box) and release on a power outage to the premise? **N/A**

7.1.8. Are fire alarm call points easily accessible? **Yes**

7.1.9. Are additional fire alarm call points required? **No**

7.1.10. Is the fire alarm panel free of audible and visual faults warning indicators? **Yes**

7.1.11. Are zonal plans of the fire alarm system provided adjacent to the fire panel or is the fire panel fitted with a zonal display. **Yes**

Section 2. Emergency Routes and Exits

The Regulatory Reform (Fire Safety) Order 2005, Part 2 Article 14 requires that suitable and adequate emergency routes and exits are provided, kept clear, maintained, indicated by signs and provided with adequate emergency lighting to ensure relevant persons can evacuate the premises as quickly and safely as possible.

7.2.1. Do all emergency routes and exits leads to a place of safety? **Yes**

7.2.2. Are travel distances within the prescribed distances for high, normal and low risk areas? **Yes**

7.2.3. Is the building free of any •inner room• situations that require recommendations? **Yes**

7.2.4. Is the building free of any •dead end• situations that require recommendations? **Yes**

7.2.5. Are there sufficient emergency exits from the building? **Yes**

7.2.6. Are emergency exit doors available at all material times? **Yes**

7.2.7. Do emergency exit doors open in the direction of escape? **No - But Acceptable**

Due to the number of persons occupying this type premises being below 60 the direction of emergency exit doors is deemed acceptable.

7.2.8. Is the building free of revolving or sliding emergency exit doors? **Yes**

7.2.9. Are all emergency exit doors in a good state of repair? **Yes**

7.2.10. Are all steps/areas around the emergency exits in a good state of repair? **Yes**

7.2.11. Do all emergency exits have approved emergency fastenings? **N/A**

7.2.12. Is the building provided with suitable arrangements for the safe evacuation of persons with physical or sensory disabilities? **N/A**

7.2.13. Are there any other deficiencies regarding emergency escape routes and exits? **No**

Section 3. Emergency Escape Routes and Obstructions

7.3.1. Are all internal emergency routes and exits free from obstruction? **Yes**

7.3.2. Are all external emergency routes and exits free from obstruction? **Yes**

7.3.3. Is there reasonable limitation of combustible wall/ceiling coverings i.e. displays that may promote fire spread within the escape routes? **Yes**

Section 4. Fire Safety Signs and Notices

7.4.1. Are emergency routes and exits adequately indicated by directional signs? **Yes**

7.4.2. Are emergency exit doors adequately indicated with appropriate signs?

Yes

7.4.3. Are emergency exit doors adequately indicated on the external side with Fire Exit Keep Clear signs? **N/A**

7.4.4. Are all fire doors clearly indicated with appropriate signs? **Yes**

7.4.5. Are Fire Action Notices clearly displayed at appropriate positions? **No**

'Fire Action Notices' detailing the specific actions to be taken in the event of an emergency are not provided or clearly displayed in all appropriate positions. It is recommended Fire Action Notices be provided adjacent to all manual fire alarm call points and final exit doors/points of access. Fire Action Notices should be provided at the following locations:

Additional Comments:

An additional fire action notice is to be mounted adjacent to the rear manual call point.

! This is a 'Priority Two' problem that requires attention over the course of the next 3-6 months

DATE:

PRINT NAME:

SIGN:

When this action has been completed and signed off, please tick the relevant box in the action plan.

7.4.6. Are Lift Fire Action Notices clearly displayed adjacent the lift(s) at each floor level? **N/A**

7.4.7. Are all emergency exit operating mechanisms clearly indicated with appropriate signs? **N/A**

Section 5. Emergency Lighting

7.5.1. Is emergency lighting provided in the building? **Yes**

7.5.2. Is an adequate standard of emergency lighting provided? **Yes**

7.5.3. Where required is sufficient external emergency lighting provided? **N/A**

Additional Comments:

The borrowed lighting is sufficient.

7.5.4. Do the emergency lighting units appear in full working order and free of any obvious defects? **Yes**

PART 8. CONTAINMENT AND FIRE SEPARATION

The Regulatory Reform (Fire Safety) Order 2005 specifies in Part I Article 4 • (1a) which requires the Responsible Person to take measures to reduce the spread of fire. Structural arrangements that contain a fire also assists in the maintenance of escape routes and the safe evacuation of •Relevant Persons• from fire.

Section 1. Fire Doors

8.1.1. Do all doors that form part of the emergency routes and high risk areas conform to the required standard of resistance? **Yes**

8.1.2. Are self-closing devices in a satisfactory state of repair? **Yes**


8.1.3. Are additional self-closing devices required to be provided? **No**

8.1.4. Are intumescent strips/cold smoke seals provided to all fire resisting doors? **No**

During the survey it was noted that intumescent strips and/or cold smoke seals that are an essential part of a fire resisting door, were found to be missing or in need of repair. It is recommended intumescent strips/cold smoke seals are provided or replaced on the following doors...

Additional Comments:

Intumescent strips and smoke seals are to be fitted to the kitchen fire door.

 This is a 'Priority Two' problem that requires attention over the course of the next 3-6 months

DATE:

PRINT NAME:

SIGN:

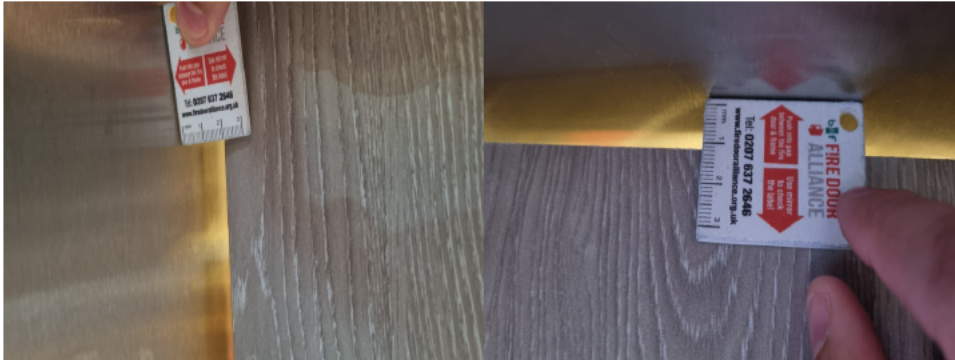
When this action has been completed and signed off, please tick the relevant box in the action plan.

8.1.5. Are all fire resisting doors fitted with the correct number and type of door hinges? **Yes**

8.1.6. Are all fire resisting doors able to close freely in to the rebate? **Yes**

8.1.7. Are fire doors of the correct fire resistance, undamaged and have gaps 3mm or less to the tops and sides of the door. **No**

Fire doors were found to be damaged and/or also have excessive gaps around the door, this could potentially compromise the integrity of the fire door. Fire doors where gaps are excessive of 3mm will require maintenance to reduce the gaps without the integrity of the fire door being compromised. Alternatively, fire doors may be required to be replaced. Attention should be given to the following fire doors:



Additional Comments:

There are excessive edge gaps around the kitchen door, a competent fire door installer is to rectify the issue as the gaps are very large and adjustments alone won't be enough.

! This is a 'Priority Two' problem that requires attention over the course of the next 3-6 months

DATE:	PRINT NAME:	SIGN:
-------	-------------	-------

When this action has been completed and signed off, please tick the relevant box in the action plan.

8.1.8. Are fire resisting doors free from air transfer grilles that will not seal in the event of a fire? **Yes**

8.1.9. Are all fire resisting doors kept closed and not wedged or held open via other devices which will not automatically release the door on activation of the fire alarm? **Yes**

8.1.10. If glazing is provided in fire resisting doors, does the glazing conform to the required fire resistance? **Yes**

Section 2. Containment and Separation

8.2.1. Do partition walls, glazing, floors and ceilings that form part of the emergency routes provide the required standard of fire resistance (except for doors)? **Yes**

8.2.2. Where high risk areas are located within the premises, are they separated from the remainder of the building with the required standard of fire resistance? **Yes**

8.2.3. Are all walls, ceilings and floors free from breaches in the fire separation? **No**

During the fire risk assessment walls, ceilings and floors were found to be breached. This prevents potential fires from being contained and allowing fire/smoke to spread. Attention is required in the following areas:



Additional Comments:

As there is a single means of escape, consideration could be put into installing a fire door or fire curtain on the serving hatch that leads into the kitchen that can be closed upon a fire in the kitchen.

! This is a 'Priority Two' problem that requires attention over the course of the next 3-6 months

DATE:	PRINT NAME:	SIGN:
-------	-------------	-------

When this action has been completed and signed off, please tick the relevant box in the action plan.

8.2.4. Are all cavity barriers/voids in place and in a good state of repair? **N/A**

8.2.5. If lift shafts and hoists are installed, are they constructed to the appropriate standard of fire resistance? **N/A**

8.2.6. Are refuges or temporary safe spaces for persons with a mobility impairment provided, if required? **N/A**

Additional comments relating to this report

Additional Comments:

The overall fire precautions within the café are to a reasonable standard, however, it is advised that the findings within the report are rectified/implemented to ensure all occupant's safety.

Disclaimer

The following limitations apply to the conduct of the inspection:

- This places a burden of responsibility firmly on the head of a •responsible person• with regard to the fire safety of the occupants of the premises to which they have been assigned. The responsible person is required to coordinate all fire safety related issues including the carrying out of a fire risk assessment and production of associated documentation. The responsible person may nominate a •competent person• to assist in the implementation of any measures deemed necessary to ensure the fire safety of the occupants of the premises.
- There are many factors that impact upon what may constitute adequate measures to assess the fire safety of the occupants. UK-Fire Risk Assessments are not the responsible person and are unable to determine, on behalf of the organisation, the steps it should or must take to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005. The fire risk assessment will cover all the areas within the property where access could be gained, the assessment does not include areas such as roof voids, ceiling voids etc. We will also comment upon the areas surrounding the building.
- UK-Fire Risk Assessments has assumed all relevant documentation and information provided to us by the •Responsible Person• or representative is accurate and correct and not misleading. This report is for the use of the party to whom it is addressed and should be used within the context of instruction under which it has been prepared.
- No opening up of any part of the structure was carried out nor was any operational electrical or mechanical systems tested. All comments and recommendations are based on visual inspection only.
- It is the responsibility of the •Responsible Person• and/or their Representative to implement any required actions/findings identified within Fire Risk Assessment and not the responsibility of UK-Fire Risk Assessments, their employees or representatives. UK-Fire Risk Assessments will not be responsible for how the assessment findings/checklist are utilised and are not responsible for any added content which has not been agreed.
- The •Responsible Person• or their representative should note that noting within the fire risk assessment overrides any requirements needs to comply with the statutory obligations, under the Regulatory Reform (Fire Safety) Order 2005, and all associated regulations and approved codes of practice.
- The Fire Risk Assessment does not override, where appropriate the application requirements for Building Control, Local Authority, Licensing and any other consent and it is assumed all relevant building regulations were complied within the construction of the premises, conversions, extensions, renovations or refurbishment of the premise(s).
- This Fire Risk Assessment has not taken into account the risk(s) posed by electrostatic discharge (lightning) or voltage surcharge to/on the premise(s) unless any obvious damage to the premise or hazard to life has been identified.
- This Fire Risk Assessment is a continuous, live process and must be monitored and audited, reviewed and revised with any structural and material changes to the premises/building, the usage of, and any changes to the process carried out. The Fire Risk Assessment should be reviewed with any significant changes to staff and occupancy, and following any •near miss•, incidents or accidents. Any changes to the premise(s) could lead to new risks or hazards needing to be considered and no liability rests with UK-Fire Risk Assessments in this respect. The assessment should be programmed for review at intervals not exceeding twelve months.
- UK-Fire Risk Assessments employees and representatives have no control of the business or business premises, staffing levels and on-going business management. It is the responsibility of the •Responsible Person• to ensure compliance with procedures and measures that have been highlighted by the assessor are carried out.
- Whilst this fire risk assessment has been carried out to PAS 79 guidelines and is correct at the time of the inspection. UK-Fire Risk Assessments and its employees/representatives accept no responsibility for incidents which may occur.