

Dear Sir / Madam

LICENSING SUB-COMMITTEE - WEDNESDAY, 10TH OCTOBER, 2018

Please find attached, for consideration at the next meeting of the Licensing Sub-Committee, taking place on Wednesday, 10th October, 2018, some additional information which has been received from the applicant in relation to the fire procedures from the premises (Appendix 8 and 9). I also attach some additional information to go with Appendix 4 which was omitted from the original hearing report.

Please bring this document with you to the meeting.

Agenda No Item

1. **Application for a New Premises Licence - The Yard Cafe, St Thomas Street, Lymington (Pages 1 - 16)**

Yours sincerely

Karen Wardle
Democratic Services

Internal 4444 | External 023 8028 5588
Email: karen.wardle@nfdc.gov.uk

Encs

Copies to: Members of the Licensing Sub-Committee -
Cllrs Beck, Clarke and Davies

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If you do make a representation you will be invited to attend a Licensing Sub-Committee meeting where the application will be considered, together with any subsequent appeal proceedings.

Will you be prepared to attending a hearing?	No Please circle
I acknowledge that my representation will form part of a public document at a hearing, (personal details will be redacted)	Please initial
Signature	date
	28.08.18

Please return this form along with any additional sheets / supporting information to: licensing@nfdc.gov.uk or post to

Licensing Manager
Licensing Services
Appletree Court
Beaulieu Road
Lyndhurst
SO43 7PA

Phone: 023 8028 5505

If you do make a representation you will be invited to attend a Licensing Sub-Committee meeting where the application will be considered, together with any subsequent appeal proceedings.

Will you be prepared to attending a hearing?	<input checked="" type="radio"/> Yes <input type="radio"/> No Please circle
I acknowledge that my representation will form part of a public document at a hearing, (personal details will be redacted)	Please initial
Signature	date
	7/9/18

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FIRE RISK ASSESSMENT

1 PREMISES PARTICULARS

Premises Name *The Yard at Guy Kremer*

Address 11 St Thomas Street
Lymington. Hampshire, SO41 9NA

Tel no: 01590 676966

Use of Premises

Café/Restaurant

Owner/Employer/Person in control of the workplace *Mr Stanley*

Date of Risk

Assessment 17TH September 2018

Date of

Review 17th September 2019

Name & relevant details of the person who carried out the Fire Risk Assessment

B M Wilson - Triangle Fire Safety

2 GENERAL STATEMENT OF POLICY

Statement:

It is the policy of The Yard at Guy Kremer the to protect all persons including; employees, members of the public (customers) and contractors from potential injury and damage to health, which might arise from its business activities.

The company will provide and maintain safe and health working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision, as they need for this purpose.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements.

Commentary:

The Fire Risk Assessment is to be held in the café at all times.

It confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the 5-step narrative method as advocated by the Employers Guide. The significant findings will be recorded. Any deficiencies identified by the fire risk assessment process will be provided and rectified accordingly.

The management have overall responsibility for the fire safety and health and safety matters which includes the fire risk assessment and matters appertaining to it.

The management will be responsible for: -

- Deciding the fire safety protective and preventative measures.

- Informing other responsible persons what they are.

- Ensuring they are implemented and communicated to other employee's/sub contract staff.

- Ensuring co-ordination between other responsible persons.

All responsible persons are mentioned within the Fire Evacuation Procedures (FEP). They will be responsible for fire measures as shown.

The management will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

4**GENERAL DESCRIPTION OF PREMISES****Description:**

The Yard at Guy Kremer is to the rear of No11 St Thomas Street which is a joint shared property, traditional brick and tile construction comprising of two floors, the ground floor is a split level split use area and the first floor is separate domestic living accommodation which is accessed from the outside of the property and is not connected to the business, it is on a separate tenancy. The ground floor is split between two businesses one being Guy Kremer hair design and The Yard at Guy Kremer (from hereon in mentioned as café). The Café is situated in the rear half of the building, accessed either through Guy Kremer or through a side entrance. It is of open plan design encompassing seated dining and kitchen preparation area separated with a bar come servery flat ceilings with one glass atrium also large glazed wall to one aspect leading on to the terrace. Seating for 20 inside and 20 outside on the open terrace. Fully equipped kitchen area with extraction system, commercial grade appliances, fridges and freezers. Coffee bar to one side of the dining area. Staff toilets to the rear of the kitchen area and customers toilets at the rear of the café.

Occupancy

Times the Premises are in use: 0900-1700

The Total Number of persons Employed within the premises at any one time: 2 full time 2 part time

The Total Number of persons who may resort to the premises at any one time: 40

Size

Building footprint 80m²

Number of floors: N/A

Number of Stairs: N/A

5**FIRE SAFETY SYSTEMS WITHIN THE PREMISES****Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)**

There is a fire alarm panel with (number of call points) linked into the system. The system has a battery backup in case of power cuts. The system is new, unsure of an exact install date however the installation company are contracted. All full-time staff refreshed on operation and testing of the system at the time of inspection.

Emergency Lighting: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)

There is a standard 3-hour non-maintained LED emergency lighting system fitted.

Other: (i.e. Sprinkler system to LPC rules BS 5306)

N/A

6 IDENTIFY FIRE HAZARDS

Sources of Ignition:

The possible sources of ignition are the traditional electrical system, electrical appliances that are PAT tested, cooking equipment in the kitchen area, there is a 20ltr deep fat fryer which at the time of inspection we took time to discuss and the risks involved and how to tackle such a risk

Sources of Fuel:

The kitchen with has oils and other flammable cooking ingredients, gas supply to the kitchen (there are two isolation valves for this, one at the kitchen and one to the front of the property. Soft furnishings, restaurant tables and seating

Work Processes:

Café/Restaurant serving hot and cold beverages and a range of foods prepared fresh on site

Structural features that could promote the spread of fire:

This is a ground floor premises which is connected to a separate business to the front of the property, access to the café can be gained from the front portion of the ground floor, this is separated via a glass wall with glass door which will be open when the business at the front of the premises is trading, this leads to the café where there are three steps up to the café serving area, there is a slight difference in ceiling heights at this point, however both levels are protected with detection, the ceiling is flat other than a glass atrium middle of the serving area. The roof is pitched and there is a loft area which I was unable to inspect although from my observations the extractor ducting passes into the roof space before exiting the building at the rear, the ducting is all enclosed with one inspection hatch which is accessed by the staff toilet area.

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

Persons at risk were identified as members of staff behind the bar area which is where the kitchen is located, and all catering equipment is, this was discussed at the time of inspection in the best method for dealing with an incident in the kitchen area. There is a fire blanket located directly in the kitchen and one wet chemical 6ltr and one Co2 2kg extinguishers located directly at the egress point of the kitchen.

All other areas have multiple exit routes to provide means of escape.

No other persons were identified as being at risk at the time of inspection, fire action signs were advised and were being sourced directly after the inspection.

8**MEANS OF ESCAPE – HORIZONTAL EVACUATION*****Commentary:***

As well as the main entrance point to the café from the front business there are 2 other exit points which lead to a side pathway which then leads out to the main street from the rear of the property, all means of escape are highlighted with illuminated fire exit signs and emergency lighting

9**MEANS OF ESCAPE – VERTICAL EVACUATION*****Commentary:***

There is no direct means of vertical evacuation other than the 3 steps on the split level floor on this ground floor, these have emergency lighting in the event of power loss,

10 FIRE SAFETY SIGNS & NOTICES

Commentary:

There are directional and final fire exit signs within the building. There are also fire action signs as well as extinguisher ID cards at the fire extinguisher points within the building.

11 FIRE WARNING SYSTEM

Commentary:

There is a traditional fire alarm system comprising of break glass call points and a mixture of smoke and heat detectors throughout the whole of the premises, this system is new although exact installation date is unsure. The system comprises of 2 zones, zone 1 being the café, the alarm panel is in the front portion of the building which is a separate business. At the time of inspection, it was ascertained that this portion of the building may be locked if the café was to trade over the weekend for instance, it was agreed that the partition glass door will have a lock that can be accessed from both sides to allow staff to get to the alarm panel in such instances.

12 EMERGENCY LIGHTING SYSTEM

Commentary:

There is a 3-hour non-maintained emergency lighting system in place, a mix of illuminating fire exit signs and ceiling lights are fitted. These are much as the fire alarm system new but installation date is unsure, at the time of inspection all emergency lighting was fully functional.

13 FIRE FIGHTING EQUIPMENT

Commentary:

There are three fire points within the café, one at the fire exit just inside from the joining front business comprising of a 6ltr Foam extinguisher. One at the back exit opposite the kitchen comprising of a 6ltr Wet Chemical and 2kg Co2 and finally a fire blanket located in the kitchen. This is sufficient for the size and use of the premises.

Is there a maintenance programme for the fire safety provisions in the premises **Yes**

Commentary: The building is checked on an annual basis along with the FRA

Are regular checks of fire resisting doors, walls & partitions carried out **Yes**

Commentary: Annual walk around inspections is carried out as well as monthly visual checks

Are regular checks of escape routes & exit doors carried out **Yes**

Commentary: Annual walk around inspections are carried out as well as monthly visual checks

Are regular checks of fire safety signs carried out **Yes**

Commentary: Annual walk around inspections are carried out as well as monthly visual checks

Is there a maintenance regime for the fire warning system **Yes**

Commentary: Annual, monthly and weekly checks are carried out, staff will be checking the fire alarm on a regular basis and the system will be maintained annually.

Is there a maintenance regime for the emergency lighting system **Yes**

Commentary: Annual and monthly checks are carried out, an annual drain down has been discussed and will be arranged to take place with the alarm maintenance

Is there maintenance of the fire fighting equipment (By competent person?) **Yes**

Commentary: Annual inspection is carried out

Are records kept & their location identified **Yes**

Commentary: All records will be held on site

15**METHOD FOR CALLING THE FIRE SERVICE*****Specify:***

A member of staff will initiate a call via either landline or mobile phone calling the fire service on 999, giving details of the address, type of emergency and persons on site if applicable.

16**EMERGENCY ACTION PLAN (EAP)*****Commentary:***

The action plan is that all staff will call the fire service, then or at the same time initiate and evacuation of public, if safe to do so and not putting themselves in danger, tackle the fire ensuring the gas is isolated and any electrical supply.

17**TRAINING*****Commentary:***

Staff training on how to use portable fire fighting equipment, use of the fire alarm and evacuation procedures was given at the time of inspection, this should be continued on an annual basis.

<i>Deficiency/Rectification</i>	<i>Priority</i>	<i>Date to be Rectified</i>	<i>Date Rectified</i>
Fire Action signs needed.	Med	17/10/18	
Fire exit sign above gated exit from terrace needed.	Med	17/10/18	
Clear passage of exit from the gated exit from terrace at All times.	Med	17/10/18	

<i>Significant Finding</i>	<i>Control Measure/Action</i>

**Insert additional pages as required*

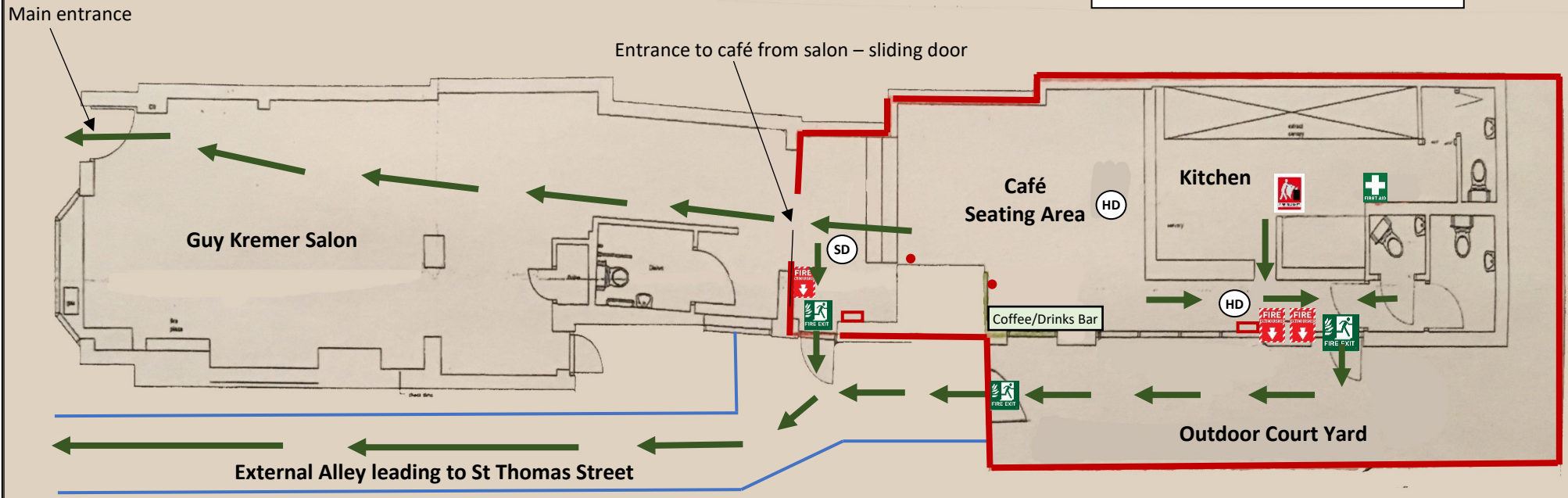
Specify:

Gas and mains electrical supplies main shut off for both is to the front of the property.

Need to consult Fire Service

Yes / No

The Yard Café at Guy Kremer















Detailed Fire Safety Plan

The Yard Café at Guy Kremer

11 St Thomas Street
Lymington
SO41 9NA

The Yard Café at Guy Kremer

-  Boundary of The Yard Café at Guy Kremer
-  Smoke Detector
-  Heat Detector
-  Fire Sounders
-  Break Glass Call Point
-  3 x Fire Extinguishers (CO2, Chemical & Foam)
-  Location of Fire Blanket
-  Location of First Aid Box
-  Fire Exit
-  Fire Evacuation Route
-  External Alleyway
-  Assembly Point (opposite side of road)

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