



Fire Risk Assessment

3 Olympic Way

Wembley

12th February 2024

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The Regulatory Reform (Fire Safety) Order 2005 is the principal fire safety legislation within England and Wales and covers relevant persons within all premises, with a few exceptions. Premises are defined at Article 2 as are relevant persons. The legislation is applicable to the premises surveyed and this report is intended to support the Responsible Person in satisfying the requirements and prohibitions contained within Articles 8-22, including Articles 4 and 38, by carrying out an assessment of the risk from fire within the premises, as required by Article 9.

The survey is generally limited to life safety, though elements, typically considered as property protection are considered, where their deficiencies could impact upon the life safety provisions. Where obvious remediations could readily limit the spread of fire throughout the premises, these are considered, though not implicitly as a life safety issue, but as a requirement of the general duty to implement fire precautions and to limit the spread of fire throughout the premises.

The survey was limited to a visual inspection of the regulated parts of the premises without dismantling or invasive inspection, though where access could be readily gained, areas were inspected and reported upon, with reference to life safety, property protection, or the general duty to carry out fire precautions. Such observations are based on current building regulations guidance, as would be applicable to the property in its present form. Any recommended actions, however, are proposed based upon the level of risk posed by any such deficiency, as opposed to a retrospective implementation of modern-day standards.

The report methodology was to record evidence against the requirements of PAS 79-1:2020 and the report follows the template provided at Annex A of that document. To ensure that the focus of the responsible person is drawn to the action required to be implemented, the report is made up so that the reader understands the assessor's opinion and recommendations primarily and can review the audit evidence, found at the back of the report, as necessary.

This report is compiled subject to the terms and conditions appended to the report.

Document Control

Author	Title	Revision	Date
K.Brelsford M.Eng(Hons) MIFireE	3 Olympic Way FRA		12/02/24

Revision	Reason for Revision	Author	Date

Client	Report Commissioned by
Novotel Wembley	Stefano Puccini

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Introduction

The premises at 3 Olympic Way is proposed to be utilised as an open-air bar, operated by the Novotel, situated next door. The land at present, is the frontage to an existing building, which is understood to be scheduled for re-development. The proposed bar will occupy the front of the building, with the rear of the building being separated from the proposed bar. The building itself will be excluded from the bar area, except for one small area, which will be used for storage for the bar and will be accessed by staff only.

This report provides the written fire risk assessment, discharging the responsible person's duties relating to the safety of relevant persons but also provides the design rationale, to satisfy the objectives of the London Plan, which requires that all development proposals must achieve the highest standards of fire safety and ensure that they:

- 1) identify suitably positioned unobstructed outside space:
 - a) for fire appliances to be positioned on (Appendix C)
 - b) appropriate for use as an evacuation assembly point (Appendix B)
- 2) are designed to incorporate appropriate features which reduce the risk to life and the risk of serious injury in the event of a fire; including appropriate fire alarm systems and passive and active fire safety measures (Appendix A)
- 3) are constructed in an appropriate way to minimise the risk of fire spread (Appendix A)
- 4) provide suitable and convenient means of escape, and associated evacuation strategy for all building users (Appendix A)
- 5) develop a robust strategy for evacuation which can be periodically updated and published, and which all building users can have confidence in (Appendix A)
- 6) provide suitable access and equipment for firefighting which is appropriate for the size and use of the development. (Appendix A)

The report will further support the licensing application by demonstrating steps to promote the licensing objectives, namely public safety.

The report serves, as the premises is in the planning phase, as a pre-occupation fire risk assessment and should be reviewed upon project completion/occupation by relevant persons.

The premises will be generally open to air, with limited, temporary structures erected to house 2 x bars and W.C. facilities. Other fixed/moveable items will incorporate a pergola, bench/table seating and limited table games.

Lighting will be provided by festoon type systems, suitably designed and tested for outdoor use.

Executive Summary

A site visit was conducted on the 8th February and the report is based upon information gained during that visit, from discussions with the Responsible Person and also a document review (limited to emails and proposed site plans).

The proposed bar represents a low risk. The design for means of escape has been detailed within this report and will be managed during operation, with suitable numbers of supervisory staff.

Areas of increased risk, associated with the serving of food are obviated, as the provision of food will be catered for within the Novotel, where process and procedures are adequately managed within that demise.

The risk from fire is very low, given limited ignition sources which will be limited to small numbers of electrical appliances, connected to fuse/trip protected circuits. Fire development, in the unlikely event of ignition, will be limited to a discrete area, from which people will be able to move away, in open air. Unlike a traditional indoor area, where occupants need to move away from a fire towards a place of relative safety (such as a protected means of escape), the occupants at 3 Olympic Way will already be outdoors, in a position of relative safety, at the outbreak of fire.

It is acknowledged that Olympic Way provides the main thoroughfare between Wembley Stadium and the main transportation link at Wembley Park Station. To ensure availability at all material times, the means of escape have been designed to allow the full occupancy to assemble in a space that is under the control of the operator - Novotel.

As this report relates to a proposed premises, there are necessarily some assumptions. Any such assumptions are recorded and should be subject to confirmation by a review of this report upon initial occupation; where management systems, exact occupancies, operational procedures, and policies can be accurately captured/reviewed/reflected.

Design Summary

The design of the premises is generally detailed throughout Appendices a, b and c. In summary however, the design has been based upon setting an occupancy limited by floor space factors. The factors chosen are reasonable and concurrent within both risk assessment guidance and building regulations guidance.

Based upon floor space, a maximum occupancy of 453 is calculated, upon which basis, the exit width has been calculated, to permit an evacuation within 5 minutes, as per Government guidance¹. Travel distances are reasonable (open air) and so whilst two exits area available, only one has been calculated to accommodate the maximum occupancy, which discharges onto the operator-controlled frontage, outside the Novotel at 5 Olympic Way. The required holding space

¹ <https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

has been calculated and the area is of sufficient size to accommodate 453 persons. The other exit is considerably larger and could be used, subject to the occupant density on Olympic Way. This is not necessary however and the main entrance/exit will always accommodate the maximum occupancy.

Were the bar to be occupied by 453 people, the exit calculations are such that the main entrance, used as an exit, can accommodate the occupancy in under 3 minutes. There is sufficient space, on the frontage of the Novotel, to accommodate the occupancy, and so evacuation, if required could be facilitated independent of the thoroughfare, Olympic Way.

It is likely that the operational procedures will limit the occupancy to considerably less than 453 and this document will be amended to reflect that finalised figure, however, the escape widths will remain as detailed within this report, accommodating a main entrance/exit measuring at least 1500 mm clear width (this is likely to be slightly wider as it is assumed that the area will be provided with two openable leaves, each at least 800 mm).

Conclusion

Overall the level of risk was considered trivial. Management systems will be developed and implemented, and a fire safety management plan, will need to be implemented to demonstrate the ongoing planning, organisation, control, monitoring and review of preventive and protective measures. It is anticipated that the implementation of Novotel corporate procedures will ensure satisfaction of that goal.

A post occupation FRA should be programmed for the first couple of weeks of operation, to ensure that the contents of this FRA, which cannot yet consider, staff training, routine maintenance, fire drills, emergency signage etc. are implemented and fire safety management systems are in place.

	might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

NOTE THAT, ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO RISK ASSESSMENT IS SUBJECTIVE AND FOR GUIDANCE ONLY. ALL HAZARDS AND DEFICIENCIES IDENTIFIED IN THIS REPORT SHOULD BE ADDRESSED BY IMPLEMENTING ALL RECOMMENDATIONS CONTAINED IN THE FOLLOWING ACTION PLAN. THE FIRE RISK ASSESSMENT SHOULD BE REPEATED REGULARLY.

Action Plan

Item/Ref	Recommendation	Priority	Time scale
	Field intentionally blank		

Appendix A

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Responsible person (e.g. employer) or person having control of the premises:	General Manager (Stefano Puccini)
Address of premises:	3 Olympic Way
Person(s) consulted:	Stefano Puccini
Assessor:	Kevan Brelsford M.Eng CFPA-E Dip MIFireE
Report validated by:	
Date of fire risk assessment:	12 February 2024
Date of previous fire risk assessment:	N/A
Suggested date for review:	Upon occupation/completion

This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order'), which requires that a risk assessment be carried out.

12 February 2024

GENERAL INFORMATION

1 THE PREMISES

1.1	Number of floors at ground level and above:	1
	Number of floors entirely below ground level:	0
	Floors on which car parking is provided:	N/A
1.2	Approximate floor area (ground):	Approx 350 m ²
	Approximate floor area (other):	0
	Approximate floor area (total):	350 m ²
1.3	Details of construction and layout:	<p>The premises is open air, sited within the frontage to a disused office building. Some individual structures will be introduced, whilst yet to be finalised will be portacabin type toilet facilities and timber sheds, housing the two bars. The publicly accessible areas will be limited to the front and there will be a staff access point to the rear, which provides access to the hotel, from where the bar will be serviced.</p> <p>The area will be separated from the adjacent areas by fencing, and the premises is afforded two access/egress points, situated at opposite sides.</p>
1.4	Occupancy:	Bar

2. THE OCCUPANTS

2.1	Approximate maximum number of employees at any one time:	Max 10
2.2	Approximate maximum number of other occupants at any one time:	443 Maximum based upon floor space and exit capacity
2.3	Approximate total number of people present in the building at any one time:	453 ^{Note} Note – number will be amended to reflect the operational plan

Note: The fire strategy occupant figure is with every space occupied – it is improbable that all spaces will be occupied as when all bedrooms are occupied, it is likely that the remainder of the space will be sparsely populated and vice versa.

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1	Sleeping occupants:	Nil
3.2	Disabled employees:	None reported
3.3	Other disabled occupants:	Variable
3.4	Occupants in remote areas and lone workers:	N/A
3.5	Young persons employed:	None reported
3.6	Others:	N/A

4. FIRE LOSS EXPERIENCE

N/A

5. OTHER RELEVANT INFORMATION

It is understood that the license application is for a minimum 2 year duration.

5. OTHER RELEVANT INFORMATION (Previous FRA review)

There was no previous Fire Risk Assessment as the premises is yet to be developed.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

The regulatory reform (Fire Safety) Order 2005

6.2 The above legislation is enforced by:

London Fire Brigade

6.3 Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]:

Licensing Act 2003

6.4 The other legislation referred to above is enforced by::

Brent Council

6.5 Is there an alterations notice in force?

No

Relevant information and deficiencies observed

The following section contains references to Clauses and Annexes. These references are to the source document (PAS 79-1:2020), from which the following tables have been taken (see introduction for further detail).

7-16 FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL		
7.	ELECTRICAL SOURCES OF IGNITION <i>(Clause 13 and Annex B)</i>	
7.1	Are reasonable measures taken to prevent fires of electrical origin?	Yes
7.2	More specifically:	
	a) Are fixed installations periodically inspected and tested	N/A
	b) Is portable appliance testing carried out?	N/A
	c) Is there suitable control over the use of personal electrical appliances?	N/A
	d) Is there suitable limitation of trailing leads and adapters?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
	It is anticipated that the implementation of Novotel compliance monitoring will suitably address the areas above.	

8. SMOKING (Clause 13 and Annex B)		
	8.1 Are reasonable measures taken to prevent fires as a result of smoking?	Yes
	8.2 More specifically:	
	a) Is smoking prohibited in the building?	Yes
	b) Is smoking prohibited in appropriate areas?	Yes
	c) Are there suitable arrangements for those who wish to smoke?	Yes
	d) Did the smoking policy appear to be observed at time of inspection?	Yes
	Relevant information (including description of arrangements and deficiencies observed):	
	Smoking policy will be adopted and implemented by management.	

9. ARSON (Clause 13 and Annex B)		
9.1	Does basic security against arson by outsiders appear reasonable ¹⁾ ?	Yes
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes
	Relevant information (including description of arrangements and deficiencies observed)	
	Combustible items present within the rear yard, though this will be remote from and secured from public access.	
	1) Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, this should be obtained from a security specialist.	

10. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS (Clause 13 and Annex B)	
Is there satisfactory control over the use of portable heaters?	N/A
Are fixed heating and ventilation installations subject to regular maintenance?	Yes
Relevant information (including description of arrangements and deficiencies observed):	
Systems will be subject to routine maintenance.	

11. COOKING (Clause 13 and Annex B)		
11.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes
11.2	More specifically, are filters cleaned or changed and ductwork cleaned regularly?	N/A
Relevant information (including description of arrangements and deficiencies observed):		
Cooking to be undertaken within Novotel kitchens, which are subject to routine maintenance and are outside the scope of this assessment.		

12. LIGHTNING (Clause 13 and Annex B)		
12.1	Does the building have a lightning protection system? information and deficiencies observed:	N/A
Relevant information (including description of arrangements and deficiencies observed):		
Assumed to have but not witnessed during inspection.		

13. HOUSEKEEPING (Clause 13 and Annex B)		
13.1	Is the overall standard of housekeeping adequate?	N/A
13.2	More specifically	
	a) Do combustible materials appear to be separated from ignition sources?	N/A
	b) Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?	N/A
Relevant information (including description of arrangements and deficiencies observed):		
Unable to comment as not in operation at time of visit. Novotel management will be implemented which is existing and to a good standard.		

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS (Clause 13 and Annex B)		
14.1	Is there satisfactory control over works carried out in the building?	N/A
	More specifically:	
	a) Where appropriate, are fire safety conditions imposed on outside contractors?	N/A
	b) Where appropriate, is a permit to work system used (e.g. for "hot work")?	N/A
	c) Are suitable precautions taken by in-house maintenance personnel who carry out works?	N/A
Relevant information (including description of arrangements and deficiencies observed):		
Intended procurement and procedures for contractors not interrogated – such procedures will be subject to review and development in line with Novotel protocols.		
NOTE: Suitable guidance documents on control of contractors can be found in the References at the end of the report.		

15. DANGEROUS SUBSTANCES ₂₎ (Clause 13)		
15.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	N/A
Relevant information (including description of arrangements and deficiencies observed):		
Unlikely to be any dangerous substances, for anticipated use.		
Article 2 (RR(FS)O) defines dangerous substance as		
<ul style="list-style-type: none"> (a) a substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable, whether or not that substance or preparation is classified under the CHIP Regulations; (b) a substance or preparation which because of its physico-chemical or chemical properties and the way it is used or is present in or on premises creates a risk; and (c) any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere; 		
16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION		
16.1	Hazards:	
	None recorded	
Relevant information (including description of arrangements and deficiencies observed):		

17-24 FIRE PROTECTION MEASURES		
17.	MEANS OF ESCAPE [Clause 15c) and Annex C]	
17.1	Is the design and maintenance of the means of escape considered adequate?	Yes
17.2	More specifically:	
	a) Do staircase and exit capacities appear to be adequate for the number of occupants ₄₎ ?	Yes
	b) Are there reasonable distances of travel:	
	- where there is escape in a single direction?	Yes
	- where there are alternative means of escape	Yes
	c) Is there adequate provision of exits?	Yes
	d) Do fire exits open in the direction of escape, where necessary	Yes
	e) Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?	N/A
	f) Are the arrangements provided for securing exits satisfactory?	Yes
	g) Is a suitable standard of protection designed for escape routes?	Yes
	h) Are there reasonable arrangements for means of escape for disabled people?	Yes
Detailed assessment included at appendix B.		
a) In summary, the occupancy has been calculated based upon the available floor space, using floor space factors from Approved Document B: Volume 2 – Fire Safety – Buildings other than dwellings.		
Based upon a maximum anticipated occupancy of 453, exit widths have been calculated to permit a 5-minute evacuation. To achieve a 5-minute evacuation time, the minimum exit width required is 0.83 m. The minimum exit width is set to 1.5 m, allowing an exit time of 2 mins 46 secs, into an assembly area, under the management of Novotel, of more than sufficient capacity.		
The secondary exit discharges into an area where anti-vehicle barriers are sited, adjacent to Olympic Way. The restrictions on exit width, created by the position of the barriers has been assessed and more		

<p>than 1.5 m is available (4.75 m). As Olympic Way is understood to be the main route between Wembley Stadium and Wembley Park Station the escape is designed on the basis that the only available escape is via the entrance, off the Novotel apron. The means of escape on that basis are more than adequate.</p> <p>b) There is little restriction on travel distance in open air. The area would meet with the limitations of 18 m single, and 45 m multiple direction were it within a building and so the distances are considered acceptable.</p> <p>c) Evacuation will be managed, and the main exit will be opened by staff prior to evacuation.</p> <p>d) Exits will always be under management supervision as part of the operational procedure.</p> <p>h) The site will be level access or ramped, suitable for disabled access/egress.</p>		
17.3	Are the escape routes available for use and suitably maintained?	Yes
	More specifically:	
	a) Are fire-resisting doors maintained in sound condition and self-closing, where necessary?	N/A
	b) Is the fire-resisting construction protecting escape routes in sound condition ⁵⁾ ?	N/A
	c) Are all escape routes clear of obstructions?	Yes
	d) Are all fire exits easily and immediately openable?	Yes
Relevant information (including description of arrangements and deficiencies observed):		
Exit routes are in open area and do not need additional protection. Exits will be under the control of management and will be opened as necessary as per operational policy to be developed.		
<p>⁴⁾ Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) are not carried out.</p> <p>⁵⁾ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you might consider arranging for an invasive survey by a competent specialist.</p>		

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT [Clause 15(g)]		
18.1	Is it considered that there is:	
	a) compartmentation of a reasonable standard ⁶⁾ ?	N/A
	b) reasonable limitation of linings that might promote fire spread?	Yes
	As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire ^{6), 7)} ?	N/A
Relevant information (including description of arrangements and deficiencies observed):		
<p>Temporary structure linings will be classified in accordance with BS EN 13501-1 and as the structures are less than 30 m², should achieve a minimum of D-s3, d2 (equivalent to Class 3 when tested to BS 476-7 will also suffice).</p> <p>Externally, there is no requirement to limit the surface spread of flame, though as escape routes may pass near to areas where screening or artificial foliage decorations are present, the fire performance, to meet the requirements of ADB, should be a minimum of C-s3, d2 (equivalent to Class 1 when tested to BS 476-7 will also suffice).when classified in accordance with BS EN 13501-1.</p>		

The fencing/barriers separating the rear yard from the front bar area will be open, or if solid construction will not continue full height to the underside of the building. This will keep the area as open air and prevent excessive heat build-up, in the event of a fire involving a temporary structure.

Design guidance from the ventilation of open sided car parks² has been adopted which requires 5% of the floor area to be open, with at least half of that amount (half of 2.5% = 1.25%), distributed equally on opposing sides.

The area (beneath the existing building) where the bars will be sited is 108 m² and the toilet area is 52 m².

The front to each area will be completely open and more than satisfies the open-sided ventilation criteria.



The requirement for the 1.25% area, on opposing sides, where the barrier will be erected equates to 1.35 m² for the bar area and 0.65 m² for the toilet area.

Any solid barrier should stop short of the underside of the soffit by at least 0.5 m, which will leave ventilation of 4.43 m² (4.1% of the floor area) and 2.2 m² (4.1%) of the bar and toilet area respectively.

This leaves the area more than meeting the ventilation requirements for an open sided car park and will prevent excessive heat build up in the event of fire. For an open sided carpark meeting the criteria above, the required period of structural fire resistance is 15 minutes. The structure above the area will be provided with at least 60 minutes structural fire resistance and so a fire within a temporary structure will not impact upon the adjacent building.

⁶⁾This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist. ⁷⁾A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.

19. EMERGENCY ESCAPE LIGHTING [Clause 15e]		
19.1	Has a reasonable standard of emergency escape lighting system been provided ⁸⁾ ?	Yes
Relevant information (including description of arrangements and deficiencies observed):		
Sufficient lighting will be available from adjacent areas and the lighting brought into the area is unlikely to be compromised by fire. Sufficient illumination will be available from Olympic Way to facilitate egress.		
⁸⁾ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.		

² ADB V2:2019, Section 11.2, p. 89

20. FIRE SAFETY SIGNS AND NOTICES <i>[Clause 15d]</i>		
20.1	Is there a reasonable standard of fire safety signs and notices?	Yes
Relevant information (including description of arrangements and deficiencies observed):		
Signs will be of limited use as the layout and distribution of exits is relatively straightforward. Illuminated exit signs should be positioned above the main entrance exit to ensure that people make their way, under supervision of staff, to the required exit. Whilst the opposing exit will be signed, if this is not in use due to the operational planning, staff will be positioned to direct occupants to the main entrance/exit. Experience in fire evacuations is such that it is recognised that the majority of people who are unfamiliar with a premises will endeavour to leave the same way as they entered.		
See appendix B for signage positions.		

21. MEANS OF GIVING WARNING IN CASE OF FIRE <i>[Clause 15b]</i>		
21.1	Is a reasonable fire detection and fire alarm system provided ⁹⁾ ?	Yes
21.2	Is there remote transmission of alarm signals?	No
21.3	Is a zone plan displayed?	N/A
Relevant information (including description of arrangements and deficiencies observed):		
Detection and alarm system controlled by panel located behind reception area. System installed, to an L1 standard. Commissioning certification should be provided on hand over		
21.4	Relevant information on false alarm experience (if known):	N/A
Individual temporary structures will be occupied and so the outbreak of fire will be immediately obvious to those in the vicinity.		
A system will be developed as part of the management plan/operational procedure to both raise the alarm and to organise an evacuation. This may be accomplished with the use of voice amplifiers. Temporary structures could be fitted with rotary bells, so that staff can raise the alarm, upon exiting any such structure.		
The exact system employed will be captured and recorded within the post-occupation risk assessment.		
⁹⁾ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.		

22. MANUAL FIRE EXTINGUISHING APPLIANCES <i>[Clause 15f]</i>		
22.1	Is there reasonable provision of manual fire extinguishing appliances?	Yes
22.2	What type(s) of appliances are provided?	
	Portable fire extinguishers:	Yes
	Hose reels:	N/A
	Fire blankets:	N/A
22.3	Are all fire extinguishing appliances readily accessible?	Yes
Relevant information (including description of arrangements and deficiencies observed):		
Fire extinguishers will be placed strategically and will also be sited within the temporary structures. Additional extinguishers will, if necessary, be available from within the Novotel see appended plan.		

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS ¹⁰⁾ [Clause 15h]]		
23.1	Type of fixed system:	NA
Relevant information (including description of arrangements and deficiencies observed):		
10) Relevant to life safety and this risk assessment (as opposed to property protection).		

24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT ¹¹⁾ [Clause 15i)]		
24.1	Type of fixed system:	N/A
Relevant information and deficiencies observed:		
24.2	Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
24.3	Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?	N/A
Relevant information (including description of arrangements and deficiencies observed):		

25-28 MANAGEMENT OF FIRE SAFETY		
25.	PROCEDURES AND ARRANGEMENTS (Clause 16)	
25.1	Safety assistance:	
	The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:	
	N/A	
25.2	Fire safety at the premises is managed by ¹²⁾ :	
	General Manager	
25.3	Is there a suitable record of the fire safety arrangements?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
	Fire safety management plan will form part of the operational plan procedures.	
25.4	Are procedures in the event of fire appropriate and properly documented, where appropriate ¹³⁾ ?	N/A
	More specifically:	
	a) Are there adequate procedures for investigating fire alarm signals?	N/A
	b) Are there suitable arrangements for summoning the fire and rescue service?	N/A
	c) Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters?	N/A
	d) Are there suitable arrangements for ensuring that the premises have been evacuated?	N/A

	e) Is there a suitable fire assembly point(s)?	N/A
	f) Are there adequate procedures for evacuation of any disabled people who are likely to be present?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
	Hotel not in operation at time of visit – a positive answer is anticipated to all of the above as RBH protocols will be implemented.	
25.5	Are there persons nominated to use fire extinguishing appliances?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
25.6	If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
25.7	Are there persons nominated to assist with evacuation, including evacuation of disabled people?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
25.8	Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits?)	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
25.9	Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
	Bar not in operation at time of visit – a positive answer is anticipated to all of the above as the operational plan is developed, reviewed and enacted, in line with best practice arrangements contained within the management systems for the adjacent Novotel.	
<p>¹²⁾ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.</p> <p>¹³⁾ Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.</p>		
26. TRAINING AND DRILLS [Clause 16h]		
26.1	Are all staff given adequate fire safety instruction and training?	N/A
	More specifically:	
	a) Are they trained on induction?	N/A
	b) Are they given periodic refresher training?	N/A
	c) Are they given additional training to cover any specific roles and responsibilities?	N/A
	d) Is the content of training provided considered adequate ¹⁴⁾ ?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
	d) the actions to be taken in fire were considered inappropriate. Guests were provided with a door hanger, to indicate that assistance would be needed to evacuate and staff were trained to sweep the building, to look for any such signs.	

26.2	Are fire drills carried out at appropriate intervals?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
	Recorded in fire log book	
26.3	When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
	Bar not in operation at time of visit – a positive answer is anticipated to all of the above as the operational plan is developed, reviewed and enacted, in line with best practice arrangements, contained within the management systems for the adjacent Novotel.	
	¹⁴⁾ Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.	

27. TESTING AND MAINTENANCE [Clause 16j]		
	27.1 Is there adequate maintenance of the premises?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
27.2	Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
27.3	Are monthly and annual testing routines in place for the emergency escape lighting?	N/A
	No Relevant information (including description of arrangements and deficiencies observed):	
27.4	Is annual maintenance of fire extinguishing appliances undertaken?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
27.5	Is periodic inspection of external escape staircases and gangways undertaken?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
27.6	Are six-monthly inspection and annual testing of rising mains undertaken?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
27.7	Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)?	N/A
	Relevant information (including description of arrangements and deficiencies observed):	
27.8	Are weekly testing and periodic inspection of sprinkler installations undertaken?	N/A

Relevant information (including description of arrangements and deficiencies observed):		
27.9	Are routine checks of final exit doors and/or security fastenings undertaken?	No
Relevant information (including description of arrangements and deficiencies observed):		
27.10	Are annual inspection and testing of the lightning protection system undertaken?	N/A
Relevant information (including description of arrangements and deficiencies observed):		
27.11	Other relevant inspections or tests:	
Relevant information (including description of arrangements and deficiencies observed):		
Bar not in operation at time of visit – a positive answer is anticipated to all of the above as the operational plan is developed, reviewed and enacted, in line with best practice arrangements, contained within the management systems for the adjacent Novotel.		
28. RECORDS [Clause 16k]		
28.1	Are there appropriate records of:	
	a) Fire drills?	N/A
	b) Fire training?	N/A
	c) Fire alarm tests?	N/A
	d) False alarms?	N/A
	e) Emergency escape lighting tests?	N/A
	f) Maintenance and testing of other fire protection systems and equipment?	N/A
Relevant information (including description of arrangements and deficiencies observed):		
Bar not in operation at time of visit – a positive answer is anticipated to all of the above as the operational plan is developed, reviewed and enacted, in line with best practice arrangements, contained within the management systems for the adjacent Novotel.		

	might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

NOTE THAT, ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO RISK ASSESSMENT IS SUBJECTIVE AND FOR GUIDANCE ONLY. ALL HAZARDS AND DEFICIENCIES IDENTIFIED IN THIS REPORT SHOULD BE ADDRESSED BY IMPLEMENTING ALL RECOMMENDATIONS CONTAINED IN THE FOLLOWING ACTION PLAN. THE FIRE RISK ASSESSMENT SHOULD BE REPEATED REGULARLY.

Appendix B – Means of Escape

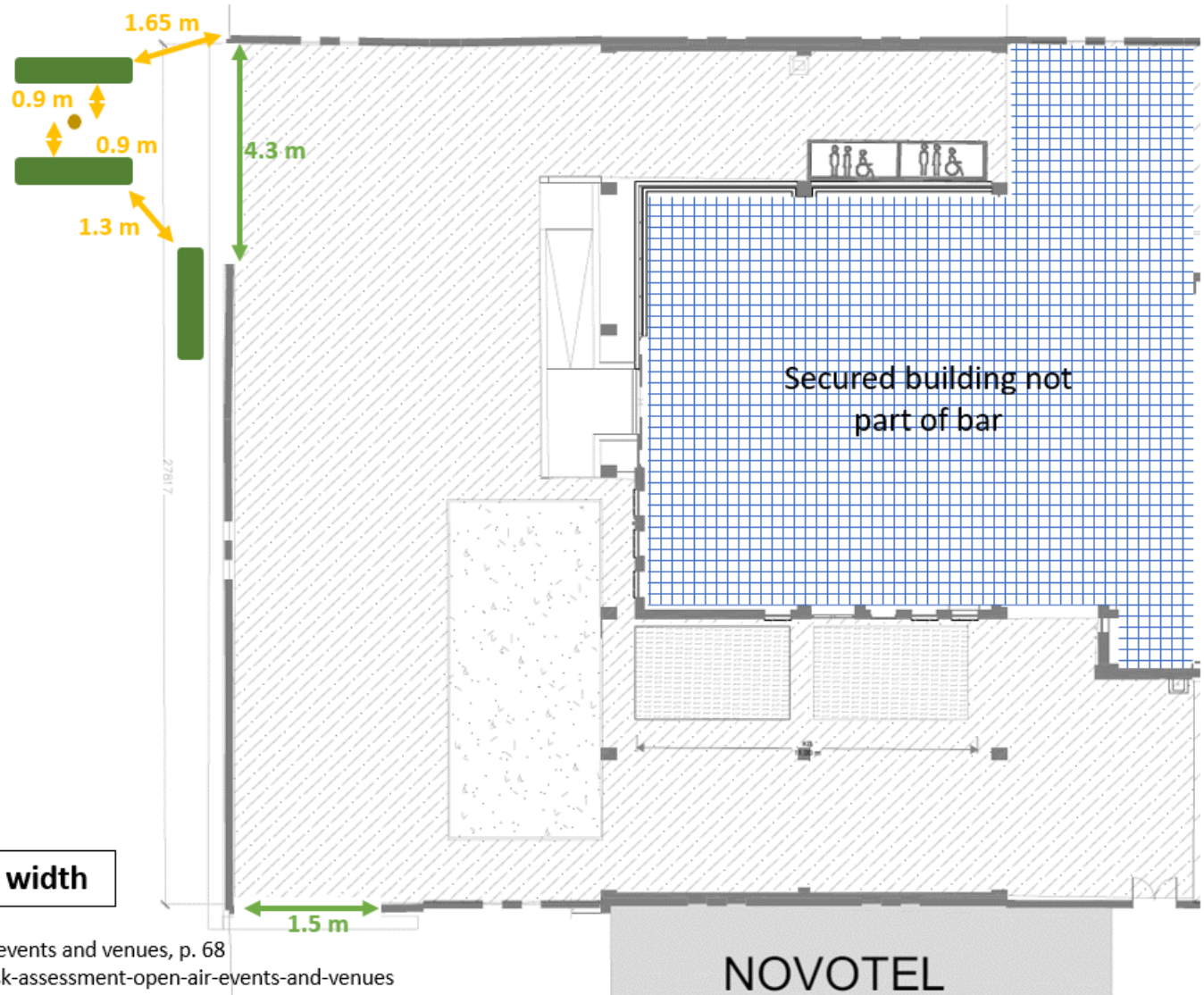
Occupancy assessment – floor space

Area (m ²)	Occupant density (m ² /person)	Occupants
310	1 (general bar with seating)	310
50	0.7 (queuing area for bar)	71
20	0.3 (within 2m of bar serving)	66
n/a	3 staff per bar	6
Total (theoretical max based on floor space)		453

Table D1 Floor space factors⁽¹⁾

Type of accommodation ⁽²⁾⁽³⁾	Floor space factor (m ² /person)
1. Standing spectator areas, bar areas (within 2m of serving point), similar refreshment areas	0.3
2. Amusement arcade, assembly hall (including a general purpose place of assembly), bingo hall, club, crush hall, dance floor or hall, venue for pop concerts and similar events and bar areas without fixed seating	0.5
3. Concourse or queuing area ⁽⁴⁾	0.7
4. Committee room, common room, conference room, dining room, licensed betting office (public area), lounge or bar (other than in (1) above), meeting room, reading room, restaurant, staff room or waiting room ⁽⁵⁾	1.0





$$\text{Total exit width} = \frac{\text{number of people}}{\text{flow rate} \times \text{escape time}}$$

$$\text{Total exit width} = \frac{453}{109 \times 5}$$

$$\text{Total exit width} = 0.83$$

For an occupancy of 453 to exit in a time frame of 5 minutes, the total exit width required is 0.83m.

Exit at 1.5m onto Novotel apron would permit 453 occupants an exit time of 2 minutes 46 seconds

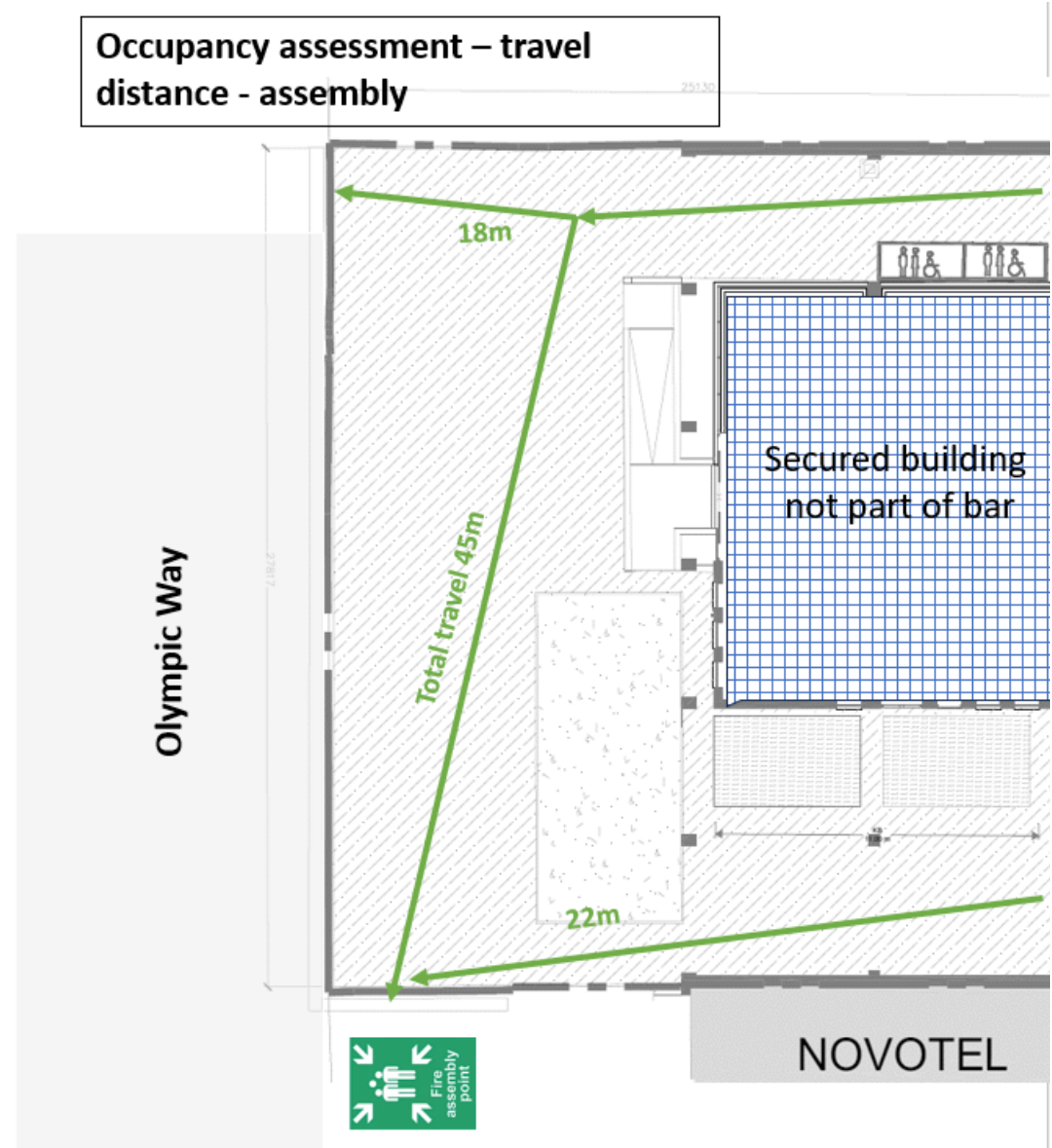
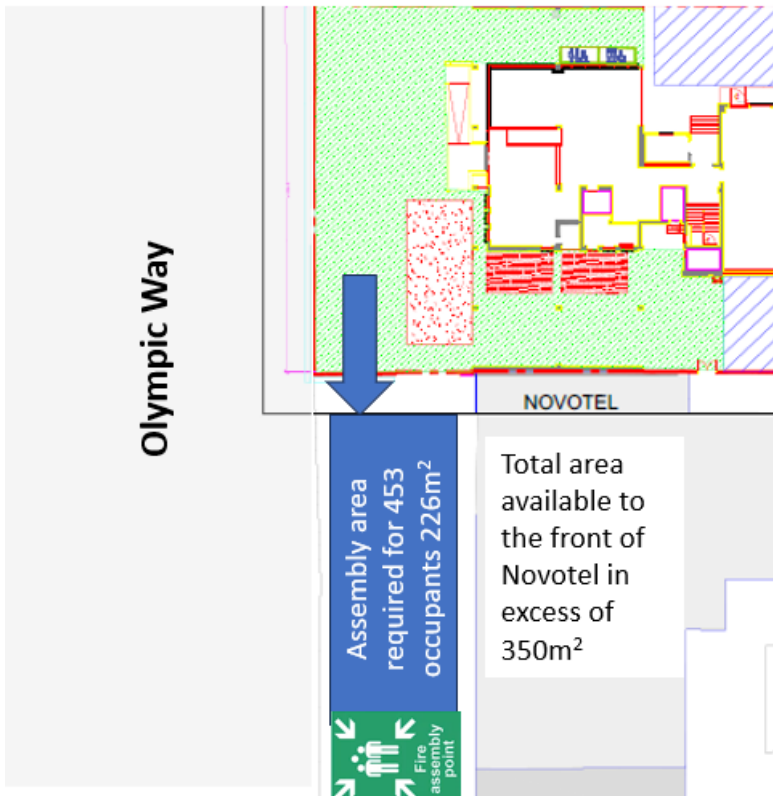
Occupancy assessment – Required exit width

Reference – HM Govt Fire Risk Assessment Guide: Open air events and venues, p. 68
<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

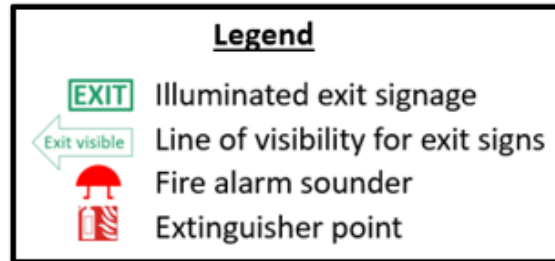
Travel distances within structures is limited to less than 6m in any area.

Outdoor travel distances are not relevant; however, the distances would meet the requirements of an enclosed bar and are therefore more than adequate.

The distances are also acceptable to permit the main entrance to be used, as a single exit to ensure that evacuation is always possible via the Novotel apron which has sufficient holding capacity for all the bar occupants.



Signage, alarm and extinguisher points



Appendix C - Fire Service Access

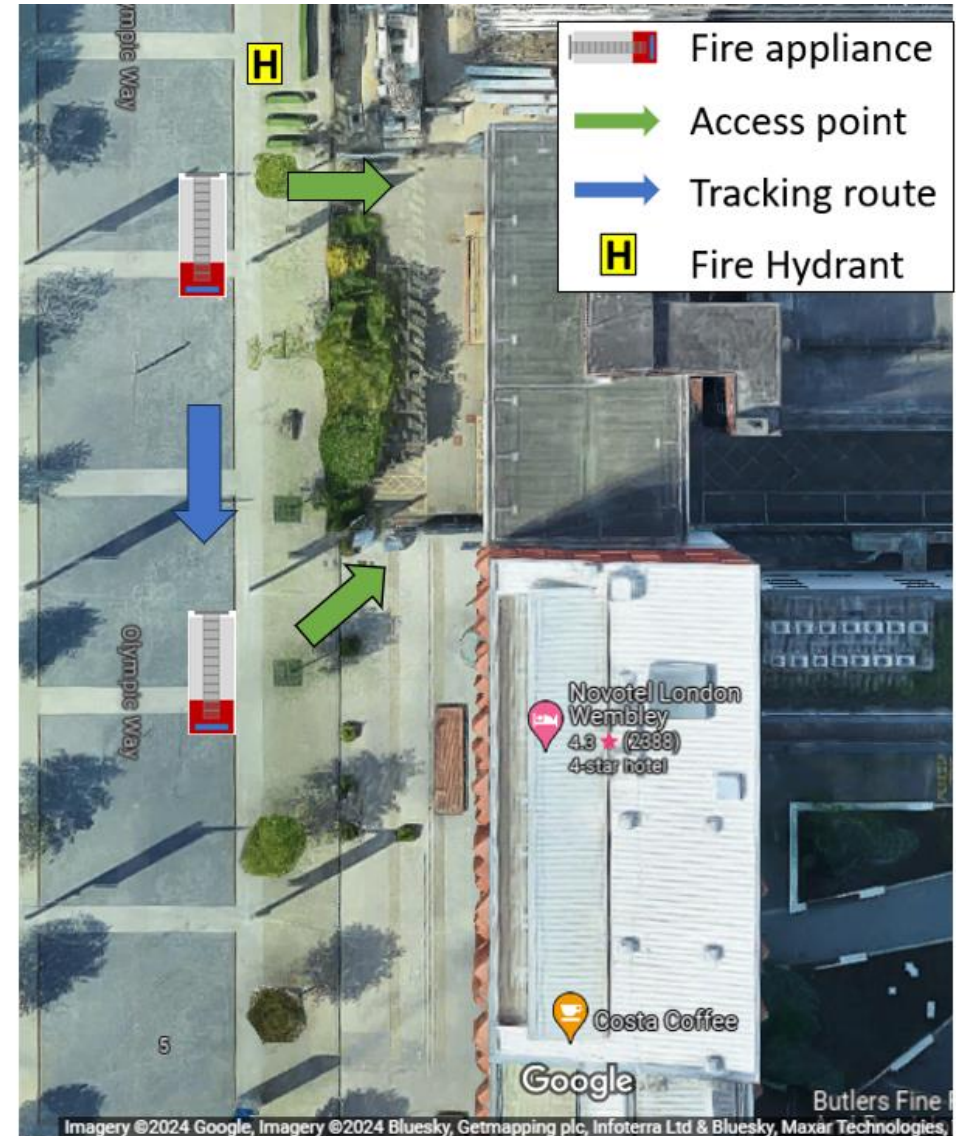
Fire service access requirements

The premises has an aggregate floor area of less than 2000 m² and so requires access to either 15% of the perimeter, or to position from where all parts of the premises can be reached within 45 m, on a route suitable for laying hose. A fire appliance can be driven up to the front of the premises, to one of two access points, from where all parts of the footprint can be reached within 45 m.

It is assumed that the public road network and car park is a minimum of 3.7 m wide, with a load bearing capacity of at least 12.5 tonnes. The distance required for an appliance to reverse is less than 20 m.

Water is available via the public network of fire hydrants, with the closest hydrant, within 90 m.

The access and facilities for the fire service meet the recommendations within ADB V2.



Terms and Conditions

Fire risk assessments, technical notes, fire strategy, design notes or other documents are in accordance with the full Terms and Conditions provided with our quotation.

Fire risk assessments, technical notes, fire strategy, design notes or other documents are made without prejudice to any requirements made by Local Authority, Building Control or by the local Fire Authority.

Fire safety commissions involving the evaluation of risk are a dynamic and evolving process. The guidance or advice that we have prepared is based on the appearance of the premises/building, number of employees, internal layout and any further relevant information provided.

Fire risk assessments, technical notes, fire strategy, design notes or other documents are prepared pursuant to our Fire Engineer's knowledge of the premises or project as disclosed to him/her by the occupier/client and following an inspection or review of associated documentation.

The working of equipment not specifically checked by him/her is outside our knowledge and control. No assessment is made of any of the equipment provided for fire safety.

Fire risk assessments, technical notes, fire strategy, design notes or other documents only identify those areas of risk apparent at the dates recorded in relation to the risks relating to fire. If there is a change in the structure of the premises/building, number of employees, layout or any other aspect that could impact upon fire safety the Responsible Person/Client should ensure that no revision to the guidance or advice is required.

Technical notes, fire strategy, design notes or other documents, are prepared to satisfy the legislative requirements listed within the specific report. Any such note is likely to be change in circumstances, which should prompt a review of the premises fire risk assessment, or an initial, pre-occupation risk assessment, and any such note should form part of that fire risk assessment

Relating to fire risk assessments, we have assessed the risk of fire to ensure legislative compliance and safety of relevant persons and have provided you with our findings. Ownership and implementation of the assessment is vital. We accept no responsibility for loss, damage or other liability arising from a fire, loss or injury due to the failure to observe the safety observance and practices identified in our report.

The Responsible Person will always remain responsible for the outcome of the fire risk assessment or its review. We highlight that we recommend a periodic fire risk assessment review regardless of any changes in the structure, nature of business and employees. Clear Fire Safety Solutions Ltd. accepts no liability where the recommended review date in the fire risk assessment has been exceeded.

The submission of fire risk assessments, technical notes, fire strategy, design notes or other documents constitutes neither a warranty of future results by Clear Fire Safety Solutions Ltd. nor an assurance against risk. The fire risk assessments, technical notes or other documents represent only the best judgement of the consultant involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

Relating to fire risk assessments, our recommendations are outlined in an action plan summary. This sets out the measures that it is considered necessary for you to take to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005 {as amended by the Fire Safety

Act 2021} and to protect people from fire. It is particularly important that you study this section, and, if any recommendation in the report is unclear, you should seek clarification.

You are advised that this fire risk assessment forms only the foundation for management of fire safety in your premises and compliance with the Regulatory Reform (Fire Safety) Order 2005 {as amended}. It is imperative you act on its recommendations and record what you have done. This will demonstrate to the enforcing authority your commitment to fire safety and to fulfilling your legal obligations.

The Regulatory Reform (Fire Safety) Order 2005 requires that you keep your risk assessment under review. A date for routine review is given within the report, but you should review the fire risk assessment sooner should there be any reason to suspect it is no longer valid, if a significant change takes place or if a fire occurs.

The Regulatory Reform (Fire Safety) Order 2005 requires that you give effect to 'arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures'. These are the measures that have been identified by the risk assessment as the general fire precautions you need to take to comply with the Regulatory Reform (Fire Safety) Order 2005. You must record these arrangements.

This fire risk assessment is not the record of the fire safety arrangements to which the Regulatory Reform (Fire Safety) Order 2005 refers, much of the information contained in any reports will coincide with the information in that record. We have based our assessment on the situation we were able to observe while at the premises and on information provided to us, either verbally or in writing. No verification of full compliance with relevant British Standards was carried out. Our surveys do not involve destructive exposure, and it is not always possible to see in all rooms and areas, nor inspect less readily accessible areas such as above ceilings or voids. It is therefore necessary to rely on a degree of sampling and also reasonable assumptions and judgement.

Although reference may be made to relevant British Standards, Codes of Practice and Guides the fire risk assessments, technical notes, fire strategy, design notes or other documents will not, nor are they intended to, ensure compliance with any of the documents referred to in the reports. However, deviations from generally accepted codes, standards and universally recognised good fire safety practice may be highlighted in the fire risk assessments, technical notes, fire strategy, design notes or other documents.

All rights are reserved. No parts of the fire risk assessments, technical notes or other documents may be reproduced, stored in a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording or otherwise) without the permission of the copyright owner.

Other terms and conditions may be included as part of a contract Clear Fire Safety Solutions Ltd. and the client, with the agreement of both parties. The existence of any such agreements should be recorded.