

## PROPOSED CONDITIONS

### CHALLENGE 25

1. Staff must require ID in the form of a current ten-year passport, photo card driving licence or PASS Hologram identity card from any customer who appears to be under the age of 25 and verify the customer is over the age of 18 before any sale of alcohol is made.
2. Notices must be exhibited at all points of sale and at all entrances and exits informing customers and staff that the Premises is operating a Challenge 25 Policy.

### PUBLIC NUISANCE

3. Signs shall be placed at all exits asking customers to respect the needs of local residents and requesting that they leave the premises quietly. Adequate bins shall be available for customers to dispose of litter.

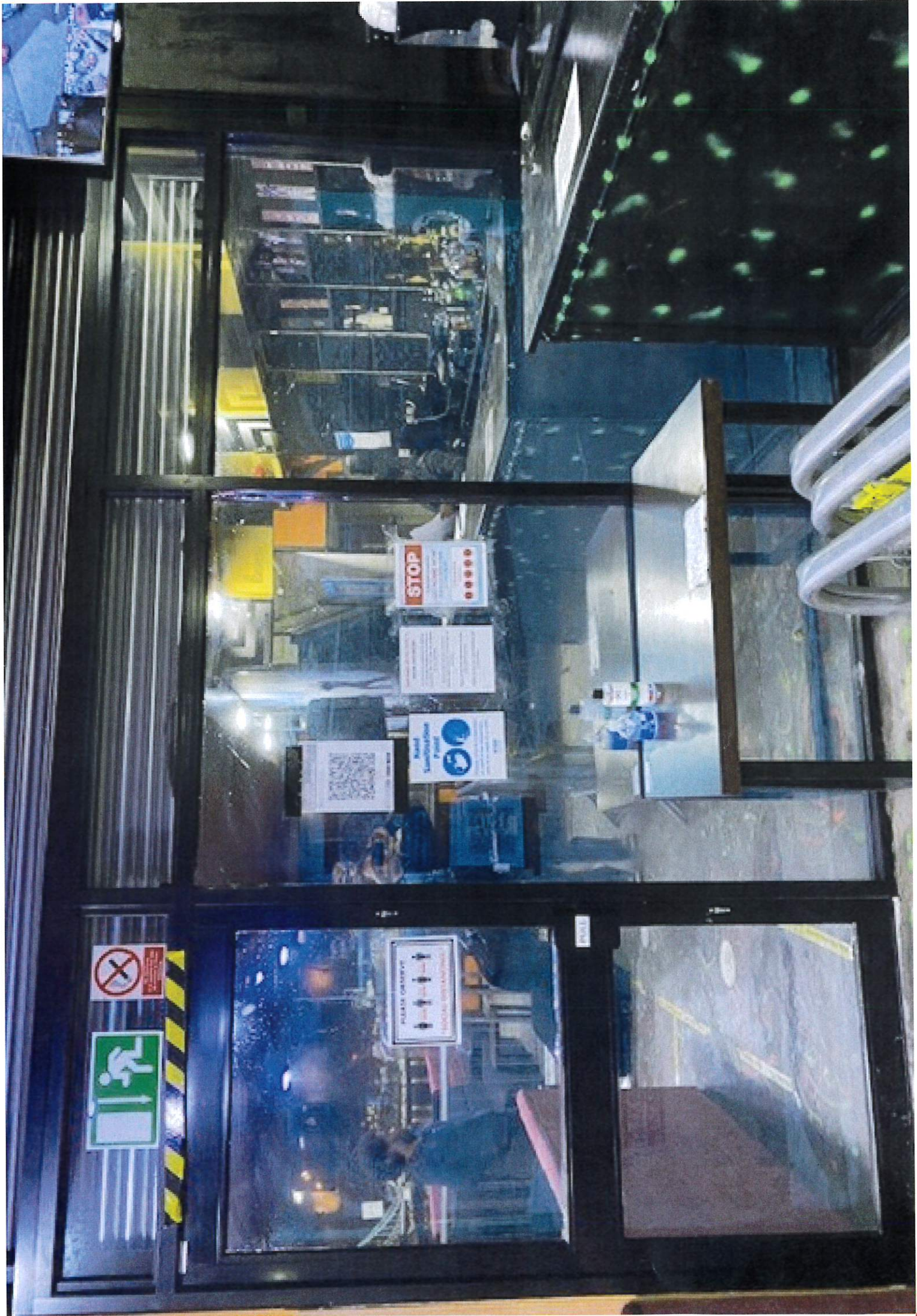
### PUBLIC SAFETY

4. The Licence Holder shall ensure that all lighting (including emergency lighting) is checked on a weekly basis. Entrances, exits and passageways shall be kept clear.
5. At least one member of staff on duty will be trained in the use of first aid.
6. All electrics, gas and fire equipment will be checked and maintained in working order and tested annually.
7. A fire drill will be carried out weekly.
8. A Fire Risk assessment will be undertaken at least every twelve months and will be available for inspection upon request for any authorised officer of a responsible authority.

### THE PROTECTION OF CHILDREN FROM HARM

9. No children shall be permitted on the premises.























LET'S HELP STOP  
THE SPREAD OF CORONAVIRUS

Scan this QR code with your  
Apple/iOS 13 App or Scan it



DOWNLOAD THE  
APP OR SCAN IT

# Hand Sanitisation Point



Please inform a member  
of staff if the dispenser  
unit is in need of a refill

**STOP**  
THE SPREAD  
OF CORONAVIRUS

## CUSTOMER NOTICE COVID 19 SOCIAL DISTANCING

To protect our customers & staff we  
are actively managing the number of  
customers who can enter our premises  
at any one time.

Please make sure you stand two  
metres apart using the marked lines on  
the floor.

When at the front wall behind the line  
until called forward.

Thank you for your understanding and  
co-operation.

# STOP

If you have symptoms  
**GO HOME NOW**  
Protect your fellow workers  
and their families









# STOP OF CORONAVIRUS

QR  
Test and Trace

QR code with your  
D-19 App to check-in



Dahlak Lounge

## DAHLAK LOUNGE









Fire exit



Push bar  
to open





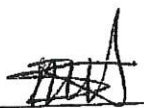




<b>Dahlak Lounge COVID-19 Risk Assessment</b>	Document Ref: 08.2020
<b>Hazards:</b> Coronavirus (COVID-19)	
<b>Who might be affected:</b> Employees, contactors, visitors, and customers could contract the virus and fall ill. Special consideration needs to be given to vulnerable groups with the classification extended to those with the most serious underlying health conditions as defined PHE.	
<b>Control Measures</b>	<b>In place at premises Yes or N/a</b>
Hand wash routines implemented with the reminders via KSRS.	yes
Controls to manager queues are in place both internally and externally in order to maintain social distance.	yes
Event managers, DPS, Security available to monitor queuing, occupancy and advise of social distance.	yes
Limited numbers of entrances in use in order to aid management of occupancy numbers	yes
Entry and exit will operate on a 1 in and 1 out system	yes
Doors to be pinned open to increase air flow and reduce hand contact points (non-fire doors)	yes
Surface sanitiser is effective against enveloped viruses. Compliant with BS EN 1276 (removal of bacteria) and BS EN 14476 (elimination of enveloped Viruses)	yes
Hand sanitiser to be available at key locations included customer entrance, customer toilets, behind the bar, at the staff area. Hand sanitiser conforms to BS EN 1500 (chemical disinfectants and antiseptics) and BS EN 12054 (bactericidal efficacy) and has been proven effective against enveloped viruses.	yes
Hygiene, social distancing, and directional signage notice prominently displayed for customers and staff	yes
Tables are to be spaced out to facilitate in social distancing	yes
Dahlak lounge to operate without dance floors to aid distancing	yes
Designated external smoking areas marked out to aid distancing and no smoking at the front door	yes
Maximum occupancy numbers set for smoking area.	yes
Encouraging more use the online ticket order and contactless payment on site	yes
Limited number of cash tills in use and staff limited to using one till per shift	yes
Customers are encouraged to use the order a	yes
Pre-tickets brought from online and booking only tables, some walk in maybe aloud in where space if available	yes
Number of employees assigned to a single till kept to a minimum.	yes
Face masks and nitrile gloves available to staff to use if they wish	yes
<b>Additional site specific control</b>	
<b>Date produced: 09/10/2020</b>	



<b>Dahlak Lounge COVID-19 Risk Assessment</b>		
Temperature checks completed with all employees / contractors / customers prior to starts work each day.		Yes ✓
Shift start and finish times staggered to avoid employee crowding		Yes ✓
All staff to be trained on social distancing, known routes of transmissions and additional controls introduced to maintain their wellbeing as well as those they come into contact with.		Yes ✓
Clear signage displayed on entrance, bar area, seating area of COVID-19 control measures		Yes ✓
Track and trace system is in place at the entrance of the premises.		Yes ✓
Capacity has been reduced to 30% of the fire risk assessment certificate.		Yes ✓
<b>Additional site specific control</b>		
<b>Date produced: 09/10/2020</b>		

Designated Premises holder 

Staff member 

Date 09.10.2020



Dahlak Lounge & Restaurant  
Hampton Street  
Birmingham  
B19 3LU



FIRE RISK ASSESSMENT

01/07/2020



### **Declaration**

This risk assessment is based upon my survey of the premises and the information given to me by the owners. It is also to the best of my knowledge a fair and accurate assessment of the fire safety status of the premises. I declare that I am covered by professional risk indemnity insurance

### **Fire Risk Assessment Maintenance**

Mr Biniam Merahtu will be responsible for monitoring the effectiveness of this fire risk assessment process and its implementation

### **Regulatory Reform (Fire Safety) Order 2005**

This Fire Risk Assessment is carried out in accordance with the "Regulatory Reform (Fire Safety) Order 2005 and will be carried out by Mark Ansine on behalf of 4 Point Fire Solutions Ltd

Whilst the assessor has taken reasonable care to ensure accuracy of the information Mark Ansine will not accept any liability for any loss (including loss of any profits, loss of expected future business or damage to goodwill) or claim in connection with the information contained in this report.

### **Introduction**

From the time these Regulations came into force in October 2006 it is a requirement for all employers, occupiers or owners of a property to:

Carry out a fire risk assessment of the workplace/property taking into consideration employees and all other people who may be affected by a fire within the building.

Identify the significant findings of the risk assessment and the details of anyone who might be at risk in case of fire. If five or more people are employed or if the property has a licence it is a requirement that these significant findings are recorded;

(However, it is recommended that a written record is produced on all occasions to assist when reviewing your fire risk assessment).

Provide and maintain such fire precautions as are necessary to safeguard those who use the property.

Provide information, instruction and training to employees about the fire precautions in the property to ensure the safety of all persons who use the property.

#### **The responsible person's will also need to provide**

- . An acceptable method of: Controlling entry of Patrons to the venue.
- . Identifying the numbers of persons present on the premises at any time
- . Provide appropriate staffing levels (stewards) for numbers of patrons expected on the premises
- . **Produce on demand to any authorised officer of the authority**, the Police or Fire and Rescue Service, evidence of the number of **persons present on the premises** at any given time



### Access/Egress

The premises must be suitable for everyone to use as stipulated in the Disability Discrimination Act 1995 requirements.

The design must consider wheelchair users and therefore be safe for people to enter and leave the premises. It must also consider visual and hearing impairments, and consider the following:

- . Any steps must have their edges highlighted with high visibility/contrasting paint
- . Safety and information signs should be provided
- . Careful consideration should also be given to how your customers and employees will enter and leave the premises
- . Consideration should also be given to vehicles

Ensure suitable arrangements are created for car parking, deliveries etc.

**Table 1**

<b>Assembly Hall/Dual purpose area</b>	0.45
<b>Dining Room, Restaurants, educational</b>	0.9
<b>Sports Hall (not used for assembly or examinations etc)</b>	5.0
<b>Office</b>	6.0
<b>Staff Common Room</b>	1.0

### Width of Escape Routes

**Table 2 Number Of Exits Needed**

Maximum number of persons	Maximum number of escape routes
60	1
600	2
More than 600	3

**Table 3 Fire Exit door width**

Minimum width of doors on escape route (stated in mm)	Maximum number of persons
750	100
1050	200
Over 1050mm wide then every additional 75mm increases capacity by 15 persons (or part thereof) e.g. 1200 mm 1500 mm 1800 mm	 230 290 350

### Escape Routes

All doors on escape routes should open in the direction of escape, and be fitted with a safety vision panels. This is particularly important if more than 160 people are expected to use them at any one time or they provide an exit from an area of high fire risk.



## Exits & Occupancy

### Ground floor

Front Entrance -  
Exit from rear kitchen prep area  
Exit from the front of the building

Occupants **must not** exceed - **160 persons**

### 1st Floor

1 x Exit - Egress to the rear of the building - Occupants **must not** exceed **60 persons**

*(At the time of assessment exit was obstructed. All items obstructing exit should be removed see pics 4,5 & 6)*

Total maximum capacity should **not exceed** **220 persons**



## General Statement of Policy

It is the responsibility of Mr Biniam Merahtu to protect all Occupants, patrons, employees and contractors from potential injury and damage to their health which might arise from a fire on the premises.

He will also need provide and maintain safe working conditions, equipment and systems of work for all occupants, staff members and contractors, and to provide such information, training and supervision as they need for this purpose.

Mr Merahtu will need to give a high level of commitment to health and safety and will also need to comply with all statutory requirements.

### Description of premises

Brick & stud partition walls

The building has 2 floor levels separated by a concrete slab

The building currently has 1 un protected internal staircases leading to Final Exit to the front of the building

### The ground floor;

Bar & Lounge

### 1<sup>st</sup> Floor

Restaurant

### Owners responsibilities

Most significantly reducing the risk from fire, keeping heat/ignition sources to a minimum and keeping combustible materials away from all heat sources, **no smoking** within the building and **not to impede escape routes**. Furthermore, all staff must be aware of what to do in the event of fire. Key staff members should be **trained as fire marshals** which would include being competent in the use Of all fire fighting equipment located on site.

### Fire Detection

The building currently has automatic fire detection and will therefore provide early warning in the event of fire. No previous service records were seen at the time of assessment. **Assessor would advise the following recommendations to the Fire Alarm**

All Fire Alarm Zones should be identified and noted on a suitable Zone Chart located near the Fire Panel

**A Public Address system** connected to the existing **fire alarm** should be installed, to assist with evacuation. System should turn music off on **activation of the Fire Alarm**

Flashing beacons installed, public toilets connected to fire alarm panel (provide visual warning)

### Emergency Lighting

The building has existing non maintained emergency lighting. No previous service records were seen at the time of assessment. Emergency Lighting should be serviced & maintained in accordance to BS; 5266.

### **Assessor advises the following**

- Maintained Emergency** lighting should be provided on all **Final Exits**
- Provided Emergency lighting** **External exit from the rear**



Occupancy:		Shisha Lounge	Size:
Times the Premises are in use: Monday & Thursday Friday - Saturday Sunday	19.00 01.00am 19.00 01.00 am 19.00 01,00 am	Building footprint approx sq ft: whole building	As above
Premises in use:		Bar & lounge	
Recommended Evacuation Time		2 Minutes	Furthest point of the building

**Table C**

TENANCY	YES	NO	N/A
Is the building in multi-occupancy?		X	
Are there other tenanted/occupied spaces/buildings adjacent to the premises being assessed?		X	
If <b>Yes</b> describe operations/processes of other Tenants:			
What arrangements are in place for liaising with adjacent property in the event of a Fire			
Arrangements will need to be confirmed			

**Table D**

OCCUPANCY	(am) to (pm)	
Times the premises are in use/occupied:	As above	
Total number of persons employed within the premises at any one time:	5	
Total number of persons who may occupy the premises at any one time: Once refurb works have been completed	As above	
Vulnerable Persons:	Known to be present	
	Yes	N/A
People who Work Alone or are Isolated	X	
People who are Unfamiliar with Premises	X	
People who Sleep on Premises		X
Children/Young persons		X
Dependency Levels:	Known to be present	
	Yes	N/A
LOW DEPENDENCY - describes occupants who have the physical and mental capability to respond to a fire emergency and exit the premises unaided.		



<p><b>MEDIUM DEPENDENCY</b> - describes occupants who are either:</p> <p>(a) will require physical assistance or guidance from a staff member to respond appropriately in a fire emergency; or</p> <p>(b) can exit the premises unaided but will take an extended time to achieve this.</p>	X		
<p><b>HIGH DEPENDENCY</b> - describes occupants who are totally dependent on staff and may require the assistance of two or more staff members in a fire emergency.</p>			



Table E

**POTENTIAL FIRE HAZARDS**

Ignition Sources:	Known to be present		Comments
	Yes	No	
Electrical - installations	X		
Electrical - portable equipment	X		
Boilers/Heaters - gas, electric	X		
Hot Processes/Working - welding, battery charging, etc.	X		
Cooking - equipment		X	
Mechanical Equipment - sparks, friction	X		
Equipment - hot surfaces, etc.	X		
Lighting Equipment - lamps	X		
Smoking - Cigarettes, lighters	X		Limited to outside of the building & designated areas
Spontaneous Combustion - rags	X		
Naked Flames – candles, gas rings		X	
Arson - deliberate	X		
Other - seasonal decorations, etc.	X		At specific times

Combustible Materials?	Known to be present		Comments
	Yes	No	
Furniture -	X		
Fixtures & Fittings - curtains, etc.	X		
Textiles - bedding, sleepwear, etc.		X	
Waste Products - wood/pallets, paper & packaging	X		
Plastics/Rubber	X		
Flammable Liquids - white spirit, cooking oils, etc.	X		
Flammable Products - paints, varnishes, thinners, adhesives	X		
Flammable Chemicals - cleaning agents, etc.	X		
Flammable Materials - solvents, etc.		X	
Mains supply, LPG, aerosols, etc.	X		
Other -			

Sources of Oxygen:	Known to be present		Comments
	Yes	No	
Mechanical Ventilation Systems		X	
Piped	X		
Cylinders	X		
Oxidizing Materials		X	
Oxidizing Chemicals		X	
Other -			



# **PART B**

Table F

FIRE RISK ASSESSMENT - CONTROL MEASURES		Abbreviations Y- Yes, N - No, DK - Don't Know, NA - Not Applicable, H - High, M - Medium, L - Low.									
1.0 MANAGEMENT ARRANGEMENTS		VERIFICATION				RISK RATING			COMMENTS - ACTION		
REF	CONTROL MEASURES	Y	N	DK	NA	H	M	L	ADDITIONAL CONTROL MEASURES NEEDED		
Policy											
1.1	Does Dahlak Lounge have a suitable Fire Policy and supporting procedures and arrangements?		X				X		A <b>Fire Policy</b> is <b>required</b> . The buildings <b>Fire Policy</b> should be kept on site at all times it will need to document the business procedures and arrangements. IE <b>Fire Evacuation Procedures including actions</b> staff must take in the event of fire, supported by a <b>Building Plan</b> showing location of <b>Fire Extinguishers &amp; Fire Assembly Point</b>		
1.2	Do the company/premises have the appropriate licenses and/or registration?	X						X			
1.3	Has a person been appointed to be responsible for fire safety?	X						X	Mr Biniam Merahtu		
1.4	Does the responsible person acknowledge their responsibility for Fire Safety?	X						X			
1.5	Has a deputy been designated in case of absence?		X				X		This will need to be <b>confirmed</b> & noted in the Fire Policy		
1.6	Are arrangements in place to liaise with Occupant's within or adjacent to premises?	X						X	Details will need to be noted in the <b>Fire Policy</b>		
Emergency Plan											
1.7	Has an Emergency Plan been drawn up and a copy kept other than at the workplace?		X				X		<b>Emergency Plan</b> describing who has what responsibilities and the actions they must take needs to be documented. This will become part of bars <b>Fire Policy</b> as in Section 1.1		



FIRE RISK ASSESSMENT - CONTROL MEASURES									
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REF	CONTROL MEASURES	Y	N	DK	NA	H	M	L	ADDITIONAL CONTROL MEASURES NEEDED
1.8	Have persons been designated to assist with the Emergency Evacuation Plan?	X				X			It was said <b>staff</b> would be responsible on busy nights. It is also advised designated staff members should be appointed for when door staff are not available. <b>All staff members should receive evacuation training</b>
1.9	<b>PERSONAL EMERGENCY EVACUATION PLANS</b> Are reasonable arrangements in place for the evacuation of persons with special needs? (PEEPS)		X			X			<b>Suitable arrangements must be in place to ensure that all staff / patrons can safely leave to a place of safety in the event of a fire.</b> This will need to ensure that if for example a person is incapacitated or injured they will have help & exits available to them – and will allow for any person including staff to leave the building to a place of safety with no obstructions ie, <u>uneven surfaces, objects on passage ways etc.</u> <b>Details will need to be Documented in Fire Policy</b>
1.10	Is evidence available to show regular Emergency Evacuation Drills have taken place?		X			X			<b>A Fire Drill</b> should be completed within the <b>next 60 days</b> . Results should be logged in the buildings <b>Fire Log Book</b> . All staff members should know there responsibilities in the event of fire.
1.11	Are appropriate procedures in place for summoning emergency assistance?	X					X		It was said that the Fire Brigade would be called by the business owner or a member of staff on the day. <b>This will need to be Documented in Fire Policy. Training for staff.</b> All staff members should be informed of the importance of <b>calling 999</b> on discovery of Fire within the building
1.12	Are arrangements in place for liaison with the Local Fire Authority?	X					X		This would be the responsibility of either Mr Merahtu or a senior member of Staff. Details of this should be documented in the <b>Fire Policy</b>
1.13	Is there a system in place for conducting a roll call at the assembly point?	X					X		Staff Rota will be used to conduct roll call in the event of Fire at the Fire Assembly Point
1.14	Has a suitable assembly point been identified away from the premises?	X					X		<b>Fire Assembly Point</b> is located the <b>Front</b> of the building. The area should be marked with an appropriate <b>Fire Assembly Point</b> sign. The location of the Assembly point should be written on all of the sites <b>Fire Action Notices</b> located throughout the building



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REF	CONTROL MEASURES	Y	N	DK	NA	H	M	L	ADDITIONAL CONTROL MEASURES NEEDED
1.15	Is the means of reaching the assembly point safe, free from obstruction and away from busy traffic routes, etc?		X				X		<b>FIRE EXITS</b> should be <b>protected at ALL times</b> . Under stairs areas should remain free of obstruction at all times  Exit from 1st floor - Obstructed Exit should be cleared ASAP Exit from ground floor Toilets - (Not useable) (see significant findings)
Information and Training									
1.16	Are all employees provided with relevant instruction, in a language they understand, related to fire and emergency, on induction?		X				X		<b>Fire wardens are required; Training</b> should be given to all Members of staff who will have specific responsibilities ie to manage the evacuation, Details of this training should be <b>documented as part of your Fire Policy, procedures and arrangements as stated in 1.1.</b>
1.17	Are all staff provided with "refresher training" at appropriate intervals?		X				X		Training should be on going to ensure procedures stay fresh in mind. Staff training records should be created to record all training received
1.18	Have employees been trained in how to call the <b>Fire Brigade 999</b> , the use of firefighting equipment and basic fire prevention?	X						X	This should form part of induction training <b>Fire procedures</b> . Use of Fire Extinguishers <b>&amp; calling 999 on discovery of Fire</b> <b>Ensure all staff members</b> Know what to do in the event of Fire
Maintenance, Testing & Record Keeping									
1.19	Is there a „Fire Precautions Log Book" or appropriate record sheets in place and properly completed? (The following points should be recorded)	X						X	<b>Fire Log Book Present</b>
1.20	Is the <b>Fire Detection</b> system checked, maintained and tested on a regular basis?	X						X	Completed April 2019. Certificates of inspection should be retained for inspection at all times. Service should be completed every 6 months completed in line with <b>BS 5839</b> part 1



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1.0	MANAGEMENT ARRANGEMENTS					VERIFICATION			
REF	CONTROL MEASURES		RISK RATING			Y	N	DK	NA
			H	M	L				
1.22	a	Is the fire <b>Alarm</b> system checked, maintained and tested on a regular basis?				X			
	b	Is there a record of checking, testing and maintenance of the fire alarm system?				X			
1.23	a	Is all fire <b>Fighting Equipment</b> checked, tested and maintained on a regular basis?		X		X			
	b	Is there a record of all maintenance and testing of firefighting equipment?				X			
1.24	a	Is the <b>Emergency Lighting</b> checked, maintained and tested on a regular basis?		X		X			
	b	Is there a record of checking, testing and maintenance of the emergency lighting?				X			
1.25		Is the sprinkler system checked, maintained and tested on a regular basis?					X		
1.26		Where applicable are dry/wet risers inspected and tested on six monthly and annual basis respectively					X		
						COMMENTS - ACTION			
						ADDITIONAL CONTROL MEASURES NEEDED			
						Service July 2020 - by 4 Point Fire Solutions Ltd			
						Fire Fighting equipment has been provided throughout. Ensure staff members are aware of types of extinguishers & how to use them correctly			
						Installation has been completed in line with BS:5306 annual service contract should be put into place to service equipment annually			
						Completed as part of refurbishment works. Ensure the following is in place <b>Maintained lights</b> on all <b>Final Exits</b> Annual Inspection should be completed in line with BS:5266 part 1 to include a 3 hour drain test as required by the standard			







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REF	CONTROL MEASURES	Y	N	DK	NA	H	M	L	ADDITIONAL CONTROL MEASURES NEEDED
1.28	Do routine Housekeeping Inspections take in to consideration the storage of waste and combustible materials within the building?	X				X			A responsible person should be appointed to monitor waste levels Inspections should be carried out daily. All un used & waste items should be removed from site.
1.29	Is there a system for controlling the amounts of combustible materials and flammable liquids and gasses that are kept in the workplace?		X			X			As above. A System should be put into place to remove waste items daily from the building. <b>Waste should NOT be allowed to build up.</b> External <b>BINS should not be stored near Escape Routes</b> External bins should be secured away from the main building & locked at the end of each working day
1.30	Are all combustible materials and flammable liquids stored safely?	X					X		Ensure all flammable items such as sprits, cleaning agents are stored securely within a contained cupboard away from any potential heat sources.
1.31	Are arrangements in place for the maintenance and cleaning of work equipment? - Cooker hoods, etc.				X				
1.32	Are arrangements in place for the maintenance and testing of portable and fixed heating equipment?	X					X		it was said that heating systems are serviced annually ; Certificates should be available for inspection at all times. Last service will need to be confirmed
1.33	Is Portable Appliance Testing carried out on portable electrical equipment?		X			X			<b>PAT testing is required</b> on all portable electrical items. Test should be completed by a competent person. Certificate should be retained & available for inspection at all times
1.34	Are fixed Electrical Installations periodically inspected and tested?		X			X			Date of last inspection was not confirmed – <b>Periodic Inspection</b> is a test and inspection to ascertain the condition of existing electrical installations, to identify (in order of priority) any deficiencies against BS7671:2008 which is the British standards for electrical Safety. Inspection & test should be completed ASAP



1.35	Are suitable arrangements in place for the control of the mains gas supply in an emergency situation?		X																Gas bottle provided in the kitchen. It is advised that the bottle should be relocated externally in a secure cage				
1.36	Have suitable measures been taken to protect against the risk of Arson?	X																					
<b>FIRE RISK ASSESSMENT - CONTROL MEASURES</b>																							
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1.37	Is the external storage of waste and other combustible materials kept to a minimum to reduce the potential for ignition by outsiders?		X																As per 1.29				
1.38	Are Staff aware of & following the company procedures for controlling of Contractors?		X																Ensure contractors working within the bar are aware of the buildings Fire Procedures. Prior to any works being completed within the building				
1.39	Are Visitors and Contractors given relevant information relating to the Fire Arrangements for the premises?		X																As above				
1.40	Do all furniture, textiles and fixtures and fittings meet the required British Standard for Fire retardation?		X																<b>All Upholstered Furniture will need to be treated for Fire Retardancy</b> by an external company should be contracted to complete this. Certificate of compliance should be provided on completion works should comply with <b>BS 7177 for fire retardancy</b>				



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Raising Alarm.												
2.1	Is there an appropriate means of raising the alarm throughout the building/premises?	X							X	As per introduction, The following should be provided . <b>Zone Chart is provided</b> , . Flashing sounder beacons (public toilet areas) provide visual warning of fire . <b>A Public Address</b> system should be installed to activate on activation of the Fire Alarm. Installation of all works <b>should be completed in line with BS:5839 part 1</b>		
Manual/Verbal Means of Raising Alarm - Shouting, Whistle, Bell, Klaxon.												
2.2	Are manual/verbal arrangements for raising the Fire Alarm adequate?		X						X			
2.3	Can a fire be easily detected in all areas of the building/premises?	X										X

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2.0 COMMUNICATION		VERIFICATION					RISK RATING			COMMENTS - ACTION	
REF	CONTROL MEASURES	Y	N	DK	NA	H	M	L	ADDITIONAL CONTROL MEASURES NEEDED		
2.4	Can all persons in all areas of the building/premises hear the fire alarm?	X						X	Provide <b>flashing sounder beacons</b> connected to existing fire alarm in all public toilers. To provide a <b>visual warning</b> for patrons. Installation should be completed in line with BS5839 part 1		
2.5	Are all members of staff aware of method for raising the fire alarm?		X			X			Ensure all members of staff as part of their induction, are trained in how to raise the alarm using the manual Call Points to also include <b>calling 999</b> on discovery of fire		
Automatic Means of Raising Alarm											
2.6	Is there an automatic fire detection and alarm system?	X						X			
2.7	Is the fire alarm system connected to a monitoring center which calls the fire brigade?		X					X			
2.8	Is the fire alarm system and all its components, continuously monitored?		X					X			
2.9	Are there a suitable number of break glass call points available throughout the collage?	X						X			
Signage and Notices											
2.10	Are Fire Action notices displayed prominently throughout the workplace?	X						X	Ensure location of Assembly point is written on each sign (inform all staff members of location)		
2.11	Are all fire alarm call points clearly visible and unobstructed?	X						X			



FIRE RISK ASSESSMENT - CONTROL MEASURES										Abbreviations Y- Yes, N - No, NA - Not Applicable, DK - Don't Know, H - High, M - Medium, L - Low.									
2.0 COMMUNICATION		VERIFICATION				RISK RATING			COMMENTS -- ACTION										
REF	CONTROL MEASURES	Y	N	DK	NA	H	M	L	ADDITIONAL CONTROL MEASURES NEEDED										
2.13	Are all firefighting equipment clearly indicated and labeled?	X						X											
2.14	Are emergency escape routes throughout the building adequately marked with appropriate pictorial safety signage?		X				X		Fire Exit signs required. A Full Sign survey is required once refurbishment works have been completed.										
2.15	Is the assembly point clearly identified, labeled or signposted?	X						X	Fire Assembly Point located to the front of the building. Ensure all staff members are aware of location										





FIRE RISK ASSESSMENT - CONTROL MEASURES									
Abbreviations Y - Yes, N - No, NA - Not Applicable, DK - Don't Know, H - High, M - Medium, L - Low.									
3.0	MEANS OF ESCAPE		VERIFICATION				RISK RATING		
REF	CONTROL MEASURES	Y	N	DK	NA		H	M	L
3.10	Are provisions in place to ensure that escape routes are adequately lit at all times when building is occupied?		X				X		
3.11	Are external escape routes maintained in good condition? - Fire escape stairs, etc.	X							X
3.12	Have revolving doors or lifts on escape routes been specifically designed for escape purposes?				X				
3.13	Are employees aware that revolving doors or lifts should not be used in the evacuation from the building unless they have been designed for that purpose?				X				

FIRE RISK ASSESSMENT - CONTROL MEASURES									
Abbreviations Y - Yes, N - No, NA - Not Applicable, DK - Don't Know, H - High, M - Medium, L - Low.									
4.0	CONTAINMENT		VERIFICATION				RISK RATING		
REF	CONTROL MEASURES	Y	N	DK	NA		H	M	L
4.1	Is there evidence of inadequate compartmentation of the building/premises?		X						X

4.2	Is there evidence of inadequate fire separation of the building/premises?	X						<p>Replace the following standard doors</p> <ul style="list-style-type: none"> <li>. Entrance to Kitchen</li> <li>. Entrance to food prep area</li> </ul> <p>Doors should be replaced with 30 minute fire resisting doors with</p> <ul style="list-style-type: none"> <li>. Positive closing door closer</li> <li>. Dry smoke &amp; heat seals fitted to the recess of each door</li> <li>. 'Fire Door Keep Closed' signs fitted to both side of the door</li> </ul>
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FIRE RISK ASSESSMENT - CONTROL MEASURES		Abbreviations Y- Yes, N - No, NA - Not Applicable, DK - Don't Know, H - High, M - Medium, L - Low.									
4.0 CONTAINMENT		VERIFICATION					RISK RATING			COMMENTS - ACTION	
REF	CONTROL MEASURES	Y	N	DK	NA	H	M	L	ADDITIONAL CONTROL MEASURES NEEDED		
4.3	Is there evidence of inadequate structural fire protection of the building/premises?		X								
4.4	Do any wall coverings promote the spread of fire/flame?	X				X					Ceiling covering should be removed; Fire within this area could cause significant harm to occupants attempting to leave the building. Fire would be accelerated very quickly if ceiling covering caught fire - This should be removed ASAP
4.5	Is there evidence of adequate fire stopping around pipe-work and wiring?		X					X			
4.6	Are fire doors fitted with magnetic devices secured in a closed position?		X					X			
4.7	Are all fire doors fitted with the appropriate smoke stop or intumescent strips?	X					X				Retained & new installed internal Fire Doors opening on to the means of escape should conform to the FD30 standard. Doors should all have the correct dry smoke & heat seals fitted within recess of each door. See significant findings
4.8	Where necessary are escape routes constructed of fire resistant materials?	X						X			
Additional Comments:											

4.9	Have staff been trained in the identification and use of the fire extinguishers available in the premise?	X				X				Basic Fire Training is required for all staff members. Training should be on going and repeated each year.
5.0	Are hose reels provided and in working?				X					
5.1	Is any fixed fire-fighting installation or automatic fire suppression system installed and in working order? – sprinkler systems etc.					X				
5.2	Is there sufficient access and facilities for the fire service?	X							X	Access for Fire Service is Via front of the building. Ensure Access is not obstructed at any time



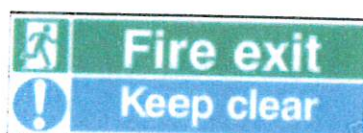
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FIRE RISK ASSESSMENT - CONTROL MEASURES										Abbreviations Y- Yes, N - No, NA - Not Applicable, DK - Don't Know, H - High, M - Medium, L - Low.		
5.0 EXTINGUISHMENT		VERIFICATION				RISK RATING			COMMENTS - ACTION			
REF	CONTROL MEASURES	Y	N	DK	NA	H	M	L	ADDITIONAL CONTROL MEASURES NEEDED			
5.10	Is there a fire hydrant available for use by the fire service?				X							
Additional Comments:												
<p><b>This Fire Risk Assessment and Action Plan has been put together by the Assessor, in good faith, from the information given and observations made on the day of the visit.</b></p> <p>There may be situations that arise, which may affect the information gathered in this current risk assessment. If this is the case, this risk assessment must be reviewed in light of any changes, albeit temporary, which could affect the risk to life from fire in these buildings/premises. For example: Fire works displays at new year or other similar functions.</p>												



Pic 1

Location of Fire Assembly point should be clearly written on each **Fire Action Notices** located throughout the building replace where missing



Required on every external side of all Final Exits



Fire Assembly Point sign required Location should be written on all of the buildings Fire Action Notices.



Fire Exit Sign Survey Required





Picture 4  
1st Floor

All routes to Exit **MUST** remain **free from obstruction** at all times  
move all obstruction from the escape routes.



Picture 5

As above. **The tree should be removed.** To allow the exit to be used



Picture 6

Seek permission from the yard owners to use exit for emergency use only.



Picture 7

- . Provide the following
- . Replace standard cupboard door with FD 30
- . Provide '**Danger 240 volts**' sign external side of door
- . Door should remain locked at all times access for authorized persons . only



Picture 8

- . PAT Testing required on all electrical items with the building



Picture 9

Relocate gas bottle to an external position. Gas bottle should be stored within a secure approved cage as per 14

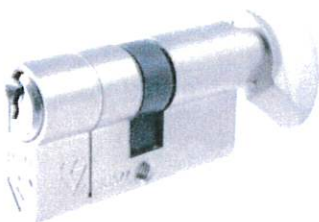




Picture 10  
Replace standard door with FD 30 (kitchen)



Picture 11  
Replace standard lock on door Exit from kitchen with thumb turn lock to allow exit without the use of a key



Picture 12  
. As above



Picture 13

Make good electrical cable in cupboard under stairs. Cupboard should not be used to store items. Cupboard should remain locked at all times



Picture 14

. Gas bottles should be stored externally secured within a cage



Picture 15

**Ceiling covering should be removed**; Fire within this area could cause significant harm to occupants attempting to leave the building. ***Fire would be accelerated very quickly if ceiling covering caught fire***



**PART C****FIRE RISK ASSESSMENT – SUMMARY SHEET****PART B – CONTROL MEASURES IN PLACE – Actions Already Taken to Reduce the Risks**

Are arrangements and procedures for ensuring the reduction of the risk of fire occurring in place and adequate?

ADEQUATE

Yes

No

Summarise your findings from the previous sections.

1.0 Management Arrangements

- Policy

- Emergency Plan

- Information & Training

- Maintenance, Testing & Record Keeping

- Inspections and Fire Hazard Control Measures

2.0 Means of Raising Alarm – Communication

3.0 Means of Escape

4.0 Means of Restricting Spread of Fire

5.0 Means of Fighting Fires

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 risk to life in the event of fire would be:

**INITIAL ASSESSMENT OF OVERALL RISK**

**LOW**

**MEDIUM**

**X**

**HIGH**

FIRE RISK RATING	RISK RATING = HAZARD + SEVERITY x LIKELIHOOD	
	SEVERITY of injury/disease	LIKELIHOOD of occurrence
HIGH	Extreme Harm	Certain or near certain to occur
MEDIUM	Moderate Harm	Reasonably likely to occur
LOW	Slight Harm	Unlikely to occur

SIGNIFICANT FINDINGS TO REDUCE FIRE RISK – IF APPLICABLE			
Existing control measures that require improving or additional control measures that will reduce the risks still further are listed below.			
ADDITIONAL CONTROL MEASURES	RESPONSIBLE PERSON	COMPLETION DATE	PRIORITY
<b>1.0 Management of:</b>			
<b>Emergency Evacuation procedures</b> Needs to be established & documented for dealing with any fire situation.  The purpose of the emergency evacuation procedure is to ensure that all staff and / or temporary staff members know what to do if there is a fire and that the site can be safely evacuated allowing people to move to a place of safety.  Procedures should be in place to ensure all patrons & staff members can safely leave the building without obstruction on the means of escape  Ensure all staff members are aware of the emergency plan	Management		P1
<b>Policy-</b> A Fire Policy is required. This should show what will happen in an emergency situation and who has what responsibilities  Refer to this and other sections of the Report with regards to what should be in the Fire Policy	Management		P1



<p><b><u>Escape Routes.</u></b></p> <p>All steps must have their edges highlighted with high visibility/contrasting Paint Rear External Exit</p> <p><b><u>Complete the following</u></b></p> <ul style="list-style-type: none"> <li>. Remove tree &amp; obstruction from <b><u>1st floor fire escape</u></b></li> <li>. Seek permission from yard owner to have access into the rear yard for <b><u>Emergency Use</u></b> only.</li> <li>. Replace standard lock with '<b><u>Push Bar to Open</u></b>' (Exit from kitchen )</li> <li>. Fire Exit from ground floor (toilets) <i>this exit should only be used if suitable access can be provided to allow safe Egress.</i></li> </ul> <p><i>Cupboard under stairs SHOULD NOT BE USED as storage- Relocate items stored under stairs</i></p>	Management		P1
<p><b><u>Fire Doors</u></b></p> <p>All doors separating kitchen &amp; high risk areas should meet with the FD standard</p> <p>The standard requires the following</p> <ul style="list-style-type: none"> <li>. 30 minute Fire Resisting door &amp; frame</li> <li>. Positive closing door closer able to overcome the resistance of any latch or lock</li> <li>. Dry smoke &amp; heat seals fitted to the recess of each door</li> <li>. Vision panel if internal if on escape route</li> </ul> <p><b><u>The following doors should be replaced</u></b></p> <ul style="list-style-type: none"> <li>. Mains cupboard door (ground floor)</li> <li>. Entrance to Kitchen door</li> <li>. Internal Kitchen door</li> <li>. Entrance to 1st floor (Top stairs)</li> </ul>	Management		P1
<p><b><u>Ensure all staff members</u></b> know what actions must be taken in the event of fire <b><u>calling 999</u></b></p>	Management		P1
<p><b><u>Information and Training –</u></b></p> <ul style="list-style-type: none"> <li>. Fire extinguisher Training required for all staff members.</li> <li>. Use of fire extinguishers,</li> <li>. Keeping routes to exit clear</li> <li>. Not allowing patrons to obstruct exits</li> <li>. Importance of protecting Fire Exits etc</li> <li>. Complete Fire Dill</li> <li>. Ensure all staff members know what to do in the event of fire</li> </ul>	Management		P2

<b>Maintenance, Testing and Recording</b> <b>Fire Log Book required</b> .The responsible person is required to ensure that weekly / monthly tests are carried out at the specified times – <ul style="list-style-type: none"> <li>. Fire Extinguishers - Daily</li> <li>. Fire Alarm - Weekly</li> <li>. Emergency Lighting. Monthly</li> <li>. Fire Doors = Daily</li> <li>. Ensure all fire exits are free from obstruction at all times</li> </ul> <p>All tests should be logged in the buildings Fire Log Book</p>	Management		P1
<b>Fire Risk Reduction Measures</b> <ul style="list-style-type: none"> <li>. Complete Pat annually</li> <li>. Confirm date of 5 year electrical periodic test</li> <li>. Service heating systems</li> <li>. External Bins should be secured away from the main building &amp; locked when not in use</li> </ul>	Management		P1
<b>Raising the Alarm (provide the following)</b> <ul style="list-style-type: none"> <li>. Public Address system required connected to the fire alarm (to turn music off on activation of fire alarm)</li> <li>. Flashing beacons required. Public toilet areas</li> <li>. Ensure all staff how to raise alarm</li> <li>. Staff calling <b><u>999 on discovery of fire</u></b></li> </ul>	Management		P1
<b>2.0 Communication</b>  Plan of business – as mentioned above, to show escape routes for rooms, final exits, extinguishers, call points etc  <b>Signs and Notices</b> <b>Fire Assembly Point Sign, Fire Exit &amp; general signage required</b>	Management		P2



SIGNIFICANT FINDINGS TO REDUCE FIRE RISK – IF APPLICABLE			
Existing control measures that require improving or additional control measures that will reduce the risks still further are listed below.			
ADDITIONAL CONTROL MEASURES	RESPONSIBLE PERSON	COMPLETION DATE	PRIORITY
<b>Fire Log Book Required</b>	Management		<b>P1</b>
<b>Opening and closing procedure</b> required ensuring all non- essential electrical equipment with the bar area has been turned off etc	Management		<b>P1</b>
<b>1.10</b> A Fire Drill should be completed with all staff members including door staff / security <b>every 6 months</b> . In order for evacuation procedures to stay fresh in mind. Results should be logged in MJ's <b>Fire Log Book</b>	Management		<b>P3</b>
<b>1.16 Fire Training</b> for all staff Members including management, to include the use of Fire Extinguishers.  Training should be on going & repeated each year	Management		<b>P2</b>
<b>1.17 Training for staff members</b> on raising the alarm <b>calling 999 in an emergency</b> . The importance of keeping exits free from obstruction, assisting patrons during an evacuation	Management		<b>P2</b>
<b>General Information and Training – 5.6</b>  <b>Provide Fire Training</b> For All staff members.  <ul style="list-style-type: none"> <li>. How to use the fire extinguishers</li> <li>. The importance of keeping Fire Exits clear</li> <li>. Housing keeping within the work place &amp; kitchen</li> <li>. Safer disposal of redundant oil</li> <li>. Reporting to management damaged equipment etc</li> <li>. How to raise the alarm</li> <li>. Not to obstruct fire extinguishers</li> <li>. Keeping working areas free from obstruction etc</li> </ul>	Management		<b>P1</b>

<p><b>Additional training should be provided for all kitchen staff to ensure good working practices</b></p> <p>Responsible person must ensure that employees are provided with adequate safety training at the time when they are first employed and on their being exposed to new or increased risks.</p> <p>This training must include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard themselves and other "relevant persons" on the premises. The following should be applied</p> <ul style="list-style-type: none"> <li>. Not over loading plugs</li> <li>. Safe use of deep fat fryer</li> <li>. Gas shut downs</li> <li>. Avoid using extension leads</li> <li>. Provide additional wall sockets if &amp; were required</li> <li>. leaving phone chargers plugged in un attended</li> <li>. Storage of waste within the kitchen</li> <li>. Staff wearing the appropriate, clothing</li> <li>. Keeping work areas clean &amp; tidy</li> <li>. Not leaving cooking food un attended</li> <li>. Knowing where remote shutdowns are located</li> <li>. Using the firefighting equipment</li> <li>. Education of staff, safe working practices</li> </ul> <p>Fire Safety Management system should be implemented Only trained &amp; authorized staff members should be permitted to use the deep fat fryer. Ensure all staff members know what to do in the event of Fire</p>	Management		P1
<p><b>2.10 Fire Exit Sign</b> survey required to include</p> <ul style="list-style-type: none"> <li>. Directional Fire Exit Signs</li> <li>. Fire Action Notices</li> <li>. Fire Door Keep Closed Signs</li> <li>. Fire Exit Keep Clear signs</li> <li>. Fire Assembly Point sign</li> <li>. No smoking signs</li> </ul>	Management		P2
<p><b>1.37 External bins.</b> Bins should be <b>secured away from the main building</b> &amp; locked at the end of each working day</p>	Management		P2
<p><b>1.31</b> Confirm arrangements &amp; last service dates for the service of the following</p> <ul style="list-style-type: none"> <li>. Gas Boiler</li> <li>. Extraction systems</li> </ul>	Management		P1
<p><b>1.21</b> Implement Fire Alarm service 2 visits per year Completed in line with BS 5839 part 1</p>	Management		P1
<p><b>1.24</b> Implement Emergency Light Service 1 visit per year. Completed in line with BS 5622 part 1</p>	Management		P3



<p><b>1.21 &amp; 2.1 Fire Alarm</b></p> <p>Installation of <b>Public Address system</b> interfaced into the fire alarm panel to shut down music in the event of fire</p> <p>Zone chart Including <b>zone locations</b> required</p> <p><b>Replace existing sounders</b> in all male &amp; female toilets to sounder beacons to provide visual warning</p> <p>All works should be completed in line with BS:5839 part 1</p>	Management		P1
<p><b>1.33 Complete Portable Pat Testing</b></p> <p>Inspection certificate should be retained for inspection</p>	Management		P3
<p><b>1.34</b> A Fixed wiring test should be carried out at the property every 5 years (<b><i>periodic electrical test</i></b>) Last test date will need to be confirmed. Test certificate should be retained &amp; be available for inspection at all times</p>	Management		P1
<p><b>1.38</b> Contractors carrying out work on site should be informed of Elites fire evacuation procedures prior to start of works</p>	Management		P1
<p>Provide additional training for all members of staff working within the kitchen to include the following</p>	Management		P1
<p><b><u>All Upholstered Furniture will need to be treated for Fire Retardency</u></b> by an external company should be contracted to complete. Certificates should be provided</p> <p>Ensure all future fabrics installed within the club are treated to comply with <b>BS 7177 for fire retardency</b></p>	Management		P1

Taking into account the nature of the building and the occupants, the existing fire protection measures and procedural arrangements observed at the time of this risk assessment and including the implementation of the additional control measures identified above, it is considered that the risk to life in the event of fire would be.

<b>RESIDUAL ASSESSMENT OF OVERALL RISK</b>	<b>LOW</b>		<b>MEDIUM</b>	<b>X</b>	<b>HIGH</b>	
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RISK ASSESSMENT CIRCULATION LIST:					
Employees	X	Management	X	Contractors	X
Other – Specify:					
Signature of responsible person:			Date:		
Assessor:		Signature:			
Date Assessed:	01/07/2020	Review Date:	01/07/2021		

**Priority Key** – Complete the action within the specified period from the date of this FRA

**P1** Immediately **P2** Within two weeks **P3** Within two months **P4** Within six months



# Fire Evacuation Plan

## Dahlak Lounge & Restaurant

### **FIRE EVACUATION PLAN**

Fire Safety Housekeeping

Fire doors are designed to prevent the spread of fire and poisonous smoke, and to provide people with protected routes to safety in the event of fire. **DO NOT WEDGE FIRE DOORS OPEN**, or store combustible materials in corridors or under stairs.

Familiarize yourselves with the location of all **Fire Exits, Fire Extinguishers and the Fire Assembly Point**.

Smoking is **NOT** permitted anywhere within the building

### **Discovering a fire – what you must do:**

**RAISE THE ALARM** - Warn everyone in the building that there is a fire.

IF YOU SUSPECT A FIRE, SOUND THE ALARM. **DO NOT** search for the seat of the fire.

Only the Fire Brigade should do that - particularly where this involves opening doors when a fire is suspected to be behind them. If there is smoke in the Corridor etc; then you have already found the fire and it is already time to

**RAISE THE ALARM!**

### **Fire Marshalls**

**Ensure** that Visitors leave from the nearest **Exit** to the Assembly Point located at the **Front and Rear** of the building.

### **CALL THE FIRE BRIGADE**

DO NOT DELAY in summoning the Fire Brigade. Call from a place of safety. Dial 999 if possible

ATTEMPT TO FIGHT THE FIRE – (if safe to do so **Keeping Exit behind You**)  
Prompt use of a fire extinguisher can nip a major incident in the bud.

If you encounter a fire then only use the extinguisher if it is safe to do so, and **If** you know how to use them. Leave as soon as the extinguisher has emptied or if the fire is growing!

**REMEMBER:**

- SOUND THE ALARM FIRST & CALL THE FIRE BRIGADE
- KEEP YOUR ESCAPE ROUTE CLEAR
- USE THE CORRECT TYPE OF EXTINGUISHER.
- LEAVE THE BUILDING PROMPTLY,
- DO NOT WAIT TO BE TOLD AND DO NOT Attempt to collect personal belongings.

- All doors and windows should be closed behind you if time permits and only where you can.
- Use your nearest **Fire Exit**, (look for the green „Running-Man" signs).
- **DO NOT** block the fire exits.
- Move away from the building and keep the entrances clear for the Fire Brigade.
- Once **out** of the building proceed to the **Fire Assembly Point**  
(Located to Front & Rear of the building)

- The Fire Marshall to liaise with the Fire Brigade on their arrival.
- DO NOT go back into the building until you are specifically told to do so by the Fire Brigade Officer in-Charge.

**NOTE:** silencing the alarms is not a signal to re-enter the building.

- DO assist anyone with mobility difficulties.

**Fire Assembly Point:**  
The Fire Assembly Point located to the  
Front of the Building