EEC FIRE & SAFETY
FETA CERTIFIED ENGINEERS

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[redacted]

Fire Risk Assessment Review

Property Address: Thamary, 34 Steele Road, Park Royal, London. NW10 7AS	
Carried out by: Harry & Melissa Caneppele	
Date of Inspection: 4 May 2019	
For: Suresh Sabaratnam	

The aims of the fire risk assessment are:

1] To identify the fire hazards

2] To determine who might be at risk

3] To evaluate the risks and decide on precautions in order to reduce the risk of those hazards as low as reasonably practicable.

4] To record the findings and decide what fire precautions and management arrangement are necessary to ensure and safeguard the safety of people if a fire does start

The importance of knowing how to minimise standard risks is paramount in order to:

- Save lives
- Safeguard property
- Meet legal requirements.

Note: Under legal requirements, all occupants should know what to do in the case of a fire and how to use the fire equipment.

The following presents a simple method of risk assessment - each of the risks on the form will be assessed as being low, medium or high risk in your building. Your consultant will then indicate the main priorities for action according to the level of danger each risk presents. The report should be kept as reference for any remedial action you may have to undertake. This will help you maintain an acceptable level of safety within the building.

The Risk Assessment is undertaken in accordance with the Regulatory Reform (Fire Safety) Order 2005 in order to identify hazards that could contribute to injury of persons residing in the premises. With effect from 1st October 2006, this order became the Fire Law with repeal of the previous main and subsidiary legislation.

Although EEC Fire and Safety undertake the Risk Assessment, the legal responsibility for implementing any recommendations contained herein is with the client, who should seek specialist advice where unusual conditions exist. The report is compiled to the consultant's best belief and knowledge based on information available at the time of the survey. Errors and omissions should be notified to EEC Fire and Safety who shall not be liable for any claim for consequential liability damage or loss however so caused.

EEC Fire and Safety Risk Assessment Introduction

EEC Fire & Safety were appointed on behalf of Thamary, to inspect and carry out a Fire Risk Assessment on the business premises located at 34 Steele Road, Park Royal, London, NW10 7AS. The fire risk assessment was carried out on the 4 May 2019.

The aim of this assessment is to assess the systems and procedures in place for reducing the risk of fire. We met with Suresh Sabaratnam, the owner who we understand to be the 'Responsible' person who gave us a tour of the premises.

The assessment is based on the information available at the time of inspection and observation and conditions observed.

Alongside the Regulatory Reform (Fire Safety) Order 2005 (FSO) introduced duties in relation to fire safety in the common areas of any business premises. The duty is placed on the responsible person, who is required to carry out a fire risk assessment and take specific action to minimise the risk of fire in the common parts. The Responsible person' means "the person who has control of the premises in connection with the carrying on of a trade, business or other undertaking.

The responsible person must carry out a fire risk assessment for the purpose of identifying the general fire precautions and other measures needed to comply with the FSO. Although under the FSO this requirement only applies to the ENTIRE BUSINESS premises, in practice the responsible person will need to take into account the entire premises.

The premises are located in the London Borough of Brent. The nearest fire station is Park Royal Fire station which is less than a mile from the premises as well as Wembley fire station and Willesden fire station.

The Thamary banqueting hall will accommodate weddings and parties with food and music.

Opening hours will be from 10 am until 5.30 am. Food delivery will be from 7 am till 5.30 pm and up to 10 staff including kitchen staff may be on the premises between these hours.

The premises are currently under refurbishment after being vacated by the previous tenant several months ago. The owner is in the process of getting the relevant licences and permissions in place to reopen it to the public and has been instructed to obtain a fire risk assessment and a capacity assessment to be made.

The area of the premises is 6000 square feet downstairs and 5500 sq feet upstairs, therefore spanning 2 floors. The downstairs area consists of kitchens and food storage areas as well as an outside courtyard area for deliveries and bins. There is currently a lot of scrap material left from the previous tenants which is waiting to be disposed of. There is a big chiller at the end of the kitchen area and the electrical cupboard is off the main kitchen area.

There is a manual sliding metal door at the back of the premises which leads out onto Disraeli road.

The upstairs area consists of the banqueting hall, a smaller kitchen for staff usage and a room with an ensuite shower which will be used for the bride or groom at wedding parties. There is a stage area which can be dismantled and room for seating and a storage cupboard, DJ box area, toilets and a staff board room.

There is an additional fire escape door which leads onto a metal staircase and down to the metal doorway.

The main entry and exit door for customers is at the front of the building and measures 1m 15 cm. There are foam and c02 fire extinguishers on LHS of door. There is another shutter and door on the left (from the outside) but we were informed this is not in use. The kitchen and food preparation area is through another door on the left of the main door. There is a store room with a blast chiller on RHS and additional storage area on the left.

There is a fire escape door on the left hand side of the storage area which needs stickers. There is another door at the front of the building which we were told will be used only by staff and as a fire escape.

The recommended assembly point for staff and customers is on the pavement of Disraeli Road. Fire Action Notices need to be displayed by all the fire exit doors along with call points.

There are circa 8 meters from top floor to relevant safety and 20 meters from the top floor to the final exit (ultimate safety).

Existing Measures in Place

The main entrance door to the property measures 1 m 15 cm circa width. We were informed that a fire door specialist will be coming to check all doors on the premises and install push bars to open where necessary. This door needs to have a push bar to open.

There is limited fire equipment in place. Current fire extinguishers were serviced in February however there may be a need for some additional ones.

There are some fire call points in place.

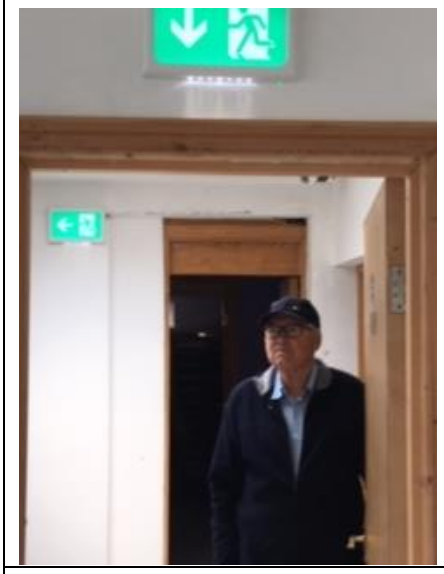
There is an emergency stop gas button and a stopcock in the kitchen to shut off gas in the case of an emergency.

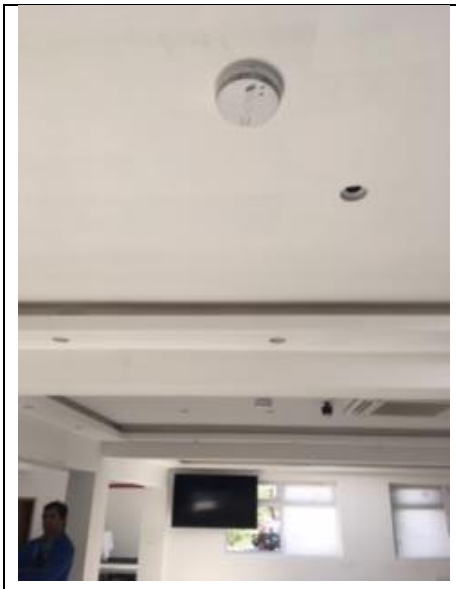
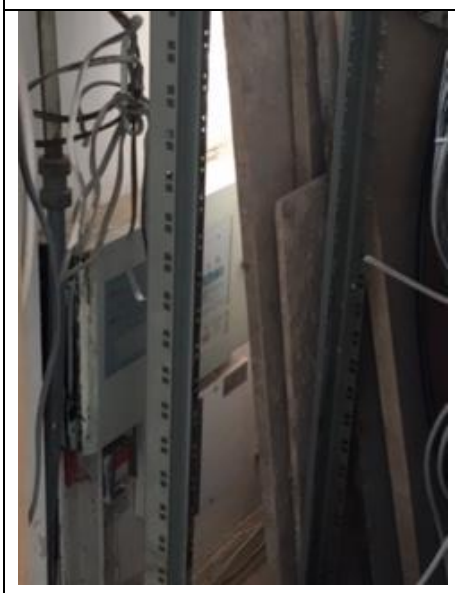
There was previously an alarm system (AFD) throughout the premises covering both floors however this has been disconnected and it needs to be looked at.

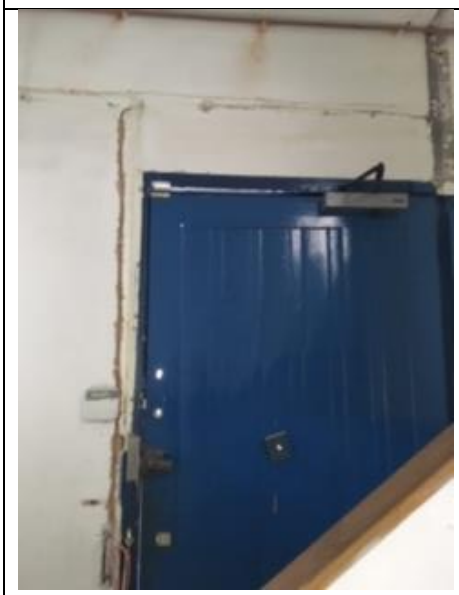
There is an electric shutter between kitchen and courtyard area which we have been informed the council have advised to keep open when staff are in the kitchen area.

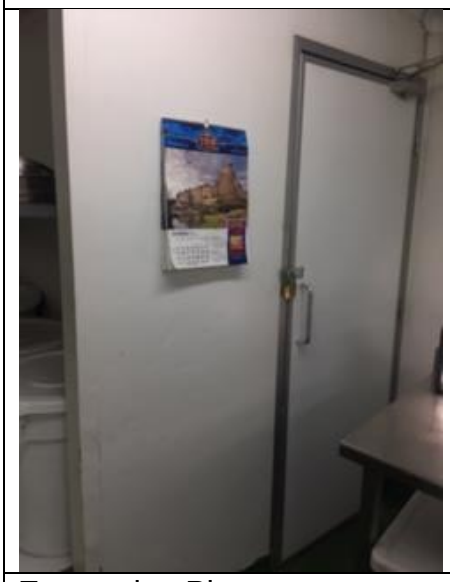
Significant Hazards	
Means of Escape	
	The main entrance/exit door has to open outwards and have a push bar to open. All doors along escape routes need to be easily opened and open in the direction of escape.
	There is a manual sliding metal door at the back of the premises which leads out onto Disraeli road. This needs signage on the inside giving staff or customers clear instructions of how to open it and signage to advise that it is a fire escape.
Fire Spread	
	The structure above the downstairs kitchens needs to be checked. Light fittings hanging off ceiling. Structure of kitchen ceiling needs to be checked. Heat detectors to be fitted.
Alarm Panel	There is currently an alarm panel in

	the area that is being made into the DJ box. This area is currently under construction and will block access to the fire panel. We were informed the panel has been disconnected but all connections are there. A fire panel must be in an area which is easy to access, normally by a main entrance is recommended. Flashing beacon sounders in the event that there is a fire during an event with loud music
Controls over gas and electrical systems and appliances	
	We have not seen any certification for gas and electrical equipment. There is no carbon monoxide detector in the boiler room or the kitchen area. The boiler has the cover missing, this needs to be fixed.
	Signage required to alert staff of gas cut off button. It is imperative that a responsible person ensures that all staff know how to isolate the gas supply in case of emergency.

Fire Doors 	Due to 2 of the fire escape routes in the upstairs banqueting hall being opposite each other it is important that this door has a self closing device fitted.
	The chain to manually open the shutter must be on display. Signage to be on display.
	There are some battery operated smoke detectors and some electrical smoke detectors. They should all be fitted on an interlinked grade A/C alarm system.

	
	The fire control panel is currently disconnected. As it will be obstructed by the DJ box which is being constructed, it would be a hazard if reinstated. A fire panel should be located in an area common to all building users and where automatic detection is in use, the Control Panel should be in a protected area.
Upstairs kitchen	We were advised that this kitchen will not be used. If use of this kitchen was initiated it would need a fire blanket and fire equipment and a call point.
Housekeeping	We were assured that still in process of clearing clutter and this will all be removed.

	
Signage	There is no signage on the main external slide escape door, the electrical cupboard, or the fire exit doors. There are no direction signs at the top of the staircase by the toilets leading down to the fire escape.
	Fire door needs emergency lighting installed above it and should open in the direction of escape.

	Holes in ceiling by fire exit door – cavities and voids should be filled with fire retardant foam.
	Electrical cupboard needs hazard signage and should not be obstructed.
Evacuation Plan	Nothing in place at present.

People at Risk should a fire occur
Staff
Customers
Food Suppliers/contractors.
Elderly and persons with limited mobility

Recommended Additional Measures

Recommendation	Timescale	Actioned by/date
Control over fire spread		
Compartamentation – where any flammable liquids are kept ie alchohol or cooking oils there should be doors to separate these from the main kitchen areas.	1 month	
Fire Action Notices, Call Points & Alarm Systems		
There is a requirement to display fire Action Notices throughout the premises at all fire call points. We recommend the assembly point being on the pavement of Disraeli road. This needs to be written on the notices in bold type print. The alarm system needs to be reinstated. A qualified alarm specialist needs to install it. A grade A? C? alarm system to be in place which will be interconnected and be heard across the upstairs and downstairs. There should be call points located at each fire escape exit doors upstairs and at the main entrance/exit doors downstairs. All fire alarm and detection systems should be installed and maintained in accordance with the relevant British Standard, **BS 5839. We recommend flashing beacons should also be fitted as well as sounders of at least 65DB or 5DB louder than background noise in the instance of the playing of loud music.**	1 month	
Emergency Lighting		
Emergency lighting should be installed above all the fire escape doors and escape routes need to be illuminated according to BS5266-12016	1 month	
Signage		
We recommend clear signage throughout the building to inform staff and customers of the fire escapes, emergency gas shut off button for staff, electrical cupboard hazard signs. The cupboard containing the electric mains board needs to be clearly marked with a hazard sign to alert people. There should be a smoke detector installed in the cupboard and fire extinguishers	1 month	

located outside. Fire doors need to have clear signage.		
Structure		
In most premises, floor/ ceiling partitions between rooms should provide a standard of fire resistance of 30 minutes. The exception is those above areas of high fire risk which should provide 60 minutes. I would advise that a structural engineer ensure that the inside structure of the building in particular in the downstairs area around the escape doors and ceiling area of kitchen should be adequately enclosed with fire-resisting construction to provide a standard of 30 minutes fire resistance. BS476 states the appropriate tests for elements of structure and grade structure material and grade of fire resistance	1 month	
Fire doors		
Fire doors should be easily opened from the inside and open in the direction of escape according to BS476-22. Fire doors should conform to FD30/30S and need to be regularly inspected and maintained to permit them to perform at their best on the one and only occasion where they are called to do so. It is strongly recommended that they are checked on a monthly basis with the findings recorded in the fire safety maintenance log book.	1 month	
Firefighting Equipment		
We recommend additional fire equipment to be installed in the upstairs kitchen if in use. Once installed, extinguishers must be tested and maintained by certified engineers on an annual basis in accordance with BS 5306-3 and with the manufacturer's instructions. There should be a fire blanket clearly present in all kitchens.	1 month	
Filters on the existing cooker in the main kitchen need to be cleaned professionally or replaced.	1 month	
Staff Training		

It is recommended that that the employer trains competent people to act as fire marshals in the event of a fire emergency. Fire marshals are required to have an in-depth knowledge of the prevention of fire and the evacuation of people from the premises. It is important that residents and employees are fully aware of the actions to be taken if they discover a fire.	3 months	
Evacuation plan		
An evacuation strategy document needs to be formulated which details what roles and responsibilities are allocated to staff. Regular fire safety checks must take place such as to carry out a fire drill at least once a year and a strategy must be developed for calling the fire and rescue service. The recommended assembly point for staff and customers is on the pavement Disraeli Road. Fire marshalls should be aware of this. Seating layout in the banqueting hall should be taken into consideration when planning the Evacuation plan. Detailed information can be found in BS 5588-6.	3 months	
Record Keeping		
There is a requirement to document the evidence of fire safety maintenance and tests. It is recommended that the following tests and inspections are recorded in a log book: Weekly fire alarm tests Monthly emergency light tests Monthly fire door checks Monthly fire extinguisher checks (staff/users) Regular fire drills and testing of the escape lighting should also be recorded in a log book. .	3 months	
Gas Safety Management must ensure that a gas safety check is carried out annually by a competent and registered engineer on each gas appliance/flue.	Yearly	

Conclusion and review issues

The above table lists recommendations and gives a recommended timescale in which to get the works done.

There is space for the person responsible to date and sign when the improvements have taken place to be kept for the company's own records.

The area of the premises inspected were found to have a **HIGH** risk rating but can be reduced to **MEDIUM or LOW** tolerable level if the suggested actions are implemented.

A tolerable risk rating is one that can be lived with but must be continually reviewed and inspected.

This is mainly because the premises is a building with a large area which spans two floors and still requires much work before the premises can be in operation. The manager would like the premises to accommodate up to 499 people which is a high number therefore the risk rating needs to be reduced by the preventative and protective actions as listed in the recommendations.

The main area of cost is likely to be in relation to installation of an adequate system of alarm and fire detection (AFD) and installation and improvements to the fire doors. Relevant training for staff and an effective evacuation plan should be implemented along with the changes.

The widths of the exit doors on the first floor banqueting hall are all over 1m wide, the one leading onto the metal staircase is in fact over 1 m 50, with 2 doors which open out onto the staircase. According to current legislation the number of people exiting through a unit of exit width equates to 100 persons per unit in 2.5 minutes which is the standard travel distance. The measurements to a final exit to outside (ultimate safety) are less than 20 m.

A comprehensive system of Automatic Fire Detection including sounders and flashing beacons as per recommendations will lower the risk rating. The risk levels could be made lower still by installing a sprinkler system into the downstairs kitchen area. In any case, a structural engineer should be employed to check that the ceiling of the kitchen area is 1 hour fire retardant. This will affect the capacity and escape time of the upstairs banqueting area.

Also, if there are a significant number of people who move slowly or may need assistance to evacuate, it would usually be appropriate to consider this a higher risk. However, where there are measures in place to mitigate this, such as the availability of extra assistance and this has been planned for in your emergency plan, it may be that the risk level can be regarded as 'normal to higher.'

Seating and gangways in an assembly space should be arranged to allow free and ready access direct to the exits.

As per recommendations, staff should be trained what to do in the event of fire and at least 2 members of staff should be appointed fire wardens on site at any time during opening hours.

There should be a visit from building control to check the structure. We are not in a position at this stage to work out a capacity assessment until the recommended works have been carried out.

The recommended actions should be effectively managed which means regularly reviewing the fire risk assessment and ‘signing off’ actions when they have been implemented. In addition to this, a full review of the fire risk assessment should be carried out in 12 months after the date of this report or on completion of the current works within the premises, whichever is sooner.

In any case, should the enforcing authority carry out an audit, they may consider enforcement action if they discover that the recommended actions of this fire risk assessment have not been implemented.