Regulatory Reform (Fire Safety) Order 2005,

Fire Risk Assessment

conducted for

The Fizzy Tarte'

Ash Street Bowness-on-Windermere

Survey date. 12/04/2016

Review date. 12.04. 2017

Person Consulted.
Kay Harrison Man
Stephen Hargreaves

CARRIED OUT BY;
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Score (60/80) 75%
The Fizzy Tarte

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LIMITATIONS OF SURVEY

The following shows areas of main concern observed whilst carrying out the walk through risk assessment. Whilst ever effort is taken to observe all areas where possible hazards have the potential to cause a fire, or in the event of such would pose a risk to those affected by the fire. The observations are not exhaustive, as some may not have been immediately apparent at the time and items or areas were not seen at the time.

This risk assessment does not take away the owners/ managers responsibilities to ensure that they should provide a safe working environment. The risk assessment should however work as a point of reference, so they themselves have the ability on a day-to-day basis to understand and recognise hazards, which have a potential threat to themselves, staff, visitors and the organisation.

The purpose of this report is to provide an assessment of the risk to life from fire, and where appropriate, to make recommendations to ensure compliance with fire safety legislation. This report does not address the risk to property or business continuity from fire.

The assessor believes the information contained within this risk assessment report to be correct at the time of printing. The assessor does not accept any consequence arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the assessor during the period day of the assessment and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made.

The assessor does not take on any liability for implementing improvements highlighted by the assessment or determining a timescale, this remains with the responsible person having control of the premises as named above.

This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

Confidentiality Statement

In order to maintain the integrity and credibility of the risk assessment processes and to protect the parties involved, it is understood that the assessors will not divulge to unauthorized persons any information obtained during this risk assessment unless legally obligated to do so.

Fire Safety Management

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in your premises is able to escape to a place of total safety easily and quickly.
The risk assessment which must be carried out will help you ensure your fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, and the risk assessment should identify any issues that need attention.

What is a fire risk assessment?
A fire risk assessment is an organised and methodical look at your premises, the activities carried out there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- To identify the fire hazards
- To reduce the risk of those hazards causing harm to as low as reasonably practicable
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start

Audit

Question	Response	Details
Part 1: GENERAL INFORMATION		
The responsible person for fire safety		
Name of the responsible head of department	Kay Harrison Mann	
Contact details of responsible person	015394 44245 07827965663	
1 The Building		
Number of Floors	2 plus loft store.	
Floor area: (m2 per floor)	40 ground floor, 40 first floor, 20 loft store approx.	
Floor area: (m2 total)	100m2.	
Brief details of construction:	Traditional stone built under a timber and slate roof.	
Occupancy type:	Commercial	
2 The occupants		
Maximum number of occupants:	97 plus staff	
Maximum number of occupants at any given time:	107	
Maximum number of members of the public at one time:	97	
3 Occupants at special risk		
Are children employed at the premises?	No	
Are there sleeping occupants?	No	
Are there disabled occupants?	Possible	It is likely that persons with disabilities could be on the premises.
Are there occupants in remote areas?	No	

Score (60/80) 75%
The Fizzy Tarte

Are there lone workers?	No	
4 Previous Fire loss experience		
Is there any previous history of fire loss in the premises (if yes give details)	No	
5 Other relevant background		
Are there any residential properties in or attached to the building	No	
Is there a prohibition notice in force? (if yes give date of issue)	No	
Is there an alteration notice in force? (if yes give date of issue)	No	
Is there an enforcement notice in force? (if yes give date of issue and date of when work is to be completed by)	No	
Part 2: FIRE HAZARDS AND ELIMINATION OR CONTROL		
6 Electrical sources of ignition		
Are reasonable measures taken to prevent fires of electrical origin?	Yes	All equipment new and building completely rewired.
Is the fixed wiring installation periodically tested and inspected?	Yes	
Are portable appliances tested/inspected?	Yes	
Is there a suitable policy about the use of personal electrical appliances?	Yes	
Is there a suitable limitation on the use of trailing leads and adapters?	Yes	
Is Luminous Discharge Lighting installed? (if yes does the installation meet with current standards)	N/A	
Is all electrical equipment tested and records on site	Yes	
7 Smoking		
Are reasonable measures taken to prevent fires as a result of smoking?	Yes	
Is smoking prohibited in the building?	Yes	
Is smoking prohibited in appropriate areas?	Yes	

Are there suitable arrangements made for those who wish to smoke?	Yes	
Is there absence of any evidence of breaches of smoking policy?	Yes	
Is the appropriate smoking prohibition notice displayed at the building's entrance?	Yes	
8 Arson		
Does the basic security against arson appear reasonable?	Yes	
Is there sufficient control of unnecessary fire load in close proximity to the building or available for ignition by outsiders?	Yes	
9 Portable heaters and heating installation		
Is the use of portable heaters avoided as far as reasonably practicable?	Yes	
If portable heaters are used, are the more hazardous types (radiant bars and LPG) avoided?	N/A	
If portable heaters are used are suitable measures taken to minimise the risk of ignition of combustible materials?	N/A	
Are fixed heating installations subject to regular maintenance?	Yes	
10 Cooking facilities		
Are reasonable measures taken to prevent cooking fires?	Yes	
Are filters changed and ductwork cleaned regularly?	N/A	
Are suitable extinguishers available?	Yes	Suitable signs required.
11 Lightning		
Does the building have lightning protection system if required? (if yes has it been tested and are records of testing kept)	N/A	
12 Other significant ignition sources that warrant consideration		
List other ignition sources:	Electrical and electronic control equipment in ceiling void.	

13 Housekeeping		
Is the standard of housekeeping adequate?	Yes	
Are combustible materials separated from ignition sources?	Yes	
Is the unnecessary accumulation of combustibles and waste avoided?	Yes	
Is there appropriate storage of hazardous materials?	N/A	
Are combustible materials stored appropriately?	N/A	
14 Hazards introduced by contractors and building works		
Is there sufficient control over works by contractors (e.g. Permits to work & hot works permits)?	Yes	
Are there arrangements for the safe storage of gas bottles and others hazardous materials	Yes	
Are fire safety conditions and instructions communicated to contractors?	Yes	
15 Dangerous Substances		
Are dangerous substances present on the premises?	No	
Has the risk to relevant persons been adequately eliminated or reduced?	N/A	
Part 3: FIRE PROTECTION MEASURES		
16 Means of escape		
Is the building provided with adequate means of escape in case of fire?	Yes	2nd final exit to be introduced from external area
Are there sufficient exits?	Yes	As above
Are exits easily and immediately openable where necessary?	Yes	
Do fire exits open in the direction of travel where necessary?	Yes	
Have sliding or revolving doors been avoided as fire exits?	Yes	
Are there adequate means of securing exits?	Yes	

Are there reasonable distances of travel where there is a single direction of travel?	Yes	Max 11.5mtrs
Are there reasonable distances of travel where there are alternative means of escape?	Yes	
Are escape routes adequately protected?	Yes	
Are there suitable fire precautions for all inner rooms?	Yes	
Are escape routes unobstructed?	Yes	A minimum of 750 mm gangway is to be left between tables / chairs
Are there suitable means of escape for disabled occupants?	Yes	A dedicated are will need to be identified for persons with disabilities, and staff aware of evacuation procedures.
17 Measures to limit fire spread and development.		
Is there a sufficient standard of compartmentation and sub-compartmentation?	Yes	
Are linings that promote fire spread avoided as far as reasonably practicable?	Yes	
18 Escape lighting		
Is there a reasonable standard of escape lighting provided?	Yes	
19 Fire safety signs and notices		
Are fire safety signs and notices suitable and sufficient?	No	Emergency procedures sign needed. Information signs needed by extinguishers.
20 Means of giving warning in the event of fire		
Is a manually operated electrical fire alarm system provided?	Yes	
Is automatic fire detection provided?	Yes	Additional required, loft equipment area (toilet corridor), first floor plant room, newly formed store areas, welfare area and in loft store area.
Is there remote transmission of alarm signals?	No	
21 Manual fire extinguishing appliances		
Is there suitable and sufficient provision of portable fire extinguishers?	Yes	Newly fitted.
Are hose reels provided?	N/A	

22 Relevant automatic fire extinguishing systems		
Type of system:		
Comments and observations:		
23 Facilities, equipment and devices for the protection of Fire-Fighters		
Types of facilities:		
Comments and observations:		
Part 4: MANAGEMENT OF FIRE SAFETY		
24 Procedures and arrangements		
Person responsible for fire safety:	Kay Harrison Mann	
Are there competent persons available to assist in implementing fire safety arrangements?	No	All below to be implemented.
Are appropriate fire procedures in place? (including arrangements for calling the fire service)	No	
Fire Emergency Plan in place and details recorded?	No	
Does the plan take account of other Fire Emergency Plans applicable in the building?	No	
Is the Fire Emergency Plan readily available for staff to read?	No	
Is the Fire Emergency Plan available to the enforcing authority?	No	
Are there persons nominated to respond to fire?	No	
Are persons nominated to assist with evacuation?	No	
Is there appropriate liaison with the fire service?	No	
Do routine in-house inspections of fire precautions take place?	Yes	
25 Training and drills		
Are staff given instruction on induction?	Yes	
Do staff receive periodic refresher training at suitable intervals?	Yes	
Are staff with special responsibilities given appropriate training?	Yes	

Are fire drills carried out at appropriate intervals?	No	To be implemented
26 Testing and maintenance		
Is the workplace adequately maintained?	Yes	
Is there weekly testing and periodic servicing of the fire detection and alarm system?	Yes	
Is there monthly, six-monthly and annual testing of the emergency lighting?	Yes	Newly installed, regular testing is being implemented
Is there annual maintenance and testing of fire extinguishing equipment?	Yes	Newly installed and will be maintained by external contractors
Is there annual inspection and test of the lightning protection system?	N/A	
Is there six monthly and annual testing of wet/dry risers?	N/A	
Is there weekly testing and periodic inspection of sprinkler installations?	N/A	
Is there routine checks of fire doors and final exit doors?		
Other relevant inspection and test		
27 Records		
Are there records of fire drills?		All to be implemented.
Are there records of fire training?		
Are there records of fire alarm tests?		
Are there records of emergency lighting tests?		
Are there records of maintenance and testing of other fire protection systems?		
Part 5: RISK RATING AND RECOMMENDATIONS		
Risk Items		
Item 1	Main public areas. In the event of a fire starting in these areas it should be noticed by staff or customers. The alarm can be triggered by activating the call point or by automatic detection in the internal areas.	
Probability (likelihood of fire)	2 = Unlikely	

Consequence (impact on life safety)	2 = Minor injury (1st Aid)
Risk rating score (probability x consequence)	4
Recommendations	Ensure staff are trained in fire awareness and are aware of their roles and responsibilities in the event of a need to evacuate the building. This should include giving assistance to persons who may be on the premises with disabilities.
Action	As soon as is reasonably practicable.
Item 2	Ceiling store area in toilet corridor. Due to amounts of electronic equipment in this enclosed area a fire could start and would not be noticed until it had developed and breached the compartment into the public areas.
Probability (likelihood of fire)	3 = Possible
Consequence (impact on life safety)	3 = Injury (Dr/Hospital treatment)
Risk rating score (probability x consequence)	9
Recommendations	Fit suitable detection to this area linked to the main fire alarm system.
Action	As soon as is reasonably practicable.
Item 3	First floor plant room, welfare and storage area (including loft). A fire starting in any of these areas could develop undetected and spread to the areas beneath.
Probability (likelihood of fire)	3 = Possible
Consequence (impact on life safety)	3 = Injury (Dr/Hospital treatment)
Risk rating score (probability x consequence)	9
Recommendations	Fit suitable detection to these areas linked to the main fire alarm system.
Action	As soon as is reasonably practicable.
Item 4	Arson
Probability (likelihood of fire)	3 = Possible
Consequence (impact on life safety)	3 = Injury (Dr/Hospital treatment)
Risk rating score (probability x consequence)	9
Recommendations	Ensure all combustible waste generated is stored in a secure area and removed regularly.

Action	On going monitoring.		
Received by responsible person / representative			
Assessor Signature	John Collens		
Pictures			
Re-Assessment			
Recommended date for re-assessment	April 2017		

Summary

SOURCES OF IGNITION IDENTIFIED

Water and space heating systems.
Electrical and electronic systems.
Fixed wiring
Lighting
Down lighters
Arson.

SOURCES OF FUEL

Gas
Wood
Paper
Soft furnishings
Waste products
Fabric of building

SOURCES OF OXYGEN
Normal air.
Natural draught
Forced draught from extract systems

PEOPLE AT RISK
All staff
Customers
Visitors
Persons in adjoining properties
Contractors
Emergency services personnel

EMERGENCY PLAN / EVACUATION PROCEDURES.

An emergency plan should be developed. Where 5 or more are employed, details of the emergency plan must be recorded.
In the event of an unplanned evacuation a responsible person should be responsible for managing the evacuation procedures. This is essential to ensure the building has been fully evacuated and everybody accounted for. Provision must be made for people who may be on the premises with special needs / disabilities, for persons who may have limited understanding of the English language and for young workers. (Where applicable)
Part of the plan should be a drawing indicating location of all service isolators, position of fire fighting equipment and the location of any dangerous / hazardous materials, including Asbestos. This information must be readily available to the emergency services.

Evacuation procedures information should be displayed in a prominent position.

EXTINGUISHERS

Maintained by external contractors
Not all extinguishers are fitted with a sign
Not all extinguishers are mounted on a bracket.

All Extinguishers should be mounted on brackets in a prominent position.
Signs should be mounted close by fire extinguishers showing what extinguishing medium they contain and for what fires they can be used to extinguish.

ESCAPE LIGHTING.

All installed emergency lighting should undergo regular testing (monthly) and annual servicing, all testing and servicing should be carried out in accordance with current British Standards and recorded in the fire log book.
Additional needed to kitchen area.

No maintenance records seen.

FIRE DETECTION

Manual call points are fitted and a mains operated (with battery backup) system is fitted

Additional detection needed to loft equipment area (toilet corridor), first floor plant room, newly formed store areas, welfare area and in loft store area.

SIGNS

The following signs are required.

Emergency procedures, extinguishers, call point

FIXED WIRING

Newly rewired

FIXED EQUIPMENT

All equipment provided for use within the workplace is new and will be maintained as is necessary.

PORTABLE ELECTRICAL APPLIANCES

All equipment is new and will be suitably tested as necessary.
Plug in transformers should be switched off or removed when not in use.

STORAGE OF FLAMMABLE LIQUIDS

No flammable liquids identified at time of assessment.

STORAGE OF COMBUSTIBLE MATERIALS.

Combustible stored in a dedicated area.

FURNITURE AND FURNISHINGS.

All furniture and furnishings are new.

DISPOSAL OF SPENT CIGARETTES

A suitable non combustible container should be available for use at the external entrance.

CEILINGS AND WALLS.

Walls and ceilings form part of a compartment designed to hold back a fire for a specified period. Typically 30 minutes. If services penetrate the elements of the compartment then the areas around the penetration should be made good with a suitable fire resistant material in order to maintain the integrity of the element.
All ceiling hatches should be suitably fire resistant to match that of the surrounding areas.
The whole of the building has been re modeled.

Safe Egress

A minimum of 750 mm gangway is to be left between tables / chairs

It is likely that persons with disabilities could be on the premises. A dedicated are will need to be identified for persons with disabilities, and management systems need to be put in place to ensure their safety in the event of an evacuation.

Section 24 Procedures and arrangements need to be completed.

Section 27 Records need to be implemented.

Management systems

This is the ideal time to develop and implement Management systems to ensure the current fire safety management remains effective. This will require;

The following are mandatory elements which are likely to form the fire safety audit. (Carried out by the enforcing authority)

- Clear company policy
- Effective emergency plan
- Responsibilities clearly defined
- Effective systems of communication in place to inform employees and other responsible people in multi occupied premises.
- Fire marshals and wardens appointed where appropriate.

Where dangerous substances are present you should consider;

- Adequate controls
- Control of ignition sources
- Mitigate detrimental effects
- Safe handling, transport and storage
- Elimination reduction controls
- Suitable signage and safety information
- Give particular consideration to young people

Develop adequate procedures for serious and imminent danger and danger areas.

- Appropriate procedures to be developed
- Safety drills
- Sufficient number of competent persons to manage evacuation
- Prevention procedures to restrict exposure of relevant persons to risk, unless trained.
- Information and signage.

Develop suitable additional emergency measures to safeguard all relevant persons from an accident, incident or emergency related to dangerous substances in or on the premises.

- Information on emergency arrangements to be available
  Suitable warning and other communication systems to be established to support response, remedial actions and rescue operations.
- Information provided to accident and emergency services and displayed at the premises
- Plans should be in place for immediate steps to be taken in the event of an incident occurring
- Personal protective equipment, clothing, specialised equipment and plant provided and available in case of an incident arising.

Assistance to competent person in undertaking the preventative and protective measures.

This will require;

- The appointment of a sufficient number of competent persons.
- Sufficient training given to competent persons
- Co-operation between appointed persons
- Information given to non employees
- Information given to other employees
- Co- operation between responsible persons

Effective staff training

- Induction training
- On transfer or working with new or changed risks
- New equipment or change with existing
- Introduction of new technology
- New systems of work
- Emergency procedures
- Safe practice
- Firefighting equipment
- Safe handling of dangerous substances
- Training to be delivered by competent persons
- Evidences of all relevant training should be available.

Calculations for maximum occupancy.

The actual occupancy is variable dependent upon layout required.
The final occupancy is dependent upon; travel distance to final exits, (the longest travel distance measured was approx 12 mtrs, this is considered a normal risk environment therefore max suggested distance is 32mtrs), and the number and size of the final exits. **Presently with only 1 final exit from the enclosed area this is limited to 60 persons max.**

If as proposed a second final exit is fitted to the opposite end of the enclosed area the max occupancy will be limited to the dimensions of the smallest exit available, (the largest has got to be discounted as worst case scenario). The door presently fitted must allow for 750mm clear opening, this would then allow 100 people safe egress in a set time. The door will need to be fitted with a push pad opening device with sign fitted "push to open". A suitably illuminated final exit sign will need to be fitted above the door.
Regardless of other calculations the occupancy will be limited to 100.
The actual occupancy is variable dependent upon layout required.

1. If the occupancy is to be totally seated restaurant style with no areas for free standing at the bar, ie waiter service only, then the maximum would be calculated on the total available floor space (excluding toilets and area with fixed seating (snug)).
Floor area internal approx 23m2 @ 1m2/ person = **23 persons**
External enclosed area approx 38 persons @1 m2/ person = **38 persons**
Fixed seating in snug **8 persons.**
Total occupancy 69 persons

2. If a section of the area close by the bar is to be kept free from tables and chairs to allow free standing and customer serving at the bar.
Allowing 1.0 mtrs from the bar full length to steps up to toilet corridor. This would give approx 8m2 @ 0.3 m2/ person = **27 persons**.
Remaining internal floor area left for seated customer approx.
15 m2 @1m2 / person = **15 persons.**
External enclosed area approx 38 persons @1 m2/ person = **38 persons**
Fixed seating in snug **8 persons.**
Total occupancy 88 persons

3. If a section of the area close by the bar is to be kept free from tables and chairs to allow free standing and customer serving at the bar.
Allowing 1.5mtrs from the bar full length to steps up to toilet corridor. This would give approx 12 m2 @ 0.3 m2/ person = **40 persons**.
Remaining internal floor area left for seated customer approx.
11 m2 @1m2 / person = **11 persons.**
External enclosed area approx 38 persons @1 m2/ person = **38 persons**
Fixed seating in snug **8 persons.**
Total occupancy 97 persons

When setting up chairs and tables a gangway width should be no less than 750mm.
Escape lighting needed in external enclosed are, I would suggest one directly above the double doors from the internal areas and one over the second final exit door.
Dependant upon the volume of the sound system in normal operation, it may be necessary to fit an interlink between fire alarm and PA system to ensure fire alarm will always be audible over music being played.