

Fire Risk Assessment

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Premises particulars

Premises Name: The Rabbits Hole

Address 168 CLERKENWELL ROAD
EC1R 5DE

Tel no:

Use of Premises

Cocktail Bar

**Owner/Employer/Person in control
of the workplace**

Ajay Kalsi

Date of Risk

Assessment: 17th April 2022

Date of

Review: 16th October 2022

Name & relevant details of the person who carried out the Fire Risk Assessment

Ajay Kalsi – Manager

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General statement of policy

Statement:

"It is the policy of employer to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The company will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements."

Commentary:

Planning:	<p>The employer purposes to ensure that all Fire Risks are reduced by prioritising and eliminating any hazards.</p> <ol style="list-style-type: none">1. Implementation of policies and procedures2. Regular visual checks of any hazards before service / opening3. Good housekeeping4. Induction training
Organisation:	<p>Manager Assistant Manager 2 serving staff</p> <p>3 members of staff are on duty at any given time. Daily morning communication with staff and regular electrical equipment checks are carried out before service begins. Good housekeeping – staff are reminded to ensure all equipment is cleaned at the end and beginning of the service. All rubbish is bagged and disposed of in a timely fashion.</p>
Control:	<p>It is the responsibility of the senior management and staff to ensure all relevant checks / reporting any Health & Safety issues are highlighted and dealt with in a timely manner.</p>
Monitoring:	<p>During the early morning communications with staff, all relevant issues, hazards identified will be dealt with. This includes regular checks on fire precautions, investigating causes of any incidents and recording of any other relevant H&S information.</p>
Review:	<p>Policy and Procedures are kept up to date and any relevant information communicated to the staff. Any issues identified must be logged in the H&S file in order that they can be rectified to ensure safety against any fires.</p>

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General description of premises

Description:

Underground Property with a open plan

Two patrons area, with bar and small office containing storage

Premises consisting of Toilet, wash basin

Two entrances and exits where both are able to be used as fire
escape routes

Occupancy

Times the Premises are in use: 12:00hrs to 1:00hrs

The Total Number of persons Employed
within the premises at any one time: 3 staff

The Total Number of persons who may
Resort to the premises at any one time: 2 staff

Size

Building footprint
(Metres x Metres):

Number of floors: One

Number of Stairs: 2

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Fire safety systems within the premises

Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)

Automatic fire detection fire alarms are in place

Smoke alarms with built in carbon monoxide detectors in place

Emergency Lighting: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)

Emergency lights are in place running off a emergency battery

Duration of emergency lights is 3hours

Total emergency lights: 3

Other: (i.e. Sprinkler system to LPC rules BS 5306)

N/A

Sources of Ignition:

Electrical Sockets / wiring overheating

Sources of Fuel:

Flammable liquids / solvents / matches etc

Naked flames / hot work surfaces

Wood / paper / cardboard etc.

Display materials

Waste materials

Work Processes:

No Flammable liquids stored on the premises

No requirements for any solvents or naked flames – risk minimised

Regular checks on hot machinery / controlling any overheating of hot surfaces, Display materials kept to a minimum

Good housekeeping – regular disposal of waste materials

Structural features that could promote the spread of fire:

N/A

Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk, and what control's are or need to be in place:

- Employees – Behind the Bar: fire training and good housekeeping behind the bar In order to reduce the risk of a fire
- Visitors / Customers – No un-authorized personnel allowed behind the bar,
- Areas where employees/others are isolated: - good working practises, no lone working
- Persons who may be asleep in your premises: - no personnel allowed to sleep on the Premises, rostering and rest periods for staff in place to reduce any risk of tiredness and Cause any lack of concentration whist serving or manning the machinery

Thermostat controls

Staff trained

Machinery switched off during quiet periods.

Risk minimised

Insulation by qualified electrical

adequate number of sockets provided

No overloading of sockets

No extension leads required

No trailing wires (no trip hazards)

Regular visual checks

Risk minimised.

Electrical Appliances:

All PAT tested

Regular visual checks

Any faults reported and repaired

All wiring checked for any breaks

Risk minimised

No flammable liquids stored on site

Risk minimised

Good house keeping

All waste cleared

Waste bins stored away from any

fire sources.

Risk minimised.

Waste materials

Flammable liquids:

10 Means of escape – horizontal evacuation

Commentary:

- Fire hazards are controlled within the area/room/floor – *Good housekeeping and training*
- *3 members of staff are behind the bar and are familiar with the premises*
- The likely spread of fire – *could start at the rear – risk assessments kept to a minimum*
- The time it would probably take to escape – *1 Minutes or less*
- In the event of a fire can all persons safely evacuate the premises after taking into account the fire risks in the area? – *all staff and any customers can safely evacuate the premises due to the close proximity of the exit door*
- Travel distances. How far to the nearest exit? – *fire exit is 10 yards both ways*
- Definition and number of escape routes Easily identified and available at all times? – *two exit doors which is easily identified*
- Door openings and door fastenings Can door(s) be opened easily without the use of a key? *During the time of business the door is always kept open and even without key the doors can be opened from indoors*
- Do all escape routes lead to a place of safety (e.g. not to an enclosed yard)? *The entry / exit door leads directly onto the footpath for safety*
- Housekeeping. Is there storage of combustibles or obstructions in escape routes? *No obstructions in front of the exit door, no combustibles are stored on the premises. Good housekeeping is maintained throughout the service period.*

11 Means of escape – vertical evacuation

Commentary:

N/A

12 Fire safety signs & notices

Commentary:

FIRE SAFETY SIGNAGE COMPLIES WITH CURRENT LEGISLATION,
SUFFICIENT SIGNAGE
FIRE ACTION NOTICES IN PLACE
FIRE FIGHTING EQUIPMENT INDICATED

13 Fire warning system

Commentary:

CCTV with built in fire warning system, recognizes extreme heat

Fire alarm system to alarm

Smoke Alarms

Emergency lights in place

14 Emergency lighting system

Commentary:

Three emergency lighting systems in place that need no maintenance for 3 years and then need replacing

15 Fire fighting equipment

Commentary:

SUFFICIENT FIRE FIGHTING EQUIPMENT ON SITE
ADEQUATE EQUIPMENT FOR EMERGENCY,
EQUIPMENT CHECKED BY COMPETENT PERSONS
ALL EQUIPMENT CONFORMS TO REQUIRED STANDARDS.

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Management - maintenance

Is there a maintenance programme for the fire safety provisions in the premises: **Yes**
 Commentary: *Daily / Weekly, visual checks and carry out any repairs or replace any defective units.*
Annual tests carried out by a competent engineer

Are regular checks of fire resisting doors, walls & partitions carried out **Yes**

Commentary: *Good housekeeping - daily monitoring*

Are regular checks of escape routes & exit doors carried out **Yes**

Commentary: *Exit / entry door left open during business hours*

Are regular checks of fire safety signs carried out **Yes**

Commentary: *Signage checked and updated according to new legislation*

Is there a maintenance regime for the fire warning system **Yes / No**

Commentary: **N/A** **Weekly Annually**
4 times yearly

Is there a maintenance regime for the emergency lighting system **Yes / No**

Commentary: **Every 3 years (2025)** **Weekly**
Monthly
Annually

Is there maintenance of the fire fighting equipment (By competent person?) **Yes**

Commentary: *Annually – full checks by competent engineer*

Are records kept & their location identified **Yes**

Commentary: *All risk assessments carried and recorded.*

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Method for calling the fire service

Specify: By Staff – dial 999

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Emergency Action Plan (EAP)

Commentary:

In the event of any un-foreseeable event (fire) – staff have been instructed / trained to call the emergency services in the first instance. (Dial 999)

Upon discovering a fire staff trained to evacuate the premises and then call the emergency services

Assembly point is OUT SIDE – NEXT TO ROSEBERRY ROOMS.

Manager /assistant manager to liaise with the emergency upon their arrival

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Training

Commentary:

All staff are trained in evacuation procedures and are aware of how to call the emergency services.

Training is given at induction and at 6 monthly intervals. In the vent of changes to working procedures more traing will be given.

The training records are kept in the Health & Safety manual.

Deficiency/Rectification	Priority	Date to be Rectified	Date Rectified
<p>*Insert additional pages as required</p>			

Significant Finding	Control Measure/Action
Machinery	Daily visual checks, electrical connections, Electrical wiring.
Electric sockets	ensure all plugs are correctly plugged in the sockets
Overheating (Machinery)	ensure the ice machines does not overheat during Service. Added measures: switch off anything creating heat when not In use .

Specify:

Need to consult fire service

Yes / No

Risk Assessment Form

Risk Rating Table					
Likelihood	Severity				
	1	2	3	4	5
	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
Category	4	8	12	16	20
	5	10	15	20	25
LOW - ACCEPTABLE					
MED - CONTROLS REQUIRED					
HIGH - CONTROLS REQUIRED					

Likelihood		Severity	
1	Extremely Unlikely	1	Minor Injury
2	Unlikely	2	Lost Time injury < 3 days
3	Probable	3	Notifiable > 3days
4	Highly Likely	4	Major Injury or Disease
5	Inevitable	5	Fatality

Persons Affected	
E	Employee
C	Contractor
P	Public
V	Visitor

The Rabbits hole

Carried Out by: Ajay Kalsi

Date: 16/04/2022

Revised:

Activity: Manual Handling			Rosebery Avenue: Cocktail Bar			Risk Assessment No: NE2001					
No	Task	What are the Significant Hazards?	Persons Affected	What Controls Already Exist?	Risk Rating (L x S = R)			What Additional Controls are Required?	Risk Rating (L x S = R)		
					L'hoo (L)	Severity (S)	Rating (R)		L'hoo (L)	Severity (S)	Rating (R)
	Manual Handling Activities			Manual handling training for all employees Where possible goods ordered in lighter packages Bucket sink at good height level to avoid stooping Suitable steps provided for playing goods at high level Suitable lighting. floor etc.				Weekly workplace hazard inspections Advanced MH training where required Introduction of team working for heavy items			
		Crush injuries from dropped items	E		2	3	6		2	1	2
		Slips/trips/falls due to untidy workplace	E		2	3	6		2	1	2
		Carrying loads long distances	E		2	3	6		2	1	2
		Repetitive strain injuries	E		2	3	6		2	1	2
		Injuries to Back	E		2	3	6		2	1	2

Form Number

Issue Date:

Version No 1

Risk Assessment Form

Risk Rating Table					
SEVERITY					
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25
Likelihood					
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25
Category					
LOW - ACCEPTABLE					
MED - CONTROLS REQUIRED					
HIGH - CONTROLS REQUIRED					

Likelihood		Severity	
1	Extremely Unlikely	1	Minor Injury
2	Unlikely	2	Lost Time injury < 3 days
3	Probable	3	Notifiable > 3days
4	Highly Likely	4	Major Injury or Disease
5	Inevitable	5	Fatality

Persons Affected	
E	Employee
C	Contractor
P	Public
V	Visitor

The Rabbits Hole

Carried Out by: Ajay Kalsi

Date: 17/04/2022

Revised:

Activity: Injuries - Burns / Scalds / Cuts			Rosebery Avenue:			Risk Assessment No: NE2003					
No	Task	What are the Significant Hazards?	Persons Affected	What Controls Already Exist?	Risk Rating (L x S = R)			What Additional Controls are Required?	Risk Rating (L x S = R)		
					L'hood (L)	Severity (S)	Rating (R)		L'hood (L)	Severity (S)	Rating (R)
	Contact with steam, hot water, hot oil and hot surfaces	Staff, food service staff may suffer scalding or burn injuries	E P	Good housekeeping Water mixer taps provided No cooking on the premises with hot oils	1	5	5	Display Hot Surface signs at appropriate places Staff awareness programme	1	3	3
	Knives	Staff could suffer cuts	E	Staff trained to handle knives Knives stored properly when not in use First Aid box supplied and maintained	2	3	6	Purchase box opening cutters to eliminate knives being used to open boxes	1	3	3

Risk Assessment Form

Risk Rating Table					
Likelihood	Severity				
	1	2	3	4	5
	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25
Category					
LOW - ACCEPTABLE					
MED - CONTROLS REQUIRED					
HIGH - CONTROLS REQUIRED					

Likelihood		Severity	
1	Extremely Unlikely	1	Minor Injury
2	Unlikely	2	Lost Time injury < 3 days
3	Probable	3	Notifiable > 3days
4	Highly Likely	4	Major Injury or Disease
5	Inevitable	5	Fatality

Persons Affected	
E	Employee
C	Contractor
P	Public
V	Visitor

The Rabbits Hole

Carried Out by: Ajay Kalsi

Date: 16/04/2022

Revised:

Activity: Workplace			Rosebery Avenue:			Risk Assessment No: NE2005					
No	Description of Activity	Occurrence	Frequency	Likelihood	Severity	Risk Rating (L x S = R)			Risk Rating (L x S = R)		
						1	2	3	4	5	6
1	Workplace	NE2005									
2											
3											
4											

Form Number

Issue Date:

Version No 1



Control approach 1



This guidance sheet is for **employers including the self-employed and franchisees** to help them comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH) by controlling exposure to chemicals and protecting workers' health.

The sheet is part of HSE guidance *COSHH essentials: easy steps to control chemicals*. It describes the key points you need to follow to help reduce exposure to an adequate level. It is important to follow **all** the points, or use equally effective measures.

Get safety data sheets from your product supplier. Use these to identify the more dangerous chemicals, and less dangerous substitutes. Also check for flammability.

Disinfectants are biocidal products. Authorised products are safe for use so long as you follow the instructions on the label.

Manual cleaning (scrubbing, brushing, mopping, wiping, immersing, etc) can lead to skin contact. Vigorous scrubbing can create mists that can be breathed in.

General ventilation is the recommended approach.

Manual cleaning and disinfecting surfaces

General ventilation

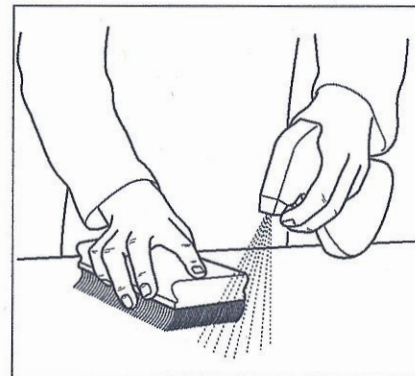
SR04

Workplace and access

- Surface cleaning and disinfection is a common activity in: the tourist industry (hotels and other accommodation); food shops and outlets; childcare facilities; and by cleansing services, etc.
- ✓ Mark any pedestrian routes that can become slippery when wet.

Design and equipment

- ✓ Remove heavy dirt deposits first.
- ✗ Never decant concentrate into an unlabelled container.
- ✗ Never re-use a concentrate container. Dispose of it safely or return it to your supplier.
- ✗ Don't store more than 50 litres of flammable liquid indoors. Use a flammables store.
- ✓ You need washing facilities for decontamination after handling products.



Procedures

- ✓ Store products containing chemicals securely in a cool, dry, dark place, capable of keeping in spills. Don't store far more than you need.
- ✓ Read the instructions on labels carefully - follow the instructions for use.
- ✓ Keep chemicals off your skin - wash off any splashes immediately.
- ✓ Make up only as much solution as you will need for immediate use.
- ✓ Avoid contact with surfaces until they are dry.
- ✓ Put the cap back on the container immediately.

Special care

- Contact with many chemicals can lead to skin soreness, itching, rashes, and blistering (dermatitis). Some can also damage the eyes.
- Some products may cause asthma - check the safety data sheet.
- Try to avoid disinfectants that contain formaldehyde or glutaraldehyde. Or use them at the lowest possible concentration. You need respiratory protective equipment (RPE) when using these chemicals - seek advice from a protective equipment supplier.
- Take special care using caustic soda (sodium hydroxide). This can erupt when mixed with water. Splashes in the eye can cause blindness.
- Never add any other chemical to concentrates that contain bleach (sodium hypochlorite solution). This can cause a dangerous gas (chlorine) to be given off.

Maintenance

- ✓ Wash out the equipment after use. Dispose of this waste liquid safely.

Cleaning and housekeeping

- ✓ Clean up spills promptly - practise how to do this.

Personal protective equipment (PPE)

- ✓ Follow the instructions on product labels.
- ✓ Ask your safety-clothing supplier to help you get the right PPE.
- ✓ Wear protective gloves - single-use nitrile gloves are acceptable. If you must
- ✓ use latex gloves, use only 'low-protein, powder-free' gloves.
- ✓ Throw away single-use gloves every time you take them off.
- ✓ Wear waterproof, slip-resistant footwear.
- ✓ Skin creams are important for skin protection and help in washing

contamination from the skin. These are **not** 'barrier creams'. After work creams help to replace skin oils.

Health advice

- ✓ Ask your workers to check their skin for dryness or soreness every six months. If these effects appear, check the proper use of skin creams and PPE.
- ✓ If you use a product labelled 'may cause sensitisation by skin contact' or 'may cause sensitisation by inhalation', seek specialist advice. See Further information.

Training

- ✓ Show your workers this sheet and check that they understand it.
- ✓ Tell them about the risks of using the product - see product labels or Section 15 of the safety data sheet from your product supplier.
- ✓ Make sure everyone knows how to clear up spills promptly and safely.

Supervision

- ✓ Check the procedures for cleaning are being followed.
- ✓ Get safety data sheets from your suppliers and identify the more dangerous chemicals. Consider substitution.

Further information

- *Assessing and managing risks at work from skin exposure to chemical agents: Guidance for employers and health and safety specialists* HSG205 HSE Books 2001 ISBN 0 7176 1826 9
- *Preventing dermatitis at work: Advice for employers and employees* Leaflet INDG233 HSE Books 1996 (single copy free or priced packs of 15) ISBN 0 7176 1246 5
- Health and safety consultants: the BOHS Faculty of Occupational Hygiene keeps lists of qualified hygienists who can help you. Contact BOHS on 0133 229 8087 or at www.bohs.org/
- Occupational health professionals: details of doctors and nurses can be found in the Yellow Pages under 'Health and safety consultants' and 'Health authorities and services'. Also visit the NHS website at www.nhsplus.nhs.uk



*COSHH essentials:
easy steps to control chemicals*
October 2003
Printed and published by
the Health and Safety Executive

Employee checklist

- ☐ Look for signs of leaks, wear and damage.
- ☐ If you find any problems, tell your supervisor. Don't just carry on working.
- ☐ Wash your hands after use, and before and after eating, drinking, smoking and using the lavatory.
- ☐ Never clean your hands with concentrated cleaning products or solvents.
- ☐ Clear up chemical spills promptly. Absorb liquid spills in granules and dispose of them safely.
- ☐ Use and store your protective equipment according to instructions.
- ☐ Throw away single-use gloves every time you take them off.
- ☐ Check your skin regularly for dryness or soreness - tell your supervisor if these symptoms appear.
- ☐ Use skin creams provided as instructed.

