



**Brighton & Hove  
City Council**

**LICENSING PANEL (LICENSING ACT  
2003 FUNCTIONS)  
ADDENDUM**

**10.00AM, FRIDAY, 27 APRIL 2018**

**HOVE TOWN HALL, ROOM G91 - HOVE TOWN HALL**



# ADDENDUM

ITEM		Page
108	CHAPTER XIII LICENSING PANEL (LICENSING ACT 2003 FUNCTIONS)	5 - 34



Miss Jessica Stocker  
Café Bar Premises Application  
CHAPTER XIII  
11-12 Pool Valley - Brighton

Chapter XIII prominently an A3 restaurant cafe premises with a tattoo studio below the main coffee bar & gallery, the tattoo studio and is not accessible to the public. I renovated then opened the Premises 1<sup>st</sup> April 2015

I am currently applying for a Café Bar licence at 11-12 Pool Valley to increase my turnover, allowing me to open later in the evenings to help serve as an extra facility in Pool Valley.

A phone conversation with BHCC Planning on 05/04/2017 concludes under reference BH2014/04216 that 11-12 Pool Valley was made a change of use to A3 restaurant cafe in November 2014 due to a covenant that the building should always be auxiliary to the Brighton Coach Station. It is stated that a stand-alone tattoo studio would not pass the planning application, hence why I made the coffee bar the main purpose of the premises when I took over the lease. This was part of the initial planning application and one of the covenants attached to the premises. I believe the auxiliary covenant implied by planning also falls under exceptional circumstances in this instance.

Currently, I open the café myself at 7am and close at 6pm Monday - Saturday, nearly 70 hours a week, Serving hot food, Snacks & coffee. I now want to be open from 7am – 10:30pm daily to include an evening meal and alcohol sales for 30 covers. I cannot work any extras hours, so I intend to employ 3 extra members of staff. Two to cover the day shifts and I intent to run the café in the evening with one extra member of staff. I work very hard to make my business work in a very expensive part of Brighton, and I am continually looking for ways to increase turn over to cover the ever increasing rates and cost associated with a small trader operating in Brighton.

#### Licensing Objectives:

- I am aware that I am in the CIZ of Brighton, but Café Bar licences are still obtainable under the licensing matrix and I believe I also have exceptional circumstances due to the planning objectives in Pool Valley.
- In line with the decision making matrix, no licensable activities will take place past 23:00.
- The decision making matrix says that favourable consideration will be given to non-alcohol lead premises, I believe Chapter XIII falls into this category and I have liaised closely with Sussex police, Licensing & environmental health the best I can prior to submitting the application and Chapter XIII supports the local community
- I have included a recent fire risk assessment, which complies with the Licencing objectives
- There is a Challenge 25 policy in place, signs are displayed and any person attempting to buy alcohol who looks under 25 will be asked for photographic ID to prove their age - acceptable identification are Photographic Driving Licences, Passports, Military, Photographic Pass cards.
- No persons under the age of eighteen are permitted in the premises after 18:00

- Full CCTV system is in now place linked directly to my smart phone with a 60 day HD overwrite, this also covers Pool Valley, Little East Street & the exit onto the A259.
- When the premise is hired out for functions the Designated Premises Supervisor will still be responsible to adherence to the license conditions and the promotion of the licensing objectives. SIA licensed door supervisors shall be employed on any occasion when a requirement is identified by the license holder's written risk assessment or requested by Sussex Police. As part of this written risk assessment the premises license holder will consult with Sussex Police and take into consideration their advice.
- There is taxi & coaches directly outside the premise for patrons to utilize upon leaving the premise to reduce noise & disturbance when leaving.

I dispute the claim by Donna Lynsdale, that I am trying to run the premises as a bar, as per my application I clearly state it is for a Café Licence. My intention is to offer a service to the national express passengers that they are asking for, the main business being a café offering seating, then alcohol sales being ancillary. Unfortunately, I cannot keep the premises open in the evenings on just coffee & sandwiches sales alone, I need the extra revenue in substantial food & alcohol sales to cover the extra staffing and running costs to stay open in the evenings as stated above.

#### Functions & Noise

I have held 11 TENS events at the premise since 2015 with a 60 pax capacity for vertical drinking & music, without issue or objection. These are stand-alone events and I will continue to submit TENS applications for these special events to cover vertical drinking and music (although music is now deregulated) and will seek guidance from Sussex police in accordance with the licensing objectives regarding future TENS.

In reference to the Pride Events, Pride is a completely different city wide event that happens every year, congregation & street drinking is common place for the whole bank holiday weekend, resources across the city are stretched but generally it is a safe event with a very low incident report . In both events I had an off sales element in place to cover the outside drinking. This application for a Café Licence and cannot in any way be compared to a Pride Weekend Event, as per agreed in a previous meeting on the 7<sup>th</sup> March 2018 (minutes available) This application is to cover the day to day running of the Café.

I am aware there is a noise abatement in force on 11-12 Pool Valley, but this has never been utilised or followed up due to the fact that the legal officer confirmed on the 7<sup>th</sup> March, that the noise abatement was in reference to preventing the noise not the party and can only be acted upon from inside another premise should a complaint occur.

I have always disputed Myleen Haywards over exaggerated view of what happened in regards to the Pride Events in 2016 & 2017

I would also like to make the point as stated in the minutes of a TENS meeting on the 7<sup>th</sup> March, TENS events cannot be taken into account on a Premises licence application and they stand on their own merit, Nether the less I will defend the events yet again. I was NOT in collaboration with Trickster & I never agreed to a collaboration with Trickster, the radio station took it upon themselves to set up in Pool Valley, and as far as I'm aware no follow up to Trickster was ever made by EHL. I told Trickster Radio on numerous occasions that my

event did not cover the outside area on Pool Valley and they should approach the council directly if they wanted to run an outside event. I have been accused of organising an unlicensed outside stage ever since, although there has never been any evidence and the stage clearly had TRICKSTAR on it. Pride 2017 event was not 'Shut Down' as stated by Myleen, as per the TENS application we were allowed outside music as long as it was taken in at 8pm. Myleene visited the premises at 7pm (approx.) and informed myself the music was too loud, too which I replied that I will turn it down & the set changes in half an hour and we will be moving indoors anyways. Myleene did not have any compromise so we cut the DJ short by 30 minutes & moved to the inside PA system early and continued the event inside to 11:30pm exactly as the TENS stated, no breach of Licensing happened what so ever.

#### Reducing Nuisance & Crime in Pool Valley:

Passengers in the evenings for national coach passengers have no facilities for waiting in bad weather or late at night, considering this is the main coach station for Brighton, Lack of facilities are shocking, there are no toilets for the disabled or even a shelter for travellers, this is a huge problem considering Pool Valley is the main coach station and this area is the first thing travellers see.

Late night passengers are waiting in a low lit, unmonitored area. Female passengers especially avoid using the coach station late at night due to safety issues.

I have attached 2 testimonials regarding incidences that occurred as examples of female safety & lack of facilities.

Pool Valley has no CCTV monitoring by BHCC and was a hot spot for homelessness, drug dealing & youth congregating from The Haunt Nightclub. Pool Valley was a complete dead spot, I believe the installation of my CCTV system in Pool valley has now given surveillance coverage reducing crime & disorder in the immediate area. In the summer of 2016 there was a fatal stabbing in the coach station, if the area had been monitored better by BHCC, or indeed, Chapter XIII the only premises in the area, was open, then culprit may have been identified. It seems now extra CCTV coverage has fallen upon traders.

I believe having a premises open in the evenings directly in Pool Valley that provides a safe, well-lit waiting point for vulnerable travellers, and a deterrent for loitering youth surrounding The Haunt, homeless & drug addicts far from The Environmental officers statement that later opening hours will not cause a nuisance, it will in fact be a deterrent to drug dealing, loitering and other nuisances for travellers to and from our city.

#### ***The Haunt***

#### ***YHA Hotel***

#### ***Turkish Villa***

The YHA Hotel does have a vertical drinking bar, but this is North facing onto the Old Stein, and does not lead onto pool valley, most travellers do not know it is there & is predominantly used for hotel guests.

Turkish Villa is a restaurant and again offers no waiting facilities.

The Haunt Night club is moving out of Pool Valley in the near future, while this will elevate the loitering youth after 11pm this will also render Pool Valley completely desolate after

6pm, I do not see how Chapter XIII having a Café Licence will have any negative effect on the area up to 10:30pm. It can only improve the facilities in that area.

#### Testimonials & Customer Petition

As you can see by a sample of the petition attached (currently 170 signatures) having a bigger menu, serving alcohol & opening in the evenings so passengers can use the toilet, Wi-Fi & have somewhere safe and warm to wait is very much required in Pool Valley by our community.

#### **Notable comments from the passenger petition:**

***05/04/2018 M.Saunders – Evening Beer & Food Please***

***05/04/2018 S.Manos – I am a National Express Coach Driver and all passengers asking for food & coffee in the evening whilst waiting for the service. There is nothing around close to the coach station***

***06/04/18 C.Kelly – I commute with national express this is a very important part of my journey!***

***07/04/18 N.Purdy – later opening hours please!***

*Attached testimonials supporting the Licensing application:*

*Fire Risk Assessment*

*Sample Menu*

*Premise Plan*

*DPS Licence*

*Kelsey Cameron – Passenger Safety Testimonial*

*Oliver Crawhurst – Lack of Facility's Testimonial*

*Extract of passenger petition supporting the lack of facilities*



# REGULATORY REFORM (FIRE SAFETY) ORDER 2005

## FIRE RISK ASSESSMENT

<b>Responsible Person</b> <i>(Employer or other person having control of the relevant premises)</i>	Jessica Stocker		
<b>Address of Premises</b>	Chapter XIII 11-12 Pool Valley Brighton East Sussex		
<b>Postcode</b>	BN1 1NJ		
<b>Fire Authority Premise ID</b> <i>(Available from Fire &amp; Rescue Authority)</i>	East Sussex F&RS		
<b>Assessor:</b>	Mark Beadle		
<b>Date of Fire Risk Assessment</b>	9 <sup>th</sup> March 2018		
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>			
<b>Subsequent Review Dates</b>			
<b>Reviewed by</b>		<b>Date</b>	
<b>Reviewed by</b>		<b>Date</b>	
<b>Reviewed by</b>		<b>Date</b>	

# GENERAL INFORMATION

<b>THE PREMISES</b>	
<b>Number of floors in building:</b> <i>(To include basements)</i>	Three
<b>Approximate floor area: (m<sup>2</sup>)</b> <i>(To include all floors of responsibility)</i>	250
<b>Brief details of construction:</b> <i>(Date of construction, brick, timber, purpose built or converted)</i>	Brick & Timber
<b>Primary usage: (eg Hotel, Shop)</b>	Café
<b>Secondary usage: (eg Kitchen, Bar, Function Room, Offices)</b>	Tattoo Studio

<b>OCCUPANCY PROFILE</b>						
Maximum number of persons in the <b>most highly occupied compartment</b> to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS		
	0000 to 0400	A		0000 to 0400	A	
	0400 to 0800	A		0400 to 0800	A	
	0800 to 1200	A		0800 to 1200	A	
	1200 to 1600	C		1200 to 1600	C	
	1600 to 2000	C		1600 to 2000	C	
	2000 to 2400	C		2000 to 2400	C	
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None					
Description of Occupants	Mobility Issues	0	Average Mobility	0	Vulnerability Issues	0

<b>OCCUPANTS ESPECIALLY AT RISK FROM FIRE</b>	
<b>Sleeping occupants</b> <i>(Details of numbers - public/staff)</i>	0
<b>Disabled occupants</b> <i>(Personal Emergency Evacuation Plans in use when necessary)</i>	0
<b>Occupants in remote areas</b> <i>(Lone working/isolated areas)</i>	0
<b>Young person's</b> <i>(Individual Risk Assessment provided for those persons under 16 yrs)</i>	0
<b>Others</b> <i>(Details of Elderly/Infirm/Mental Ability)</i>	0

# IDENTIFIED FIRE HAZARDS AND PRIMARY CONTROL MEASURES

ELECTRICAL SOURCES OF IGNITION		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (Every 5 years)		YES / NO
Portable appliance testing carried out on a risk assessed basis?		YES / NO
Suitable policy in place regarding the use of personal electrical appliances?		YES / NO
Suitable limitation and management of trailing leads and adaptors?		YES / NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Portable Appliance Testing	None	All Portable Appliances Require Testing
<b>Deficiencies and Comments:</b>		

SMOKING		
Measures taken to prevent fires as a result of smoking.		
Smoking prohibited in the building?		YES / NO
Smoking permitted in appropriate areas?		YES / NO
Suitable arrangements for those who wish to smoke?		YES / NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		

ARSON/DELIBERATE IGNITION		
Basic security against arson by outsiders or other persons appears reasonable.  <i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>		<b>YES / NO</b>
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?		<b>YES / NO</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		

PORTABLE HEATERS		
Portable heaters are used within the premises.		<b>YES / NO</b>
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?		<b>YES / NO</b>
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		<b>N/A / YES / NO</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		

<b>FIXED HEATING INSTALLATIONS</b>		
Fixed heating installations such as boilers are used within the premises.		<b>YES / NO</b>
Are fixed heating installations subject to regular maintenance?		<b>N/A / YES / NO</b>
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		<b>N/A / YES / NO</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		

<b>COOKING</b>		
Measures taken to prevent fires as a result of cooking.		
Filters cleaned or changed and ductwork cleaned regularly?		<b>N/A / YES / NO</b>
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)		<b>N/A / YES / NO</b>
Suitable Shut Down Procedures in place?		<b>N/A / YES / NO</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		

LIGHTNING		
The building has a lightning protection system.		YES / NO
Is the lightning protection system subject to a suitable maintenance regime?		N/A / YES / NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		

DANGEROUS SUBSTANCES		
Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>		N/A / YES / NO
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?		N/A / YES / NO
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.		N/A / YES / NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		

HOUSEKEEPING		
Standards of housekeeping.		
Combustible materials appear to be separated from ignition sources?	YES / NO	
Appropriate storage of hazardous materials?	N/A / YES / NO	
Escape routes kept clear of any combustibles? (Storage /furniture)	YES / NO	
Appropriate measures for the safe storage and disposal of waste?	YES / NO	
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		

HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS		
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?	YES / NO	
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors?  Give details:	YES / NO	
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate?  Give details:	N/A / YES / NO	
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		

**OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION**

<p>Are there any other fire hazards that warrant consideration within the premises?</p> <p><i>(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)</i></p>	<p><b>YES / NO</b></p>
--	------------------------

Identified Hazards	Existing Control Measures	Additional Control Measures Required

**Deficiencies and Comments:**



# ARRANGEMENTS FOR EVACUATION

EVACUATION STRATEGY	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p><b>State which strategy(ies) have been adopted.</b></p>	
<p><b>SINGLE STAGE EVACUATION</b></p> <p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	<p><b>YES / NO</b></p>
<p><b>PROGRESSIVE HORIZONTAL EVACUATION</b></p> <p>Relevant persons are dependant on staff to assist with their escape.</p> <p>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety.</p> <p><b>NOTE - Progressive Horizontal Evacuation is subject to the following</b></p> <p>Protected areas should be designed to provide:</p> <ul style="list-style-type: none"> <li>• Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area.</li> <li>• Progressive movement away from a fire via sequential adjoining protected areas.</li> <li>• Means for escape via stairway(s) should this become necessary.</li> </ul> <p>The number and size of the protected areas depends on a number of factors:</p> <ul style="list-style-type: none"> <li>• the time it will take to evacuate people from the area of a fire to an adjacent protected area;</li> <li>• the number of people to be evacuated;</li> <li>• the level of any mobility impairment;</li> <li>• the number of staff to assist in evacuation;</li> <li>• the fire protection arrangements;</li> <li>• layout of the premises; and</li> <li>• location and number of staircases;</li> </ul>	<p><b>YES / NO</b></p>

## DELAYED EVACUATION

YES / NO

Relevant persons are dependant on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.

### NOTE - Delayed Evacuation is subject to the following

Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).

A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.

If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.

Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive.

Arrangements for delayed evacuation should only be based on a pre-planned basis.

Written copies of Evacuation Procedures are located as follows:

Identified Hazards	Existing Control Measures	Additional Control Measures Required

**Deficiencies and Comments:**

# PROVISION OF ELEMENTS OF FIRE SAFETY AS SECONDARY CONTROL MEASURES

<b>MEANS OF ESCAPE</b>		
It is considered that the premises are provided with reasonable means of escape in case of fire.	<b>YES / NO</b>	
Adequate design of escape routes?	<b>YES / NO</b>	
Reasonable distances of travel when:		
Where there is escape in a single direction?	<b>YES / NO</b>	
Where there are alternative means of escape?	<b>YES / NO</b>	
Suitable protection of escape routes? (Fire resisting construction)	<b>YES / NO</b>	
Adequate provision of exits?	<b>YES / NO</b>	
Exits easily and immediately open-able where necessary?	<b>YES / NO</b>	
Escape routes unobstructed?	<b>YES / NO</b>	
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people?	<b>YES / NO</b>	
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Additional Control Measures Required</b>
<b>Deficiencies and Comments:</b>		

<b>MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT</b>		
It is considered that there is:		
Compartmentation of a reasonable standard. (Fire resisting)		<b>YES / NO</b>
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)		<b>YES / NO</b>
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?		<b>N/A / YES / NO</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		

<b>EMERGENCY ESCAPE LIGHTING</b>		
It is considered that there is a reasonable standard of normal, artificial and/or emergency escape lighting to ensure safe use of escape routes?		<b>YES / NO</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		

<b>FIRE SAFETY SIGNS AND NOTICES</b>		
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage.		<b>YES / NO</b>
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Fire Action Signs &amp; Exit Signage</b>	<b>Not completed and lack of signage</b>	<b>New signage required and assembly point included</b>

MEANS OF GIVING WARNING IN CASE OF FIRE		
Reasonable manually operated fire warning system provided?		YES / NO
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc) Two Battery Operated Manual Stand Alone Call Units		
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc) BS 5839 Grade L2 .....		N/A / YES / NO
Throughout Premises		YES / NO
Part of Premises only		YES / NO
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?		YES / NO
Remote transmission of alarm signals to a monitoring station or other?		YES / NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
<b>Deficiencies and Comments:</b>		

MANUAL FIRE EXTINGUISHING APPLIANCES		
Reasonable provision of portable fire extinguishers?		YES / NO
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)		YES / NO
Is suitable wall signage provided relevant to extinguisher?		YES / NO
Are hose reels provided?		YES / NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required

<b>RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS</b>		
Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)		<b>YES / NO</b>
Identified Hazards	Existing Control Measures	<b>Additional Control Measures Required</b>
<b>Deficiencies and Comments:</b>		

<b>OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT</b>		
Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)		<b>YES / NO</b>
Identified Hazards	Existing Control Measures	<b>Additional Control Measures Required</b>
<b>Deficiencies and Comments:</b>		
Dry Risers – Maintained and Tested		

<b>FIREFIGHTER SWITCH – HIGH VOLTAGE LUMINOUS TUBE SIGNS ETC</b>		
Suitable provision of fire fighters switche(s) for high voltage luminous tube signs, etc (to include location)?		<b>N/A / YES / NO</b>
Identified Hazards	Existing Control Measures	<b>Additional Control Measures Required</b>
<b>Deficiencies and Comments:</b>		

# MANAGEMENT OF FIRE SAFETY

PROCEDURES AND ARRANGEMENTS	
Fire safety is managed by:	Jessica Stocker
Deputy or assistant:	
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?  State name and responsible element of fire safety  .....  .....  .....  .....	<b>YES / NO</b>
Is there a suitable record of the fire safety arrangements?	<b>YES / NO</b>
Appropriate fire procedures in place?	<b>YES / NO</b>
Are procedures in the event of a fire appropriate and properly documented?	<b>YES / NO</b>
Are there suitable arrangements for summoning the Fire and Rescue Service?	<b>YES / NO</b>
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	<b>YES / NO</b>
Is there a plan of the building available indicating basic layout and any areas of significant risk?.	<b>YES / NO</b>
Are there suitable arrangements for ensuring that the premises have been evacuated?	<b>YES / NO</b>
Is there a suitable fire assembly point(s)?	<b>YES / NO</b>
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	<b>YES / NO</b>
Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	<b>YES / NO</b>
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	<b>YES / NO</b>
Routine in-house inspections of fire precautions (eg in the course of health and safety inspections)?	<b>YES / NO</b>
<b>Deficiencies and Comments:</b>	

<b>TRAINING AND DRILLS</b>	
Fire safety training is managed by:	Jessica Stocker
Deputy or assistant:	
Are all staff given adequate fire safety instruction and training on induction?	<b>YES / NO</b>
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	<b>YES / NO</b>
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?  Give details: Requires additional wardens and training	<b>YES / NO</b>
Does all training for staff provide information, instruction or training on the following:	
Fire risks in the premises?	<b>YES / NO</b>
The general fire precautions in the building?	<b>YES / NO</b>
Action in the event of a fire?	<b>YES / NO</b>
Action on hearing the fire alarm signal?	<b>YES / NO</b>
Method of operation of manual call points?	<b>YES / NO</b>
Location and use of fire extinguishers?	<b>YES / NO</b>
Means for summoning the fire and rescue service?	<b>YES / NO</b>
Identity of persons nominated to assist with evacuation?	<b>YES / NO</b>
Identity of persons nominated to use fire extinguishing appliances?	<b>YES / NO</b>
Are fire drills carried out at appropriate intervals and a record of such drills maintained?  Give details:	<b>YES / NO</b>
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)  Give details:	<b>YES / NO</b>



When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?  Give details:	YES / NO
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	N/A / YES / NO
<b>Deficiencies and Comments:</b>	

TESTING AND MAINTENANCE	
Testing and Maintenance is managed by:	Jessica Stocker
Deputy or assistant :	
Adequate maintenance of workplace?	YES / NO
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	YES / NO
Monthly and annual testing routines for emergency escape lighting?	N/A / YES / NO
Annual maintenance of fire extinguishing appliances?	N/A / YES / NO
Periodic inspection of external escape staircases and gangways?	N/A / YES / NO
Six monthly inspection and annual testing of rising mains?	N/A / YES / NO
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A / YES / NO
Weekly testing and periodic inspection of sprinkler installations?	N/A / YES / NO
Routine checks of final exit doors and/or security fastenings?	YES / NO
Annual inspection and testing of lightning protection system?	N/A / YES / NO
Other relevant inspections or tests: Give details:	

<b>RECORDING</b>	
Appropriate records held for:	
Fire drills?	<b>YES / NO</b>
Fire training?	<b>YES / NO</b>
Fire alarm tests?	<b>N/A / YES / NO</b>
Emergency escape lighting tests?	<b>N/A / YES / NO</b>
Maintenance and testing of other fire precaution systems?	<b>N/A / YES / NO</b>
Location of Records: (Available for inspection by Fire Authority if required)  Give Details:	
<b>Deficiencies and Comments:</b>	

PRIORITY	MEANING
<b>High</b>	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i>
<b>Medium</b>	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
<b>Low</b>	Low priority to be actioned within 6 months-1year <i>Items of non urgent priority or for future consideration</i>

**Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.**

SIGNIFICANT FINDINGS – REMEDY ACTION PLAN					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Fire Exit Signage & Fire Action Notices	High	1.5.18		
2	Portable Appliance Testing	High	1.5.18		
3	Fire Extinguishers	High	1.5.18		
4	Emergency Lighting Test Procedure	High	1.5.18		







# CAFÉ MENU

Served 9am - 5pm

## **All Day Breakfast £7.50**

Eggs, Bacon, Sausages, Hash Browns, Beans, Tomatoes or Mushrooms & Toast – all cooked your way!

## **Eggs Benedict £5.50**

Poached Eggs, Crispy Bacon, Toasted Muffin & Lashings of Hollandaise

## **Eggs Any Style £4.00**

Free Range Eggs any way on Toast or Bagel

Add – Bacon £2.50

Add – Avocado £2.50

Add Mushrooms £2.00

Add Salmon £3.00

TOAST or CRUMPETS £2.50

PORRIDGE with FRUIT & HONEY £2.75

## **Available to Eat In or Take Away All Day**

GRILLED CHEESE £2.50

CHEESE & BACON CROSSIANT £3.50

BACON SANDWICH £3.50

SAUSAGE SANDWICH £3.50

CRISPY CHICKEN w CHEESE £3.50 Wrap

BACON, LETTUACE & TOMATO £3.50 Wrap or Bagel

AVOCADO SMASH w SUNDRIED TOMATO £4.00 Bagel

**PANINIS £3.50** - Piri Piri Chicken & Cheese, Ham & Cheese, Tuna & Sweetcorn, Chicken Mayo, Daily Vegetarian Option  
(Balsamic Glazed Red Onion, Mushroom & Courgette)

## **HANDMADE ROLLS £2.50**

Cheese & Pickle, Ham & Cheese, Tuna & Sweetcorn, Chicken Mayo, Daily Vegetarian Option

(Balsamic Glazed Red Onion, Mushroom & Courgette)

## **Afternoon & Evening Menu**

Served 2:30pm – 10:30pm

### **Fish & Chips**

Beer Battered Cod, Twice Cooked Chips, Mushy Peas

### **Handmade Steak & Ale Pie**

Prime cuts of Beef, Pale Ale, Flaky Pastry  
Served with Hand Cut Chips, Mash or Seasonal Veg

### ***Chicken Tikka Mossalla & Wild Rice***

*Mildly Spiced & creamy Tikka Curry*

### **Skillet Chicken Fajitas**

*Chicken Fajitas served in a sizzling skillet, with corn tortillas, cheese, sour cream & heaps of Guacamole*

### **Vegetarian Meatballs**

*Tempeh & Chickpea Balls in a Tomato Ragu, served on Penne Pasta*

### **Vegan Roasted Beetroot & Red Tart Tatin**

Slow Roasted Beets & Red Onion in vegan pastry, served with seasonal veg



YOU SHOULD ALWAYS ADVISE US OF ANY SPECIAL DIETARY REQUIREMENTS, INCLUDING INTOLERANCES & ALLERGIES. WHILE WE DO OUR BEST TO REDUCE THE RISK OF CROSS -CONTAMINATION IN OUR KITCHEN, WE CANNOT GUARANTEE THAT ANY OF OUR DISHES ARE FREE FROM ALLERGENS & THEREFORE CANNOT ACCEPT ANY LIABILITY IN THIS RESPECT.

