

## Helen Farman-McKenna

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**From:** Jo Lowndes <j.lowndes@staffordshirefire.gov.uk>  
**Sent:** 15 July 2020 15:43  
**To:** Helen Farman-McKenna  
**Cc:** 'darren.kelly@admiraltaverns.co.uk'  
**Subject:** Fire Service Response to the Licensing Application for the Variation to the Premises License for the Crown Inn Main Street Yoxall  
**Attachments:** radDD517.pdf

Hi Helen

Please find attached the Fire Services response to the above application.

Kindest regards

### **Jo Lowndes BEng(Hons) AIFireE**

Delivery Group Fire Engineer (SDG)  
Staffordshire Fire and Rescue Service  
Lichfield Community Fire Station  
Birmingham Road  
Lichfield  
Staffordshire  
WS13 6HU  
01785 898650  
07967 573528  
[j.lowndes@staffordshirefire.gov.uk](mailto:j.lowndes@staffordshirefire.gov.uk)

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**Our Ref:** 6037/477727/J0200125

**Your Ref:** PL0227

**Date:** 15 July 2020

Regulatory Services  
East Staffordshire Borough Council  
Town Hall  
King Edward Place  
Burton upon Trent  
DE14 2EB

**Please reply to:**

Lichfield Community Fire Station  
Eastern Service Delivery Group  
Birmingham Road  
Lichfield  
WS13 6HU

Contact: Jo Lowndes

Direct Line: 01785 898650

Mobile: 07967 573528

E-mail: [j.lowndes@staffordshirefire.gov.uk](mailto:j.lowndes@staffordshirefire.gov.uk)

Switchboard: 0300 330 1000

FAO: Helen Farman-McKenna

Dear Helen

### **Licensing Act 2003**

### **Regulatory Reform (Fire Safety) Order 2005**

Crown Inn Main Street Yoxall Burton-on-Trent DE13 8NQ

I refer to your recent application for the variation of a premises licence under the Licensing Act 2003. I confirm that The Staffordshire Commissioner Fire and Rescue Authority has no objection to the application and will not be making any representation to the Licensing Authority.

The Staffordshire Commissioner Fire and Rescue Authority wish to take this opportunity to remind you of the Regulatory Reform (Fire Safety) Order 2005 which place responsibilities upon employers to provide and maintain certain fire safety measures to minimise the risk of fire in the workplace and the consequences should a fire occur. The Regulations apply to most workplaces. These Regulations, along with the Management of Health & Safety at Work Regulations 1999, require you to:

- Carry out a fire risk assessment of your workplace (you must consider all your employees and all other people who may be affected by a fire in the workplace and you are required to make adequate provision for any disabled people with special needs who use or may be present at your premises);
- Identify the significant findings of the risk assessment and the details of anyone who



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might be especially at risk in case of fire (these must be recorded if you employ five or more people or a licence is in force).

- Provide and maintain such fire precautions as are necessary to safeguard those who use your workplace; and
- Provide information, instruction and training to your employees about the fire precautions in your workplace.
- Review any such assessment regularly so as to keep it up to date and particularly if there are any changes, extensions or conversions. Where changes to an assessment are required as a result of such review the employer must make them.

The risk assessment will help you decide the nature and extent of the general and process fire precautions which you need to provide, taking into account the construction and layout of the building, the processes carried out, and the occupants.

There are six other legal duties you need to know:

- Where it is necessary to safeguard the safety of your employees, you must nominate people to undertake any special roles which are required under your emergency plan (you can nominate yourself for this purpose).
- You must consult your employees (or their elected representatives or appointed trade union safety representatives) about the nomination of people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- You must inform other employers who also have workplaces in the building of any significant risks you found which might affect the safety of their employees - and co-operate with them about the measures proposed to reduce/control those risks.
- If you are not an employer but have any control of premises which contain more than one workplace, you are also responsible for ensuring that the requirements of the Fire Regulations are complied with in those parts you have control over.
- You must establish a suitable means of contacting the emergency services, and ensure that they can be called easily.
- The law requires your employees to co-operate with you to ensure the workplace is safe from fire and its effects and not to do anything which will place themselves or other people at risk.

#### **How to carry out a Fire Risk Assessment**

- Identify the fire hazards
- Sources of ignition



- Sources of fuel
- Work processes
- Identify the location of people at significant risk in case of fire

**Evaluate the risks – are your fire safety measures adequate?**

Consider

- Control of ignition sources and sources of fuel
- Fire detection and warning
- Means of escape
- Means of fighting fire
- Maintenance and testing of fire precautions measures
- Fire safety training of employees

**If the safety measures are not adequate, carry out improvements**

- Record your findings and the action taken
- Prepare an emergency plan
- Inform, instruct and train your employees in fire precautions
- Review the assessment – and revise it if the situation changes

**Your emergency plan**

You need to plan what action your employees and other people in the workplace should take in the event of a fire. If you employ five or more people you must have a written plan. The emergency plan should be kept in the workplace and be available to your employees and their representatives (where appointed). The Fire Authority will wish to see your emergency plan during routine fire safety visits.

The purpose of your emergency plan is to ensure that people know what to do if there is a fire and to ensure that the workplace can be safely evacuated.

The emergency plan will take into account the results of your risk assessment. In smaller premises the emergency plan may be some simple instructions included in a Fire Action Notice, whereas in larger or complex premises the emergency plan will probably be more detailed. If you share the workplace with other employees or occupiers the emergency plan should include everyone and it will help if one person co-ordinates this.

### **Further Information**

A set of 12 sector specific “Fire Safety – Risk Assessment “ guides has been developed to tell employees, managers, occupiers and owners what to do to comply with fire safety law, help you to carry out a fire risk assessment and identify the general fire precautions you need to have in place.

In addition, a supplementary guide “Means of Escape for Disabled People” designed to be read alongside the above guides is also available

The guides are designed so that a responsible person, with limited formal training or experience should be able to carry out a fire risk assessment. If you read the guide and decide you are unable to apply the guidance then you should seek expert advice.

Copies of the guidance may be viewed and downloaded free of charge on the Department of Communities and Local Government website:

<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business> .

### **Enforcement**

The Staffordshire Commissioner Fire and Rescue Authority is responsible for enforcing these Regulations and will undertake inspections of premises in order to verify compliance. Enforcement action will be instigated, as necessary, with any premises that are not complying with the Regulations.

If you require further information or assistance please do not hesitate to contact me.

Yours sincerely



Jo Lowndes  
Fire Engineer