

WEST ONE

FIRE PROTECTION

Fire Extinguishers, Fire Alarms, Emergency Lighting, Risk Assessments

FIRE RISK ASSESSMENT

**THE LATIN HOUSE
4 COLDHARBOUR LANE
CAMBERWELL
LONDON
SE5 9PR**

Written by David Newcombe 15th October 2018

Accompanied on site by Management

**ALL POINTS COVERED ARE THE CONSIDERED AND
QUALIFIED OPINION OF WEST ONE FIRE PROTECTION AND
ARE BASED UPON THE BUILDING AT THE TIME OF
INSPECTION TOGETHER WITH INFORMATION PROVIDED BY
YOURSELVES.**

**DAVID NEWCOMBE
FIRE SAFETY ADVISER**

This Fire Risk Assessment is made under the requirements of the Fire Precautions (Workplace) Regulations 1997 as amended and Management of Health and Safety at Work Regulations 1999.

It is also compliant with the Regulatory Reform Order 2006 which became enforceable on 1st October 2006.

The assessment should be made available for inspection by any authorized person and should be reviewed;

**Following any changes in work practices
Any structural or material changes
Following any fire incident or near miss
At intervals not exceeding 12 months**

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

The RRO is the primary piece of legislation applicable to fire safety at premises to which this Fire Risk Assessment relates. It places a number of important responsibilities upon the 'Responsible Person' as regards the safety from fire for all persons in and around the building.

The main areas of consideration covered by the Order in its' application to the premises are summarised below;

Carrying out a suitable and sufficient Fire Risk Assessment

Means for detecting and raising an alarm of fire, where relevant

Ensuring there are adequate emergency routes, exits and signs

Providing fire fighting equipment, where relevant

Implementation of appropriate procedures to follow in the event of emergency

Suitable training and instruction for any employee within the premises

The provision of appropriate and relevant information on hazards

The appointment of competent persons to assist with the fire safety measures

Liaison with any other responsible persons within the same building

Liaison with the emergency services

Maintenance of the fire safety measures in place

Having in. place a sound fire management strategy

Carrying out a review of the Fire Risk Assessment at appropriate intervals

DESCRIPTION OF THE BUILDING

The property assessed is a newly refurbished restaurant in a busy urban location serving Latino food.

It is in the middle of a brick built terrace with the entrance on Coldharbour Lane.

The entire property is leased by the current occupiers with a mix of residential and office use to the upper two floors including the alcohol store next to the office on the first floor.

The ground floor consists of a main public area and bar to the front whilst to the rear there is further customer seating, the toilet block and the kitchen. There is a fire exit to the rear which goes out onto a passage at the rear of the shops before final egress onto the street.

The basement has been newly opened up and offers a private dining / buffet area for 12 /16 persons

The restaurant is open 7 days a week 12 noon – midnight.

EXTENT OF SURVEY

The FRA is based on a walk through inspection of all accessible areas of the property, undertaking an assessment of the materials and fabric of the building; the contents; people using the premises; the processes taking place in house; an inspection of fire detection and fire fighting equipment where present; any relevant paperwork pertaining to the risks of fire.

ACCESSIBILITY

The assessment was not restricted to the common areas of the building and involved entering the offices, plant room etc.

We do not enter flues, lift shafts, ducts, lofts or voids or other similarly enclosed spaces where access would require the use of specialist equipment or tools.

We do not carry out any specialist tests of gas, electric, water and drainage installations. The report is based on a visual inspection only but we have advised upon the need for any specialist tests if deemed necessary within the body of this report.

HOW TO USE THIS FIRE RISK ASSESSMENT

The provision of a Fire Risk Assessment is a legal obligation under the Regulatory Reform Order (Fire Safety) 2006. Whilst any recommendations contained within are not legally enforceable, any liability for non-fulfillment would rest entirely with the decision maker.

This could obviously compromise your insurance and Health and Safety obligations.

It is our recommendation that you are seen to be pro-active with this assessment and keep it with all related paperwork and certification for inspection as required.

It is the responsibility of the owners / managers / responsible persons for the building to ensure that;

...Layouts and facilities meet minimum standards

...The property is maintained in a safe and habitable condition

...Stairways, passageways, and fire escapes are cleaned and kept free of obstructions

...Fire extinguishers, fire alarms and emergency lighting are tested and maintained regularly

...Services – gas, electric etc.- are tested and certificated in accordance with British Standard requirements

IDENTIFYING THE FIRE HAZARDS

For fire to occur there must be a source of ignition, fuel and oxygen. If all three are present and in close proximity then the fire could take hold and increase as a result. In the average workplace / public building, fire hazards will fall into the first two categories (fuel and ignition) with oxygen anticipated to be present in the air in the surrounding space.

Occasionally oxygen can be found in chemical form (oxidising agents) or as a gas in cylinders or piped systems.

Potential sources of ignition could include;

- ... naked flames, smokers materials, matches, pilot flames, gas / oil heaters, gas welding, cookers, arson etc.
- ... hot surfaces, heaters, engines, boilers, machinery, lighting, electrical equipment etc.
- ... hot work; welding, grinding, flame cutting
- ... friction; drive belts, worn bearings etc.
- ... sparks, static electricity, metal impact, grinding, electrical contacts / switches

Potential sources of fuel – anything that burns is a potential fuel – include;

- ... solids; textiles, wood, paper, card, plastics, rubber, PU foam, furniture, furniture, fixtures and fittings, packaging, waste materials etc.
- ... liquids; solvents, petrol, white spirits, meths, paraffin, thinners, paint, varnish, adhesives etc
- ... gases including LPG and acetylene
- ... cooking oils and fats

Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are stored in the building?

There were very few combustible materials on site with the exception of packaging for the food and drinks, which , once opened, are put outside for the Council's regular collections

There is no cellar so no gas for dispensing alcohol.

The kitchen uses oil and fats in the cooking process but only those oils currently in use are stored there. The rest of the oils are kept in the store rooms away from possible sources of heat or ignition.

Cleaning materials are not of a flammable nature.

The alcohol store is in the room next to the office on the first floor and is away from any source of heat or ignition.

List the materials on site that could be a fire risk or accelerant;

Cooking oils and fats
Candles
Alcohol
Extraction system
Naked flame from the kitchen

What are the principal ignition sources on site?

Electrics both fixed and portable
Heat and naked flame from the kitchen
Arson

Where gas is kept on the premises, is it checked annually?

There are gas cookers in the kitchen that have been routinely serviced and certificated by a Gas Safe engineer with a programme for future annual checks in place.

Are all items of portable electrical equipment inspected regularly and fitted with the correct rated fuses?

Under the Electricity at Work Regulations 1989 it is a requirement that all items of portable electrical equipment (basically anything with a plug) are periodically tested and certificated for fuse continuity, earth bonding and insulation.

Any equipment that is new should be covered by the manufacturers 12 month warranty.

I was informed that most of the equipment on site is new with the recommendation of this assessment being that any items over 12 months old are PAT tested and certificated as soon as possible.

Are any heaters fitted with suitable guards and kept away from combustible materials?

The only heating on site is via air conditioning units fitted on the ceiling and are considered safe.

Have measures been taken to ensure that smoke and flames cannot spread from one compartment to another?

The building is mainly open plan by necessity and design with no fire doors in place. With only one route of egress from the upper floors it is recommended that as a bare minimum the door at the bottom of the stairs that leads into the restaurant is a minimum FD30 standard fire door.

This should receive your urgent attention.

The lack of other fire doors has been managed by the fire protection measures in place.

IDENTIFYING THE PEOPLE WHO MAY BE AT RISK

If there is a fire, the greatest danger is the spread of fire, heat and smoke through the building. If it happens, the main risk to people is from the smoke and products of combustion which can very quickly incapacitate those escaping.

If the building does not have adequate means of escape or if a fire can grow to an appreciable size before it is noticed, then people may become trapped or overcome by heat or smoke before they can evacuate.

The Means of Escape are covered by the Building Regulations part B and British Standard 5588 part 0,4,5,6,7,8 and 11.

Is there a suitable number of exits – and routes of egress – of suitable width for the people present?

As previously detailed, there are two single width exit routes from the ground floor, at opposite ends of the space.

The main route of egress for the customers would be the main door out onto Coldharbour Road whilst the rear fire exit out onto the passageway at the back would be the preferred exit route for those using the rear of the restaurant and the kitchen staff.

With maximum numbers in the building at any one time being under 90 (staff and customers) then these exits are considered adequate.

Do the exits lead to a place of safety?

Both fire exits lead directly outside into a safe place.

Are the escape routes free from trip hazards?

Yes.

Are steps and stairs in good condition?

Yes

Are final exits always unlocked when the building is in use?

Yes. This must include the gate at the end of the rear passageway.

If there are extraction systems on site are they run on a safe route and are they regularly cleaned?

The extractor system exits the kitchen from the rear at first floor level.

The system was installed by previous leaseholders but appears to follow a safe route and has been cleaned prior to the opening of the new restaurant.

There is a contract in place for it to be cleaned every 3 months which is adequate considering the hours of operation. The base of the system will be cleaned along with all kitchen equipment on a routine daily basis with a deep clean every Friday.

Is the wiring of the electrical installation inspected periodically by a competent person?

Under the Electricity at Work Regulations 12989 together with the requirements of BS:7671;IEI Wiring Regulations, there should be a routine of regular inspection and testing of the fixed electrics, the timeframe being set by the previously accredited electrician at their previous inspection and dependent upon the condition of the electrics at that time but never more than every 5 years – commercial – or 10 years – domestic.

It is recommended that the testing engineer is NICEIC or NAPIT accredited.

The electrics have been completely renewed as part of the refurbishment with certification supplied by the contractor. The first inspection of the systems will therefore be in 2023.

Is the use of extension leads and multi-point adaptors kept at acceptable levels?

Generally, yes.

Are flexes run in safe places where they will not be damaged?

Yes

Are employees / premises hirers permitted to take personal electrical equipment into the workplace?

No.

Are the electrical appliances that are beneath desks and similar areas kept free of storage that may prevent ventilation and overheating?

Yes

Are the electrical riser ducts and electrical intake rooms kept clear from storage and waste?

Yes.

Are all lightning conductors subject to a periodic loop impedance test?

N/a

Is the upholstery and furniture in good condition and conforming to British Standards for Fire Retardancy?

Yes, it is all new to the restaurant areas and fully compliant to the upper floors.

Is the general workplace free from rubbish and combustible waste materials?

Yes. What little waste is created is bagged up and put outside at the rear awaiting the Council's regular collections.

Is the building and immediate environs made "no smoking" and is this clearly signed?

From July 1st 2007 it became illegal to smoke in any area of the building or its' immediate environs.

Supporting signage is installed.

Have suitable measures been taken to protect against arson?

CCTV? Yes, there is an extensive system in place both internal and external

Intruder alarm? Yes

Intumescent letter box? N/a

Is a Fire Safety perimeter check undertaken daily?

Yes, with particular attention paid to the rear fire exit. It is essential for the safe egress of evacuees that there are no possible obstructions anywhere in the passageway that could impede persons.

Are the devices securing final exits capable of being opened immediately and easily without the use of a key?

Yes

Are all fire doors on self closers, signed correctly and normally kept closed?

N/a

Do the doors on escape routes open in the direction of travel?

Yes

Are all flooring slabs imperforate and of a one hour fire resistant construction?

Untested

Are the electrical riser ducts enclosed in a minimum half hour fire resisting construction with access panels in place and doors kept locked shut?

Yes

Are escape routes clearly and correctly signed?

Under the current Fire Legislation and British Standards all fire exits and routes must carry a compliant fire exit sign either illuminated (on an emergency light fitting) or self illuminating i.e. photoluminescent (glow in the dark).

The current legislation focuses strongly on both safe evacuation and the ensuing safety of those attending the scene to tackle a fire following evacuation.

All signage must comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and contain both text, the running man symbol and, where appropriate, directional signage.

The fire exit signage is fully adequate.

Are escape routes adequately lit?

There is a brand new system of emergency lighting in place that is fully adequate in its scope in illuminating the fire exits and fire exit routes and is compliant with BS;5266.

Have plans been made and rehearsed regarding assisting disabled staff and visitors to evacuate the premises?

The ground floor is accessible to the severely disabled including wheelchair users. Given the size of the ground floor and immediate proximity of the fire exits there is no need to make any provision in this regard.

Without a lift, the basement and upper floors are not accessible to the severely disabled.

Consideration must also be given to hearing or sight deficient persons who obviously can access all areas.

Safe egress for disabled persons must be included in all staff fire training.

Are the devices securing final exits capable of being opened immediately and easily without the use of a key?

Yes

Are all fire doors on self closers, signed correctly and normally kept closed?

N/a

Do the doors on escape routes open in the direction of travel?

Yes

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The fire exit signage is fully adequate.

ELIMINATE, CONTROL OR AVOID FIRE HAZARD

Do the procedures and practices avoid the use of combustible materials and or procedures using heat or naked flame?

There is the obvious fire risk from the kitchen but the risk is managed by;

Provision of fire extinguishers

Automatic fire alarm and detection system

Emergency lighting

Staff training

Have staff been trained in how to call the Fire Brigade, the use of fire extinguishers, the cause and nature of fire, site specific evacuation policy and basic fire prevention?

Yes, the management team have all received basic fire training in the past at other sites with the remainder of the staff trained in house. High staff turnover in the industry make full training for all impractical.

Has your insurance company made any special comments regarding fire safety?

No

Any Contractors that attend your workplace must be given fire safety advice with particular emphasis on;

The action to be taken on discovering a fire and how to raise the alarm

The importance of fire resisting doors and the need for them to be kept shut

The escape routes from the building

The Assembly Point

CONSIDER WHETHER THE EXISTING FIRE SAFETY PROVISIONS ARE ADEQUATE OR REQUIRE IMPROVEMENT

Where escape lighting is installed, is it in working order and maintained regularly?

The emergency lighting maintenance is incorporated into the half yearly fire alarm maintenance to be carried out by West One Fire Protection. It is a new and fully working system.

Is there a fire alarm system of sufficient scope for the risk in the property?

Yes. There is a new automatic fire alarm and detection system that includes smoke and heat detectors as appropriate, sounders and manual break glass call points controlled from a panel located in the ground by the bar.

The system will be serviced and certificated twice yearly by West One fire protection.

Is the fire alarm system in working order and maintained twice yearly under contract to BS:5839?

Yes, it is maintained in conjunction with the emergency lighting by West One.

Is the fire alarm system provided with;

Back up battery supply in the event of mains power failure? Yes

Mains fuse spur? Yes

Shutdown controls of gas / other? No

Is smoke detection installed in all plant rooms?

Yes

Is the alarm audible throughout the workplace?

Yes.

Is the fire alarm tested weekly?

The management have been shown how to test the system weekly and record the results in a Fire Log Book (provided).

Can the fire alarm be raised without placing anyone in danger?

Yes.

Are fire alarm manual call points visible, signed and unobstructed?

Yes

Is a digital communicator installed for auto call to the Fire Brigade via a monitoring station?

No. Unless requested to do so by your insurers I do not consider this is necessary.

Are plant rooms free from combustible, flammable and general storage?

Yes

Are an adequate number and type of fire extinguishers provided to cover the inherent fire risks?

Yes, there are a combination of foam and CO2 extinguishers suitable for the inherent fire risks.

Are fire extinguishers and blankets suitably located and unobstructed?

Yes.

Are the extinguishers serviced annually by a competent person or company?

Yes, they are contracted to be serviced annually to BS5306 by West One Fire.

Are fire action notices displayed prominently throughout the premises and give clear, concise instructions on how to react in a fire?

Yes

Is there a designated fire Assembly Point?

The Assembly Point is on the corner of Coldharbour Lane and Denmark Hill outside Paddy Power.

Does the signage in the building conform with the Health and Safety (Safety Signs and Signals) Regulations 1996?

Yes.

Was there a Fire Log Book on the premises and is it kept current?

Record keeping has always been an essential part of fire safety management. Whilst current legislation contains no explicit requirement to keep a log book, it does require that fire safety arrangements must be recorded.

Good practice therefore would be to maintain clear, consolidated records that demonstrate compliance with requirements for testing, maintenance, training, drills etc. The most appropriate form of such records is a Fire Safety Log Book, enabling fire or insurance inspectors to find the relevant information clearly set out in a single document.

A fire log book has been provided with this assessment.

Who is the designated Responsible Person and deputies where appropriate?

It is assumed that the responsible person would be the duty manager at all times.

RECORDING OF THE FINDINGS

Under the current Fire Regulations, the findings of the FRA must be recorded. The staff (responsible persons) should be informed of your findings and a formal report prepared for them.

If any risks are identified that affect others using the building then this must be divulged to them.

Latin House - DISPERSAL POLICY

1. The PURPOSE this policy is:

To design and provide guidance for Latin House management and employees and set out the terms for the dispersal of customers from the premises.

To set out the reasonable steps that Latin House will undertake to prevent unnecessary avoidable disturbance to residents, services and other businesses operating in the vicinity of the premises.

To operate in a manner which causes the minimum impact from noise nuisance and anti-social behaviour from our customers to neighbours and other members of the public.

That all relevant staff will be trained in this policy and other appropriate skills to achieve an orderly and safe dispersal of patrons from the premises.

All staff are compelled by their "Employee Handbook" to comply with and actively implement this Dispersal Policy; where their job role includes these responsibilities.

It is the responsibility of the Designated Premises Supervisor (Cristian A. Cortes Valenzuela) to ensure that this policy is enforced at Latin House and to regularly update this policy to meet the requirements of the business.

2. DISPERSAL shall take place through the front/exit/smoking area door of the Latin House in Coldharbour Lane.

All conditions relating to dispersal included in the Premises licence will be enforced and relevant waiting staff will be trained in these conditions, as well as the terminal and operating hours outlined on the premises licence.

On Friday nights (karaoke night):

45 minutes before closing time an announcement will be made requesting the last songs and drinks,

30 minutes before closing all the bills will be given to the patrons, the music will be turned off and the staff will start the collection of glasses and the clearing of other waste will be prioritised; this will provide a message our customers that the premises is in the process of closing and will encourage them to finish their drinks and prepare for departure.

A suitable staff member will regularly be visible at the entrance / exit / smoking area to control the dispersal, collection of rubbish or other drinks left from other premises and to remind people to leave quietly and to prevent patrons from re-entering the premises. A big clear sign will be placed at the entrance/exit asking people to leave quietly and not to congregate outside or in the local area.

5 minutes before closing time a designated staff member will sweep the road.

All waiting staff are trained under the Restaurant Policies to ask for ID where appropriated and relevant signs are displayed the door.

This Policy is applicable to any other evening at Latin House with late closure.

Local Transport information:

Mini Cabs:

www.camberwelltaxis.co.uk Tel: 0203 5824 654

Kempton

207 Camberwell New Rd, London

SE5 0TJ

T 020 7587 1777

Lomond Cars

280 Camberwell Rd, London

SE5 0DL

T 020 7703 0000

Bus information from Camberwell:

Where a taxi has been called for a Patron, those persons will be asked to wait inside for their taxi to arrive. For organised events, guests will be advised to pre-book taxis and advise the taxi company of the correct pick-up location along with instructions on how to minimise disturbance to local residents.

- Local & Night Bus Services – **ROUTES PASSING THROUGH:**

12, 35, 36, 40, 42, 45, 68, 171, 176, 185, 345, 436, 468, N68, N89, N136, N171

- Underground:

Brixton Station, 10 min by bus, 35, 345, 45

- Main Line Trains:

Denmark Hill Station, Windsor Walk, Denmark Hill, SDE9 8BB. 5 minutes' walk from Latin House

- Local Parking Pay & Display:

Crawford Rd SE5 @£2.80 per hour until 6.30pm Monday to Friday

Crawford Rd and Valmar Road free after 6.30pm Monday to Sunday

Pay & Display at Morrison's Butterfly Walk, Camberwell SE5 8RR

- We will offer patrons the chance to Latin House ordering their taxi-cab or to make a phone call to be picked up.
- Anyone who becomes too intoxicated will not be served any further drinks, shall be Politely removed from the premises by the manager on duty.
- One hour before closing time no one will be allowed in.
- Patrons will be encouraged to leave gradually at the end of the night.
- NO drinks will be allowed at any point outside of the restaurant or when leaving the premises at the end of the night or when going to smoke.
 - A maximum of 10 people will be allowed smoking outside of the premises with a clear sign reminding them to be quiet and respect the neighbours, in case of not complying they will not be allowed back in the restaurant.

3. SIGNAGE & LIGHTING The following signs will be displayed at the premises:

- Signs highlighting the Entry Requirement of the Premises (alcohol must be accompanied by food)
- Signs requesting patrons to Leave Quietly and Respect the Neighbours at night
- Signs to inform patrons that drinks may not leave the premises at any time
- Signs to remind the patrons that a maximum of 10 people is allowed outside the restaurant at only one time and to re-enter the premises immediately once they have finished smoking except for 1 hour before closing time.

Lighting (Internal) – The premises will turn on the House Lights 30 minutes prior to closing time; the time by which every patron must get ready to leave the premises.

Lighting (External) – External lighting will be left on until final closing time to make sure that patrons leave the premises safely.

External lighting will be regularly reviewed to ensure it is not a cause of nuisance to neighbours.

Latin House has a CCTV camera inside and outside the premises.

Both internal and external lighting will be regularly reviewed to ensure it does not impede the effectiveness of CCTV.

4. SMOKING AREAS The Premises operates a controlled smoking area at a maximum of 10 people outside the entrance/exit and this will be controlled by the manager on duty and all patrons will be encouraged to re-enter the premises as soon as they finish their cigarette.

5. BOTTLES, GLASSES & LITTER The premises will maintain the area immediately to the front of the premises clear of bottles, glasses and litter by regularly sending a member of staff to the area to clear these items.

The manager on duty will appoint a staff member to make sure that the entrance/exit/smoking area is clear at all times and will take regular visits outside to check and dispose if necessary glass bottles and glasses that are brought to the entrance/exit/smoking area from other premises and left in the vicinity or at the front of the premises.

Despite these items not originating from the premises, it is the responsibility of staff to clear them on a regular basis throughout a session and to check at the end of the night that no such items remain to the front of the premises.

The manager will appoint a staff member to sweep outside the premises at the end of the session to clear smaller rubbish, but may assist in getting patrons to move away from the premises in an orderly manner.

6. LOST PROPERTY

Any possessions that are found left behind at the end of the evening will be held for a period of three months unless claimed by their owner. At this time, they will be donated to local charities and no claim can be made against the company. Notices to this effect will be displayed at the premises.

7. SOF CLOUSURE & MUSIC ENTRETEINMENT

Patrons will be notified by announcement:

- of 'Last Orders' giving the 15 minutes to purchase a last drink if they wish to do so.
- 'Time' will then be announced when the bar closes as well as turning off the music.
- The patrons will be given their bills to pay.
- Once 'Time' has been announced the smoking area will be closed, people still smoking should be allowed to finish their cigarette, but no further people should be admitted to the area.
- 10 Minutes after 'time' has been called, staff cleaning and collecting glasses will start politely asking people to finish their drinks. Doing this in a polite individual manner, rather than shouting at the whole bar, is likely to have a more positive effect.
- 20 Minutes after 'Time' has been called people should be asked to leave in the same manner as that indicated above.
- 30 Minutes after 'Time' has been called, everyone should have left and dispersal as described earlier in this policy should be underway. A staff member will be at the door to say goodbye.
- A staff member will regularly visit the smoking area/entrance/exit to clean any rubbish or drinks (brought from other premises) and 5 minutes before closing time the staff member will sweep the payment and keep an eye on the Patrons leaving in an orderly and quiet manner.

- The music will not be turned back on by staff for their own entertainment while cleaning the premises, once customers have left the premises.

8. CONTROLLING CUSTOMERS & PREVENTING LOITERING There are a number of solutions already described earlier in this policy on strategies which will help move people away from the premises and disperse them.