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Principal Committee
Co-ordinator

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01 September 2017

To: All Members of the Special Licensing Sub Committee

Dear Member,

Special Licensing Sub Committee - Monday, 4th September, 2017

I attach additional information for the above-mentioned meeting which were not available at the time of collation of the agenda:

**6. METROPOLITAN BAR, 266 MUSWELL HILL BROADWAY, N10
(PAGES 1 - 36)**

Yours sincerely

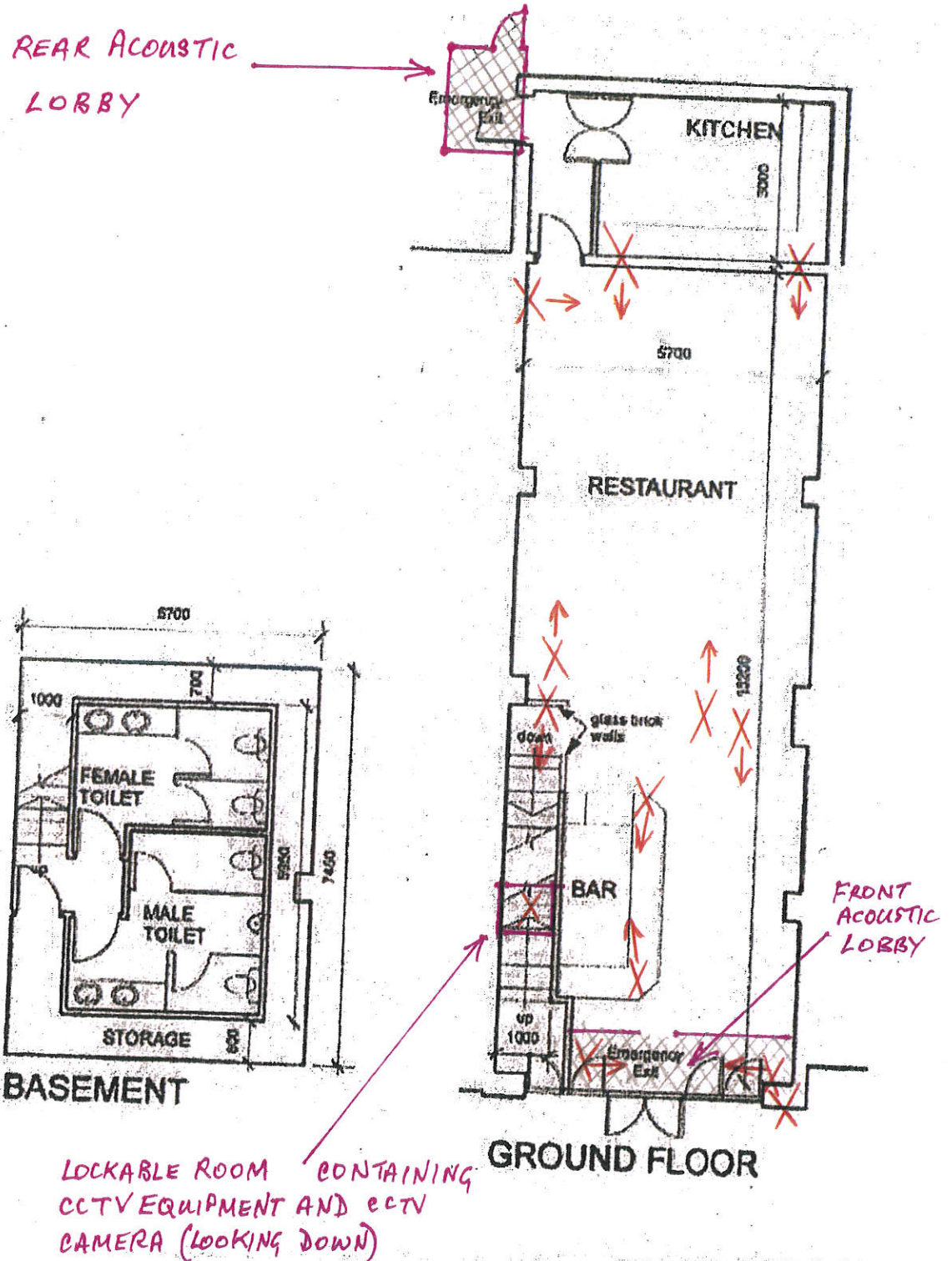
Felicity Foley, Principal Committee Co-ordinator
Principal Committee Co-Ordinator


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CLUB METROPOLITAN

CCTV CAMERAS IN/OUTSIDE PREMISES

Annex 4 - Plans



Client Panais Construction Ltd	Client ref 	Drawn MSF	<small>The drawings, designs and contents contained on the drawings of Stephen George Architects are the property of Stephen George Architects and shall not be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Stephen George Architects.</small> <small>© Stephen George Architects 2015</small>
Project 266 Muswell Hill London N10 2QR	Date April 2015	Scale 1:100 @ A4	
Drawing title NEW FLOOR PLANS	Project No 7830	Drawing No 05	 STEPHEN GEORGE ARCHITECTS <small>115/117 Church Lane London N1 1PA 020 7353 8888</small>

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Metropolitan Club

Daily Fire Safety Checks

Area:	Extinguishers		Date/Time;		Escape Routes		Fire Exit Doors		Manager (Signature);		Comments	
Day	Wall Mounted	Damaged	Missing (State Type)	Clear	Obstructed	Clear	Obstructed	Clear	Obstructed			
MON												
TUES												
WED												
THURS												
FRI												
SAT												
SUN												

Remedial Actions Taken and Date of Completion;

FIRE RISK ASSESSMENT

DATE:		LOCATION:		SECTION:	
12 th June 2017		Metropolitan Club 266 Muswell Hill Broadway London N10 2QR		Whole Premises	
ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	CURRENT SITUATION AND OBSERVATIONS	ASSESSOR'S RECOMMENDATIONS	
FIRE PRECAUTIONS ACT					
1. Does the building have an existing fire risk assessment?	a) The fire risk assessment must be kept on site, in an accessible but secure location. (E.g. reception area.) b) The fire risk assessment must be up to date and reviewed when any significant changes occur.	X			
SOURCES OF IGNITION (Check, inspect and control)					
2. Any portable heaters?	a) Replace naked flame and radiant heaters with convector heaters or central heating system. b) Use to manufacturer's recommendations. c) Keep away from sources of combustion. d) Do not leave switched on overnight or in unoccupied areas.	N/A			
3. Any electrical equipment (portable and fixed installation)?	e) Portable electrical equipment should be tested at least annually (or at other intervals in the light of experience.) Check test stickers on appliances for date of last Portable Appliance Tests. f) Ensure that socket outlets are not overloaded. (Check electrical equipment to ensure load on the socket outlet does not exceed 13 Amps.) g) Remove multi-plug adapters (adapter blocks that fit directly into the socket outlet) and use a multi-gang extension sockets (multi-extension plugs).	X ✓ ✓	No evidence of PAT testing on any portable appliances.	Undertake PAT testing of all portable appliances.	

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	CURRENT SITUATION AND OBSERVATIONS	ASSESSOR'S RECOMMENDATIONS
4. What are the smoking arrangements?	h) Demarcate safe smoking areas for staff and service users. Ensure prohibition on smoking in other locations. i) Provide receptacles for cigarette ends and other smoking materials. (Separate from other litter bins/receptacles.)	✓	No smoking allowed throughout the premises	Ash trays provided outside the front of the premises.
5. Any heat generating processes such as incineration, cooking, welding, etc.?	j) Ensure equipment is used in accordance with manufacturer's recommendations and properly maintained. k) Ensure suitable extraction is in place and equipment is maintained in accordance with manufacturer's instructions. (Filter cleaning/replacement, etc.) l) Ensure ducts and flues are regularly maintained/cleaned. m) Ensure suitable fire fighting equipment available nearby. n) Ensure use of hot work 'permits to work' by contractors. (Contact Safety Officer for further information.)	✓	No provision for cooking on site only bar facility available.	
COMBUSTIBLE MATERIALS (Remove, reduce and control)				
6. Any build-up of combustible materials? (E.g. paper, cardboard or wood.)	a) Ensure good general housekeeping. b) Arrangements for disposal of waste should be adequate to prevent a build-up. Provide secure storage away from main building. (See section 8.) c) Prevent unauthorised access to combustible materials. d) Ensure plant rooms (e.g. electrical switch rooms, boiler rooms, etc.) are clear of combustible materials.	X ✓ ✓ X	Basement storage area cluttered and difficult to access. Refuse stored in Eurobins in rear yard. Basement storage area cluttered and difficult to access electrical switch areas.	Basement storage area requires de-cluttering and tidying. Basement electrical switch area must be de-cluttered and left free for easy access. No storage to be in the area of the electric meters and fuse box.

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	CURRENT SITUATION AND OBSERVATIONS	ASSESSOR'S RECOMMENDATIONS
7. Any flammable or highly flammable materials or substances on site? E.g. some solvents, paints, glue and aerosols. (Contact Safety Officer for further advice on flammable substances.)	a) Avoid use of flammable materials and substances, or reduce levels to the minimum required for the undertaking. b) Replace substances with less flammable substances. c) Ensure flammable substances are handled, transported, stored and used properly. (Has a risk assessment been carried out? Has information/training been provided?) d) Store highly flammable substances in fire resisting stores or cabinets and away from ignition sources. Do not store in plant rooms (e.g. electrical switch rooms, boiler rooms).	✓ N/A N/A ✓	Alcohol stored in dedicated locked cupboard in rear of premises.	
8. Is any rubbish stored externally (e.g. waste skips, bins, etc.)	e) Wherever possible: <ul style="list-style-type: none"> • Waste skips should be kept locked wherever possible and stored 10 metres from buildings and plant. • Metal wheel bins at least 6 metres. • Plastic wheel bins at least 10 metres. f) Chain or secure wheeled containers away from buildings. Consider secure storage for other waste containers, particularly where there is a risk of arson. g) Do not store loose combustible waste within 2 metres of site perimeter, or 6 metres of buildings.	✓ ✓ ✓	Refuse stored in Eurobins in rear yard and collected weekly by licensed contractor.	
SOURCES OF OXYGEN (Reduce)				
9. Can steps be taken to reduce the potential sources of oxygen to a fire?	a) Close all windows, doors and other openings not required for ventilation and safe operation of equipment (e.g. gas fired equipment) particularly out of working hours. b) Do not store oxidising materials near to any heat source or flammable materials. (Check COSHH assessments and/or product data to identify oxidising materials.) c) Control the use and storage of oxygen cylinders (secure racking/storage, etc.)	✓ N/A X	Co2 cylinders in basement storage area	Co2 cylinders must be secured in the upright position.

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	CURRENT SITUATION AND OBSERVATIONS	ASSESSOR'S RECOMMENDATIONS
STRUCTURAL FEATURES (Control fire spread)				
10. Any work taken place (or proposed) that may affect the Fire risk assessment	a) Check for changes to exit routes, doors, exits, etc. that are not shown in the Fire risk assessment. Alterations to buildings will normally require the approval of a Fire Officer.	N/A		
11. Any combustible materials covering substantial wall/ceiling areas?	b) Remove or treat wall/ceiling linings that present a risk. E.g. large areas of chipboard or hardboard walls or ceilings, also synthetic wall or ceiling coverings such as polystyrene tiles.	✓		
12. Is there clear access to electrical equipment?	c) Ensure plant rooms are free of obstructions, allowing unrestricted access to equipment (fuse boxes, switchgear) for maintenance and emergency situations. d) Storage of materials near to electrical switchgear (fuse boxes, switchgear, etc.) should be avoided.	X	Refer to comments in point 6 above.	
13. Does the building contain suspended ceilings?	e) Areas with suspended ceilings must be separated from escape routes (corridors, stairways) with fire resisting partitions. Fire-resisting partitions must continue to the main structure of the building (i.e. no gap in the ceiling void through which fire could spread). f) If services (e.g. electric cables) are present in the void, fire detection equipment will normally be required in the void and on the suspended ceiling. Fire detection in both areas may also be required where there is a deep ceiling void.	✓		Manager verbally assured auditor that everything in this section conformed to the requirements. Documented proof required.
14. Structure and installations help prevent fire spread?	g) Has work taken place which may have made holes in walls or damaged any fire-resistant wall/ceiling linings? E.g. new doors, glazed screens.	✓		See comment above
15. Is there a risk of arson?	Do security systems minimise risk of unauthorised access (reducing potential for arson)?	✓		

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	CURRENT SITUATION AND OBSERVATIONS	ASSESSOR'S RECOMMENDATIONS
16. Any smoke/heat detectors?	a) Consider installation in 'high risk' areas and unoccupied areas e.g. basements, boiler houses. b) Ensure a competent engineer carries out back-up power supply checks at least every three months. Check for record in fire logbook. c) Ensure competent engineer services detectors at least annually. Check for record in fire logbook.	✓ X X	No records available at the time of the assessment to prove compliance with this section	Maintain log of internal checking and quarterly checking of these areas.
17. Any fire call points (break glass)?	d) Occupier to ensure operation of a different call point (or detector) weekly (different zone each week). Ensure record of test made in fire logbook. e) Ensure a competent engineer services call points at least annually. Check for record in fire logbook.	X X	No records available at the time of the assessment to prove compliance with this section	Maintain log of internal weekly checking and annual checking of these areas.
18. Are bells/sounders used to give warning of fire?	f) Consider the use of an automatic fire warning system where other methods of raising the alarm are used. g) In noisy areas (where audible signals may not be heard) alternative types of alarm may be necessary. E.g. visual alarms, vibrating systems. h) It must be ensured that people with impaired hearing can perceive an audible alarm system, or can be alerted by other people. Technical advice on other alarm systems (visual, vibrating, etc.) is available on request from the Safety Officer. i) Test fire warning system weekly at a set time. Is it clearly audible under normal working conditions? Check for record of test in fire logbook. j) Ensure competent engineer services alarm system at least annually. Check for record of service in fire logbook.	✓ ✓ ✓ X X	Verbally over sound system from DJ box. No records available at the time of the assessment to prove compliance with sections i & j	Maintain log of internal weekly checking and annual checking of these areas.

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	CURRENT SITUATION AND OBSERVATIONS	ASSESSOR'S RECOMMENDATIONS
19. Can fires be readily detected and staff warned promptly?	k) Check issues raised from the questions given above. l) Have fire drills revealed any relevant issues? (E.g. lack of staff awareness, unable to hear alarm in certain areas.)	✓ X	No regular fire drills are being undertaken	Maintain log of internal fire drills and record any problems with details as to how these problems have been resolved..
MEANS OF ESCAPE AND ESCAPE TIMES (Safe egress)				
20. Do escape routes lead in different directions to places of safety? (I.e. a place beyond the building in which a person is no longer in danger.)	a) Escape routes should be short enough to enable all people in the building to get to a place of safety, outside the building, in about two to three minutes. (In certain buildings e.g. Older Person's Residential Units progressive/ lateral evacuation should be adopted to reduce need for evacuation to outside areas.) b) If there is only one means of escape (e.g. one staircase) people should be able to reach a final exit door, protected staircase/refuge, or point with more than one route within one minute.	✓ N/A	2 escape routes available one to the front of the premises and one to the rear of the premises.	

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	CURRENT SITUATION AND OBSERVATIONS	ASSESSOR'S RECOMMENDATIONS
21. Are doorways wide enough? (Assume that the largest exit door is unavailable. Therefore the remaining doorways should be capable of providing satisfactory exit for those present.)	<p>c) Doorways should be at least 750 mm wide when up to 40 people per minute expected to use exit route. No less than 1 metre wide when up to 80 are expected. Increase of 75mm for each additional group of 15 people.</p> <p>d) Where doors are likely to be used by wheelchair users the doorway should be at least 800mm wide.</p>	<p>✓</p> <p>✓</p>		
22. Are corridors wide enough?	<p>e) Corridors should generally be a minimum of 1 metre wide. Areas used by wheelchair users require a minimum width of 1.2 metres. In large buildings corridor width may need to be greater.</p>	<p>✓</p>		
23. What is the condition of escape routes?	<p>f) Escape routes must be free from obstructions and trip hazards. Consider the need to mark escape routes (e.g. lines on floor) where routes are blocked/obstructed.</p> <p>g) Escape routes must be free from any obstacle that may cause undue delay to disabled people (e.g. raised thresholds or steps). Where minor changes of level cannot be avoided a ramp conforming to BS 8300:2001 should be provided.</p> <p>h) Are carpets and nosings on stairs in good condition?</p>	<p>✓</p> <p>✓</p> <p>✓</p>		
23. Escape routes - continued.	<p>i) Changes in level that are not obvious should be marked to make them conspicuous.</p> <p>j) Escape routes must be free of; portable heaters of any type, cooking appliances, upholstered furniture, coat racks, temporarily stored items, waste bins, electrical equipment (other than security and emergency systems).</p>	<p>✓</p> <p>✓</p>		

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	CURRENT SITUATION AND OBSERVATIONS	ASSESSOR'S RECOMMENDATIONS
24. Is there any use of refuges?	<p>k) Refuges must be used within the context that they are not areas where people should be left alone indefinitely until rescued, or the fire is extinguished.</p> <p>l) Minimum dimensions for refuges should be 900mm x 1400mm (to allow for wheelchair manoeuvring). The positioning and size of refuges should not have an adverse effect on the means of escape provided (i.e. a minimum clear width of 1 metre in corridors and stairways is required for clear access for other persons).</p> <p>m) Refuges should be clearly identified with a green 'safe condition' safety sign.</p> <p>n) Where a refuge is a lobby or stairway a blue 'mandatory' safety sign must be posted stating 'Refuge - keep clear.'</p> <p>o) A means to evacuate people to a place of safety must be provided (e.g. Evac-Chairs) and an adequate number of staff must be trained (with refresher training) in the use of this equipment.</p>	N/A		
25. Are stairways wide enough?	<p>p) Stairways should generally be a minimum of 1 metre wide. They may need to be wider dependant on the number of people who are likely to use it. (Check Fire risk assessment.)</p>	✓		
26. How often are fire drills held?	<p>q) Ensure that at least one fire drill is held annually. Check for record in fire logbook.</p> <p>r) Fire drills should be formally reviewed to identify problems encountered and any further actions required. The Fire and Rescue Service can be contacted to observe/assist.</p>	X X	<p>No regular fire drills are being undertaken</p>	<p>Maintain log of internal fire drills and record any problems with details as to how these problems have been resolved.</p>

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	CURRENT SITUATION AND OBSERVATIONS	ASSESSOR'S RECOMMENDATIONS
27. What is the condition of fire doors?	<p>s) Fire doors on escape routes should be fitted with self-closing devices and labelled 'Fire Door – Keep Shut' (blue 'mandatory' safety sign).</p> <p>t) Automatic fire doors must be labelled 'Automatic Fire Door – Keep Clear' (blue 'mandatory' safety sign).</p> <p>u) Fire doors on escape routes should open in the direction of travel.</p> <p>v) Fire escape doors should close fully on to the rebate and be in a good state of repair (self-closing device operates, door seal strips/brushes in place, vision panel not obscured, vision panel with wired or other safety glass).</p> <p>w) Other fire doors (e.g. to electrical cupboards, service ducts, boiler rooms) need not be self-closing where they are kept locked and labelled with 'Fire Door – Keep locked shut' (blue 'mandatory' safety sign).</p> <p>x) Automatic doors should be connected into a manually operated alarm system incorporating automatic smoke detectors in the vicinity of the door or actuated by independent smoke detectors on each side of the door. It should be possible to operate them manually and they should automatically close in the event of a power failure.</p> <p>y) Automatic doors should be closed at night.</p>	<p>✓</p> <p>N/A</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>N/A</p> <p>N/A</p>		
28. What is the condition of final fire exit doors?	<p>z) Final fire exit doors should open in direction of travel.</p> <p>aa) Final fire exit doors are free from obstructions (inside and outside). Where there is a risk of obstruction final fire doors should be labelled 'Fire door – keep clear.'</p> <p>bb) Appropriate notices on how to open doors should be posted on the door. E.g. 'push bar to open.'</p> <p>cc) Check that fire exit doors can be opened easily and immediately without the use of a key.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	CURRENT SITUATION AND OBSERVATIONS	ASSESSOR'S RECOMMENDATIONS
28. Final fire exit doors – continued.	<p>dd) Check that no 'unauthorised' security work has been carried out on final fire exit doors. E.g. doors nailed, chained or padlocked shut, etc.</p> <p>ee) Where a fire exit door needs to be fastened by a security device, it should be the only fastening on the door and all staff should know how to use it. Such devices are not normally suitable for use by members of the public.</p>	<p>✓</p> <p>✓</p>		
29. Are all fire escape routes adequately lit?	<p>a) All escape routes should be sufficiently lit for people to see their way out safely. Emergency escape lights may be needed if areas of the workplace are without natural daylight or are used at night.</p> <p>b) Check the relevant areas with the lights off to see if there is sufficient light from other sources (e.g. streetlights or unaffected lighting circuits). If lighting is insufficient, emergency lighting should be provided.</p> <p>c) Emergency lighting should function not only in a complete failure of normal lighting, but also on a localised failure that would present a hazard.</p> <p>d) Emergency lighting should cover escape routes and be sited to cover specific areas. E.g. intersections of corridors, each exit door, flights of stairs, near fire alarm call points, fire exit signs, and changes in floor level, near fire fighting equipment, outside each final exit.</p> <p>e) Occupier should check the operation of emergency lighting units at least monthly. Ensure record of check made in fire logbook.</p> <p>f) A competent engineer should test emergency lighting system twice a year. Ensure record of test made in fire logbook.</p>	<p>X</p> <p>X</p> <p>✓</p> <p>✓</p> <p>X</p> <p>X</p>	<p>EML not operating in rear fire escape at time of assessment.</p> <p>No records available at the time of the assessment to prove compliance with this section</p>	<p>Repair and maintain EML to rear fire escape.</p> <p>Maintain log of monthly internal checking and twice yearly checking of these areas.</p>
<p>SIGNAGE (Safe egress) HS/ra/fire/Rev001</p>				

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	CURRENT SITUATION AND OBSERVATIONS	ASSESSOR'S RECOMMENDATIONS
30. Is adequate signage in place?	<p>a) Ensure fire exit doors are clearly marked. See 'Means of Escape and Escape Times' section above</p> <p>b) Ensure fire exit signs, final fire exit signs and directional fire exit signs are indicated with a green 'safe condition' pictogram/graphic symbol (the 'running person' symbol). Text only signs are no longer acceptable.</p> <p>c) Ensure signs stating 'lifts must not be used in the event of a fire' are posted outside all lifts, unless it is a specifically designed 'fire fighting lift'.</p> <p>d) Are signs in positions where they can be clearly seen?</p> <p>e) Are all fire signs conspicuous (not covered or painted over, etc.)?</p>	<p>✓</p> <p>✓</p> <p>N/A</p> <p>✓</p> <p>✓</p>		
FIRE FIGHTING EQUIPMENT (Sufficient and appropriate, check and inspect)				
31. Is there at least one extinguisher for each 200 metres of floor space? (Minimum of 2 per floor, unless it is an upper floor less than 100m ²).	<p>a) Ensure extinguishers are appropriate to the local risk.</p> <p>b) Ensure extinguishers are fixed near exit doors and at appropriate heights. (Handle of large extinguishers – approx. 1 metre from floor. Handle of small hand-held extinguishers – approx. 1.5 metres from floor.)</p> <p>c) Ensure that fire extinguishers, hose reels, etc. are conspicuous (not blocked, obscured, etc.). Directional arrows and fire fighting equipment signs must be displayed where equipment is hidden from direct view. (E.g. hose reel in cupboard, extinguishers in an alcove.)</p> <p>d) Where full body colour extinguishers (BS5423) are still in use, fire fighting equipment safety signs should be posted above the extinguisher.</p> <p>e) Are weekly inspections of extinguishers carried out? Record inspections. (Safety clip, indication of use devices, external corrosion and dents. Check pressure level on steel pressure type.)</p> <p>f) Check extinguishers are inspected annually by a competent engineer. Check for record in fire logbook.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>X</p> <p>X</p> <p>X</p>	<p>No signage to extinguishers</p> <p>No records available at the time of the assessment to prove compliance with this section</p>	<p>Apply statutory signage to all extinguisher positions.</p> <p>Maintain log of weekly internal checking and annual checking of all extinguishers.</p>

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	CURRENT SITUATION AND OBSERVATIONS	ASSESSOR'S RECOMMENDATIONS
31. Extinguishers - continued.	g) Ensure there are notices and/or instructions indicating the correct use of extinguishers.	X		
32. Is there a hose reel in place?	h) Are there any water extinguishers within reel range? (It is not necessary.) i) Hose reels must be inspected annually by a competent engineer. Check for record in fire logbook.	N/A		
33. Are there any dry/wet risers? (Hose attachment points for the fire service.)	j) Check risers are tested annually by the fire service. Check for record in fire logbook. k) Dry and wet risers must be labelled 'dry riser' or 'wet riser' as appropriate (red 'fire fighting equipment' safety signs).	N/A		
34. Are there fire blankets provided? (Please note that older fire blankets may contain asbestos. Contact Safety Officer for further advice.)	l) Light duty blankets - small fires in containers of cooking oils or fats and fires involving clothing. m) Heavy duty blankets - industrial use where there is the need for the blanket to resist penetration from molten metals. n) Tabs on fire blankets should be approximately 1.5 metres from the floor. o) Ensure relevant staff received instruction on the correct use of fire blankets.	N/A		
PLANNING FOR AN EMERGENCY (Co-ordinating evacuation)				
35. Is there an emergency plan in place?	a) Ensure there is a plan for raising the alarm, calling the Fire and Rescue Service and assembly point locations. b) Ensure fire action notices are in place and up to date. In general, fire action notices should be posted next to all fire alarm call points. c) Have the needs and abilities of disabled, sensory impaired and less able-bodied people been considered. Planning should take account of the needs of all occupants. It is essential to identify the abilities and needs of disabled people and make proper arrangements for their assistance. Further advice is available as required.	✓ X ✓	Verbal only. None on site. Verbal only.	A full documented procedure must be written and adopted. Fire action notices must be provided and displayed.

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	CURRENT SITUATION AND OBSERVATIONS	ASSESSOR'S RECOMMENDATIONS
35. Emergency plans – continued	d) Ensure visitors, contractors and members of the public (if applicable) are considered as part of the plan. e) Fire drills should be formally reviewed to identify problems encountered and any further actions required.	✓ X	Verbal only. See section 26 above	Refer to comments above. Refer to comments in section 26.
36. Have personnel received sufficient training and/or instruction on evacuation arrangements?	f) Agreed evacuation procedures should be confirmed in writing to staff. Procedures must be clear and understandable. g) Do new employees receive instruction on the action to take in event of a fire on their first day of employment? h) Do existing employees receive annual refresher training and/or instruction on what to do in the event of a fire? E.g. through team meetings.	X ✓ X	Verbal only from Manager. No written documentation or records available.	A full documented procedure for training must be written and all training recorded.
37. Is there a need for specialist training in the event of an emergency?	i) Ensure an adequate number of personnel are trained to assist in an emergency (including additional numbers to cover sickness, leave, etc.). E.g. fire wardens, aiding people with mobility impairments, etc. j) Are fire wardens in place and are they fully trained in their duties and responsibilities? k) Ensure that outside contractors and visitors receive necessary fire safety information (e.g. how to raise the alarm, location of exits, etc.) l) Ensure an adequate number of personnel are trained to use extinguishers, hose reels and/or fire blankets	X X X X	Verbal only from Manager. No written documentation or records available.	A full documented procedure for training must be written and all training recorded

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	CURRENT SITUATION AND OBSERVATIONS	ASSESSOR'S RECOMMENDATIONS
<p>Assessors name (please print):</p> <p>Barry Aillsopp</p>	<p>Assessors signature:</p> <p>B Aillsopp</p>		<p>Date assessment completed:</p> <p>12th June 2017</p>	
<p>The Manager should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required.</p>				
<p>Managers' name (please print):</p>	<p>Managers' signature:</p>		<p>Date received:</p>	
<p>ADDITIONAL MANAGER COMMENTS: (Including any additional issues identified)</p> <p style="text-align: center;">FOR FURTHER INFORMATION PLEASE CONTACT THE SAFETY OFFICER</p>				

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	CURRENT SITUATION AND OBSERVATIONS	ASSESSOR'S RECOMMENDATIONS
<p>ADDITIONAL MANAGER COMMENTS: (Including any additional issues identified.)</p> <p style="text-align: center;">FOR FURTHER INFORMATION PLEASE CONTACT THE SAFETY OFFICER</p>				

Fire Safety



**Metropolitan Club,
266 Muswell Hill Bdwy,
London,
N10 2QR**

Fire Safety Risk Assessments made under
The Regulatory Reform (Fire Safety) Order 2005

COMPANY NAME: ..Metr alitan Club

DATE June 2017

B. Aillsopp:- 07774 919659

Find attached fire safety risk assessment documentation relating to the above premises – PLEASE READ IN FULL – to determine the fire safety actions you are required to implement as a result of the exercise. A summary of 'Key Risk' fire safety actions are listed below. The next stage is to inform all staff of the assessment including on going safety controls – I advise post assessment documents on staff notice board and complete fire safety training. I can assist in training, as instructed.

DESCRIPTION OF KEY RISK SAFETY ACTIONS	PRIORITY RATING	COMPLETED BY	DATE
Section 3e – All portable electric appliances must be tested for electrical safety (PAT testing)	A		
Section 6a&d, Section 12c&d – The basement storage area requires tidying and de-cluttering to allow for safe access and egress. No materials must be stored around or near to the electrical intake area and this area must have easy access in case of emergency.	A		
Section 9c - All gas cylinders must be secured in the upright position.	B		
Section 13e&f, Section 14g – Documented proof that all elements of this section are correct. All records to be filed.			
Section 16b&c – Service engineer to service alarm call points annually and ensure they are checked and logged weekly in house by trained Staff. All records to be filed.	B		
Section 17d&e - Service engineer to service smoke detectors annually and ensure they are checked and logged quarterly in house by trained Staff. All records to be filed.	B		
Section 18i&j - Service engineer to service fire sounders annually and ensure they are checked and logged weekly in house by trained Staff. All records to be filed.	B		
Section 19l & 26q&r & 36e – Regular fire drills must be undertaken, at least quarterly, any problems identified, rectified, and communicated to all Staff. These actions must be recorded and kept on file.	B		
Section 29a,b,e&f – Repair and maintain the emergency lighting in the rear fire escape route. Service engineer to service emergency lighting twice per year and ensure they are checked and logged monthly in house by trained Staff. All records to be filed.	A		
Section 31d,e,f&g – Provide required signage to all fire extinguisher points. Service engineer to service fire extinguishers annually and ensure they are checked and logged weekly in house by trained Staff. All records to be filed	B		
Section 35b – Fire action notices must be provided and displayed throughout the premises.	B		
Sections 36 & 37 – Fire safety training for all Staff must be undertaken and any specialist training given at the same time eg Fire Wardens. All staff must sign the training list and these records kept on file and updated at least annually.	A		

PRIORITY RATING

A – Immediate

B - Within 1 month

C - Within 3 months

DATE June 2017

COMPANY NAME: ..Metropolitan Club

B. Allsopp:- 07774 919659

PRIORITY RATING

A – Immediate

B - Within 1 month

C - Within 3 months

Risk Assessment for Club Metropolitan

Pre-ambble

The proprietor Panikos Ioannou ("Mr Ioannou") did the risk assessment at Club Metropolitan which is located just off the main roundabout in Muswell Hill Broadway.

A total of 12 staff are employed at the Venue. All 12 staff are on duty on Friday and Saturday nights till closing, and on other nights there are 4 on duty till closing. The Venue is open to the public from 8.00 pm to 3.030 am Monday to Wednesday, 09.00 to 04.30 Thursday to Saturday and 08.00 to 02.30 on Sunday. All staff members speak either fluent English (as their first language or if not their first language, they are sufficiently fluent to be able to do their job, understand safety instructions, deal with difficult situations etc.

The club is cleaned every morning by cleaners from a general office cleaning contractors. The cleaners store the cleaning materials in a locked cupboard. Maintenance work with the exception of the most straightforward activities which are done in-house, is done by contractors. Work is undertaken following procedures set out in the club's permit to work system for contractors.

The premises were built before 2000, in fact around the turn of the 20th century. The building has been surveyed for the presence of asbestos and none was found to be present.

How the risk assessment was done

Mr Ioannou followed the guidance in Five steps to risk assessment (www.hse.gov.uk/pubns/indg163.pdf).

- 1 To identify the hazards, Mr Ioannou
 - looked at HSE's web pages for small businesses (www.hse.gov.uk/smallbusinesses/index.htm), and for entertainment and leisure (www.hse.gov.uk/entertainment/index.htm), to learn where hazards can occur.¹
 - walked around the club, noting things that might pose a risk and taking HSE's guidance into consideration;

- talked to staff to learn from their knowledge and experience of areas and activities, and to listen to their opinions about health and safety issues in the workplace;
 - talked to the cleaning contractors, and to his suppliers of maintenance work, to ensure that their activities did not pose a risk to club staff, and vice-versa; and
 - considered any accidents or incidents that had taken place in the past to gain an understanding of them;
- 2 Mr Ioannou then wrote down who could be harmed by the hazards and how.
 - 3 For each hazard, he wrote down what controls, if any, were in place to manage these hazards. He then compared these controls to the good practice guidance provided on the HSE website. Where existing controls were not considered good enough, Mr Ioannou wrote down what else needed to be done to control the risk.
 - 4 Mr Ioannou decided to review and update the risk assessment every year, or straightaway if any major changes in the workplace happens.

Club Metropolitan risk assessment: 19.6.2017

What are the hazards?	Who might be harmed and how?	What are you already doing	What further action is necessary?	Action by who?	Action by when?	Done
Fire	Staff and public may suffer serious possibly fatal injuries from smoke inhalation, burns, structural collapse	<ul style="list-style-type: none"> Full fire risk assessment as per www.communities.gov.uk/fire has been done and is available in Mr Ioannou's office. Constant checks to ensure all control measures in fire risk assessment are in place. 	<ul style="list-style-type: none"> No further action necessary at this stage 			
Falls from height	Staff may suffer serious, possibly fatal injuries if they fall from any height. For example, staff doing cleaning/maintenance, or working on the lighting rig, might fall from ladders. Also, staff/public risk serious injury if	<ul style="list-style-type: none"> Ladders to be suitable, regularly inspected, and used only for light work of short duration by trained staff. Only trained, authorised staff may work on the lighting rig. All other work at height, such as the roof is done by contractors and using trained staff and appropriate equipment. 	<ul style="list-style-type: none"> No further action necessary at this stage 			

<p>Slips, trips and falls</p>	<p>Staff and public may suffer serious, possibly fatal, injuries if they fall from or on stairs, or suffer injuries such as sprains and fractures if they slip on spillages, trip over objects etc.</p>	<ul style="list-style-type: none"> • All stairs have handrails. • All enclosed stairwells have handrails on both sides. • All carpets firmly secured. • Adequate lighting, particularly on stairs. • Good housekeeping – staff 'see if and sort it'. • Electrical cables managed so as not to pose a trip hazard. 	<ul style="list-style-type: none"> • No further action necessary at this stage • Check there is enough gritting salt for the path to the outside bins, in icy weather. • Spills to be cleaned up immediately using spill kit, glass collectors and bar staff to be on the look out for spills at all times. 	<p>Mr Ioannou</p> <p>Mr Ioannou</p>		
<p>Electricity</p>	<p>Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.</p>	<ul style="list-style-type: none"> • Electrical installation and all equipment inspected by a competent person according to a planned inspection programme, and maintained as necessary. • Staff trained to spot and report any defective plugs, discoloured sockets, damaged cable and on/off switches and 	<ul style="list-style-type: none"> • Make sure that all starters know where the fuse box is and how to safely turn off electricity in an emergency 	<p>Mr Ioannou</p>	<p>Ongoing</p>	

			<ul style="list-style-type: none"> to take defective equipment out of use. Staff know how to safely turn the electricity off in an emergency. Clear access to the fuse box. 			
Noise	Staff might suffer permanent or temporary hearing damage from long-term exposure to loud music. All staff assumed to be at risk, particularly DJ.	<ul style="list-style-type: none"> Noise limiter fitted to sound system and DJ informed. Regular check of sound systems to ensure balance/proper control. Staff rotation between quiet and noisy areas where possible. Staff trained in noise risks and the protection measures needed. Staff considered to be particularly at risk identified and provided with ear plugs. Health surveillance, including hearing tests, for 'at risk' staff. 	To ensure Environmental Health Dept attend at appropriate time of day to set noise limiter	Mr Ioannou and Mr Eastwood of Council	30.06.17	
Violence	Staff, including Door Supervisors, and the	<ul style="list-style-type: none"> Staff trained to spot potential trouble makers, defuse tense 	<ul style="list-style-type: none"> No further action at this 			

	public risk serious injury, If assaulted or if caught up in fighting.	situations etc.	stage			
		<ul style="list-style-type: none"> • Staff trained in polite behaviour and how to avoid confrontation. • Staff/Door Supervisors made aware of barred customers. • Adequate number of trained, SIA badged security staff. • Staff trained in procedures re-entry, queuing, searches, etc. and signs displayed for public. • Mandatory searches on entry or re-entry into premises, including use of search wands. • Information sharing with police and other security staff at licensed premises in the area. • CCTV system. • Overcrowding not permitted in any area. • Security staff aware of all exits. • Drinks not served to people 				

			obviously under the influence.					
			<ul style="list-style-type: none"> Glass collectors used. 					
Disturbing crime scene	Evidence can be lost to police if area is disturbed.		<ul style="list-style-type: none"> Use of I.D. scanners on entry. CCTV system. Encourage witnesses to remain until police arrive or to try to obtain their name, address and contact number. 	<ul style="list-style-type: none"> Crime scene preservation policy created – see Annex F to Operating Schedule. 	Mr Ioannou	ASAP	30.06.17	
Glazing and mirrors	Staff and the public may suffer serious injury from impact with windows/mirrors that are not evident.		<ul style="list-style-type: none"> All safety-critical glazing complies with British Standard 6262. Where necessary, glass is marked to make it evident. No mirrors sited where they might cause confusion or disorientation. 	<ul style="list-style-type: none"> No further action at this stage 				
Gas	Staff and others risk injury from fire and explosion if not properly maintained and used.		<ul style="list-style-type: none"> Boiler checked and serviced annually by a Gas Safe registered engineer 	<ul style="list-style-type: none"> No further action at this stage 				
High temperatures	Staff and the public may suffer from dehydration or fainting if it is too hot.		<ul style="list-style-type: none"> Adequate ventilation supplies fresh air to public areas at a rate of 8litres/sec/person. 	<ul style="list-style-type: none"> No further action at this stage 				

	<p>Illegal drugs</p> <p>Public/patrons at risk from general proliferation of such drugs and its harmful affects, including raised risk of violence.</p>	<ul style="list-style-type: none"> • Air conditioning in hot weather. • Personal searches on entry and re-entry into premises. • Use of CCTV cameras inside/outside premises. • Regular sweeps of toilet foyer area. • Locked drug box for seized illegal substances. 	<ul style="list-style-type: none"> • Will work with police if they wish to deploy a sniffer dog periodically 	<p>Mr Ioannou</p>	
	<p>Hypodermic needles</p> <p>Staff may suffer puncture injuries from discarded needles, which may result in serious ill-health problems</p>	<ul style="list-style-type: none"> • Strict no-drugs policy, enforced by club security procedures. • Staff trained in collecting discarded needles using 'sharps kit' – puncture-resistant gloves, tongs and sharps box. • Staff trained to dispose of sharps container as clinical waste. 	<ul style="list-style-type: none"> • Reminder to staff that they must always use the sharps kit when discarded needles are found. • Train staff in action to be taken in case of needle-stick injury (i.e. immediate attendance at nearest hospital A&E) 	<p>Mr Ioannou</p> <p>Mr Ioannou</p>	<p>ASAP</p> <p>30.06.17</p>

Manual handling	Staff may suffer from back pain from carrying heavy or awkward objects including kegs, cases of beer, speakers.	<ul style="list-style-type: none"> • Kegs taken to and stored by brewery draymen. • Porters trolley used where possible for cases of bottles, speakers etc. 	No further action at this stage		
Transport	Staff may suffer serious injuries if struck by a vehicle, eg during deliveries.	<ul style="list-style-type: none"> • Reversing of vehicles to be supervised if other people in the area. 	<ul style="list-style-type: none"> • Talk to the brewery about agreeing safe procedures for deliveries. 	Mr Ioannou	17.07.17
Theft	Theft of personal items from patrons by other patrons.	<ul style="list-style-type: none"> • Staff directed to keep close eye out for unattended items. • Notice in premises to keep personal possessions safe • CCTV system. 			
CO₂ Leakage	Staff risk potentially fatal suffocation injuries from any CO ₂ leak in the cellar.	<ul style="list-style-type: none"> • Adequate ventilation to cellar. • Staff trained to check for and to recognise leaks, and to turn equipment off if there is a leak. • CO₂ alarm installed and regularly maintained. 	<ul style="list-style-type: none"> • Make sure all new starters know how to check for and recognise leaks, and how to safely turn equipment off. 	Mr Ioannou	Ongoing
Asbestos	Staff and others carrying out normal activities at	<ul style="list-style-type: none"> • Asbestos is not present at the premises. 	<ul style="list-style-type: none"> • None 		

	very low risk as asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers most at risk.					
Pyrotechnics	Danger from fire, explosion, direct impact and panic.	<ul style="list-style-type: none"> NOT TO BE USED 	<ul style="list-style-type: none"> No further action 			
Lasers	Staff and public may suffer eye damage if used improperly	<ul style="list-style-type: none"> NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY, ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE PUBLICATION HSG95. ² 	<ul style="list-style-type: none"> No further action at this stage. 			
Smoke and fogs	Staff may suffer skin damage from handling dry ice. Fumes and mists can cause irritation to eyes, nose and breathing.	<ul style="list-style-type: none"> Only trained workers have access to the products, which are kept in a locked container. Only workers trained in the risk of the product, use the products, following safe systems of work -- including wearing appropriate gloves, as recommended by the manufacturer. 	<ul style="list-style-type: none"> Download HSE document SR25 <i>Smokes and fogs in nightclubs and small venues</i> (www.coshh-essentials.org.uk/assets/live/SR25.pdf) to check that the right controls are in place. 	Mr Ioannou	17.07.17	

<p>Hangings, drapes, inflatables etc. used for decoration</p>	<p>May be flammable and obscure exit signs.</p>	<ul style="list-style-type: none"> • Must be flame retardant. • Must not be hung anywhere that hides exit routes, signs etc. 	<ul style="list-style-type: none"> • No further action at this stage. 			
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Assessment review date:

1. For more information on noise at work in venues where music is played, see www.hse.gov.uk/noise/musicound.htm.
2. The radiation safety of lasers used for display purposes HSG95 HSE Books 1996 ISBN 978 0 7176 0691 7

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