

Fire Risk Assessment Report

For: Kay Harrison Mann

At:

Hargreaves Enterprises Ltd - The Garden

C/O St Andrews

Lake Road

Bowness on Windermere

LA23 3DE

By:

Kevin Aston, Ellis Whittam Health and Safety Consultant

Visit Date:

29th August 2018

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Introduction

This Fire Risk Assessment has been carried out to assist the 'Responsible Person' for the premises in complying with the relevant statutory provisions of the Regulatory Reform (Fire Safety) Order 2005. It also seeks to address relevant issues relating to business, property and environmental protection.

This report reflects the circumstances found at the time of the survey only and does not absolve the 'Responsible Person(s)' from ensuring effective day-to-day fire safety management within the premises, as required by law.

The report contains some information provided by others with onsite responsibility and no liability can be accepted by the assessor for the accuracy or otherwise of such information.

A management overview is provided, however, this does not include all matters that should be actioned as it is an overview, and more detail

regarding remedial issues is provided in the action plan itself. The person responsible for implementing this report and the 'Responsible Person' are advised to record their actions with regard to the guidance provided.

The Fire Risk Assessment should be made available for the information of employees, employee representatives and the guardians of young person's as well as for inspection by Enforcing Authorities.

This must be reviewed whenever it is considered to be no longer valid, i.e.

- significant change in working practices
- material alteration
- following any fire incident (or near miss)
- and in any case, at suggested periods not exceeding 12 months.

Priorities Explained

1. Immediate Action Required

A condition or activity likely to cause an immediate risk of fatal or major injury (usually dealt with during the consultant's inspection).

2. Short Term Action Required

Contravention of a legal requirement with a potential to cause a serious injury or ill health. It may result in a Prohibition Notice if not attended to.

3. Medium Term Action Required

A legal contravention likely to result in injury or ill health which may result in an Improvement Notice if not attended to.

4. Longer Term Action Required

Control inadequate or not in line with best practice/current guidance. Enforcement may follow if no action taken.

5. Review as Part of Business Plan

No immediate risk to health or property. Action is desirable to meet current standards though costs not currently justified by risk.

Remember advice on this report or any health and safety issue is available from the Ellis Whittam Advice Line / Tel: 0845 226 8393

Premises Information

Address:	Hargreaves Enterprises Ltd - The Garden C/O St Andrews Lake Road Bowness on Windermere LA23 3DE
Areas Covered/Not Covered:	Bar Area, proposed kitchen and toilets. Outside grounds Not Covered: The private dwelling and parking areas was not covered during this visit.
Use of Assessed Areas:	Outside bar / garden terrace
Approximate Year of Construction:	August 2018
Number of Basements:	0
Number of Staircases (internal):	0
Number of Floors:	1
Number of Lifts:	0

Number of Staircases (external):	1
Approximate Footprint:	80 square metres
Fire Alarm Type:	With automatic detection
Single or Multi-occupancy:	Single occupancy
Description of Building(s) construction:	Wood with felted flat roof
Grounds, Gardens, Private Roads:	<p>Private property to the rear with electric security gate. The front of the property overlooks the road and Lake Windermere, the area to the front is laid with synthetic grass and 15 tables.</p> <p>Entrance gate to this area is from the main public foot path, with seven steps and handrail. The gate is 5 metres wide.</p> <p>There is also a disabled entrance to the left of the main gate (approx. 10m to the left), this entrance is monitored / controlled by the bar staff who have the facility to put out the portable disabled ramp.</p>
Other Relevant Information:	The property is a newly built timber construction.

Processes and Activities

Hospitality open air terrace serving drinks and fast food to the general public.

People Potentially at Risk

Number of Employees on Site	
Day:	11
Night:	0
Total:	11
Number of Other Persons Potentially on Site	
Approx. number of other persons sharing facilities (Multi Occupancy sites):	N/A
Number of Visitors who may be present at any one time:	150
Number of contractors who may be present (including out of hours):	2
Details of Any Sleeping Risk	
None	
Details of Any Arrangements in Place for Disabled Persons	
Disabled entrance and Disabled toilet, staff support disabled visitors using the disabled entrance, a portable ramp is available if required.	

Management Overview

How are the premises described by the occupier in terms of importance to the business?

Replaceable

Is a Loss of Trading Insurance Policy in Place?

Yes

Fire Management Overview

General arrangements are in place for disabled persons.

Fire Risk Assessment Rating						
Severity	Likelihood					
		1 Unlikely (Extremely unlikely to ever occur)	2 Possible (Unlikely but may occur)	3 Quite Possible (Likely to occur sometime)	4 Likely (Likely to occur often)	5 Very Likely (Regular occurrence)
5 Multiple Fatalities (Total loss of building/s)	5	5	10	15	20	25
4 Single Fatality (Major business disruption)	4	4	8 Assessed Risk	12	16	20
3 Major Injury/Injuries (Risk of loss and business disruption – less than 3 days)	3	3	6	9	12	15
2 Lost Time Injury (Repairs required)	2	2	4	6	8	10
1 First Aid Injury/ Minor damage (smoke)	1	1	2	3	4	5

Legend	
Score	12 – 15 – 25
Priority	High
Risk Rating	12 – 15 Requires urgent action within 1 to 2 weeks. Above 15 requires immediate action or cessation of use.
Score	5 – 11
Priority	Medium
Risk Rating	Requires remedial action within 3 months at the most.
Score	0 – 4
Priority	Low
Risk Rating	May require additional controls in due course.

Executive Summary

Risk Ratings by Subject				
Combustibles and Oxygen Sources	Controls	Fire Service Facilities	Ignition Sources	Means of Escape
Risk Rating 5 (Medium)	Risk Rating 5 (Medium)	Risk Rating 5 (Medium)	Risk Rating 5 (Medium)	Risk Rating 5 (Medium)
Actions Required = 0	Actions Required = 6	Actions Required = 0	Actions Required = 2	Actions Required = 2

SWOT Analysis

<p style="text-align: center;">Strengths</p> <p>The Garden is committed to the continuous improvement of Health and Safety standards. Managing Director Kay Harrison-Mann and The Bar Manager are committed to ensuring that the highest standards of Health and Safety are maintained, in doing so providing a safe and healthy environment for employees and Visitors.</p>	<p style="text-align: center;">Weaknesses</p> <p>Fire Risk - fire risk assessments are an integral part of the management of fire. Staff should practice and be familiar with their duties in the event of a fire breaking out at the location.</p>
<p style="text-align: center;">Opportunities</p> <p>To continually use the resources and expertise of Ellis Whittam to enhance the current safety systems that are in place and used across all Hargreaves Enterprise Locations.</p>	<p style="text-align: center;">Threats</p> <p>Failure to comply with statutory requirements can leave the Company and individuals exposed to the threat of both civil and criminal litigation</p>

Fire Safety Action Plan

Subject Area	Priority	Action Required	Suggested Completion Date	Completed By
Controls	2	A company fire policy should be documented in conjunction with other safety policies and procedures.	16/11/2018	
Controls	2	Site specific fire evacuation plan should be documented and staff trained so they are aware of their role within the plan.	16/11/2018	
Ignition Sources	2	Retain records of heating installation maintenance and servicing.	16/11/2018	
Means of Escape	2	The mechanism for securing the exit door on the following escape routes was unsatisfactory and should be exchanged for one that permits the opening of the door in one single easy action without the aid of a key. New build install push bars to fire exit doors.	16/11/2018	
Controls	3	Ensure all visitors sign in and out using the visitors book - Introduce a means of keeping track of people / persons on the premises (e.g. signing in / out sheet for staff and visitors, card swipe / touch print out system etc.).	21/12/2018	
Controls	3	A suitable fire log book should be used to record tests and checks carried out on weekly, monthly, quarterly basis etc.	21/12/2018	
Controls	3	Ensure that all structural changes have been approved where required by the local building control.	21/12/2018	

Subject Area	Priority	Action Required	Suggested Completion Date	Completed By
Ignition Sources	3	The kitchen is being installed over the next few days: Ensure suitable training is arranged for employees or contracted services using cooking facilities. Provide suitable isolation switches/devices for electrical cooking equipment.	21/12/2018	
Means of Escape	3	Liaise with a fire engineer covering compartmentation, cooker extraction and final exit doors / push bars.	21/12/2018	
Controls	4	A review of fire safety arrangements and the assessment should be integrated into any significant changes proposed that includes changes of building layout, work processes, staff working arrangements, machinery or furnishings. The review should be active throughout the 'change' to ensure that controls and fire safety measures remain effective.	30/08/2019	

Combustibles and Oxygen

Hazards	Risk Rating	People Exposed
Paper & packaging Explosive or highly flammable materials Fixtures and furnishings Oxygen cylinders and lines Other gases	Medium	Contractors Customers Emergency Services Employees Other building occupants

Current Controls

Subject Area	Controls in Place
Details of Explosive or Highly Flammable Materials on Premises	None
FIRE- Controlling Combustibles and Oxygen Sources (Chemical Processes and Other Sources)	All other sources of oxygen (Chemical processes) have been identified and are managed appropriately.
FIRE- Controlling Combustibles and Oxygen Sources (Explosives and Highly Flammable Substances)	There are no significant quantities of explosive or highly flammable materials stored on the premises.

Subject Area	Controls in Place
FIRE- Controlling Combustibles and Oxygen Sources (Housekeeping Arrangements and Standards)	Housekeeping arrangements and standards were noted to be satisfactory during the assessment. Waste bins are emptied daily and when full are removed to stop any spillage into the main areas.
FIRE- Controlling Combustibles and Oxygen Sources (Oxygen Cylinders)	Bar / Cellar Safety - CO2 Cylinders on site, CO2 alarm in place. Spare cylinders stored to the rear of the property away from general public access.
FIRE- Controlling Combustibles and Oxygen Sources (Service and Gas/Electrical Intake Cupboards)	There were no service cupboards on the premises assessed.
FIRE- Controlling Combustibles and Oxygen Sources (Storage Areas and Cupboards)	Storage areas/cupboards were inspected and suitably maintained.
FIRE- Controlling Combustibles and Oxygen Sources (Upholstered Furniture on Escape Routes)	At the time of the assessment there was no upholstered furniture on escape routes at these premises.
FIRE- Controlling Combustibles and Oxygen Sources (Windows and Doors)	Whenever the premises are unoccupied doors and windows are kept shut e.g. checked before vacating at the end of the working day/shift. Windows and doors when not in use are normally kept shut to minimise airflow in the event of fire.

Controls

Hazards	Risk Rating	People Exposed
Lack of or inadequate: Emergency procedures, training, coordination with building management and other tenants, consideration of the effects of structural changes to fire compartmentation, fire alarm installation and maintenance, firefighting equipment, signage	Medium	Contractors Customers Emergency Services Visitors

Current Controls

Subject Area	Controls in Place
FIRE- Controls (Fire Alarm Systems and Emergency Lighting)	<p>Adequate smoke detection is installed on the premises and is tested regularly.</p> <p>Monthly functional checks of emergency lighting are carried out in house staff. Maintained lighting is checked by switching of the power by means of the local isolation switch. Non-maintained lighting is checked by confirming the LED light (red or green) is on, LED on light functional, LED off light is malfunctioning</p> <p>Suitable arrangements for providing warning throughout the premises/building are in place.</p> <p>The fire alarm is tested at weekly intervals, from a different call point, by in-house personnel for compliance with the current standards and suitable records are maintained.</p> <p>The fire alarm system is subjected an annual service by a competent person/company, (this may be in the form of two six monthly service, four quarterly visits or any other pattern that ensures no more than 12 months has elapsed since any device received attention).</p>

Subject Area	Controls in Place
FIRE- Controls (Fire Fighting Equipment)	<p>All fire extinguishers are annually inspected and serviced by a competent person.</p> <p>Fire extinguishers are visible, unobstructed and suitably signed.</p> <p>Weekly fire checks include verifying that the locations of all fire extinguishers are visible, that all the extinguishers are in their correct locations that the extinguishers are free from obvious visible defects and that extinguishers have not been operated.</p> <p>Weekly fire extinguisher checks are recorded</p>
FIRE- Controls (Other Matters/Arrangements)	<p>A designated fire assembly point has been provided.</p> <p>A means of checking who is currently on the premises has been established (e.g. signing in / out sheet for staff and visitors.</p> <p>At the time of the assessment Fans, Ductwork and associated plant was subjected to an appropriate cleaning regime.</p> <p>The premises can be evacuated within 2-3 minutes optimum timings.</p>
FIRE- Controls (Responsibilities and Management)	<p>The bar manager has accepted that they will be responsible for the daily management of fire risk (To include\ Means of escape, fire protection systems, fire equipment, housekeeping and relevant training).</p> <p>The Director has accepted that they responsible to act on the findings of this report.</p>
FIRE- Controls (Signage)	<p>Signs and/or notices specifying the action to be taken in the event of a fire are clearly displayed around the premises.</p>

Subject Area	Controls in Place
FIRE- Controls (Staff Training)	<p>An appropriate number of trained fire wardens are provided, and routine checks and inspections of the workplace are completed and recorded.</p> <p>Appropriate evacuation drills and exercises are completed and documented.</p> <p>Arrangements for managing the safety of visitors and contractors are in place.</p> <p>Induction procedures include fire safety instruction for employees and they are reminded of these instructions at regular intervals.</p>

Actions (please see Action Planner for suggested timeframes for completion)

Priority	Actions
2- Short Term Action Required	<p>A company fire policy should be documented in conjunction with other safety policies and procedures.</p> <p>Site specific fire evacuation plan should be documented and staff trained so they are aware of their role within the plan.</p>
3- Medium Term Action Required	<p>Ensure all visitors sign in and out using the visitors book - Introduce a means of keeping track of people / persons on the premises (e.g. signing in / out sheet for staff and visitors, card swipe / touch print out system etc.).</p> <p>A suitable fire log book should be used to record tests and checks carried out on weekly, monthly, quarterly basis etc.</p> <p>Ensure that all structural changes have been approved where required by the local building control.</p>

Priority	Actions
4- Longer Term Action Required	A review of fire safety arrangements and the assessment should be integrated into any significant changes proposed that includes changes of building layout, work processes, staff working arrangements, machinery or furnishings. The review should be active throughout the 'change' to ensure that controls and fire safety measures remain effective.

Fire Service Facilities

Hazards	Risk Rating	People Exposed
Unable to access premises Unable to shut off supplies Delays in providing search and rescue	Medium	Contractors Customers Emergency Services Employees Visitors

Current Controls

Subject Area	Controls in Place
FIRE- Fire Brigade Facilities	Water supplies were considered adequate.

Ignition Sources

Hazards	Risk Rating	People Exposed
Defective or poor management of plant and equipment Arson Risk of fire through defect e.g. arcing, overload, short circuit Cooking or other work process including contractors engaged in 'Hot Work'	Medium	Contractors Customers Emergency Services Employees Visitors

Current Controls

Subject Area	Controls in Place
FIRE- Controlling Electrical Ignition Sources (Cable Management & Multi-Adaptors)	Cable management and the use of multi adaptors throughout the premises appeared satisfactory.
FIRE- Controlling Electrical Ignition Sources (Fixed Wiring)	Fixed wiring tests were last carried out in August 2018 and will be re-tested in 5 years' time.
FIRE- Controlling Electrical Ignition Sources (Portable Appliances)	New building, all equipment is new - New electrical equipment is subject to visual inspection or PAT before use and managed well whilst in use.
FIRE- Controlling Electrical Ignition Sources (Reporting of Defects)	Employees have been made aware of whom to report defects with electrical equipment.

Subject Area	Controls in Place
FIRE- Controlling Electrical Ignition Sources (Use of Personal Electrical Equipment in the Workplace)	A formal policy is in place controlling or restricting the use of personal electrical equipment in the workplace. Mobile phones - the company are purchasing iPhone and Samsung Mobile phone chargers to ensure this area is controlled adequately / PAT tested as and when required.
FIRE- Controlling Ignition Sources (Arson)	<p>Appropriate security (CCTV, 24/7 security, intruder system, secure fencing) and external lighting measures are in place to deter arson.</p> <p>External storage was well maintained and combustible materials were not readily available to arsonists.</p> <p>There is no known recent arson activity in the general area.</p> <p>Wheelie bins and external waste receptacles where used were either individually secured or secured in a suitable compound away from the building.</p>
FIRE- Controlling Ignition Sources (Heating Installation and Appliances)	<p>Electric water heater - Heating plant and equipment is subject to annual maintenance.</p> <p>Heating appliances in the work areas were suitably located and managed to be away from combustible materials.</p> <p>New build - Records will be maintained of annual maintenance.</p> <p>Persons undertaking maintenance and servicing are appropriately qualified.</p> <p>Storage was not located adjacent to any heating appliances observed during the inspection.</p>
FIRE- Controlling Ignition Sources (Smoking)	<p>A 'No Smoking' policy is in place throughout the premises.</p> <p>Mandatory No Smoking signage is displayed.</p> <p>No evidence was found of breaches of the no smoking policy.</p>

Actions (please see Action Planner for suggested timeframes for completion)

Priority	Actions
2- Short Term Action Required	Retain records of heating installation maintenance and servicing.
3- Medium Term Action Required	The kitchen is being installed over the next few days: Ensure suitable training is arranged for employees or contracted services using cooking facilities. Provide suitable isolation switches/devices for electrical cooking equipment.

Means of Escape

Hazards	Risk Rating	People Exposed
Lack of, or inadequate provision & maintenance of means of escape and fire compartmentation.	Medium	Contractors Customers Emergency Services Employees Visitors

Current Controls

Subject Area	Controls in Place
FIRE- Provision and Maintenance of Means of Escape	'Protected routes' and escape routes including staircases were found to be free of combustibile items and storage.
FIRE- Provision and Maintenance of Means of Escape (2)	At the time of the assessment adequate means of escape arrangements were provided and maintained.
FIRE- Provision and Maintenance of Means of Escape (3)	External escape routes were maintained available and free of trip hazards or obstructions.
FIRE- Provision and Maintenance of Means of Escape (4)	All final exit doors on escape routes opened outwards onto an even surface or ramp as appropriate.
FIRE- Provision and Maintenance of Means of Escape (5)	The building is an outbuilding / terraced bar with no compartmented areas.

Actions (please see Action Planner for suggested timeframes for completion)

Priority	Actions
2- Short Term Action Required	The mechanism for securing the exit door on the following escape routes was unsatisfactory and should be exchanged for one that permits the opening of the door in one single easy action without the aid of a key. New build install push bars to fire exit doors.
3- Medium Term Action Required	Liaise with a fire engineer covering compartmentation, cooker extraction and final exit doors / push bars.