FIRE RISK ASSESSMENT

By Capital Fire Safety Ltd
Advice line: 08000 193 2009
www.capitalfiresafety.co.uk

Contact Details			
Employer/ Managing Agent/ Landlord		**Premises**	
The Venue N10 Ltd		The Venue 272 Muswell Hill London N10 2QR	
Telephone/FAX		Person Consulted	Bryan John
Mobile No.		Responsible Person	The Venue N10 Ltd

Assessment Details			
Assessor	Neil Palmer FRACS Registration ID: FRA75	Date of Assessment	23rd August 2021
	N/a	Suggested Review Date	August 2022

Notes to Assessment
The purpose of this report is to provide an assessment of the risk of life from fire in these buildings, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire. The Fire Risk Assessment should be reviewed by a competent person by the date indicated above or at such earlier time, as there is a reason to suspect that it is no longer valid or there have been significant changes.

Executive Summary

This report follows a fire risk assessment carried out by Capital Fire Safety Ltd on the 23rd of August 2021.

The main areas requiring action:-

- **Housekeeping**
- **Measures relating to the means of escape**
- **Linings within basement**
- **Reinstatement of fire alarm system**
- **Formulation of emergency procedures and associated staff training**

Any improvement works recommended within this report should be undertaken by a person competent by way of qualification, and, or, experience, in the relevant activity.

The intention of this executive summary is not to paraphrase those comments contained within the body of the report but to provide a brief overview of any key problems identified during the assessment process. The risk assessment findings represent a "snap-shot in time" and as such the report & findings represent the risks as evaluated at the time of the assessment.

The guidance document used in the preparation of this report is:

- Fire Safety Risk Assessment- Small to medium sized places of assembly

This document is published by HM Government and is available to download for free via the internet at https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business

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PART 1.

GENERAL INFORMATION

PART 1
GENERAL INFORMATION

1. The Building		
1.1	No. of Floors	Basement & ground floor.
1.2	Approximate floor area	Approximately 200m sq.
1.3	Brief details of construction	The Venue occupies part of the ground floor and basement of a 5 storey terraced property forming. The building is of a traditional brick & timber construction, built circa 1880. The ground floor provides the reception and toilet facilities with the function space located within the basement. Escape is available in two directions from both floors.
1.4	Occupancy risk level	Private hire function room, high risk in cooking areas, normal risk in other areas.
1.5	Nearest location and estimated attendance time of Fire Service Appliances.	London services within 8 minutes.

2. The Occupants		
2.1	Approximate maximum number permitted at any one time	100
2.2	Approximate number of employee's	5
2.3	Approximate number of members of the public at any one time	70
2.4	Number of occupancies within the building	Multiple
2.5	Hours of occupation	Varied, private hire.

3. Occupants at Special Risk		
3.1	Sleeping occupants	No
3.2	Disabled occupants	Yes, to be accommodated within the emergency procedures.
3.3	Children	Yes, to be accommodated within the emergency procedures.
3.4	Temporary workers	No
3.5	Occupants in remote areas or lone workers	No
3.6	Others	No

4. Fire Loss Experience
None disclosed.

5. Other Relevant Information

No structural survey has been carried out as part of this fire risk assessment and any comment on fire compartmentation was based on a visual inspection of readily accessible areas only, with a degree of sampling where appropriate. This fire risk assessment is prepared pursuant of the assessors knowledge of the premises as disclosed by the occupier, and following an inspection.
The working of equipment not specifically checked by the assessor is outside their knowledge and control. The risk assessment only identifies those areas of risk apparent at the date of inspection in relation to the risks relating to fire. This fire risk assessment is based on visual observation only, no verification of full compliance with relevant British Standards has been carried out in relation to any fire related equipment. This fire risk assessment is made without prejudice to any requirements made by Local Authority, Building Control or by the local Fire Authority'
Report version: **FINAL.**

TERMS & CONDITIONS.

The responsible person (client) retains complete control of the premises which are being assessed.

The Supplier (Capital Fire Safety Ltd) does not acquire any control or obligation in respect of the premises apart from those detailed below or any control of the ongoing management of the premises.

The fire risk assessment relates to the premises as described in the "Notes to the Assessment" and or section 1 of this document.

The risk assessment should not be considered to be complete and should not be relied upon until it is signed by both parties.

The risk assessment should not be relied upon by any person other than the client named herein.

Drafts will be marked as drafts.

Responsibility for the on-going management of the premises and even, if necessary, the decision to allow the premises to be used for its present purpose, remains with the responsible person.

Liability for management procedures & arrangements such as the evacuation procedure, maintenance of firefighting equipment, maintenance of fire alarms or other preventative or protective measures should not in any way be adopted by the fire risk assessor because the ongoing management of the premises is not within the risk assessor's control.

The responsibility for the failure to action significant findings and any resultant injury or death of any relevant persons is the responsibility of the responsible person.

The extent of the Supplier's obligations do not extend to:-

Knowledge or control of those areas of the premises to which the supplier was not given access.

Knowledge or control over any subsequent changes made to the premises.

Knowledge or control over any subsequent faults in the equipment, including any equipment checked by the supplier at the time of the preparation of the risk assessment, but not subsequently.

Knowledge or control over any subsequent deterioration in the premises or equipment.

Knowledge or control over any ongoing management of the premises or of persons within the premises.

Knowledge or control over the moveable items brought into the premises subsequent to the preparation of the risk assessment.

Knowledge or control over the level of staffing.

Knowledge or control of training that any employer provides to their employees or other relevant persons.

The supplier has no knowledge or control over the implementation of any recommendations made by the supplier in the course of an assessment.

Any advice in respect of building materials, fixtures and fittings or design of the premises.

The assessment cannot consider any malice and associated actions of any arsonist tenant or employee.

Although advice is provided regarding the suitability of emergency procedures, including those for disabled or otherwise vulnerable occupants, the suitability & sufficiency of these remains responsibility of the Responsible Person.

The client, or appointed representative, by signing this document, agrees to these terms & conditions.

6. Fire Safety Order			
6.1	**Has an Enforcement Notice Been Issued by the Fire Authority? No**		
	If YES	Date of Notice:	N/a
6.2	**Has a Prohibition Notice been issued by the Fire Authority? No**		
6.3	**Has an Alterations Notice been Issued by the Fire Authority? No**		
	If Yes	Date of Notice	N/A
6.4	**Other Relevant Legislation**		
	The Regulatory Reform Fire Safety Order 2005,		
6.5	**Other Relevant Information**		
	No FB contact disclosed.		

PART 2.

FIRE HAZARDS – ELIMINATION & CONTROL

PART 2
FIRE HAZARDS – ELIMINATION & CONTROL

7. Electrical Sources of Ignition			
7.1	Reasonable action taken to prevent fires of electrical origin		
7.2	Specifically:		
	a. Fixed installation periodically inspected and tested (5 yearly certificated)	U/k	
	b. Portable appliance testing (PAT) carried out (Annually)		No
	c. Policy regarding the use of personal electrical appliances	N/a	
	d. Suitable limitation of trailing sockets and adapters	Yes*	
7.3	Comments, hazards and any deficiencies observed		
	Some use of extensions noted within the basement. Management and staff to be aware that fire as a result of overloaded or inappropriate use of extension leads and adaptors is a significant risk. Where such devices are used cables should be run in an appropriate manner so as to minimise the risk of damage with covers used as necessary. The loading of these devices must not exceed the maximum stated by the manufacturer. Cables and extension leads should be subject of regular visual inspection to ensure insulation, cables or plugs have not been damaged. Extension leads must not be used as a permanent solution, where necessary additional sockets should be fitted into the ring main by a qualified electrician. Where used extension leads must be fully unwound before use, devices must not be daisy chained and the use of block adaptors should be prohibited. It is recommended that all extension leads are of a surge-protected type. Management to ensure a current, satisfactory, electrical installation condition report (EICR) is in place or arrange relevant testing. It is recommended that management initiate an annual portable appliance-testing (PAT) regime for all plugged devices.		

8. Smoking			
8.1	Reasonable measures taken to prevent smoking		
8.2	Specifically:		
	a. Smoking prohibited in the building	Yes	
	b. Smoking prohibited in appropriate areas	Yes	
	c. Suitable arrangements for those who wish to smoke	Yes	
	d. Any evidence of breaches of policy		No
8.3	Comments, hazards and any deficiencies observed		
	Smoking allowed outside in designated areas.		

9. Arson			
9.1	Does basic security against arson appear reasonable?[1]	Yes	
9.2	Is there an absence of unnecessary fire load in close proximity to the building and available for ignition by outsiders:	Yes	
9.3	Comments, hazards and any deficiencies observed		
	No issues noted.		

10. Portable Heaters			
10.1	Is the use of portable heaters avoided as far as practical?	Yes	
10.2	If portable heaters are used:		
	a. Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	Yes	
	b. Are suitable measures taken to minimise the hazard of ignition of combustible materials?	Yes	
	c. Are fixed heating installations subject to regular maintenance?	N/a	
10.3	Comments, hazards and any deficiencies observed		
	No portable heaters were noted, for reference these devices are high risk and are easily left on, or inadvertently moved or knocked closer to combustible materials, especially when used under desks or in confined areas. It is recommended that these devices be prohibited from site, if additional heating is required a lower risk oil filled alternative is recommended. If these devices remain they should never be left unattended and should be located away from combustible materials and areas where they may be forgotten or inadvertently moved.		

[1] Reasonable only in the context of this risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

11. Cooking			
11.1	Are reasonable measures taken to prevent fires as a result of cooking?		No
11.2	Specifically:		
	a. Filters changed and ductwork cleaned regularly?	N/a	
	b. Suitable extinguisher appliances available?		No
11.3	Comments, hazards and any deficiencies observed		
	The basement features electric waffle iron and crepe hob, with no other cooking facilities provided. A fire blanket and other extinguishers to be provided.		

12. Lightning			
12.1	Does the building have a lightning protection system?	N/a	
12.2	Comments, hazards and any deficiencies observed		
	N/a		

13. Other significant ignition sources considered	
13.1	Ignition sources
	None noted.
13.2	Comments, hazards and any deficiencies observed
	None noted, however it is recommended that candles / naked flames are prohibited from site.

14. Considered sources of fuel including dangerous substances			
14.1	Are the general fire precautions adequate to address the hazards associated with the use of dangerous substances used or stored within the premises?	N/a	
14.2	If 14.1 applies, has a suitable specific risk assessment been carried out as required by the Dangerous Substance & Explosive Atmosphere Regulations 2002?	N/a	
14.3	Other sources of fuel		
	N/a		
14.4	Comments, hazards and any deficiencies observed		
	No chafing gels in use, however if used in future the attached guidance should be followed with regard to safe chafing gel use and storage:- www.flamosfuels.com/safeuse.html http://www.a1supplies.co.uk/NewSDS/SDSSTOCK/006.011.pdf		

15. Considered sources of oxygen	
15.1	Sources of oxygen
	Natural airflow, HVAC systems.
15.2	Comments, hazards and any deficiencies observed
	N/a *A full assessment of any HVAC / ducting system is beyond the scope of this risk assessment.* *However, it should be ensured that any such system is suitably fire damped to prevent the passage of heat and smoke to other compartments, critical areas or escape routes.* *The installer / maintenance contractor or competent person will advise further.*

16. Considered process risk or other significant fire hazards that warrant consideration	
16.1	Process risks and or other hazards
	Cooking related.
16.2	Comments, hazards and any deficiencies observed
	No further comment required.

17. Housekeeping			
17.1	Is the standard of housekeeping adequate?	Yes	
17.2	Specifically:		
	a. Combustible materials appear to be separated from ignition sources?	Yes	
	b. Avoidance of unnecessary accumulation of combustible material and waste?	Yes	
	c. Appropriate storage of hazardous materials?	N/a	
	d. Avoidance of inappropriate storage of combustible material?	Yes	
17.3	Comments, hazards and any deficiencies observed		
	The premises were clean and tidy with no issues noted. The basement features a low ceiling height, meaning this area will be quickly become untenable during the early stages of fire. As such management must ensure that a high standard of housekeeping is maintained in all areas of the basement & particularly the cooking area, with minimum levels of combustible materials and no hazardous storage, in conjunction with good separation between any source of ignition and sources of fuel, this includes the furniture and associated lining materials. None noted, however it is recommended that there are no naked flames within the basement area. In all areas is very important that a good level of separation between combustible material and any source of ignition is maintained at all times with no combustible materials & waste stored up against, or in close proximity to, any potential source of ignition or electromechanical equipment. Such storage can increase the risk of overheating by restricting airflow around devices or blocking air vents, additionally if a device does overheat a source of fuel is readily available. Regular housekeeping checks, staff training and signage are recommended to reinforce this policy.		

18. Hazards introduced by outside contractors and building works.			
18.1	Is there satisfactory control over works carried out in the building by outside contractors (including 'Hot Work' permits)?	U/k	
18.2	Are fire safety conditions imposed on outside contractors?	U/k	
18.3	If there are 'in-house' maintenance personnel, are suitable precautions taken during 'Hot Work', including permits?	N/a	
18.4	Comments, hazards and any deficiencies observed		
	Method statements / hot work permits are to be required from outside contractors with all necessary precautions taken. The following information may be useful:- • Activities such as welding, flame cutting, use of blow lamps or portable grinding equipment can pose a serious fire hazard and need to be strictly controlled, especially when carried out in areas near to flammable or combustible material and as such should be supervised at all times • All hot works should be carried out in an appropriate area dedicated to this purpose and free from flammable and combustible materials. • Fire extinguishers and a fire blanket should be provided • If hot work cannot be carried out in the dedicated area and needs to be completed in situ then the following should be observed:- • Ensure that all flammable and combustible material has been removed from the work area or, if it cannot be removed, is adequately protected from heat or sparks; • Suitable fire fighting equipment to be available in the work area • Appropriate actions to be taken when the work is finished, including initial and subsequent checks that there are no smouldering or hot materials, which could allow a fire to break out at a later time. The introduction of written permits to work is recommended for employees or contractors who are to undertake hot work. Permits to work should contain the following details: a) Measures to make sure that all flammable material has been removed from the work area or, if it cannot be removed, is adequately protected from heat or sparks; b) The fire fighting equipment to be available in the work area; c) The permitted time span of the activity and the level of supervision required; The actions to be taken when the work is finished, including initial and subsequent checks that there are no smouldering or hot materials, which could allow a fire to break out at a later time. **Particular attention must be provided where the fire alarm system or any other protective measure disabled while works are undertaken.** **Any increased risk to occupants should be assessed while system is disabled with additional precautions taken.** **Relevant systems must be reinstated as soon as is practicable.**		

PART 3.

FIRE PROTECTION MEASURES

PART 3
FIRE PROTECTION MEASURES

19. Means of Escape			
19.1	Is it considered that the premises are provided with adequate means of escape from fire?		
19.2	Specifically:		
	a. Adequate provision of exits?	Yes	
	b. Exits easily and immediately openable where necessary?	Yes*	
	c. Fire exits in direction of escape where necessary?	Yes	
	d. Avoidance of sliding and revolving doors where necessary?	Yes	
	e. Suitable fire resisting / self-closing doors?	Yes	
	f. Suitable mechanisms for securing exits?	Yes*	
19.3	Reasonable distance of travel		
	a. Where there is single direction of travel?	Yes	
	b. Where there are alternative means of escape?	Yes	
19.4	Escape routes		
	a. Suitable protection of escape routes?	Yes	
	b. Suitable fire precautions for all inner rooms?	Yes	
	c. Escape routes unobstructed?	Yes	
19.5	d. Is it considered that the premises are provided with reasonable arrangements for means of escape for disabled occupants?	*	
19.6	Comments, hazards and any deficiencies observed		
	It was noted that some final exit doors featured key locks or other security devices. These exits were unlocked and available during the assessment, however, it must be ensured that all doors on escape routes and final exits doors are unlocked and permanently available for immediate use as long as the building is occupied, with particular attention provided for those who may be using the premises outside of normal opening hours. The lobby fire door separating the ground floor from the basement was wedged open. Fire doors must never be wedged or held open by irregular means. If this door is required to be held open, it should be provided with a suitable door holding device integrated int the fire alarm system so that it closes automatically upon actuation. *Maximum occupancy levels are calculated using the "maximum number of persons" approach as documented in The Building Regulations 2010, Fire Safety, Approved Document B, Volume 2.* *As such the occupancy figure for the premises is recommended to not exceed 100 persons.* **Disabled occupants are to be assisted by staff as necessary.*		

20. Measures to limit the spread of fire and development.			
20.1	It is considered that there is:		
	a. Compartmentation of a reasonable standard		No
	b. Reasonable limitations of linings that may promote fire spread?	U/k	
	c. As far as can be reasonably ascertained fire dampers are provided as necessary to prevent fire spread to critical areas and means of escape?	N/a	
20.2	Comments, hazards and any deficiencies observed		
	The basement features seating and approximately 50% of walls that are covered in the same padded plastic covering, with the same material also noted on the ground floor. Assessor informed this material was installed by a company who specialise in the refurbishment of nightclubs / bars and informed at the time of installation that it was “fire resistant”, however no documentary evidence was available regarding its construction. These types of linings & coverings can promote surface fire spread, burn quickly and contribute to heat & smoke. This is especially relevant where a low ceiling height is an issue, meaning this area will be quickly become untenable. It is recommended that management contact the installing company to ascertain the materials used to ensure they are of a suitable fire resisting construction, providing a minimum “Class 1” rating or EN 13501-1equivalent. If the material cannot be confirmed as meeting this standard, it is recommended that these coverings and replaced with a suitable alternative that meets the “Class 0” specification. Some openings were noted in the rear service cupboard ceiling, with the structure of the floor above visible. Automatic fire detection is provided in this room and compensates for this deficiency, however although beyond the scope of this assessment, it was noted that the upper floors featured dwellings. It should be ensured that the residential units are separated from commercial areas by imperforate 60-minute fire resisting construction. Where the level of separation between commercial and residential areas is of an unknown, dubious or insufficient standard, it is recommended that further intrusive inspection is undertaken to ascertain if remedial works are required. The provision of sounders within residential areas linked to automatic fire detection within commercial areas would provide additional protection for occupants of residential areas.		

21. Escape Lighting			
21.1	Is there a reasonable standard of escape lighting provided?	U/k	
21.2	Comments, hazards and any deficiencies observed		
	Sufficient provision, internally, however it was unclear what primary and emergency lighting was available in the external rear escape route from basement, which involves travel up steps and over some uneven ground. It is recommended that the lighting providing be reviewed in the hours of darkness by a competent person to ensure sufficient is provided, or additional lighting installed.		

22. Fire Safety Signs and Notices			
22.1	Reasonable standard of fire safety signs and notices provided?		No
22.2	Comments, hazards and any deficiencies observed		
	Generally sufficient with the additional recommendations made:- • Identification signs for fire extinguishers • A fire action notice with evacuation point should be installed adjacent to each manual call point • "Fire exit keep clear" for external surface of final exit doors in addition to no parking signage to prevent obstruction of rear external escape route. • Site plan and zone chart to be provided by the fire control panel This should also indicate the location of utility mains intakes and associated emergency cut offs		

23. Means of giving warning in the event of a fire?			
23.1	Reasonable manually operated electrical fire alarm system provided?	Yes	
23.2	Automatic fire detection provided?	Yes	
23.3	Whole building?	Yes	
23.4	Part building?	N/a	
23.5	Remote transmission of fire signal?	U/k	
23.5	Is the extent of the fire alarm system sufficient for the occupants?	Yes*	
23.6	Comments, hazards and any deficiencies observed		
	A suitable and sufficient fire alarm system is provided that broadly conforms to the L4 category and is suitable and sufficient in terms of scope. It was noted that the control panel was without power. The system should be subject of a full service by a competent person.		

24. Manual Fire Extinguisher Appliances			
24.1	Reasonable provision of portable fire extinguishers provided?		No
24.2	Hose reels provided?	N/a	
24.3	Fire blankets provided?		No
24.4	Are all appliances readily accessible?	N/a	
24.5	Comments, hazards and any deficiencies observed		
	Insufficient provision, with those onsite old and non-maintained. It is recommended that a 6 litre water extinguishers and 2kg co2 extinguishers be installed in the followings areas:- • 1st floor lobby area (9 litre water) • Basement rear final exit • Basement bar area • Fire blanket for basement cooking area Further useful information about extinguisher use and maintenance can be found at:- https://www.extinguisheradvice.org.uk/index.php		

25. Relevant Automatic Fire Extinguishing Systems			
25.1	System in place?	N/a	
25.2	Comments, hazards and any deficiencies observed		
	N/a		

26. Other Relevant Fixed Systems			
26.1	System in place?	N/a	
26.2	Comments, hazards and any deficiencies observed		
	N/a		

PART 4.

MANAGEMENT OF FIRE SAFETY

27. Procedures and arrangements			
27.1	Competent person(s) available to assist in implementation of fire safety legislation?	U/k	
27.2	Appropriate fire procedures in place including the evacuation of disabled occupants?		No
27.3	Are fire procedures properly documented?		No
27.4	Suitable arrangements to ensure the premises are fully evacuated?		No
27.5	Arrangements for summoning the fire service?		No
27.6	People nominated to respond to fire?		No
27.7	People nominated to respond to evacuation?		No
27.8	Appropriate fire service liaison including arrangements to meet the fire & rescue service and provide relevant information relating to on site hazards?		No
27.9	Is there a suitable fire assembly or evacuation point?		No
27.10	Comments and any deficiencies observed		

No emergency plan documented.
An emergency plan to be formulated and documented.
This plan should be reviewed regularly to ensure it remains effective, and include:-

- Action on discovering fire
- Warning in case of fire
- Method of calling the fire brigade
- Place of assembly, away from the premises at **"Tattlers Estate Agents"**
- Liaison with emergency service
- Specific responsibilities including assisting disabled occupants, shut down procedures and sweeps of enclosed areas

At peak times it is recommended that 2 staff be appointed and available to manage the evacuation in the basement level, with a further staff member responsible for the ground floor, with the duty manager in overall charge of the evacuation.

In areas with music, upon actuation of the fire alarm system all music should stop immediately, all lights should be switched on, with either an automated or DJ/management announcement to ask all occupants to evacuate quickly and calmly.
Given the restricted ceiling height, non-standard height final exit door and external steps from the basement, it is essential that the emergency plan is sufficient to ensure that the premises are quickly and effectively evacuated.

The evacuation strategy must include ***all*** occupants of the premises & not rely on the fire brigade for the evacuation of any occupant.
Special consideration must always be provided for disabled or otherwise vulnerable visitors who may require assistance to evacuate with all necessary steps taken to ensure their safety while on the premises and that they are fully evacuated.
An assisted evacuation plan (AE) should be formulated for such occupants with staff nominated to assist as necessary.
There must be sufficient staff available to successfully execute the emergency plan.

	Staff must be aware of their specific role within the emergency plan. At present there are no disabled employees. Any future disabled staff member should be risk assessed and provided with a Personal Emergency Evacuation Plans where necessary. If necessary a competent person should be nominated by the responsible person to assist with the implementation of fire safety legislation. A competent person(s) will assist with testing, inspection, checks, records & maintenance of protective and preventative measures within the premises where the responsible person cannot effectively do this alone. It should be noted that article 22 of the fire safety order 2005 requires, that where premises are shared, responsible persons cooperate & co-ordinate to ensure the safety of all relevant persons and that adequate levels of fire safety are achieved and maintained, with any issues that may affect relevant persons identified and reduced as far as is practicable. In these premises this will include, but is not limited to, ensuring external escape routes are maintained clear, ensuring adequate separation between commercial and residential areas and fire alarm scope/installation and associated testing & maintenance. Arrangements should be documented.

28. Training and Drills			
28.1	Are all staff given adequate fire safety instruction & training on induction?		No
28.2	Are all staff given periodic 'refresher training' at suitable intervals?		No
28.3	Have staff been informed of Fire Risk Assessment Significant findings?		No
28.4	Are staff with special responsibilities given additional training?		No
28.5	Are fire drills carried out at appropriate intervals?		No
28.6	Are outside contractors or employees from other companies given appropriate information on fire risks, precautions and other related measures?		No
28.7	Comments and any deficiencies observed		

It is recommended that all staff, including temporary or contract staff, are provided with fire safety training upon induction that includes the emergency procedure, a walk around of the premises, escape routes, importance of fire doors and explanation of the fire alarm system and other protective measures, including extinguisher use, particularly any wet chemical units & suppression systems.
Significant issues raised within the fire risk assessment should also be relayed to staff.
Contract or temporary staff should be provided with the emergency procedure at the point of signing in
Those with additional responsibilities should be provided with additional more in depth training.
Key training points would be:-

- The action taken on discovering a fire;
- The action taken on hearing the alarm;
- How to raise the alarm;
- Fire safety & prevention
- Understanding the behaviour of fire
- Understanding the behaviour of people in fire situations
- Fire related preventative & protective measures
- The procedure for alerting and directing visitors;
- The arrangements for calling the fire brigade;
- The location of the assembly point at a safe place;
- The location of and the use of fire-fighting equipment;
- The importance of keeping fire doors closed;
- Where appropriate, how to isolate gas and electrical power;
- The significant findings from your fire risk assessment;
- Identify the persons nominated by you with responsibilities for fire.

Biannual drills recommended.
These should be realistic and varied and play out various scenarios in which some exits are unavailable.
Records to be kept with details of times, dates, scenario, numbers involved and comments/issues.

29. Testing and Maintenance			
29.1	Adequate maintenance of workplace?		No
29.2	Weekly testing and periodic servicing of fire detection and alarm system?	U/k	
29.3	Monthly, six-monthly and annual testing routines for escape lighting?	U/k	
29.4	Annual maintenance of Fire extinguishing appliances?		No
29.5	Testing of rising mains?	N/a	
29.6	Weekly & monthly in house testing of firefighting lifts with 6 monthly and annual inspection and testing?	N/a	
29.7	Appropriate testing and periodic inspection of the sprinkler /suppression installation?	N/a	
29.8	Routine checks of final exit doors and/or security fastenings?		No
29.9	Annual inspection and test of lightning protection system?	N/a	
29.10	Are periodic inspections of external means of escape undertaken?		No
29.11	Are regular inspections undertaken of internal means of escape including fire door checks and final exit door checks?		No
29.12	Other appropriate tests, comments and any deficiencies observed		
	The following inhouse tests & checks to be undertaken and recorded:- • Daily visual check of the fire control panel to ensure system healthy and no faults. • Daily housekeeping checks to ensure good waste management and separation between electrical equipment, heating installations, cooking equipment and combustible materials. • Daily means of escape checks to ensure exit doors are unlocked and available, fastenings are working freely, fire doors are not wedged or obstructed, exit routes are clear of any stored materials, waste or other types of inappropriate storage, including within risers or high risk areas, and there are no obstructions. • Weekly visual checks on extinguishers. • Weekly fire alarm tests with a documented rota to ensure all call points checked periodically, • All fire doors should be subject of regular monthly inspection to ensure that the door, closer and all seals are present and undamaged and that the door closes fully into the frame under the power of the self-closer. • Monthly emergency lighting tests. Management to initiate suitable maintenance contracts for the fire alarm system, emergency lighting system and fire extinguishers. All heating, gas installations, air conditioning, kitchen equipment, lift machinery and other electromechanical plant and equipment to be subject of regular service and maintenance in line with manufacturer's guidelines.		

30. Records			
30.1	Appropriate records of:		
	a. Fire drills	*	
	b. Fire training	*	
	c. Fire alarm tests	*	
	d. Fire alarm activations	*	
	e. Escape lighting tests	*	
	f. Means of escape checks	*	
	g. Testing and maintenance of other protective systems?	*	
	h. Records of relevant plant & equipment maintenance?	*	
30.2	Other relevant inspections and test record, comments and any deficiencies observed		
	Onsite fire logbook to be initiated.		

SCHEDULE OF RESPONSIBILITIES

The fire precautions listed below and the recommendations in this document are required to be maintained by the responsible person at all times when the premises are occupied and should include contractors and cleaning staff employed to work in the premises.

Means of Escape	Should be kept clear, available at all times when the premises are occupied and be kept free from ALL obstructions and combustible materials. They should be properly maintained and all fire doors onto means of escape should be kept closed when not in use.
Locks and Fastenings	All doors through which persons may have to pass to evacuate the building should only be fastened so that they can be easily and immediately opened by one easy method without the use of a key.
Fire Alarm System	Where a workplace is equipped with fire detectors and alarms, they should be in operational order whilst the premises are occupied, and be maintained and tested to comply with the relevant code of practice.
Electrically Operated Doors	All doors fitted with electrically operated door release mechanisms should release open in the event of a power failure, or in the event of the fire alarm sounding. Where appropriate they should also be fitted with a break glass release point.
Portable Fire Fighting Equipment	A workplace should be provided with appropriate fire fighting equipment which should be kept available for use at all times, and be properly maintained to comply with the latest codes of practice.
Fire Signs and Notices	All fire signs and notices should be kept visible and in good order, and be fixed permanently.
Emergency Escape Lighting	Where installed, should be in good working order, be maintained and comply with the relevant codes of practice.
Training	All employees and contractors employed to work in the premises should be trained in the fire procedures. Up to date records of training should be maintained and employers should nominate employees (fire wardens) to assist in implementing the fire safety measures of the organisation.
Physically or Sensory Disabled Persons	Procedures for physically or sensory impaired persons should be in place and special arrangements made as appropriate.
Steps, Stairs and Corridor Surfaces	Should be maintained in good orders with nonslip surfaces so they will not be a hazard to persons escaping in case of fire.
Furniture and Equipment	Should not be placed so as to cause an obstruction to persons, and should be placed so as to afford free passage to persons in case of fire.
Fire Hazards	All combustible items of storage should be kept in such a way that they do not represent a fire hazard. Any flammable material should be kept to a minimum, and should be stored safely so as not be exposed to risk of ignition.
Fire Precautions Records and Fire Emergency Plan	All Fire related records and Fire Emergency Procedures Plans/Procedures should be kept up to date and be available for inspection by any authorised person. The Fire Emergency Plan should be in a written format.

PART 5.

FIRE RISK ASSESSMENT
SIGNIFICANT FINDINGS

PART 5
FIRE RISK ASSESSMENT SIGNIFICANT FINDINGS

The following simple level estimator is based on a more general health and safety risk level estimator contained in British Standard BS 8800.

Potential Consequences of Fire	Slight Harm	Moderate Harm	Extreme Harm
Fire Hazard			
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

Taking into account the fire prevention measures observed and the information collected at the time of this fire risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

LOW		MEDIUM		HIGH	

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

SLIGHT HARM		MODERATE HARM		EXTREME HARM	

In this context, a definition of the above terms is as follows:

Slight Harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (Other than an occupant sleeping in a bedroom in which a fire occurs).

Moderate Harm: Outbreak of fire could result in injury of one or more occupants, but is unlikely to involve multiple casualties.

Extreme Harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at this building is:

Trivial		Tolerable		Moderate		Substantial		Intolerable	

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk based control plan is based on one advocated by British Standard BS 8800 for general health and safety risks:

RISK LEVEL	ACTIONS AND TIMESCALE
Trivial	No action required and no detailed records need to be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessments may be required to establish more precisely the likelihood of harm as a priority for determining the priority for improved control measures.
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

PLEASE NOTE:
ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO FIRE RISK ASSESSMENT IS SUBJECTIVE AND FOR GUIDANCE ONLY. ALL HAZARDS AND DEFICIENCIES IDENTIFIED IN THIS REPORT SHOULD BE ADDRESSED BY IMPLEMENTING ALL RECOMMENDATIONS CONTAINED IN THE FOLLOWING SECTION.
THE RISK ASSESSMENT SHOULD BE PERIODICALLY REVIEWED.

Recommendations in the management action plan have been classified with a priority risk level of 1-4.

1. Serious risks or failures noted with the potential for serious injury to occupants or other relevant persons. Immediate action is required.

2. A risk or failure that presents a threat to the safety of the occupants or relevant persons and should be addresses within the stated time frame.

3. A risk or failure that presents a lower threat to the safety of the occupants or relevant persons and is not considered significant.

4. A matter that is considered bad practice but does not present a significant risk of harm

The suggested timescale attempts to take into account the complexity or budget considerations relating to the implementation of a particular item and a short time scale does not necessarily equate to a high risk priority.

Capital Fire Safety Ltd base all guidance and recommendations based on experience, knowledge and due cognisance of all relevant codes of practice, such as the **'Fire Safety Risk Assessment"** guides issued by the Communities and Local Government Department, which details fire safety provisions for this type of building and use. It should be noted that alternative measures can be adopted instead of those contained in the various codes and guides if it can be shown that these deviations are at least equal to these 'best practice' measures.

Fire Resisting' is defined as:

A door, shutter, glazing, board or other material which is intended to resist the passage of fire and/or gaseous products of combustion and is capable of meeting performance criteria to these ends. Fire resisting separating walls and ceilings should be fully imperforate.

Fire resisting doors should be fitted with a suitable positive action self-closing device conforming to EN1154 or EN1155. Fire resisting doors to storerooms and cupboards should be kept locked shut. Fire resisting glass should be inherently non-openable or fixed shut.

DISCLAIMER

The Fire Risk Assessment endeavours to allow for the identification of hazards, risks and control measures associated with a premises/building, and to identify the significant findings and the relevant persons at risk from them.

The Responsible Person and/or their Representative should ensure that this is achieved.

It should be noted that it is the responsibility of the Responsible Person and/or their Representative to implement any required actions identified by the Fire Risk Assessment.

Capital Fire Safety Ltd accepts no responsibility for how the Fire Risk Assessment checklist, documents and templates are utilised or for any added content or findings.

The Responsible Person and/or their Representative should note that nothing within the Fire Risk Assessment overrides any requirements needed to comply with statutory obligations under the Health and Safety at Work Act, 1974 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.

The 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, any changes to processes carried out, the introduction of additional Ignition sources and increased fire loading. The Fire Risk Assessment should be reviewed with any significant changes to staff and occupancy, and following any "near miss" or incidence of fire.
Any change could lead to new hazards and risks needing to be considered and no liability rests with **Capital Fire Safety Ltd** in this respect. Notwithstanding, The Fire Risk Assessment should be programmed for review at intervals not exceeding 12 twelve months.

PART 6.

MANAGEMENT ACTION PLAN

PART 6
MANAGEMENT ACTION PLAN

It is considered that the following recommendations/actions should be implemented in order to reduce the fire risk to, or maintain it at, the following level:

Trivial		**Tolerable**	

Recommendations in the Management Action Plan have been classified with a risk level of 1 to 4 (1=High).

ACTION REQUIRED	BY WHOM	SUGGESTED TIMESCALE	RISK LEVEL	ACTION TAKEN OR COMPLETED
ELECTRICAL SOURCES OF IGNITION Some use of extensions noted within the basement. Management and staff to be aware that fire as a result of overloaded or inappropriate use of extension leads and adaptors is a significant risk. Where such devices are used cables should be run in an appropriate manner so as to minimise the risk of damage with covers used as necessary. The loading of these devices must not exceed the maximum stated by the manufacturer. Cables and extension leads should be subject of regular visual inspection to ensure insulation, cables or plugs have not been damaged. Extension leads must not be used as a permanent solution, where necessary additional sockets should be fitted into the ring main by a qualified electrician. Where used extension leads must be fully unwound before use, devices must not be daisy chained and the use of block adaptors should be prohibited. It is recommended that all extension leads are of a surge-protected type.	**MANAGEMENT**	**ONGOING & AS STATED**	**2**	

CONTINUED:- Management to ensure a current, satisfactory, electrical installation condition report (EICR) is in place or arrange relevant testing. It is recommended that management initiate an annual portable appliance-testing (PAT) regime for all plugged devices.	**CONTRACTOR**	**12 MONTHS AS STATED**	**3**	

HOUSEKEEPING The premises were clean and tidy with no issues noted. The basement features a low ceiling height, meaning this area will quickly become untenable during the early stages of fire. As such management must ensure that a high standard of housekeeping is maintained in all areas of the basement, and particularly, the cooking area, with minimum levels of combustible materials and no hazardous storage, in conjunction with good separation between any source of ignition and sources of fuel, this includes the furniture and associated lining materials. None noted, however it is recommended that there are no naked flames within the basement area. In all areas is very important that a good level of separation between combustible material and any source of ignition is maintained at all times with no combustible materials & waste stored up against, or in close proximity to, any potential source of ignition or electromechanical equipment. Such storage can increase the risk of overheating by restricting airflow around devices or blocking air vents, additionally if a device does overheat a source of fuel is readily available. Regular housekeeping checks, staff training and signage are recommended to reinforce this policy.	**MANAGEMENT**	**ONGOING & AS STATED**	**1**	

MEANS OF ESCAPE It was noted that some final exit doors featured key locks or other security devices. These exits were unlocked and available during the assessment, however, it must be ensured that all doors on escape routes and final exits doors are unlocked and permanently available for immediate use as long as the building is occupied, with particular attention provided for those who may be using the premises outside of normal opening hours. The external escape route was partially obstructed by a car. This route must be maintained clear and unobstructed at all times.	**MANAGEMENT**	**ONGOING & AS STATED**	**1**	
The lobby fire door separating the ground floor from the basement was wedged open. Fire doors must never be wedged or held open by irregular means. If this door is required to be held open, it should be provided with a suitable door holding device integrated int the fire alarm system so that it closes automatically upon actuation.	**CONTRACTOR**	**1 MONTH**	**1**	

MEASURES TO LIMIT THE SPREAD OF FIRE & DEVELOPMENT The basement features seating and approximately 50% of walls that are covered in the same padded plastic covering, with the same material also noted on the ground floor. Assessor informed this material was installed by a company who specialise in the refurbishment of nightclubs / bars and informed at the time of installation that it was “fire resistant”, however no documentary evidence was available regarding its construction. These types of linings & coverings can promote surface fire spread, burn quickly and contribute to heat & smoke. This is especially relevant where a low ceiling height is an issue, meaning this area will be quickly become untenable. It is recommended that management contact the installing company to ascertain the materials used to ensure they are of a suitable fire resisting construction, providing a minimum “Class 1” rating or EN 13501-1equivalent. If the material cannot be confirmed as meeting this standard, it is recommended that these coverings and replaced with a suitable alternative that meets the “Class 0” specification. *Although beyond the scope of this assessment, it was noted that the upper floors featured dwellings.* *It should be ensured that the residential units are separated from commercial areas by imperforate 60-minute fire resisting construction.* *Where the level of separation between commercial and residential areas is of an unknown, dubious or insufficient standard, it is recommended that further intrusive inspection is undertaken to ascertain if remedial works are required.* *The provision of sounders within residential areas linked to automatic fire detection within commercial areas would provide additional protection for occupants of residential areas.*	**CONTRACTOR**	**AS STATED**	**2**	

ESCAPE LIGHTING Sufficient provision, internally, however it was unclear what primary and emergency lighting was available in the external rear escape route from basement, which involves travel up steps and over some uneven ground. It is recommended that the lighting providing be reviewed in the hours of darkness by a competent person to ensure sufficient is provided, or additional lighting installed.	**CONTRACTOR**	**6 MONTHS**	**2**	
SIGNS & NOTICES Generally sufficient with the additional recommendations made:- • Identification signs for fire extinguishers • A fire action notice with evacuation point should be installed adjacent to each manual call point • "Fire exit keep clear" for external surface of final exit doors in addition to no parking signage to prevent obstruction of rear external escape route. • Site plan and zone chart to be provided by the fire control pane This should also indicate the location of utility mains intakes and associated emergency cut offs	**MANAGEMENT**	**1 MONTH**	**2**	

TRAINING & DRILLS It is recommended that all staff, including temporary or contract staff, are provided with fire safety training upon induction that includes the emergency procedure, a walk around of the premises, escape routes, importance of fire doors and explanation of the fire alarm system and other protective measures, including extinguisher use, particularly any wet chemical units & suppression systems. Significant issues raised within the fire risk assessment should also be relayed to staff. Contract or temporary staff should be provided with the emergency procedure at the point of signing in. Those with additional responsibilities should be provided with additional more in depth training. Key training points would be:- • The action taken on discovering a fire; • The action taken on hearing the alarm; • How to raise the alarm; • Fire safety & prevention • Understanding the behaviour of fire • Understanding the behaviour of people in fire situations • Fire related preventative & protective measures • The procedure for alerting and directing visitors; • The arrangements for calling the fire brigade; • The location of the assembly point at a safe place; • The location of and the use of fire-fighting equipment; • The importance of keeping fire doors closed; • Where appropriate, how to isolate gas and electrical power; • The significant findings from your fire risk assessment; • Identify the persons nominated by you with responsibilities for fire.	**MANAGEMENT**	**NOW & ONGOING AS STATED**	**2**	

CONTINUED:- Biannual drills recommended. These should be realistic and varied and play out various scenarios in which some exits are unavailable. Records to be kept with details of times, dates, scenario, numbers involved and comments/issues.				

TESTING & MAINTENANCE The following inhouse tests & checks to be undertaken and recorded:- • Daily visual check of the fire control panel to ensure system healthy and no faults. • Daily housekeeping checks to ensure good waste management and separation between electrical equipment, heating installations, cooking equipment and combustible materials. • Daily means of escape checks to ensure exit doors are unlocked and available, fastenings are working freely, fire doors are not wedged or obstructed, exit routes are clear of any stored materials, waste or other types of inappropriate storage, including within risers or high risk areas, and there are no obstructions. • Weekly visual checks on extinguishers. • Weekly fire alarm tests with a documented rota to ensure all cal points checked periodically, • All fire doors should be subject of regular monthly inspection to ensure that the door, closer and all seals are present and undamaged and that the door closes fully into the frame under the power of the self-closer. • Monthly emergency lighting tests. Management to initiate suitable maintenance contracts for the fire alarm system, emergency lighting system and fire extinguishers.	**MANAGEMENT**	**NOW & ONGOING AS STATED**	**2**	
All heating, gas installations, air conditioning, kitchen equipment, lift machinery and other electromechanical plant and equipment to be subject of regular service and maintenance in line with manufacturer's guidelines.	**CONTRACTOR**	**AS STATED**	**2**	

FIRE PROCEDURES & ARRANGEMENTS An emergency plan to be formulated and documented. This plan should be reviewed regularly to ensure it remains effective, and include:- - Action on discovering fire - Warning in case of fire - Method of calling the fire brigade - Place of assembly, away from the premises at **"Tattlers Estate Agents"** - Liaison with emergency service - Specific responsibilities including assisting disabled occupants, shut down procedures and sweeps of enclosed areas At peak times it is recommended that 2 staff be appointed and available to manage the evacuation in the basement level, with a further staff member responsible for the ground floor, with the duty manager in overall charge of the evacuation. In areas with music, upon actuation of the fire alarm system all music should stop immediately, all lights should be switched on, with either an automated or DJ/management announcement to ask all occupant to evacuate quickly and calmly. Given the restricted ceiling height, non-standard height final exit door and external steps from the basement, it is essential that the emergency plan is sufficient to ensure that the premises are quickly and effectively evacuated. The evacuation strategy must include ***all*** occupants of the premises & not rely on the fire brigade for the evacuation of any occupant. Special consideration must always be provided for disabled or otherwise vulnerable visitors who may require assistance to evacuate with all necessary steps taken to ensure their safety while on the	**MANAGEMENT**	**NOW & ONGOING AS STATED**	1	

CONTINUED:- premises and that they are fully evacuated. An assisted evacuation plan (AE) should be formulated for such occupants with staff nominated to assist as necessary. There must be sufficient staff available to successfully execute the emergency plan. Staff must be aware of their specific role within the emergency plan. At present there are no disabled employees. Any future disabled staff member should be risk assessed and provided with a Personal Emergency Evacuation Plans where necessary. If necessary a competent person should be nominated by the responsible person to assist with the implementation of fire safety legislation. A competent person(s) will assist with testing, inspection, checks, records & maintenance of protective and preventative measures within the premises where the responsible person cannot effectively do this alone. It should be noted that article 22 of the fire safety order 2005 requires, that where premises are shared, responsible persons cooperate & co-ordinate to ensure the safety of all relevant persons and that adequate levels of fire safety are achieved and maintained, with any issues that may affect relevant persons identified and reduced as far as is practicable. In these premises this will include, but is not limited to, ensuring external escape routes are maintained clear, ensuring adequate separation between commercial and residential areas and fire alarm scope/installation and associated testing & maintenance. Arrangements should be documented.				

RECORD KEEPING. Onsite fire logbook to be initiated to record details of all relevant testing, maintenance and in house checks & tests Maintain comprehensive records, ***where relevant***, in the fire log book, of all:- Staff training, Drill records & associated notes, Fire alarm tests & checks, Suppression / sprinkler test & checks, Emergency lighting tests & checks, Extinguisher tests & checks, Means of escape, fire door & final exit checks, Tests of automatic door release mechanisms / door holders. Gas and electrical certification & testing, Fixed & portable electrical tests,	**MANAGEMENT**	**ONGOING**	**2**	

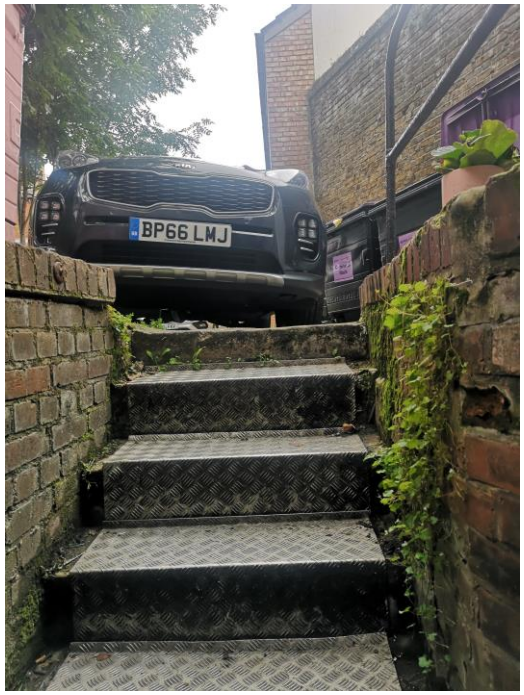
* **Suggested Time Scale & Risk Level** is a guide only to help you formulate project plans. Where a fire authority has set a time limit that falls outside this recommendation, and/or you consider you need more time to complete the project, you should contact the fire authority for agreement on a time extension.

_____ _____

NEIL PALMER (ASSESSOR) **[SIGNATURE]** **RESPONSIBLE PERSON** **[SIGNATURE]**

Basement with extensive linings / coverings of an unknown standard

Fire control panel with no power



Obstructed external escape route