

Hawthorn Leisure Ltd

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT (Non-intrusive)

This report summarises the findings from an assessment of the risk to life from fire in the property below. Where appropriate recommendations have been made to ensure compliance with fire safety legislation and to reduce the risks to a reasonable level. This report does not address the risk to property or business continuity from fire.

Employer or other responsible person:	Hawthorn Leisure Ltd
Address of property:	M0140 Swallow, 500 Dunsbury Way Havant PO9 5BL
Person(s) consulted:	Claire Whittingham
Nature of contractual relationship:	A tenanted property under a lease agreement with Hawthorn Leisure
Assessor:	Andrew Large - Reviewer - Troy Bett
Date of fire risk assessment: REVIEW	20 March 2023
Date of previous fire risk assessment:	21 January 2020
Suggested date of review (see note):	One year after this assessment. Action plan to be monitored until satisfactory completion.

Note:

This fire risk assessment should be reviewed by a competent person by the date indicated above. If there is reason to suspect that it is no longer valid or there have been significant changes to the work practices then it should be reviewed sooner.

General Information

1.	The Building	
1.1	Number of floors:	Ground floor + first floor (No access to loft areas at time of assessment). The cellar is located at ground level.
1.2	Brief details of construction:	Brick structure with tiled roof. Refer to photos.
1.3	Occupancy:	Public house. There is private accommodation above. This is occupied by: 3 adults -rented out.
1.4	Brief description of activities within the building	The premises are a public house licensed for the sale of alcohol drinks. There is no provision to provide food to general public (other than snacks).

2.	The Occupants	
2.1	Approximate number of visitors (give range if necessary, from 'normal' to busy or special events:	Main bar: 100 Events room: 100
2.2	Approximate maximum number of employees at any one time:	Normal: 2 Weekends: 2 Special events: 3
2.3	Details of any shared tenancy/ occupation:	Living accommodation on floors above.

3.	Occupants at special risk	
3.1	Sleeping occupants in private accommodation:	The following was reported: 6 adults (private).
3.2	Disabled staff and/or occupants of sleeping accommodation:	None reported.
3.3	Children and elderly:	Visitors to premises: Yes. Sleeping accommodation: None reported.
3.4	Other people in the vicinity (e.g. neighbours):	Residential.
3.5	Others:	Pedestrians in street.

4.	Details of previous fire loss experience:	None reported.
5.	Other relevant information:	The site contact did not report any plans to change the current service for the foreseeable future.

Compliance information from Ostara

EICR		Ostara certificate - 20% testing done in 2018. On-site: Some evidence of phased electrical testing on MCB - Last sticker states November 2019.	No issues raised
Gas Safety	Gas Heating Boiler M0140	Current	No issues raised
Emergency Lighting Certificate		Current	No issues raised
Fire Alarm Inspection	Fire Alarm M0140	Current	No issues raised

Fire Risk Assessment Summary

The following risk level estimator is based on the risk level estimator contained in BS 9999:2008 Code of Practice for Fire Safety, management and use of buildings and has been adapted for the purpose for this fire risk assessment

Risk Rating

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the risk of fire at this property is:

Slow (Limited combustible materials)		Medium (Stacked cardboard boxes, pallets etc)	X	Fast (Plastics, baled clothing etc)		Ultra-fast (Flammable liquids, expanded cellular foam and plastics etc)	
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Consequences

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 risk assessment, it is considered that the consequences for fire safety in the event of fire would be:

Slight harm	X	Moderate harm		Extreme harm	
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Definition of the above terms:

Slight harm

The outbreak of fire is unlikely to result in serious injury or death of any occupant.

Moderate harm

The outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm

There is significant potential for serious injury or death of one or more occupants.

		Consequences		
		Slight harm	Moderate harm	Extreme harm
Risk	Slow	Trivial risk	Tolerable risk	Moderate risk
	Medium	Tolerable risk	Moderate risk	High risk
	Fast	Moderate risk	High risk	Substantial risk
	Ultra-Fast	High risk	Substantial risk	Intolerable risk

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

Trivial		Tolerable	X	Moderate		High		Substantial		Intolerable	
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A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 9999.

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

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically.

An action plan is included on the following pages of this report, to address the fire risks identified during the assessment. These have been prioritised according to the level of risk considered by the assessor at the time of the visit.

6	Summary and Recommendations
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Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the risk of fire at this building is:

Trivial	Tolerable	X	Moderate	High	Substantial	Intolerable
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An action plan is given below, to address the fire risks identified during the assessment. These have been prioritised according to the level of risk considered by the assessor at the time of the visit and will reduce the risk to Tolerable, if addressed.

Definition of priorities (where applicable)	
	Denotes top priority (e.g. to reduce high risk activity, and/or need to comply with legal requirement).
	Denotes medium priority (to eliminate or control medium risks identified and/or need to meet HSE standards).
	Denotes lower priority (to further reduce fire risk).

These recommendations to be read in conjunction with the photo report provided under separate cover.

Ref:	Remedial Actions Required	By Whom	Priority	Signed off
7.4	Ensure the fixed wiring installation is inspected and tested to BS 7671 by a competent person. Only 20% testing done in 2018.	Hawthorn	MEDIUM	tjb
7.5	It is recommended that the site organises suitable portable appliance testing. The testing should cover all non-Hawthorn portable appliances not already tested under specific maintenance agreements and should include extension leads.	Site/Tenant	LOW	tjb
7.6	Introduce a policy on staff use of personal electrical equipment. Ideally staff should be restricted to use proprietary phone chargers in good condition. Display instructions on a staff notice board or provide evidence of communication via induction records or handbooks etc.	Site/Tenant	LOW	tjb
9.6	Ensure all chimney stacks serving open fire places are swept appropriately at least once per year (Fire place in the lounge bar. Staff member said it was used rarely and had been swept "at some point".)	Site/Tenant	MEDIUM	tjb
11.7	Fire routes should be kept clear of obstructions. Ensure access to the boiler room is maintained. Refer to photos.	Site/Tenant	MEDIUM	tjb
13.2	Additional fire escape signage conforming to BS 5499 is required to be installed: first floor (combine with lighting required for 18.1 on first floor).	Hawthorn	MEDIUM	tjb
13.6	Put up fire action notices adjacent to each call point including at the call point in the final exit lobby from the first floor.	Hawthorn	MEDIUM	tjb

Ref:	Remedial Actions Required	By Whom	Priority	Signed off
13.7	Fill in fire action notices with the fire assembly location.	Site/Tenant	MEDIUM	tjb
14.1	The following doors were locked, chained or bolted at the time of the assessment. Procedures must be put in place to ensure they are opened at the beginning of opening hours and remain so until closing (Refer to photos): Secondary exit from main bar - locked at time of assessment (during opening hours).	Site/Tenant	HIGH	tjb
15.5	The fire alarm should be tested via the call points on a weekly basis with each call point used in rotation. If checks are being completed, there should be a log book record kept of such checks.	Site/Tenant	MEDIUM	tjb
17.2	Ensure all fire extinguishers are checked and serviced annually by a competent person. Refer to photo report for specific examples.	Hawthorn	HIGH	tjb
18.1	Additional emergency lighting is recommended to be installed by a competent provider to BS5266: Ladies' toilets + main escape corridor on upper level of private accommodation (top of stairs); external escape routes - at least above the final exit doors; the cellar.	Hawthorn	MEDIUM	tjb
18.2	Possible faults on emergency lighting - not visibly functional. Test and rectify if faults at earliest opportunity at the following locations: Gent's toilets.	Hawthorn	MEDIUM	tjb
20.3	Establish arrangements and communicate effectively to private tenants the method and obligation for calling the fire brigade for any night time fire emergency.	Site/Tenant	MEDIUM	tjb
20.10	The premises would benefit from a more formal approach to checking of fire safety measures e.g. housekeeping, inspection of fire doors and fire routes etc. To be reflected in the staff training programme.	Site/Tenant	LOW	tjb
20.11	Ensure the arrangements for monitoring the general safety of contractors' works on site and using the Hawthorn permit to work process for contractors conducting hot works on site is understood. Refer to general terms and conditions as they apply to this lease.	Site/Tenant	LOW	tjb
21.1/4	Ensure documented fire safety training is provided to all staff and that the training is recorded in a site log-book or equivalent. For current staff this training should be as soon as practicable and for new staff as part of employment induction. As part of the training, make clear the arrangements and process for calling the fire brigade and roles during evacuation including evacuating those with special needs.	Site/Tenant	LOW	tjb
21.2	Ensure documented refresher training on fire safety is provided to staff and recorded in a site log-book. As part of the training, make clear the arrangements and process for calling the fire brigade and roles during evacuation including evacuating those with special needs.	Site/Tenant	LOW	tjb

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically, and at least annually.

FIRE RISK ASSESSMENT

DETAILS OF FINDINGS

The following section provides further information on the findings at the time the (non-intrusive) assessment was made, which have given rise to the reasons why the recommendations in this report have been made.

This report to be read in conjunction with the photo report provided under separate cover.

Fire Ignition Hazards – Electrical

7.	Electrical hazard	Comments	N/A	Yes	No
7.1	Multi-socket extension leads in use?	See 7.12 for comments.		X	
7.2	Old, poorly maintained or stored electrical equipment?			X	
7.3	Other than minor items such as phone chargers is there any evidence of staff bringing in personal electrical items?				X
RISK RATING BASED ON ABOVE INFORMATION		HIGH	MEDIUM	LOW	

Fire Ignition Controls for Electrical Hazards

7.	Electrical controls	Comments	N/A	Yes	No
7.4	Fixed installation inspected and tested to BS 7671?	Ostara certificate. 20% testing done in 2018. On-site: Some evidence of phased electrical testing on MCB - Last sticker states November 2019. Ensure the fixed wiring installation is inspected and tested to BS 7671 by a competent person.		X	
7.5	Portable appliance testing carried out?	There is no evidence of periodic testing in private accommodation areas or for personal items used by staff.			X
7.6	Policy on the use of personal electrical appliances?	No written policy was made available or explained to the assessor at the time.			X
7.7	Reasonable limitation of trailing leads and multi-socket adaptors?	Evidence of some - but not excessive.		X	
7.8	Absence of bunched or unprotected cables, overloaded circuits etc?			X	
7.9	Protective devices such as RCD, reduced voltage where appropriate?	Presumed as part of main circuit protection – refer to fixed wire test reports. No other specific issues noted.		X	

7.	Electrical controls	Comments	N/A	Yes	No
RISK RATING BASED ON ABOVE CONTROLS		HIGH	MEDIUM	LOW	

7.10 General Comments / Further Information / Photos

Any additional pertinent information can be found in the photo report.

Fire Ignition Hazards – Heating, Hot Pipes, Ducting etc

8.	Heating hazards etc	Comments	N/A	Yes	No
8.1	Are portable heaters used?	Not seen at time of assessment.			X
8.2	Are more hazardous type (e.g. radiant bar fires or LPG appliances) used?	Not seen at time of assessment.			X
8.3	Are hot pipes running through the workplace, near to gas boilers etc?	Only normal heating pipes.			X
8.4	Is ducting installed?	There is no ducting on site.	X		
8.5	Any other fire ignition hazards?	None.			
RISK RATING BASED ON ABOVE INFORMATION		HIGH	MEDIUM	LOW	

Fire Ignition Controls for Heating, Hot Pipes etc

8.	Control	Comments	N/A	Yes	No
8.6	Filters changed and ductwork cleaned regularly?	For commercial kitchens see 10.2.	X		
8.7	Portable heaters placed in suitable locations and in good condition?	None observed on premises including sleeping accommodation.	X		
8.8	Hot pipes, ducting etc suitably placed / covered with fire protective material?	No issues observed. Standard heating – no significant concerns.	X		
8.9	For any ducting other than in the commercial kitchen, are there dampers fitted to the ducting and are they maintained?		X		
8.10	Is the gas boiler maintained?	Yes.			
RISK RATING BASED ON ABOVE CONTROLS		HIGH	MEDIUM	LOW	

8.1 General Comments / Further Information

Any additional pertinent information can be found in the photo report.

Fire Ignition Hazards - Naked Flames and Hot Work

9.	Smoking and other naked flames (e.g. bonfires in yard, furnaces etc)	Comments	N/A	Yes	No
9.1	Are there open fires, BBQ's, bonfires or other naked flames anywhere on the premises?	Open fire place in lounge bar.		X	
9.2	Access to combustibles on site for arsonists?	Rubbish stores are accessible.		X	
9.3	Any other naked flames or similar ignition hazards?		X		
RISK RATING BASED ON ABOVE INFORMATION		HIGH	MEDIUM	LOW	

Fire Ignition Controls for Naked Flames and Hot Work

9.	Controls	Comments	N/A	Yes	No
9.4	Is smoking limited to appropriate areas?			X	
9.5	Suitable extinguishing appliances readily available next to hot work?	Outside contractors would be expected to provide their own. There are extinguishers on site that could be used.		X	
9.6	BBQ's, Incinerators, bonfires or other naked flames suitably placed with a safe system of work /maintenance established?	Refer to 9.1. Management are aware of the hazard – no formal written safe system of work - however no issues were obvious at the time of the assessment. Fire place in the lounge bar. Staff member said it was used rarely and had been swept "at some point".			X
9.7	Lightning protection installed?	None observed. Not deemed necessary for this type of structure.	X		
RISK RATING BASED ON ABOVE CONTROLS		HIGH	MEDIUM	LOW	

9.8 General Comments / Further Information / Photos

Any additional pertinent information can be found in the photo report.

Fire Hazards - catering activities

10.	Kitchens and catering activities	Comments	N/A	Yes	No
10.1	Is gas used for cooking?		X		
10.2	Are there ducting, flues, and filters?		X		
10.3	Are there dampers fitted to the ducting and are they maintained?	.	X		
10.4	Are frying activities (e.g. chip pans) undertaken?	Note: Possible in private accommodation. Excluded from this assessment.	X		
10.5	Are ovens used overnight – e.g. for slow cooking?	None reported.	X		
10.6	Is grilling equipment used?	Note: Possible in private accommodation. Excluded from this assessment.	X		
10.7	Are highly flammable oils used/ left out in open spaces?		X		
RISK RATING BASED ON ABOVE INFORMATION		HIGH	MEDIUM		LOW

Fire Hazards - controls for catering activities

10.	Kitchens and catering activities	Comments	N/A	Yes	No
10.8	Emergency cut-off for gas supply?		X		
10.9	Is the cut-off known about and practiced during drills?		X		
10.10	Ducting, flues and filters regularly cleaned in-house?		X		
10.11	Is there a contract in place for regular deep cleaning using an external provider?		X		
10.12	Enclosed receptacles for fried food (e.g. chip pans)?		X		
10.13	Reasonable replacement of cooking oils?		X		
10.14	Suitable storage of cooking oils?		X		
RISK RATING BASED ON CONTROLS		HIGH	MEDIUM		LOW

10.15 General Comments / Further Information / Photos

Any additional pertinent information can be found in the photo report.

Fire Hazards - Fuel Sources

II.	Housekeeping	Comments	Yes	No
Are the following combustibles present (state where and approximate amounts for each)				
II.1	Piles of papers/files?	Not exceptional or noteworthy for type of premises. Refer to photos.	X	
II.2	Pallets or other wood?			X
II.3	Plastic materials?			X
II.4	Soft furniture and furnishings (sofas, curtains etc)?	Not exceptional or noteworthy for type of premises. Refer to photos.	X	
II.5	Highly flammable containers (e.g. (paint, cleaning fluids, aerosols, gas cylinders)?	Propane cylinder for burger van in car park.	X	
II.6	Petrol in vehicles?	Excluding car park, no issues observed.		
RISK RATING BASED ON ABOVE INFORMATION		HIGH	MEDIUM	LOW

Fire Controls for Fuel Sources

II.	Housekeeping	Comments	N/A	Yes	No
II.7	Was housekeeping reasonable at the time?	Ensure access to the boiler room is maintained. Refer to photos.			X
II.8	Suitable storage for highly flammable substances	Propane cylinder for burger van in car park.		X	
RISK RATING BASED ON ABOVE CONTROLS		HIGH	MEDIUM	LOW	

11.9 General Comments / Further Information / Photos

Any additional pertinent information can be found in the photo report.

General Fire Management Exit / Escape Routes

Number of staircases	Details
Internal (public spaces):	0
Internal (private accommodation):	From first floor – exits into (specify): street.
External (for use by the public)	Specify what is in place: 0.
External (specify any additional staircase or emergency provision from private accommodation):	0

Description	Approximate dimensions m ²	No. and width of exits from area (record the narrowest point along the exit from any specific exit)	Estimated travel distance to safe point (m)
Main bar	Bar area (Lx2m ²)= 10 x 2 (20) Standing area (non-bar) 75 Seating Nos: 90	760mm 810mm (locked)	12
Second/Lounge bar	Bar area (Lx2m ²)= 9 x 2 Standing area (non-bar) 35 Seating Nos: 33	780mm 780mm	16

Description	Brief description of accommodation	No. escape routes	Estimated furthest travel distance to a place of safety (m)
Sleeping accommodation	6 family members sleep on the upper floor. Exit to street via internal stairs with fire door to the lounge bar as an option.	1	16

Description	Brief description of Pergola Structure	No. escape routes	Estimated furthest travel distance to a place of safety (m)
Wooden Structure - External	Wooden Structure, with open sides and polycarbonate roofing - festoon lighting. Egress/Exit via open sections	3	5

12.	Means of escape from fire	Comments	N/A	Yes	No												
12.1	Are the numbers & widths of escape routes deemed sufficient for the number of occupants (using table 1 below as a guide and where multiple storey exits are available discounting the largest exit)? (Buildings more than 18m high must have more than one exit).	The number and width of exit points is deemed acceptable for able-bodied users. Some exits are <800mm and would be generally be considered unsuitable for wheelchair users.		X													
<table><tr><th colspan="2">Table 1 Widths of escape routes and exits</th></tr><tr><th>Maximum number of people</th><th>Minimum width (mm)</th></tr><tr><td>60</td><td>750</td></tr><tr><td>110</td><td>850</td></tr><tr><td>220</td><td>1050</td></tr><tr><td>More than 220</td><td>5 per person</td></tr></table> NOTES: 1. See Appendix D for methods of measurement. 2. Widths may need to be increased to meet guidance in Approved Document M. 3. Widths less than 1050mm should not be interpolated. 4. May be reduced to 530mm for gangways between fixed storage racking, other than in public areas of 'shop and commercial' (purpose group 4) buildings. 5. 5mm/person does not apply to an opening serving fewer than 220 people.						Table 1 Widths of escape routes and exits		Maximum number of people	Minimum width (mm)	60	750	110	850	220	1050	More than 220	5 per person
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Maximum number of people	Minimum width (mm)																
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More than 220	5 per person																
12.2	Where only one direction of escape is achievable is that escape route suitably protected with fire resisting construction, fire doors and smoke detection?	No fire doors on first floor – including the kitchen.		X													
12.3	Where there is more than one direction of escape are these escape routes separated from each other by fire resisting construction, and or fire doors?	No fire door between bar – affects the normal route from the cellar etc – but there is an alternative exit via the external cellar door.			X												
12.4	Where only a single staircase exists in a building, it is enclosed in fire resisting construction with fire detection installed?	The stair – ok. No fire door to the kitchen though.		X													
12.5	Where more than one staircase exists, are they separated from each other by fire resisting construction and or fire doors?		X														
12.6	Are there reasonable distances of travel from the building to a place of safety?	Refer to travel distance table above.		X													

12.	Means of escape from fire	Comments	N/A	Yes	No
Guidance Where there is a single direction of travel (12 metres maximum for higher risk areas and 25m for low). Where there are alternative means of escape (25 metres to a place of safety in higher risk areas and 60m in low? Travel distance from an area with more than one escape route to an exit, providing sleeping accommodation, and with low fire risk present, should be less than 27 metres and higher fire risk 14m? Travel distance from a dead end to an exit, from within an area of normal fire risk and where sleeping accommodation is provided, should be less than 16 metres?					
	Means of escape from fire	Comments	N/A	Yes	No
12.7	Are very long corridors subdivided into equal parts by doors and that are capable of preventing the passage of smoke? (Consider holes through walls for pipes etc)		X		
12.8	Where an escape route from an inner room passes through an access room, which should not be a high-risk area. An early warning of fire to be provided by means of vision panels, a 500mm gap between the partition walls and ceiling so that smoke will be seen or smoke detection? (Note: it can be any of the above to provide a warning, although restricted to a maximum of 60 people and dependant on the travel distance.)	There is deemed to be adequate levels of smoke detection for this purpose. Boiler room is an inner room.		X	
12.9	Do all escape routes lead to a place of safety?	Assembly location is understood. Assembly areas deemed acceptable if routes are maintained as accessible. For any issues with locked doors refer to section 14.		X	

General Fire Management Fire Safety Signs

13.	Item	Comments	Yes	No
13.1	Do all fire exit signs conform to current British and European Standards and display a running person?		X	
13.2	Can exit signs indicating the way out be seen from all locations within the workplace?	Cellar area. No emergency lighting or signage. No signage on first floor.		X
13.3	Are exit signs illuminated sufficiently where ambient light levels are low?	Emergency lighting is installed – its provision seems reasonable and signs are either lit internally or there is other emergency lighting in the vicinity. For general comments on the overall adequacy of emergency lighting see section 18.	X	
13.4	Do exit signs include directional arrows where appropriate?	Where appropriate.	X	
13.5	Are there mandatory “Fire Door Keep Shut” signs on both sides of every fire door	See attached photo report for issues raised. No 'Fire door keep shut' sign on door to boiler room – but new door is needed.		X
13.6	Is there a reasonable provision of fire action notices displayed adjacent to fire alarm call points or at least in visible areas in public and staff area?	Put up fire action notices adjacent to each call point including at the call point in the final exit lobby from the first floor.		X
13.7	Is the assembly location noted on fire action notices or displayed elsewhere?	Standard fire action notice from a supplier. It is on a staff notice board through.		X

13.8 General Comments / Further Information / Photos

See photo report.

General Fire Management Fire Doors and Emergency Stairs

14.	Item	Comments	Yes	No
14.1	Are all building fire doors easily and immediately openable where necessary? (There must be no locked doors (even if they have a break glass facility for key storage – not allowed. Twist locks are only suitable in very simple / small buildings where all staff use them frequently)?	Secondary exit from main bar - locked at time of assessment (during opening hours).		X
14.2	Are any gates (including from gardens etc) or doors locked which might prevent safe escape if these fall on the escape routes?	The following doors were locked,	X	
14.3	Do fire exits open in direction of escape?	Where necessary.		
14.4	Are there any sliding or revolving doors as fire exits? (These are not permitted).	There is a sliding door between the bars – but this door is not on an escape route.		X
14.5	Are there effective fire doors along exit routes (must have self-closers, three hinges, fire resistant glass, intumescent and smoke seals)?	The door to the Gas boiler cupboard does not close and the frame is poorly fitted with gaps between the block wall and the door frame. The following doors are recommended to be upgraded to a 30-minute fire door with smoke seals and intumescent seals: Door to the kitchen on the first floor to maintain the integrity of the escape route.		X
14.6	Fire doors kept closed, or held open on magnetic catches and linked to the alarm system?	N/A.		
14.7	Are there arrangements for servicing and maintenance of fire shutter doors, magnetic catches etc. (six-monthly)?	N/A.		
14.8	Routine checks on final exit doors for clearance and maximum gap around door 5mm etc?	No routine checks are recorded – any routine safety or housekeeping checks do not seem to address this.		X

14.9 General Comments / Further Information / Photos

Any additional pertinent information can be found in the photo report.

General Fire Management Fire Alarm / Warning Systems

15.	Means of giving warning in case of fire	Comments	Yes	No
15.1	Reasonable fire alarm system provided (state whether manual or automatic) or other means for raising the alarm?	Smoke detection linked to an alarm (automatic) with also call point for manual activation.	X	
15.2	Can the fire alarm panel be accessed safely for checking should there be an activation at night i.e. is the panel in a position which is separated by a fire door from the main bar area or is there a repeater panel in the sleeping accommodation?	Private tenants on first floor.	X	
15.3	Does the coverage of automatic fire detection provided seem reasonable? e.g. approximately 15m apart or dead areas from low hanging beams?		X	
15.4	Are the adequate arrangements for maintenance and servicing of alarm and fire detection systems (e.g. to BS 5839)?	Hawthorn are responsible- a contract is in place.	X	
15.5	Weekly checks of alarm system, using different call point each time?	No records available.		X

General Fire Management Fire Resistance / compartmentalisation

16.	Measures to limit fire spread and development	Comments	N/A	Yes	No
16.1	Reasonable limitation of linings that could spread fire? (e.g. high gloss wallpaper, posters etc)	Reasonable limitation.		X	
16.2	Are areas of high risk enclosed in fire resisting construction?	Boiler room and kitchen – no effective fire doors			X
16.3	Are service openings in floors and walls 'stopped' with fire resisting material? (as far as can be determined for a non-intrusive inspection)	No issues observed.		X	

General Fire Management Fire Fighting Appliances

17.	Fire extinguishing appliances	Comments	N/A	Yes	No
17.1	Reasonable provision of portable fire extinguishers?	Located throughout premises for access by employees.		X	
17.2	Maintenance of extinguishers at least annually?	Fire extinguishers out of date- 2016.			X
17.3	Fire blankets in appropriate places (e.g. kitchen areas)?		X		
17.4	Where fire suppression and extinguishing systems other than fire extinguishers are installed in the building, are these systems regularly serviced and maintained and are staff familiar with their operation?		X		
17.5	Are fire extinguishers in safe and conspicuous locations in the workplace?	Identified in risk areas and accessible for employees and landlord.		X	
17.6	Are fire extinguisher locations clearly identified with appropriate signs?			X	
17.7	Are fire extinguishers mounted correctly at their locations (wall hooks or floor stands)?			X	
17.8	Are fire extinguishers colour-coded in accordance with current British and European Standards?	Modern extinguishers provided colour coded correctly.		X	

Fire Protection Measures Miscellaneous

18.	Escape lighting	Comments	Yes	No
18.1	Reasonable standard of escape lighting system provided?	Additional emergency lighting is recommended to be installed by a competent provider to BS5266: Ladies' toilets + main escape corridor on upper level of private accommodation (top of stairs); external escape routes - at least above the final exit doors.	X	

18.	Escape lighting	Comments	Yes	No
18.2	Annual testing of escape lighting to BS 5266?	There is a contract in place for annual testing. Possible faults on emergency lighting - not visibly functional. Test and rectify if faults at earliest opportunity at the following locations: Gent's toilets	X	
18.3	Does the occupier conduct any monthly testing of emergency lighting?	There is no checking or testing conducted by the occupier.		X
18.4	Are there means of venting smoke, natural smoke vents or powered? Note; generally, for basements for more than 200 m ²	N/A		
18.5	Are there any significant issues with separation of combustibles or flammables from boilers, electrical panels etc?	See section 11.		

Hazards to Fire Fighters

19.	Item	Comments	Yes	No
19.1	Are there hazardous substances in the workplace that would be a danger to fire-fighters attending an incident?	There are typical amounts of cleaning products including aerosol sprays – but not at unexpected levels. There are also compressed gas cylinders for the cellar area – but usual for the premises type.	X	
19.2	Are there hazardous features in relation to the structure of your workplace that would be a danger to fire-fighters attending an incident?			X

Management Arrangements for Fire Safety

20.	Procedures and arrangements	Comments	Yes	No
20.1	Persons responsible for fire safety appointed and recognisable?	Licensee is the responsible person.	X	
20.2	Competent person(s) available to assist in implementation of fire safety legislation?	Hawthorn Leisure contract to In House Safety.	X	

20.	Procedures and arrangements	Comments	Yes	No
20.3	Appropriate fire procedures in place (including arrangements for summoning the fire and rescue service)?	The tenant / occupant would call the fire brigade. Establish a procedure for evacuating any disabled visitors based on the normal staffing that is in place. Put in place a procedure and train staff (and include as part of future induction training).		X
20.4	People nominated to assist with evacuation (e.g. fire marshals)?	There is no formal appointment of fire marshals. However, the Licensee and other staff would respond.	X	
20.5	Are there safe refuges and staff aware of procedures etc?	N/A		
20.6	Nominated person to liaise with fire brigade and provide an emergency pack containing applicable information, such as special hazards, exits, plans etc.?	Licensee would advise. No specific plans.	X	
20.7	Arrangements for the evacuation of customers, visitors and disabled?	No formal arrangements recorded. Local staff have an idea of what to do but not formalised or written down. Staff direct customers and visitors to nearest available safe exit.		X
20.8	Is there a dedicated evacuation lift, a non-evacuation lift designed for use or evacuation chairs provided? If so are they maintained?	No Lift.	X	
20.9	Arrangements for alerting neighbours/public in the event of a serious fire?	Licensee or other members of staff nominated.	X	
20.10	Are there any routine housekeeping measures to ensure that there are no obstructions on the escape route internally or externally or any routine in-house inspections (e.g. in the course of health and safety inspections)?	Informal but not recorded or to a schedule that could be verified.		X

20.	Procedures and arrangements	Comments	Yes	No
20.11	Are contractors monitored on-site? e.g. hot work or electrical equipment?	Such work would be unusual and generally under the control of Hawthorn Leisure. Contractors to report if hot work to be undertaken. Although contractors are not under the direct control of local management, they should be aware if hot works are being undertaken. The premises would need to implement the company permit to work process or equivalent. It was not clear that management were fully aware of the process set out in Hawthorn Policies. There had been no need to use it by the current management.	X	

Management Arrangements for Fire Safety

21.	Training and drills	Comments	N/A	Yes	No
21.1	Are all staff given fire instruction on induction?	Some evidence of previous fire training -		X	
21.2	Are all staff given periodic training, including refresher training, at suitable intervals?	No refresher training policy or records were available.		X	
21.3	Are staff with special responsibilities (e.g. fire wardens) given additional training?				X
21.4	Have staff responsible for assisting with the evacuation of people with disabilities been trained in the procedures to follow? e.g. use of evacuation chairs and other means of escape.	Not formally considered.		X	
21.5	Are fire drills carried out at least annually?	Last recorded fire drill. March 2023		X	
21.6	Do fire drills include people working evening / night shifts (where applicable)?	No evidence.			X
21.7	Are drills timed, recorded and discussed afterwards to identify any improvements?	No evidence.			X

21.	Training and drills	Comments	N/A	Yes	No
21.8	Any other management arrangements in place?	New External Structure included in drills	X		
22.	Records	Comments	N/A	Yes	No
	Appropriate records of:				
22.1	Fire drills?				
22.2	Fire training?				
22.3	Fire alarm tests?	In part. Annual checks recorded.		In part	
22.4	Emergency lighting tests?	In part. Annual checks recorded.		In part	
22.5	Maintenance and testing of other fire protection systems?	Fire extinguishers have test dates marked on them.		X	