

Lancaster Late Night basic Information

- No children from 8pm under the age of 18 without a responsible adult.
- All toilets are closed from 9:00pm. Including upstairs: Upstairs door must be closed and always locked, no members of public upstairs after 8pm.
- First aid boxes are in the office through the kitchen on the top shelf. (Three first aid kits in total) - All Managers are basic First aid trained for staff only. Blue is basic first aid, yellow is body fluid and sharps and orange container is for burns.
- No vaping or smoking in the building. Zero tolerance as it sets fire alarms off.
- Chairs are removed from dining area around 9pm as it is take-out only, kiosks will reflect this– no sitting on tables or in corner booth. (unable to remove tables and booth seating)
- Front doors: Only one door can be opened this can remain opened too– other door must always remain closed (this one is already locked.)
- No access out back, staff only – backfire door must always remain closed.
- No drugs or alcohol – no open bottles/cans etc...

Premises licence summary:

- Minimum of 1 door staff on from 2000 till 0500
- CCTV footage available retained unedited for 31 Days, CCTV is in the office through the kitchen. CCTV must cover entry/exit points of the premises and is recording when the premises is open to the public
- SIA Door staff that work this venue must wear a high visibility jacket.
- An incident book that includes: all incidents of crime and disorder, a record of any person asked to leave the premises, a record of persons searched on suspicion that drugs are being carried and the reason for such suspicion.
- The book is available for police inspection.
- The premises operates on a takeaway policy from midnight till 5am. All table and chairs are closed off.
- Numbers in store is kept to a manageable limit.

Fire alarm summary.

We phone fire department if there is a fire in the building – does not automatically send to emergency services.

- Fire box is located at front of store behind a glass case.

Upon hearing the alarm, the following procedures will commence:

Staff will immediately evacuate the building using the nearest fire exit and go to out fire meeting point (The Beer Store) where a roll call will take place by a senior member of staff. (Do not collect personal belongings). Senior manager will assess the situation and call 999, or in case of a fake alarm will thoroughly check the building before asking staff to come back in.

Senior manager will check staff room, kitchen, both dining areas and all toilets. Before making there exit using the nearest fire point and reporting to another senior staff member that building is clear of all staff and customers from the building.

Staff and customers will only be allowed to enter the building once it is cleared by management or by chief fire officer on scene.

Building will remain closed when staff are allowed back in to follow opening equipment procedures and when manager is ready to reopen or make a decision on situation depending on all information given.

Contact RM or ROM to provide an update on the situation. (This is for our staff)

Turning alarm off

Fire zones on panel show where fire is

1. Turn red key to access panel
2. Press white to silence
3. Then red to restart alarm
4. Then green to restart all panel and alarms
5. Go into kitchen and to the extraction fan.
6. Press/hold the fan trip button.
7. Turn off all panel switches and the turn back on
8. Take 4/5 mins to restart all equipment.

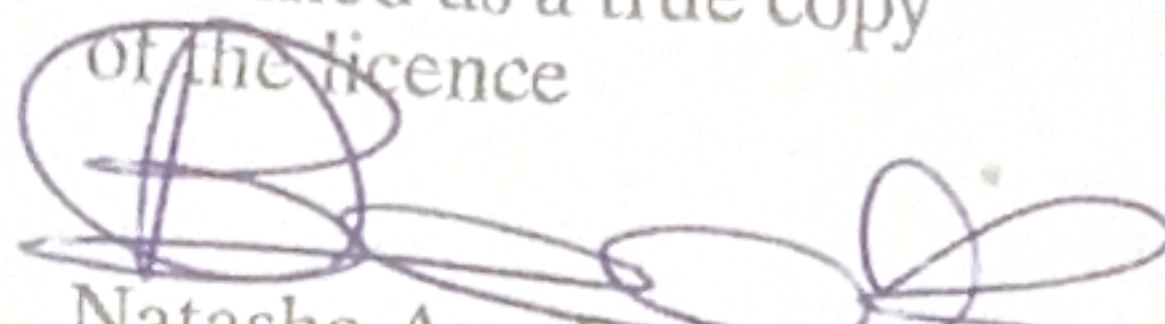


Contact: Licensing
Telephone: 01524 582033
E-mail: licensing@lancaster.gov.uk
Website: www.lancaster.gov.uk

LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

Certified as a true copy
of the licence


Natasha Ann Beck, Solicitor
Poppleston Allen Solicitors
Nottingham

Premises Licence

LAPLNA1021

Part 1 - Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

Burger King

7 Cheapside, Lancaster, LA1 1LY.

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- provision of late night refreshment

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
I. Late night refreshment (Indoors & Outdoors)	Monday - Sunday	23:00	05:00

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Monday - Sunday	00:00	23:29

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

BKUK Crown LTD

5 New Street Square, London, Lancashire, EC4A 3TW.

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

BKUK Crown LTD

10980808





Contact: Licensing
Telephone: 01524 582033
E-mail: licensing@lancaster.gov.uk
Website: www.lancaster.gov.uk

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ANNEXES

PROPOSED POLICE CONDITIONS

CCTV equipment shall be installed and be maintained in good working order in accordance with the manufacturer's instructions. Training should be provided for staff members in the usage of the CCTV equipment. CCTV footage recorded must, as a minimum, cover each entry/exit point of the premises and be recording at all times when the premises is open to the public.

The images recorded by the CCTV system shall be retained in unedited form for a period of not less than 31 days.

The Data Controller will make footage available within a reasonable time to a Police Constable or Authorised Officer, where such request is made in accordance with, and which satisfies the Data Protection Act 1998.

A minimum of 2 SIA registered door staff must be on duty from 2000 to 0500 HOURS on Friday and Saturday evenings-Police appreciate that licensable activity is 2300-0500 hours however there is a need for SIA Security brought on earlier in the evening to address the busy evening trade and assist maintaining order.

A written record shall be kept on the premises by the Designated Premises Supervisor of every person employed on the premises as a door supervisor in a register kept for that purpose. That record shall





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contain the following details:

- the door supervisor's name, date of birth and home address
- his/her Security Industry Authority licence number
- the time and date he/she starts and finishes duty
- the time of any breaks taken whilst on duty

All SIA registered door staff that work at this venue will wear high visibility jackets.

An incident book will be maintained in which there will be recorded:

All incidents of crime and disorder

A record of any person asked to leave the premises.

Details of occasions on which the police are called to the premises.

A record of persons searched on suspicion that drugs are being carried and the reason for such suspicion.

The book will be available for inspection by a police officer.

Any other requirement for SIA Door Staff to be on a risk assessment basis such as:

Music Festivals, St Patrick's Day, Bank Holidays, last Friday before Christmas known as 'Black Eye Friday', where there is information from Police where security is needed such as a wake, funeral or high tensions in the area and community or busy midweek evenings.

The Duty Manager must risk assess these events and have in place sufficient SIA Door Staff cover to manage the premises and ensure the Licensing Objectives are being promoted.

Management are welcome to contact Police Licensing for any advice on



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these matters.

A zero tolerance approach to drugs will be promoted via appropriate signage in the premises. Any person found to be in possession of drugs must be reported to the police immediately upon being apprehended.

The premises will Operate a 'Takeaway only' policy from Midnight to 0500 hours each Friday and Saturday evenings. During this time the interior chairs and tables will be closed off to the public.

The Duty Manager will use SIA Security and Staff to manage large number allowed on the premises at any one time between midnight and 0500 hours on Friday and Saturday evenings to ensure. These numbers will be kept to a manageable limit to avoid confrontations and crime and disorder.

No person under the age of 16 will be allowed on the premises between 2000-0500 hours each evening unless accompanied by an adult.

The WIFI will be turned off between midnight to 0500 hours on each evening.



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FIRE RISK ASSESSMENT

Regulatory Reform (Fire Safety Order) 2005

BURGER KING LANCASTER

7 Cheapside | Lancaster | LA1 1LY



BUILDING DESCRIPTION

The Burger King Lancaster restaurant is located on the Heart of this town, set on the main Highs Street, just a short walk from the town's car parks and bus station. This two-storey high street store is built with brick with sandstone block, tiled and plaster board interior. It has internal seating on two levels 17 on the ground with standing room for standing room for 15 and 36 on the first floor.

Likelihood of Fire	MEDIUM
Life Safety Consequence	SLIGHT HARM
Overall Risk	TOLERABLE
Target Risk	TOLERABLE

Assessor: Simon Kennedy

Date: 18th September 2023





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1.0 - INTRODUCTION

This fire risk assessment has been carried out on your behalf, being the Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005 (e.g. as an employer), and/or being the person having control, to any extent, of the premises (as occupier or otherwise). It is intended to assist you in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out.

It is important that you study this fire risk assessment and understand its contents. The fire risk assessment includes a 'Significant Findings & Action Plan', which sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire. Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that you study the Action Plan. If any recommendation in the Action Plan is unclear you should request further advice.

The Fire Safety Order requires that you give effect to arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

The risk assessment has been created in line with the publicly accepted specification PAS 79 for fire risk assessments to fore fill the requirements of the Regulatory Reform (Fire Safety Order) 2005 and the Fire (Scotland) Act 2005. The method used to assess the risk to life and the risk of fire spread is a safety risk level estimator of the type contained in BS 8800

Whilst our Fire Safety Consultants make every reasonable effort to access all areas of the premises for which the client is responsible, there may be some areas that are inaccessible or are difficult to access due to the fabric of the building and to do so would cause unnecessary damage.

The Fire Risk Assessment is based on a combination of observations made by the Consultant at the time of the survey as well as information provided by representatives of the client. All such information is accepted in good faith as being factual, accurate and a valid representation of the client's views. Any changes to the occupancy, use or other circumstances of the premises will require that a review of the assessment be carried out.

The checking of the integrity of fire compartmentation within floor and ceiling voids is outside the scope of this report. Compartmentation will be visually assessed, as far as is possible, in all other accessible areas of the premises.

The electrical and mechanical worthiness of all plant and equipment is outside the scope of this report although the servicing and maintenance of such items may be commented upon as well as the design and coverage of installed

The scope of this fire risk assessment does not include drawing of plans of the building or the creation of an emergency evacuation procedure for the client. Checks are made that these items are in place or are provided by the responsible/appropriate person and will be included within the report where available.


LimeTree Solutions (UK) Ltd carry out regular quality checks and continued professional development with our fire risk assessors. All LimeTree Solutions (UK) Ltd Fire Risk Assessors are qualified with fire risk assessment qualifications and are subject to quality reviews and inspections.



2.0 – PREMISES

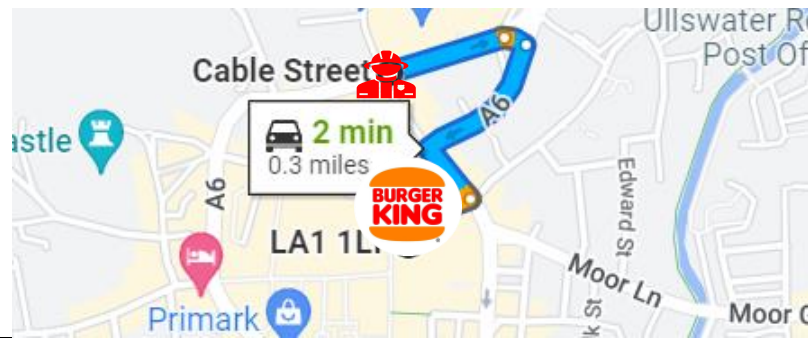
Responsible Person:	Carley O'Neil (Regional Operations Manager)
Restaurant Manager	Jane Merron
Person Seen:	Jane Merron
Director of Ops	Steve Robin-Smith
No of Floors:	3 floor and basement
Approx. Occupied Floor Area per floor:	Ground Floor FOH 56m ² / BOH 62m ² First Floor Dining 66m ² Second Floor 69m ² Basement 43m ²
Approx. Total Floor Area:	Approx. 297m ²
Operating Capacity per floor:	Internal – Ground floor 17 seats / First Floor 36 / Standing room for up to 15. Total Staff Employed 15 with a maximum staff of 6 at any one time.
Total Operating Capacity:	Approx. 68
Peak Operation Times:	Store Opening Hours: Monday to Sunday 10.30-21.30

Building Description	<p>The Burger King Lancaster restaurant is located on the Heart of this town, set on the main High Street, just a short walk from the town's car parks and bus station. This two-storey high street store is built with brick with sandstone block, tiled and plaster board interior. It has internal seating on two levels 17 on the ground with standing room for standing room for 15 and 36 on the first floor.</p> <p>Internally the building is of modern block work construction with internal 1-hour fire compartmentation around the principal fire risks. The kitchen area has been set to the rear of the ground floor with broiler and deep fat fryers being set to the left-hand elevation together with a variety of stainless-steel catering and refrigerated and hot servery units. The managers office set to the right of the front counter, dry and wet stores are located at the rear of the kitchen area along with the walk-in fridge and freezer. The HVAC is also located to the rear of the kitchen.</p> <p>Team areas are set on the second floor, there is also a spare room on this floor which is not in use.</p> <p>Basement has the electrical intakes and consumer units along with two boilers for the restaurant.</p> <p>An accessible toilet and main customer toilets have been set on the ground floor, with additional toilet on the first floor.</p> <p>There are 2 exit door from the premises, main entrance which is a double door (2220mm and 1110mm when restricted) and a single rear exit door (740mm) both leading to areas of safety.</p>
Use of Premises	High Street
Previous Fire Losses or Incidents	No Fire Loss or incidents to date
Sleeping Occupants	None

Disabled Occupants	No staff at this time / occasional member of the public
Lone Workers	Managers may work alone for only short periods of time when opening and closing the unit
Young Persons	None at this time employed
Other	n/a
Fire Detection & Alarm System (BS 5839)	<p>A fire alarm system has been installed to BS 5839 Part 1. The system appears to be a L2 system. The fire alarm panel is a C-Tec addressable fire alarm control (8 zone) panel and has been located by front door. Design and Install certification were available at the time of this inspection, it was confirmed that the system is linked to the HVAC system. The system is to be certificated bi-annually by a competent contractor. Weekly tests of the fire alarm system are to be carried out by the management team and recorded in the premises fire safety logbook.</p> 
Emergency Lighting System (BS 5266)	An independent self-contained non-maintained system has been installed in accordance with BS 5266-1:2011 and BS EN 50172:2004, BS 5266-8:2004. Luminaires have been situated throughout the building. The system is to be certificated bi-annually. Commissioning certification was available at the time of this inspection. Units are to be tested monthly by the management and recorded in the premises fire safety logbook.
Fire Suppression Systems (BS 5306)	Ansul R-102 system has been installed in the respective extraction canopies. Certification being available and it is a R-102 system that has been designed.
Evacuation Regime:	Simultaneous on any alarm
Fire Extinguishers (BS 5306)	Manual fire extinguishers installed throughout the building and all staff will be trained in their use as detailed in this risk assessment. The units are inspected weekly by the management and will be annually maintained by a competent contractor.
Fire Drills	The business will perform refresher drills at six monthly intervals with a minimum of 50% staff present.
Fire Training & Induction	Induction training is to be carried out for new staff before they commence their first shift, and all staff will undertake all fire safety training within the first month and quarterly refresher training will be carried out by the management team as required.

Emergency Access

Vehicular access is readily available at this site. The nearest Fire Station is approx. 0.3 miles away: **Cable St, Lancaster LA1 1HH.**



Next FRA review date

18.09.27 – You should review your risk assessment, if it is no longer valid or if there has been a significant change.

Certification

Fire Alarm

Design	0025 -13.10.22
Install	Not Seen
Acceptance	301264 -13.10.22
Commissioning	0025 – 13.10.22
Modification	Not Seen

Emergency Lighting

Design	Draft Certification – 11.10.22 – Form 2
Install	Draft Certification – 11.10.22 – Form 3
Completion	Draft Certification – 11.10.22 – Form 1
Verification	Draft Certification – 11.10.22 – Form 4

Electrical Installation

26174384 ISN18C - 14.10.22

Gas Installation

N/A

HVAC – Control Panel

Not Seen

Extraction System

Not Seen

Water Suppression

N/A

Ansul System

Ansul R102 Double Tank – 105736 – 5.10.22

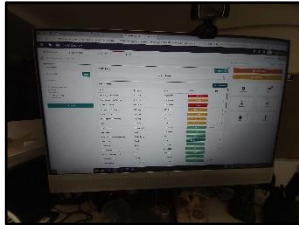

Fixtures & Fittings



Not Seen


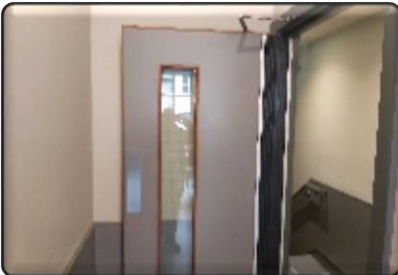
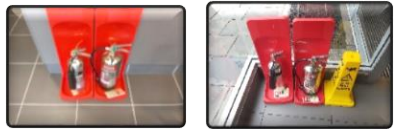

Other Information

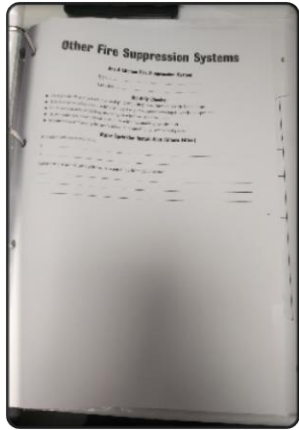
Not all the design, install and/or commissioning certification was available at the time of this assessment as the site was not completed. It is strongly advised that all documentation recorded as not seen is sourced, and physical copies are kept on site and made available at future inspections.

3.0 – SIGNIFICANT FINDINGS & ACTION PLAN

REF	DEFICIENCY IDENTIFIED	IMAGE	REMEDIAL ACTION REQUIRED	PRIORITY	RESPONSIBILITY	SIGN OFF DATE & SIGNATURE
1.04 1.05 1.06 1.08 1.15 - 2.0 - 10.08 - 18.02	Testing & Maintenance Design & Install Certification		<p>Ensure that the management team contact the BK-UK property team to ensure that all the schedule statutory maintenance that are now due is completed on the dates highlighted on the Access PMV system. Also, any that have not been entered onto the system are added.</p> <p>Request the design & install certification for the Fire Alarm, Emergency Lighting, Ansul, water suppression, HVAC panel, Extraction, furniture & linings used within the demise & keep physical copies in the CDM folder for all future inspections.</p>	MEDIUM		
17.10	Means of Escape From Fire		<p>Ensure management implement practices to declutter the area of the rear staircase, making sure that the egress route from the team area is always unimpeded by either equipment or refuse. Maintain standards & communicate the dangers of unsafe practises to staff at the next quarterly refresher training for fire safety. Document the same & keep records for future inspections.</p>	MEDIUM		

REF	DEFICIENCY IDENTIFIED	IMAGE	REMEDIAL ACTION REQUIRED	PRIORITY	RESPONSIBILITY	SIGN OFF DATE & SIGNATURE
18.01 18.02 18.03	Measures to prevent Fire Spread		<p>Inspect all fire safety door as highlighted within the reported to ensure that it is of FD30s & FD60s standards as appropriate, are able to close fully into the frame unaided, the door & frame to have the necessary components installed to prevent the passage of smoke & fire, repair/replace as appropriate, certify the same & keep certificates on file for all future inspections.</p> <p>Appoint a suitable contractor to attend site to introduce suitable fire insulant materials to the manufacturer's specifications to the holes for the cable penetrations above the post mix area.</p> <p>Management to remind team members of the importance on not wedging open fire doors. Maintain standards & communicate the dangers of unsafe practises to staff at the next quarterly refresher training for fire safety. Document the same & keep records for future inspections.</p>	MEDIUM		
19.01	Emergency Lighting		<p>Appoint a suitable contractor to attend site to inspect the emergency lighting to ensure that it complies with BS5266, carry out repairs/replacements to faulty EL units & install extra luminaires if appropriate (externally above final exit doors)</p>	MEDIUM		

REF	DEFICIENCY IDENTIFIED	IMAGE	REMEDIAL ACTION REQUIRED	PRIORITY	RESPONSIBILITY	SIGN OFF DATE & SIGNATURE
20.01 20.02	Provision of fire safety signs and notices	 	<p>Introduce the following.</p> <ul style="list-style-type: none"> Fire Door – Push to Open on the basement door. Blue Spot fire door signage (keep closed) was missing on office and store door. A method of twist / turn to open signs on all door with combination locks. Blue Spot fire door signage (Magnetic door keep clear) was missing on second floor dining and ground doors. <p>Directional Signage It would be recommended that a direction signage is installed to show the correct way from the basement.</p>	LOW		
22.01 22.03	Manual Fire Extinguishing Appliances	 	<p>Ensure that extinguishers are not impeded by the placement of bins or equipment by either relocating the respective obstacle or the extinguisher itself & keep standards maintained.</p> <p>Ensure that all extinguishers have the identification signage attached to the stands to avoid any confusion of the correct extinguishing to use in the event of an emergency.</p> <p>Ensure that the extinguishers highlighted within the report that were noted missing the safety tamper clips are serviced by a competent contractor to ensure that the devices have not been accidentally discharged.</p>	MEDIUM		

REF	DEFICIENCY IDENTIFIED	IMAGE	REMEDIAL ACTION REQUIRED	PRIORITY	RESPONSIBILITY	SIGN OFF DATE & SIGNATURE
27.05	In house testing of the passive and active systems		<p>The management team MUST ensure the following fire safety management checks are being performed and that records of these fire safety checks are being retained and are available for inspection.</p> <ul style="list-style-type: none"> • Ansul Suppression Systems (Monthly) 	LOW		
26.12 27.01 27.02	Procedures & Arrangements Training & Records	N/A	<p>Ensure the management team complete refresher fire training & fire drills at 3 & 6 monthly intervals respectively for all team members & in line with BK-UK policy, keep appropriate records & make available for all future inspections.</p>	MEDIUM		

4.0 – RISK ASSESSMENT ESTIMATOR

The risk level is calculated on an estimator based on a more general health and safety risk level estimator of the type contained in BS 8800. Note that, although the purpose of this estimator is to place the fire risk in context, the following approach to fire risk assessment is subjective and for guidance only. The fire risks arising from the hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following report. The risk assessment should be reviewed regularly. Failure to carry out the recommendations means that the business is in contravention of statutory fire legislation including the Regulatory Reform (Fire Safety) Order 2005.

4.1 – Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

MEDIUM

LOW	Unusually low likelihood of fire as a result of negligible sources of ignition
MEDIUM	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings)
HIGH	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increases in likelihood of fire

4.2 – Life Safety Consequence

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

MODERATE HARM

SLIGHT HARM	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs)
MODERATE HARM	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities
EXTREME HARM	Significant potential for serious injury or death of one or more occupants

4.3 – Overall Risk

Accordingly, it is considered that the risk to life from fire at these premises is:

MODERATE

POTENTIAL CONSEQUENCES OF FIRE ► LIKELIHOOD OF FIRE ▼	SLIGHT HARM	MODERATE HARM	EXTREME HARM
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

4.2 – Target Risk

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

TOLERABLE

RISK LEVEL	ACTION & TIMESCALE
TRIVIAL	No action is required and no detailed records need be kept.
TOLERABLE	No major additional controls required. However, there might be a need for improvements that involve a minor or limited cost.
MODERATE	It is essential that efforts are 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 assessment might be required to establish more precisely the likelihood of harm as a basis 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 areas) should not be occupied until the risk is reduced

5.0 – RISK ASSESSMENT DETAILS

TESTING & MAINTAINANCE

1 - TESTING AND MAINTENANCE		ANSWER
1.01	Adequate maintenance of premises?	Y
1.02	Annual servicing of fire alarm & detection system? 6 Monthly frequency evidence on Access to demonstrate that this has been introduced as part of the companies PPM regime – Last performed – 23.03.23	Y
1.03	Annual testing routines for emergency lighting? 6 Monthly frequency evidence on Access to demonstrate that this has been introduced as part of the companies PPM regime – Last performed – 23.03.23	Y
1.04	Fixed installation tested & inspected periodically? Evidence Yearly 20% inspection and test on Access to demonstrate that this has being completed as part of the companies PPM regime- Noted due 21.09.23	Y
1.05	Portable appliance testing carried out? Annual frequency – Annual evidence on Access to demonstrate that this has been introduced as part of the companies PPM regime – No evidence on the PMV system to confirm that this was being completed.	N
1.06	Annual maintenance of fire extinguishing appliances? 6 Monthly frequency evidence on Access to demonstrate that this has been introduced as part of the companies PPM regime – Noted due on the PMV system 11.09.23 now overdue.	N
1.07	Has gas equipment & emergency devices been checked annually? It was noted that the premises has no gas all electric. 6 Monthly frequency evidence on Access to demonstrate that this is occurring – electric Broiler - Last performed 24.03.23 and electric Fryers Annually - Last performed 24.03.23.	Y
1.08	Are cooking ducting and extraction systems cleaned by contractors on a regular basis? Cooking ducting – Quarterly frequency evidence on Access to demonstrate that this is occurring - Last performed 12.09.23 / 2 yearly frequency on Access to demonstrate that Vertical Riser is occurring – Noted due on the PMV system 28.02.24	Y
1.09	Periodic inspection of external escape staircases & gangways? Monthly checks - Last performed by the management team 02.08.23	Y
1.10	Six monthly inspection & annual testing of rising mains?	N/A
1.11	Weekly & monthly testing, 6 monthly inspection & annual testing of fire-fighting lifts?	N/A
1.12	Annual testing & periodic inspection of Ansul or sprinkler installations? Ansul fire suppression - 6 Monthly frequency evidence on Access to demonstrate that this is occurring – Last performed – 03.05.23.	Y
1.13	Routine checks of final exit doors and/or security fastenings? Monthly checks - Last performed by the management team 02.08.23	Y
1.14	Annual inspection & testing of lightening protection system?	N/A
1.15	Other relevant inspections or tests? HVAC - Annual evidence on Access to demonstrate that this has been introduced as part of the companies PPM regime – Last performed 02.06.23 / Annual Fixed Pressure Vessels - Coffee Machine Noted due on the PMV system 18.10.23	Y
Comment & Deficiencies Observed – BK-UK Ltd use Access compliance software for facilities management control		

FIRE HAZARDS & THEIR ELIMINATION OR CONTROL

2 - ELECTRICAL SOURCES OF IGNITION		ANSWER
2.01	Suitable limitation of trailing leads and adapters?	Y
2.02	Reasonable measures taken to prevent other fires caused by electrical risks? See point 1.04 & 1.05	Y

3 - SMOKING		ANSWER
3.01	Reasonable measures taken to prevent fires as a result of smoking?	Y
3.02	Absence of any evidence of smoking in prohibited areas?	Y

4 - ARSON		ANSWER
4.01	Does basic security against arson seem reasonable?	Y
4.02	Is there an absence of unnecessary fire load close to premises or available for ignition by outsiders?	Y

5 - GAS SERVICES		ANSWER
5.01	Is gas equipment fitted with emergency cut off devices?	N/A
5.02	Reasonable measures taken to prevent fires involving gas installation?	N/A

6 - PORTABLE HEATERS & HEATING INSTALLATIONS		ANSWER
6.01	Is the use of portable heaters within reasonable provision?	N/A
6.02	If portable heaters are used: is the use of the more hazardous type (e.g. radiant bar Fires or LPG appliances) tightly controlled/managed?	N/A
6.03	If portable heaters are used: are suitable measures taken to minimise the hazard of Ignition of combustible materials?	N/A
6.04	Are fixed heating installations subject to regular maintenance? See Section 1.08	Y

7 - COOKING - EQUIPMENT		ANSWER
7.01	Filters changed and extract ductwork cleaned regularly?	Y
7.02	Suitable extinguishing appliances available in cooking area? CO2 / H2O / Wet Chemical	Y
7.03	Are deep fat fryers being used correctly and baskets stored appropriately	Y
7.04	Are there any concerns over the condition and maintenance of any equipment?	N

8 - COOKING - CANOPY HOOD		ANSWER
8.01	Good canopy hood cleaning with minimal grease deposits?	Y
8.02	Are filters in good condition, of correct type and clean?	Y

9 - COOKING - CANOPY FILTERS		ANSWER
9.01	Are all filters present and do they fit correctly with no gaps?	Y
9.02	Are all filter in good condition and cleaned daily?	Y
9.03	What type of filters are in use (baffle or mesh)	Baffle

10 - COOKING - EXTRACTION SYSTEM & DUCTING		ANSWER
10.01	If internal surfaces are visible are they free from significant grease deposits?	Y
10.02	Are all access panels in good condition & sealed properly?	Y
10.03	Are any access panels or duct joints leaking grease?	N
10.04	Where visible are fan blades & casing sound & free from grease?	Y
10.05	Where visible is any mesh guard in good condition, free of defects & clean?	Y
10.06	Where visible is roof/wall around extract clean & free from grease?	Y
10.07	What is the current frequency of extraction ductwork and motor cleaning?	Quarterly
10.08	Is this frequency being maintained by the appointed contractor? See section 1.08	Y

11 - COOKING - PLANT/EXTRACT ROOM (IF APPLICABLE)		ANSWER
11.01	Is there safe means of escape from plant rooms and plant areas?	Y
11.02	Is the plant room or plant area clean with no stored items, rubbish, etc?	Y
11.03	Are lighting levels adequate for safe working?	Y

13 - HOUSEKEEPING		ANSWER
13.01	Is the standard of housekeeping adequate?	Y
13.02	Combustible materials appear to be separated from ignition sources?	Y
13.03	Avoidance of unnecessary accumulation or inappropriate storage of combustible materials or waste?	Y
13.04	Appropriate storage of hazardous materials?	Y

14 - HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS		ANSWER
14.01	Are fire safety conditions imposed on outside contractors? Managed by Access	Y
14.02	Is there satisfactory control over works carried out in the premises by outside Contractors (including 'hot work' permits)? Managed by Access	Y
14.03	If there any in-house maintenance personnel, are suitable precautions taken during 'hot work' (including 'hot work' permits)?	N/A

15 - DANGEROUS SUBSTANCES		ANSWER
15.01	If dangerous substances are, or could be used, has a risk assessment been carried out (Dangerous Substances & Explosive Atmosphere Regs 2002)?	N/A

16 - OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCL. PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS		ANSWER
16.01	Any other significant fire hazards that have been identified during the inspection?	N/A

FIRE PROTECTION MEASURES

17 - MEANS OF ESCAPE FROM FIRE		ANSWER
17.01	Adequate design of escape routes?	Y
17.02	Adequate provision of exits? Double leaf main entrance & rear exit and single width door serves the upper level	Y
17.03	Exits easily & immediately openable where necessary?	Y
17.04	Fire exits open in direction of escape where necessary?	Y
17.05	Avoidance of sliding or revolving doors as fire exits where necessary?	N/A
17.06	Satisfactory means for securing exits?	Y
17.07	Reasonable distances of travel: where there is a single direction of travel?	Y
17.08	Reasonable distances of travel: where there are alternative means of escape?	Y
17.09	Suitable protection and compartmentation of escape routes?	Y
17.10	Escape routes unobstructed? It was noted that chairs are obstructing the base area of the upper stairs well to the team room	N
17.11	Is it considered that the premises are provided with reasonable arrangements for means of escape for disabled occupants? Levelled access/egress is available at the main entrance	Y

18 - MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT		ANSWER
18.01	Is compartmentation considered to be of a reasonable standard? The following was noted during the inspection. <ul style="list-style-type: none"> Holes noted above the post mix area where the pipe work penetrates through. Office door noted wedged open. 	N
18.02	Is there reasonable limitation of linings that may promote fire spread? Certification not available for the bespoke fixtures and fittings to confirm compliance with BS 7176-2007	N
18.03	Are all fire doors in good condition and fit for purpose (construction, fitting, self-closing, combined intumescent strips/cold smoke seals, glass, hinges) The following was noted during the inspection. <ul style="list-style-type: none"> Second floor door does not close back into the rebate unaided. 	N
18.04	As far as can be reasonably ascertained, fire dampers are provided as necessary to protect means of escape against passage of fire, smoke & combustion products in the early stages of fire?	Y
18.05	Are fire shutters where fitted tested regularly by management?	N/A

19 - EMERGENCY ESCAPE LIGHTING		ANSWER
19.01	Reasonable standard of emergency escape lighting system provided? Emergency light over the rear exit door noted full of water which has been logged by the management team.	Y
19.02	Is all emergency lighting in a good operational condition?	Y
19.03	Monthly & 6 monthly in house testing routines for emergency lighting in place and being completed? See Section 1.03 – Last performed 08.23	Y

20 - FIRE SAFETY SIGNS AND NOTICES		ANSWER
20.01	Reasonable standard of fire safety signs & notices? The following signage was noted to be missing during the inspection. <ul style="list-style-type: none"> Fire Door – Push to Open on the basement door. Blue Spot fire door signage (keep closed) was missing on office and store door. A method of twist / turn to open signs on all door with combination locks. Blue Spot fire door signage (Magnetic door keep clear) was missing on second floor dining and ground doors. 	N
20.02	Is an adequate standard of directional signage in place to aid evacuation in the event of a fire? It would be recommended that a direction signage is installed to show the correct way from the basement.	Y

21 - MEANS OF GIVING WARNING IN CASE OF FIRE		ANSWER
21.01	Is there an adequate means of raising the alarm in case of fire throughout the building?	Y
21.02	Extent of automatic fire detection generally appropriate for the occupancy & fire risk?	Y
21.03	Are all detectors in a good operational condition and free from defects?	Y
21.04	Are there sufficient sounders to alert premises occupants throughout the premises in case of fire?	Y

21.05	Are all call points in good condition and tested within a 13 week cycle? To be tested weekly by the management - - Last performed 11.09.23	Y
21.06	Is the fire alarm system tested weekly & inspected six monthly by management or competent person? To be tested weekly by the management - Last performed 11.09.23	Y
21.07	Is the status of the alarm control panel clear of faults?	Y

22 - MANUAL FIRE EXTINGUISHING APPLIANCES		ANSWER
22.01	Reasonable provision of portable fire extinguishers? The following was noted during the inspection. <ul style="list-style-type: none"> Signage for extinguishers to be attached to the equipment stands. CO and H2O by the disabled toilet noted obstructed and the CO2 with no safety tamper tag. CVO2 and H2O extinguishers on the ground floor no safety tamper tags. 	N
22.02	Fire equipment provided? CO2 x 3 / H2O x 3 / Wet Chemical x 1	Y
22.03	Are all fire extinguishing appliances readily accessible and in the correct location? It was noted that no manual fire extinguishing equipment on the second floor	N

23 - OTHER AUTOMATIC FIRE EXTINGUISHING SYSTEMS		ANSWER
23.01	Ansul fire suppression system is system cocked with safety pin tags in place? Ansul R102 system has been installed in the extraction canopies above the Broiler and Deep Fat Fryers	Y
23.02	Is Ansul system signed/labelled correctly?	Y
23.03	Is the Ansul system remote actuator accessible & in good condition?	Y
23.04	Is the date of last test inspection within 12 months or less?	N/A
23.05	Water Suppression system installed?	N
23.06	Is the Water suppression system in good condition and be adequately maintained?	N/A
23.07	Is there a min 0.5m clearance on all sprinkler heads?	N/A

24 - OTHER RELEVANT FIXED SYSTEMS		ANSWER
24.01	Where a sprinkler system is fitted has it been inspected by a competent contractor within the last 12 months?	N/A
24.02	Suitable provision of fire fighters switch (es) for high voltage luminous tube signs etc?	N/A

MANAGEMENT OF FIRE SAFETY

25 - PROCEDURES AND ARRANGEMENTS		ANSWER
25.01	Is there a suitable record of the fire safety arrangements (policy)?	Y
25.02	Appropriate fire procedures in place? BK UK Fire Safety policy was found onsite, with a site-specific emergency plan	Y
25.03	Are procedures in event of fire appropriately & properly documented?	Y
25.04	Are there suitable arrangements for summoning the fire & rescue service?	Y
25.05	Are there suitable arrangements to meet the fire & rescue service on arrival & provide information to them including that relating to hazards to fire fighters?	Y
25.06	Are there suitable arrangements for ensuring that the premises have been evacuated?	Y
25.07	Is there a suitable fire assembly point? Outside the Beer Store (shop on the high street)	Y
25.08	Are there adequate procedures for evacuation of any disabled people who are present?	Y
25.09	Are employees trained to use fire extinguishing equipment?	Y
25.10	Are there routine in-house inspections of fire precautions (e.g. in course of health & Safety inspections or specific fire safety inspections)? Annual Fire risk assessments program	Y

26 - TRAINING AND DRILLS		ANSWER
26.01	Are all staff given adequate fire safety instruction & training on induction?	Y
26.02	Are all staff given periodic refresher training at suitable intervals?	Y
26.03	Does all staff training provide information, instruction or training on: fire risks in the premises?	Y
26.04	Does all staff training provide information, instruction or training on: fire safety measures in the building?	Y
26.05	Does all staff training provide information, instruction or training on: action in the event of fire?	Y
26.06	Does all staff training provide information, instruction or training on: action on hearing the fire alarm signal?	Y
26.07	Does all staff training provide information, instruction or training on: method of operation of manual call points?	Y

26.08	Does all staff training provide information, instruction or training on: location & use of fire extinguishers?	Y
26.09	Does all staff training provide information, instruction or training on: means of summoning fire & rescue service?	Y
26.10	Does all staff training provide information, instruction or training on: identity of persons nominated to assist with evacuation?	Y
26.11	Are staff with special responsibilities (e.g. fire wardens/fire marshalls) given additional training?	N/A
26.12	Are fire drills carried out at appropriate intervals? 6 Monthly Fire Drills are performed by the management team with no less than 50% of staff in attendance - Last performed 06.09.23 with 2 out of 15 staff in attendance. It was noted in the fire log that a full evacuation had been completed prior to this on 24.10.22 with 12 team members.	Y
26.13	Has the Responsible Person given appropriate information to visitors and contractors on fire risks & fire precautions within the premises?	Y

27 - RECORDS		ANSWER
27.01	Are there appropriate records of: fire drills? See Point 26.12	Y
27.02	Are there appropriate records of: fire training? See section 26	Y
27.03	Are there appropriate records of: Fire alarm tests? To be tested weekly by the management – see point 21.05	Y
27.04	Are there appropriate records of: Emergency escape lighting tests? To be tested monthly by the management – see point 19.03	Y
27.05	Are there appropriate records of: maintenance & testing of other fire protection systems? Maintenance & testing of other fire protection systems? See Section 1.0 – 1.13 maintenance & testing of other fire protection systems? Ansul System suppression Monthly Checks are to be performed by the management team – No record could be located at the time of the inspection to confirm that this is being completed / Fire Extinguishers - Monthly Checks are to be performed by the management team – Last performed 09.23.	Y

28 - SLEEPING ACCOMODATION		ANSWER
28.01	Is there sufficient fire detection in bedrooms?	N/A
28.02	Is the sounder adequate to wake a sleeping person in the room (75db at the bed head)?	N/A
28.03	Is there sufficient emergency lighting to enable escape from bedroom in the event of a fire?	N/A
28.04	Is there sufficient signage to direct occupiers of bedrooms to a place of safety?	N/A
28.05	Is a fire action notice displayed in each bedroom detailing what to do in the event of a fire and the assembly point?	N/A

29 - OTHER HAZARDS		ANSWER
29.01	Are there any other fire hazards identified that are not been highlighted above e.g. Open fires, blow torches, Christmas decorations, use of pyrotechnics	N
29.02	Were all known rooms/areas accessible for this risk assessment	N

30 – BUSINESS SPECIFIC HAZARDS & FOCUS		ANSWER
30.01	Are there any other external business specific hazards identified that are not been highlighted in the report?	N

6.0 – FLOOR PLAN(S)

INSERT FLOOR PLAN

7.0 – FIRE ALARM PLAN



Site Specific Emergency Planner

Restaurant Specific Procedures to follow during an Evacuation

Include who or what position will be responsible for ensuring evacuation of all specific staff areas, customer areas, and contractors.

Upon hearing the alarm the following procedures will commence

Staff will immediately evacuate the building using the nearest fire exit and go to our fire meeting point (Back Store) where a roll call will take place by a senior member of staff. (Do not stop or collect personal belongings)

Senior Manager will assess the situation and call 999 or in the case of a false alarm thoroughly check the building before allowing staff back in the building

Shift Manager will check staff room, kitchen, customer toilets and both dining areas plus disabled toilet before making their exit using nearest fire exit and report to the fire marshal that all staff + customers have vacated the building

Staff and customers will only be allowed back in building once the chief fire officer has given permission

Contact manager or ROM to provide an update on the situation

Checklist Template

BKUK Late Night Opening Risk Assessment (GROUP)

#	Question Text	Score	Answer Type	Setting
Late Night Trading License Agreement				
1	Do you have an approved Licence to operate Late Night Trading?	1	YES/NO	Mandatory
2	Is the Licence displayed in accordance with the agreement?	1	YES/NO	Mandatory
3	Are there any restrictions on the licensing agreement? - Please list. i.e. security guard on duty between designated times etc.		SINGLELINETEXT	Mandatory
		2		
Staff Welfare				
1	Is the Working Time Regulations being adhered to?	1	YES/NO	Mandatory
2	Have all vulnerable workers have completed a separate risk assessment to support thier needs?	1	YES/NO	Mandatory
3	Has your team conducted relevant training to carry out their work duties?	1	YES/NO	Mandatory
4	Are team members aware of BKUK Mental Heath Policy? And can ask for support if required?	1	YES/NO	Mandatory
5	No one under the age of 18 is conducting late night duties?	1	YES/NO	Mandatory
6	Appropriate contingency measures are in place for employee absence (i.e. sickness, annual leave etc)	3	YES/NO	Mandatory
7	Have transport links been reviewed with employees for Late Night Opening hours?	1	YES/NO	Mandatory
8	Do team members conduct any external work duties during 12AM -4AM?	1	YES/NO	Mandatory
		10		
Emergency Procedures				
1	Can team members explain the fire emergency procedure?	0	YES/NO	Mandatory

#	Question Text	Score	Answer Type	Setting
2	Can team members explain how to appropriately manage an accident i.e. burn, electrocution etc.?	0	YES/NO	Mandatory
3	Has the duty manager been trained in emergency procedures?	0	YES/NO	Mandatory
4	Is there evidence that emergency drills have been conducted during various times of the day?	0	YES/NO	Mandatory
		0		
Door and Windows				
1	Are BOH exit doors are well-lit, secure, has adequate CCTV footage, door bell in-place and signage displayed?	1	YES/NO	Mandatory
2	Drive thru window properly securable and secured appropriately	1	YES/NO	Mandatory
		2		
First Aid				
1	First aid kit and body fluid response kits available / stocked / location marked / easily accessible	1	YES/NO	Mandatory
2	First aider on duty - all managers trained	1	YES/NO	Mandatory
3	Sharps bin available	1	YES/NO	Mandatory
		3		
Working Environment				
1	Ingress and egress points for guests/visitors are accessible, well-lit with appropriate signage.	1	YES/NO	Mandatory
2	For DT restaurants public areas are to be closed with signage informing guests.	0	YES/NO	Mandatory
3	In-line sites - access to public areas are closed (toilets, dining area)	0	YES/NO	Mandatory
4	In-line sites - HD collection is to be used and clearly signed. Limit accessibility for visitors consider barriers.	0	YES/NO	Mandatory
5	Body cams or body guards have been implemented or individual review is in progress.	0	YES/NO	Mandatory
6	External areas such as bin sheds are locked and access is prohibited to non-authorised personnel.	0	YES/NO	Mandatory
		1		
CCTV				
1	CCTV is functioning and visibility is clear?	1	YES/NO	Mandatory
2	CCTV Signage displayed at key points of the restaurant informing guests?	1	YES/NO	Mandatory
3	ROM has access to their sites CCTV footage?	0	YES/NO	Mandatory
		2		

#	Question Text	Score	Answer Type	Setting
Smoking Policy				
1	Does the restaurant have a smoking policy in place?	1	YES/NO	Mandatory
2	Is there a designated area in which smokers can safely dispose of their cigarettes using a sand bucket or metal waste bin?	0	YES/NO	Mandatory
		1		