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For the attention of Steve Hudson
Southsea Brunch Klub Cafe
119 Elm Grove
Southsea
PO5 1LH

Date: 07 November 2023

Enquiries To: Paul Martin

My Reference: F6/PM/10444/00448066

Mobile Tel:

Dear Mr Hudson,

Letter of Fire Safety Matters

Premises: Southsea Brunch Klub Cafe, 119 Elm Grove, Southsea, PO5 1LH

I visited your premises on **01 November 2023** and evaluated the fire safety provided. I am of the opinion that some people are at risk in case of fire. You have reassured me that you will make necessary improvements. You have an ongoing duty to ensure the safety of people. The attached schedule sets out what you need to do.

Timescale for Completion

You should complete the work outlined in the schedule as soon as possible, balancing the need for safety against the demands on your business or undertaking. Based on the reassurance you have given me, I do not intend to return in connection with this visit.

Consequence for Non-compliance

If you do not address the matters in the schedule (or I find that safety provisions have worsened), the authority may serve an enforcement notice on you. An enforcement notice would legally bind you to do the work.

Route to Appeal

If you are unsure of the contents of this schedule, you can clarify or challenge what you need to do by contacting us on the above details.

Have Your Say

We would also appreciate feedback on our visit, please feel free to complete our post engagement form, it should take a couple of minutes and all responses are anonymous (unless you provide us with your details). [HIWFERS Fire Safety Post Engagement Feedback Form](#).

Alternative Solutions

You might want to use a different solution to meet the outcome(s) stated in the schedule. An alternative approach might enable you to make improvements that better meet your needs. I will be happy to discuss your ideas and suggestions.

Yours Sincerely

A black rectangular redaction box covering the signature of Paul Martin.

Paul Martin

Authorised Fire Safety Inspecting Officer
On behalf of, and duly appointed by the Hampshire & IOW Fire & Rescue Authority

Schedule of Fire Safety Improvements

Notes to this schedule:

The government guidance most suitable to your premises is CLG guide “Places of small / medium assembly” which can be found at: <http://www.cfoa.org.uk/19512>

Before you make certain changes to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. If you have doubt about the need for approval, you should ask the relevant body. For example, you may have to apply for approval from a Building Control Body to make material alterations, website:

<http://www.legislation.gov.uk/ukxi/2010/2214/regulation/3/made> tells you how.

You might also need to apply for the property owners' permission or for listed building consent, website: <https://www.historicengland.org.uk/advice/planning/consents/lbc/> among others tells you how.

Item Number 1	
Outcome	This work is necessary to identify significant risks from within the premises.
Suggested Action	<p>You should undertake a/review your fire risk assessment and ensure that it is suitable and sufficient in order to identify the fire safety measures that you already have in place and to identify any further fire safety measures that you need to implement.</p> <p>If you identify that additional fire safety measure(s) are required in consequence of the fire risk assessment, then you must provide them.</p> <p>You should record:</p> <ol style="list-style-type: none">i. The significant findings of your fire risk assessment (i.e., what you have done and what you will do to ensure the safety of people in case of fire).ii. Any people identified as being especially at risk.iii. The arrangements that you have in place to plan, organise, control, monitor and review the fire safety measures identified within the risk assessment. <p>You should review you fire risk assessment at least annually or if there are any significant changes to the building or use of the building.</p>

Reason	<p>The fire risk assessment was not suitable and sufficient.</p> <p>Insufficient consideration was given to determining the risks regarding:</p> <ol style="list-style-type: none"> 1. Relevant persons (Flats above) – Fire separation breaches in kitchen ceiling and door to stairs to flat above do not provide adequate protection to the accommodation above. 2. Occupancy – Not stated in document 3. No. of exits – Not considered for occupancy levels, inward opening front door, escape route passing through risk room (Kitchen) not considered 4. Travel distances not considered 5. Fire doors – Rear store room needs to be FD30s to separate escape routes 6. Alarm system – Stated to be L1 when L5
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Item Number 2	
Outcome	This work is necessary to reduce the risk of fire.
Suggested Action	The mains Electrical system should be checked . This must be repeated every 5 years for a commercial property. You need to engage a suitably qualified electrician to inspect and certify your installation and provide an EICR (electrical installation condition report)
Reason	Electrical installations left untested may malfunction and be a cause of a fire.

Item Number 3	
Outcome	This work is necessary to reduce the risk of fire.
Suggested Action	The Gas installation should be checked . This must be repeated every year for a commercial property. You need to engage a suitably qualified person to inspect and certify your installation.
Reason	Gas installations left untested may malfunction and be a cause of a fire.

Item Number 4	
Outcome	This work is necessary to reduce the risk of fire.
Suggested Action	You should carry out portable appliance testing to all your appliances
Reason	Portable appliances testing was not carried out. Left untested, appliances may malfunction and be a cause of a fire.

Item Number 5	
Outcome	This work is necessary to ensure the fire safety systems operate when they are needed most.
Suggested Action	<p>Ensure that Fire Alarm System and Emergency Lighting are subject to the required testing and maintenance schedule. This should be carried out by a competent person.</p> <p><u>Fire Alarm</u>: Weekly fire alarm test and annual service of complete system in accordance with BS5839-6:2004.</p> <p><u>Emergency Lighting</u>: Monthly function test and annual duration test & servicing in accordance with BS5266-1:2016.</p> <p>Documentation should be available to support testing and maintenance.</p>
Reason	The Emergency lighting and fire alarm system was not properly tested and maintained. This means that it could fail without warning or at the moment it is needed most, and that people would be at risk in case of fire.

Item Number 6	
Outcome	This work is necessary to help people understand what to do if fire breaks out.
Suggested Action	Your emergency plan should be documented so it is clear and available for people to read
Reason	There was no evidence of a fire procedure being documented. Your staff and visitors may not know what to do in the event of a fire

Item Number 7	
Outcome	This work is necessary to detect fire and raise an alarm.
Suggested Action	<p>Provide and install a fire alarm that complies with BS 5839 - 1</p> <p>The system must be capable of giving a warning to everyone who might be affected. This includes for example, people with hearing impairment or within noisy environments.</p> <ol style="list-style-type: none"> 1. Extend the coverage of the alarm to include the rear escape route 2. Either install visual warning beacons or a system that cuts the music so that people can either see or hear the alarm 3. Provide a zone map <p>The system should be installed and commissioned by a competent person.</p>
Reason	The existing system is not suitable because there is insufficient coverage and people may not hear the alarm due to music. This means that people may not be warned in time to escape safely.

Item Number 8	
Outcome	This work is necessary to make sure that escape routes (corridors, stairs, and doors) can be safely used whenever they are needed.
Suggested Action	Limit the number of people in the premises to 160 people .
Reason	There are not enough suitable exits for the number of people who use the building because the front escape route has inward opening doors limiting it to 60 people. This means that people may not be able to reach safety before being affected by fire and / or smoke.

Item Number 9	
Outcome	This work is necessary to make sure that escape routes (corridors, stairs, and doors) can be safely used whenever they are needed.
Suggested Action	<p>Ensure that escape route to the rear is illuminated externally by emergency lighting that will operate if the local lighting circuit fails.</p> <p>The system should conform to BS 5266</p>
Reason	People exiting the rear of the building may not be able to find the way out in an emergency because reason.

Item Number 10	
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Outcome	This work is necessary to make sure that escape routes (corridors, stairs, and doors) can be safely used whenever they are needed.
Suggested Action	Install a fire door that will hold back smoke and fire for 30 minutes This is between the rear store room / kitchen area and the rear escape route
Reason	You need to have sufficient fire separation between the kitchen and rear escape routes to avoid both being compromised by fire at the same time and provide people with adequate time to escape in the event of a fire

Item Number 11	
Outcome	This work is necessary to reduce the risk of fire spread.
Suggested Action	The ceiling separating the kitchen and flat above, should afford a minimum of 30 minutes fire resistance. This is in conjunction with a sounder in the flat linked to the existing fire alarm system in the bar.
Reason	Fire may quickly spread from one part of the premises to another. People in the accommodation above may be affected by a fire in the commercial area below. This means that people may not be able to reach safety before being affected by fire and/or smoke.

Item Number 12	
Outcome	This work is necessary to reduce the risk of fire spread.
Suggested Action	The door separating the rear escape route and the stairs to the flat above, should afford a minimum of 30 minutes fire resistance. This is in conjunction with a sounder in the flat linked to the existing fire alarm system in the bar.
Reason	Fire may quickly spread from one part of the premises to another. People in the accommodation above may be affected by a fire in the commercial area below. This means that people may not be able to reach safety before being affected by fire and/or smoke.

Item Number 13	
Outcome	This work is necessary to reduce the risk of the spread of fire.
Suggested Action	Ensure that the plastic decorations do not support the spread of fire.
Reason	A fire could spread rapidly and make the escape route unsafe for people to use.