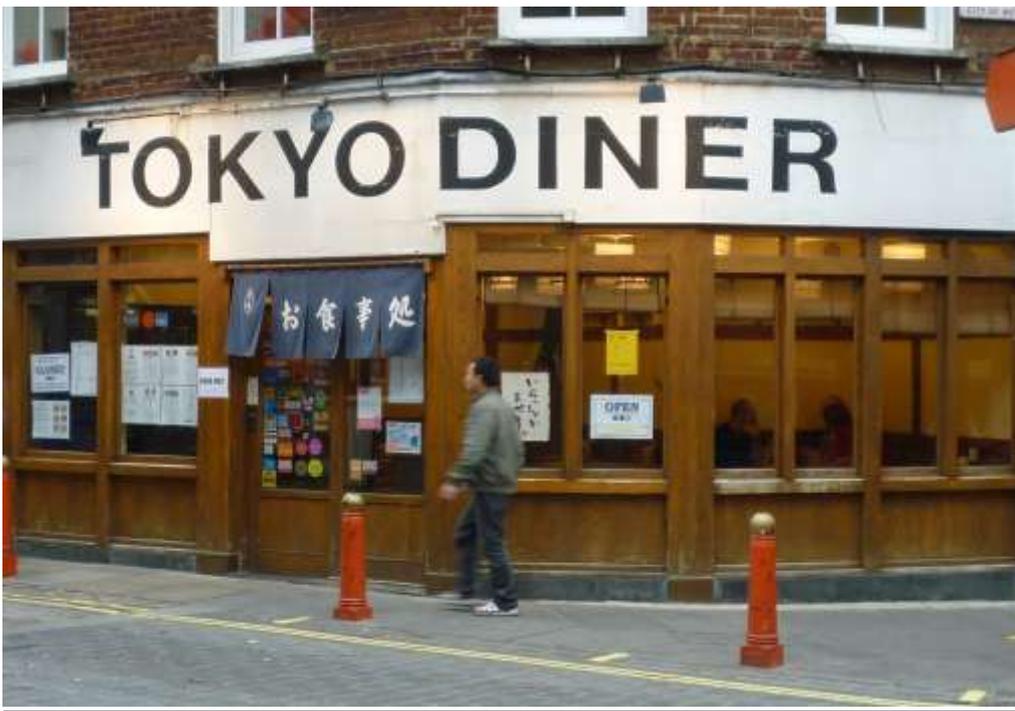


**Regulatory Reform (Fire Safety) Order 2005
The Management of Health and Safety at Work
Regulations 1999**

**Fire Risk Assessment
for**

**Tokyo Diner Restaurant
2 Newport Place
London
WC2H 7JJ**



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Date: Friday 1st October 2010

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Regulatory Reform (Fire Safety Order) 2005

Background

The Order replaces previous fire safety legislation. Any fire certificate issued under the Fire Precautions Act 1971 will cease to have any effect. If a fire certificate has been issued in respect of your premises or the premises were built to recent building regulations, as long as you have made no material alterations and all the physical fire precautions have been properly maintained, then it is unlikely you will need to make any significant improvements to your existing physical fire protection arrangements to comply with the Order. However, you must still carry out a fire risk assessment and keep it up to date to ensure that all the fire precautions in your premises remain current and adequate.

If you have previously carried out a fire risk assessment under the Fire Precautions (Workplace) Regulations 1997 as amended 1999 and this assessment has been regularly reviewed then all you will need to do now is revise that assessment taking account of the wider scope of the Order as described in this guide.

The Order applies in England and Wales. It covers general fire precautions and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most 'premises'. The Order requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case.

Responsibility for complying with the Order rests with the 'responsible person'.

In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises (e.g. a multi-occupied complex), all must take all reasonable steps to co-operate and co-ordinate with each other.

If you are the responsible person you must carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as disabled people, those who you know have special needs and young persons and must include consideration of any dangerous substance liable to be on the premises. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take.

If your organisation employs five or more people, your premises are licensed or an alterations notice is in force, you must record the significant findings of the assessment. It is good practice to record your significant findings in any case.

Duties you need to comply with

- **You must** appoint one or more competent persons, depending on the size and use of your premises, to carry out any of the preventive and protective measures required by the Order (you can nominate yourself for this purpose). A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
- **You must** provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.
- **You must** consult your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- **You must**, before you employ a child, provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.
- **You must** inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises.
- **You must** co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find and how you will seek to reduce/control those risks which might affect the safety of their employees.
- **You must** provide the employer of any person from an outside organisation who is working in your premises (e.g. an agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken. You must also provide those employees with appropriate instructions and relevant information about the risks to them.
- If you are not the employer but have any control of premises which contain more than one workplace, **you are also responsible** for ensuring that the requirements of the Order are complied with in those parts over which you have control.
- **You must** consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- **You must** establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- **You must** provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you, and from time to time throughout the period they work for you.
- **You must** ensure that the premises and any equipment provided in connection with fire-fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.
- **Your employees must** co-operate with you to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk.

Enforcement

The local fire and rescue authority (the fire and rescue service) will enforce the Order in most premises. The exceptions are:

- Crown-occupied/owned premises where Crown fire inspectors will enforce
- Premises within armed forces establishments where the defence fire and rescue service will enforce
- Certain specialist premises including construction sites, ships (under repair or construction) and nuclear installations, where the HSE will enforce and
- Sports grounds and stands designated as needing a safety certificate by the local authority, where the local authority will enforce.

The enforcing authority will have the power to inspect your premises to check that you are complying with your duties under the Order. They will look for evidence that you have carried out a suitable fire risk assessment and acted upon the significant findings of that assessment. If you are required to record the outcome of the assessment they will expect to see a copy.

If the enforcing authority is dissatisfied with the outcome of your fire risk assessment or the action you have taken, they may issue an enforcement notice that requires you to make certain improvements or, in extreme cases, a prohibition notice that restricts the use of all or part of your premises until improvements are made.

If your premises are considered by the enforcing authority to be or have potential to be high risk, they may issue an alterations notice that requires you to inform them before you make any changes to your premises or the way they are used.

Failure to comply with any duty imposed by the Order or any notice issued by the enforcing authority is an offence. You have a right of appeal to magistrates' court against any notice issued. Where you agree that there is a need for improvements to your fire precautions but disagree with the enforcing authority on the technical solution to be used (e.g. what type of fire alarm system is needed) you may agree to refer this for independent determination.

If your premises were in use before 2006, then they may have been subject to the Fire Precautions Act and the Fire Precautions (Workplace) Regulations. Where the layout (means of escape) and other fire precautions have been assessed by the fire and rescue service to satisfy the guidance that was then current, then it is likely that your premises already conform to many of the recommendations here, providing you have undertaken a fire risk assessment as required by the Fire Precautions (Workplace) Regulations.

New buildings or significant building alterations should be designed to satisfy current building regulations (which address fire precautions). However, you will still need to carry out a fire risk assessment, or review your existing assessment (and act on your findings), to comply with the Order.

STATEMENT OF FIRE RISK ASSESSMENT

This fire risk assessment is made under the requirements of the Regulatory Reform (Fire Safety) Order 2005, which will be referred to as the RRO in this document, and the Management of Health and Safety at Work Regulations 1999.

The assessment reflects the fire precautions arrangements, occupancy and use of **Tokyo Diner Restaurant** during the visit undertaken on **Friday 1st October 2010** by Mr Robert M Jackson, an independent Security, Fire, and Health and Safety consultant.

The assessment should be available for inspection by any authorised person, and should be reviewed

- Following a change of work practice;
- Following a significant change of staff levels;
- Following any structural or material change;
- Following any change in Fire Precautions in the premises;
- Following a near miss of a fire incident;
- Recommended at intervals not exceeding 12 months

THE HAZARDS AND/OR RISKS IDENTIFIED (IF ANY) IN EACH SECTION OF THIS DOCUMENT INCREASE THE RISK OF LIFE SAFETY TO OCCUPANTS OF THE AREAS ASSESSED ABOVE THE MINIMAL ACCEPTABLE LEVEL.

THE ADDITIONAL CONTROLS, RECOMMENDATIONS AND ACTIONS GIVEN IN EACH SECTION AND SUMMARY PAGE, SHOULD BE DEALT WITH ACCORDINGLY TO BRING THE ASSESSED AREAS UP TO THE REQUIRED STANDARD TO REDUCE THE RISK TO A MINIMUM ACCEPTABLE LEVEL UNDER THE CIRCUMSTANCES.

This assessment does not absolve you from complying with any other statutory requirements that may or should be imposed on your premises.

Name and address Of workplace:	Tokyo Diner Restaurant 2 Newport Place London WC2H 7JJ
Use of workplace:	Japanese Restaurant
Persons in control of the workplace:	Mr Richard Hills
Tel. No.:	020 74341414
Date of risk assessment:	Friday 1 st October 2010

Owner's General Statement of Policy

This Fire Risk Assessment reflects the importance that I apply to Fire Safety. I am committed to achieving good practice by assessing and managing fire risks in order to prevent harm to staff or visitors – or to anyone else who may be affected by Tokyo Diner's activities.

I am aware that, since the advent of cheap webcams, security cameras and CCTV, there has been an ever-growing corpus of evidence of the unpredictable behaviour of real people – and this includes myself and you, dear reader – in actual fires.

In view of this, I am committed to maintaining the utmost simplicity in Tokyo Diner's Fire Policy: in particular, no attempt will be made to protect property that detracts from the simple imperative to escape the building in order to protect life and limb.

As a result of reading and reflecting on this assessment, I have made the following decisions:

1. to commission RnB Executive Protection to oversee our six-monthly fire escape practices; and
2. to research and implement a retrofit heat sensor to the Kitchen Extractor Duct in order that it can be connected to the central alarm system. In this way, it should then be possible for escape to commence almost immediately in the event of a fire in the extractor duct. I believe this equipment poses a very high-risk, but that a fire could remain unnoticed since it is out of sight of the building's occupants.

Richard Hills
18 October 2010

FIRE SAFETY MANAGEMENT PLAN

Fire safety plan	Responsible Person
Person with overall responsibility for fire safety:-	Mr Richard Hills
Organisation: setting objectives, design of tasks	Position Director
Planning: structure of organisation	
Control: identity of persons responsible for tasks	
Monitoring: regular inspections to check implementation of standards and management control	
Review: review performance	

	Fire risk assessment	Competent Person
→	Person responsible for:-	Robert Jackson
	<ul style="list-style-type: none"> • Carrying out assessment • Maintenance and review of the assessment 	Position Consultant
→	Maintenance programme	Competent Person
	Person responsible for:-	Mr Richard Hills
	<ul style="list-style-type: none"> • Maintenance of fire safety provisions: • Escape Routes • Fire resisting walls, doors and partitions • Fire safety signs • Fire warning system • Emergency lighting • Fire fighting equipment 	Position Director
→	Emergency action plan	Competent Person
	Person responsible for:-	Mr Richard Hills
	the emergency action plan which details the procedures to be taken by employees in the event of a fire in the workplace	Position Director
→	Staff training	Competent Person
	Person responsible for:-	Mr Richard Hills
	fire safety training within the organisation	Position Director

General description of the workplace

Tokyo Diner is a Japanese Restaurant situated in the heart of Chinatown and Leicester Square in London. The building has 6 floors and for the benefit of this document they will be referred to as –

Floor A Basement Level Dining Room
Floor B Street Level Access & Dining Room
Floor C Upper Level Dining Room, (not yet in use)
Floor D Main Kitchen (for cooking hot food)
Floor E Sushi Kitchen (for cold food preparation) & Dishwashing Area
Floor F Office

The Restaurant & building is owned by Mr Richard Hills who has overall responsibility for Fire Safety within the premises. Mr Hills employed RnB Executive Protection to undertake a Fire Risk Assessment on the premises

Occupancy & Size

Times the workplace is in use: 1200x0001 Mon-Fri 365 days a year

Total number of persons employed to work within the workplace at any one time (within a multi occupied premises this figure will need to be confirmed following dialogue with other employers): 14

Approximate number of persons who may resort to the workplace at any one time (staff and customers): 106

Size of building: Approximately 35 Square Metres per floor

No. Of Floors: 6

No. Of Stairs: 1

Fire safety systems within the workplace

Fire Warning System

A Fire Detection & Alarm System manufactured by Haes Systems protects the Restaurant using smoke detection and manual call points. The system is maintained by Griffin Fire and records show the last service was completed on 26/01/2010 with no action required. Records also show the previous recorded service was undertaken on 05/08/2008 when due to the systems age an upgrade to the systems hardware was required. This action would appear to have been completed. To ensure compliance with Regulation 17 of the RRO we suggest a daily, weekly, quarterly, annual and 2-3 year service checks are undertaken.

Emergency Lighting

Emergency Lighting is installed within each area of the building including along the means of escape. During the assessment no actual maintenance records were seen therefore it is unclear when the last recorded service was undertaken.

Servicing and Testing should be undertaken with due regard to BSEN 50172:2004, BS 5266:2004 Emergency Escape Lighting Systems, Section 7

Please note the European Standard EN 50172:2004 has the status of the British Standard

Other

Means of Escape Floor "A"
from: Basement Level Dining Room

Fire hazards	Yes	No
Are there significant fire hazards in the area?		✓
If there are can they be removed, replaced or reduced?		
Specify:		

People at risk		
Number of persons employed to work in the area at any one time:	2	
Number of persons who may resort to the area at any one time:	44	
	Yes	No
Are there disabled people in the area?		✓
Is there varied working?		✓
Are there areas where persons are isolated?		✓
Do persons sleep in the area?		✓
If so, are any of these persons at risk from the hazards identified within the box above?		

Structural Features	Yes	No
Are there any structural features that could promote the spread of fire?		✓
If there are can they be removed, replaced or reduced?		
Specify:		

Assess the adequacy of the means of escape, fire safety signage, fire-warning system, emergency-lighting and fire-fighting equipment in the area

Means of escape - horizontal evacuation	Adequate	
	Yes	No
Control measures for any fire hazards within the area	✓	
Control and monitoring of the number of occupants	✓	
Definition and number of escape routes.	✓ x1	
Travel distances.	✓	
Number and widths of exits.	✓ over 600mm	
Inner rooms situations	✓	
Corridors	n/a	
Dead-end conditions	✓	
Door openings and door fastenings	✓	
Sufficient number of stairways	✓ x1	
Housekeeping	✓	
Provision for disabled persons		✓

Fire safety signs & notices	Yes	No
Exit signs		✓
'Fire Door - Keep Shut' signs	✓	
'Automatic Fire door - Keep Clear' signs		
'Fire Exit - Keep Clear' signs	n/a	
General fire action notices		✓
Fire-fighting equipment		✓
Door operating signs (i.e. Push Bar To Open)	n/a	

Fire warning system	Yes	No
Will the system alert all occupants in the event of a fire?	✓	
If manual devices such as rotary gongs are provided can the person operating the device do so in a position of safety?	n/a	

Emergency lighting	Yes	No
Sufficient illumination to see escape routes clearly?	✓	
Sufficient illumination to see external escape routes clearly?	✓	
Operates on sub-circuit failure?	✓	
Illumination at changes of level?	✓	
Illumination at changes in direction?	✓	
Illumination to show fire alarm call points and fire-fighting equipment?	✓	

Fire-fighting equipment	Yes	No
Is sufficient fire fighting equipment provided for the area?	✓	
Is the fire fighting equipment appropriate for the risks?	✓	
Is it simple to use?	✓	
Has it been checked by a competent person in the last 12 months? *	✓	
Does it conform to a standard?	✓	
Is it located on the escape routes and near to exit doors?	✓	
Is it securely hung on wall brackets or suitable floor plates?	✓	

* Fire fighting equipment in this area last serviced 05/2010

Means of Escape Floor "B"
from: Street Level Access & Dining Room

Fire hazards	Yes	No
Are there significant fire hazards in the area?		✓
If there are can they be removed, replaced or reduced?		
Specify:		

People at risk		
Number of persons employed to work in the area at any one time:	3	
Number of persons who may resort to the area at any one time:	36	
	Yes	No
Are there disabled people in the area?	✓	
Is there varied working?		✓
Are there areas where persons are isolated?		✓
Do persons sleep in the area?		✓
If so, are any of these persons at risk from the hazards identified within the box above?		

Structural Features	Yes	No
Are there any structural features that could promote the spread of fire?		✓
If there are can they be removed, replaced or reduced?		
Specify:		

Assess the adequacy of the means of escape, fire safety signage, fire-warning system, emergency-lighting and fire-fighting equipment in the area

Means of escape - horizontal evacuation	Adequate	
	Yes	No
Control measures for any fire hazards within the area	✓	
Control and monitoring of the number of occupants	✓	
Definition and number of escape routes.	✓	
Travel distances.	✓	
Number and widths of exits.	✓ over 600mm	
Inner rooms situations	✓	
Corridors	✓	
Dead-end conditions	✓	
Door openings and door fastenings	✓	
Sufficient number of stairways	✓ x1	
Housekeeping	✓	
Provision for disabled persons	✓	

Fire safety signs & notices	Yes	No
Exit signs		✓
'Fire Door - Keep Shut' signs	✓	
'Automatic Fire door - Keep Clear' signs	n/a	
'Fire Exit - Keep Clear' signs	n/a	
General fire action notices		✓
Fire-fighting equipment	✓	
Door operating signs (i.e. Push Bar To Open)	✓	

Fire warning system	Yes	No
Will the system alert all occupants in the event of a fire?	✓	
If manual devices such as rotary gongs are provided can the person operating the device do so in a position of safety?	n/a	

Emergency lighting	Yes	No
Sufficient illumination to see escape routes clearly?	✓	
Sufficient illumination to see external escape routes clearly?	✓	
Operates on sub-circuit failure?	✓	
Illumination at changes of level?	✓	
Illumination at changes in direction?	✓	
Illumination to show fire alarm call points and fire-fighting equipment?	✓	

Fire-fighting equipment	Yes	No
Is sufficient fire fighting equipment provided for the area?	✓	
Is the fire fighting equipment appropriate for the risks?	✓	
Is it simple to use?	✓	
Has it been checked by a competent person in the last 12 months? *	✓	
Does it conform to a standard?	✓	
Is it located on the escape routes and near to exit doors?	✓	
Is it securely hung on wall brackets or suitable floor plates?	✓	

* Fire fighting equipment in this area last serviced 05/2010

Means of Escape Floor "C"
from: Upper Level Dining Room

Fire hazards	Yes	No
Are there significant fire hazards in the area?		✓
If there are can they be removed, replaced or reduced?		
Specify:		

People at risk		
Number of persons employed to work in the area at any one time:	2	
Number of persons who may resort to the area at any one time:	28	
	Yes	No
Are there disabled people in the area?		✓
Is there varied working?		✓
Are there areas where persons are isolated?		✓
Do persons sleep in the area?		✓
If so, are any of these persons at risk from the hazards identified within the box above?		

Structural Features	Yes	No
Are there any structural features that could promote the spread of fire?		✓
If there are can they be removed, replaced or reduced?		
Specify:		

Assess the adequacy of the means of escape, fire safety signage, fire-warning system, emergency-lighting and fire-fighting equipment in the area

Means of escape - horizontal evacuation	Adequate	
	Yes	No
Control measures for any fire hazards within the area	✓	
Control and monitoring of the number of occupants	✓	
Definition and number of escape routes.	✓ x1	
Travel distances.	✓	
Number and widths of exits.	✓ over 600mm	
Inner rooms situations	✓	
Corridors	n/a	
Dead-end conditions	✓	
Door openings and door fastenings	✓	
Sufficient number of stairways	✓ x1	
Housekeeping	✓	
Provision for disabled persons		✓

Fire safety signs & notices	Yes	No
Exit signs		✓
'Fire Door - Keep Shut' signs	✓	
'Automatic Fire door - Keep Clear' signs	n/a	
'Fire Exit - Keep Clear' signs		✓
General fire action notices		✓
Fire-fighting equipment	✓	
Door operating signs (i.e. Push Bar To Open)	n/a	

Fire warning system	Yes	No
Will the system alert all occupants in the event of a fire?	✓	
If manual devices such as rotary gongs are provided can the person operating the device do so in a position of safety?	n/a	

Emergency lighting	Yes	No
Sufficient illumination to see escape routes clearly?	✓	
Sufficient illumination to see external escape routes clearly?	✓	
Operates on sub-circuit failure?	✓	
Illumination at changes of level?	✓	
Illumination at changes in direction?	✓	
Illumination to show fire alarm call points and fire-fighting equipment?	✓	

Fire-fighting equipment	Yes	No
Is sufficient fire fighting equipment provided for the area?	✓	
Is the fire fighting equipment appropriate for the risks?	✓	
Is it simple to use?	✓	
Has it been checked by a competent person in the last 12 months? *	✓	
Does it conform to a standard?	✓	
Is it located on the escape routes and near to exit doors?	✓	
Is it securely hung on wall brackets or suitable floor plates?	✓	

* Fire fighting equipment in this area last serviced 05/2010

Means of Escape Floor “D”
from: Main Kitchen (for cooking hot food)

Fire hazards	Yes	No
Are there significant fire hazards in the area?	✓	
If there are can they be removed, replaced or reduced?	✓	
Specify: Kitchens are inherently hazardous working environments; The kitchen at Tokyo Diner has the normal level of cooking equipment you would expect to find in a well equipped Restaurant. Local Extract Ventilation is available to reduce the build up of cooking fumes and appropriate fire fighting equipment is easily accessible. The storage of materials is controlled with the majority of oils and food stored within the storeroom adjacent to the kitchen		

People at risk		
Number of persons employed to work in the area at any one time:	4	
Number of persons who may resort to the area at any one time:	4	
	Yes	No
Are there disabled people in the area?		✓
Is there varied working?	✓	
Are there areas where persons are isolated?		✓
Do persons sleep in the area?		✓
If so, are any of these persons at risk from the hazards identified within the box above?		

Structural Features	Yes	No
Are there any structural features that could promote the spread of fire?		✓
If there are can they be removed, replaced or reduced?		
Specify:		

Assess the adequacy of the means of escape, fire safety signage, fire-warning system, emergency-lighting and fire-fighting equipment in the area

Means of escape - horizontal evacuation	Adequate	
	Yes	No
Control measures for any fire hazards within the area	✓	
Control and monitoring of the number of occupants	✓	
Definition and number of escape routes.	✓ _{x1}	
Travel distances.	✓	
Number and widths of exits.	✓	
Inner rooms situations	✓	
Corridors	✓	
Dead-end conditions	✓	
Door openings and door fastenings	✓	
Sufficient number of stairways	✓ _{x1}	
Housekeeping	✓	
Provision for disabled persons		✓

Fire safety signs & notices	Yes	No
Exit signs	✓	
'Fire Door - Keep Shut' signs	✓	
'Automatic Fire door - Keep Clear' signs		n/a
'Fire Exit - Keep Clear' signs		n/a
General fire action notices	✓	
Fire-fighting equipment	✓	
Door operating signs (i.e. Push Bar To Open)	n/a	

Fire warning system	Yes	No
Will the system alert all occupants in the event of a fire?	✓	
If manual devices such as rotary gongs are provided can the person operating the device do so in a position of safety?		

Emergency lighting	Yes	No
Sufficient illumination to see escape routes clearly?	✓	
Sufficient illumination to see external escape routes clearly?	✓	
Operates on sub-circuit failure?	✓	
Illumination at changes of level?	✓	
Illumination at changes in direction?	✓	
Illumination to show fire alarm call points and fire-fighting equipment?	✓	

Fire-fighting equipment	Yes	No
Is sufficient fire fighting equipment provided for the area?	✓	
Is the fire fighting equipment appropriate for the risks?	✓	
Is it simple to use?	✓	
Has it been checked by a competent person in the last 12 months? *	✓	
Does it conform to a standard?	✓	
Is it located on the escape routes and near to exit doors?	✓	
Is it securely hung on wall brackets or suitable floor plates?	✓	

* Fire fighting equipment in this area last serviced 05/2010

Means of Escape Floor "E"
from: Sushi Kitchen (for cold food preparation) & Dishwashing Area

Fire hazards	Yes	No
Are there significant fire hazards in the area?		✓
If there are can they be removed, replaced or reduced?		
Specify:		

People at risk		
Number of persons employed to work in the area at any one time:	3	
Number of persons who may resort to the area at any one time:	3	
	Yes	No
Are there disabled people in the area?		✓
Is there varied working?	✓	
Are there areas where persons are isolated?		✓
Do persons sleep in the area?		✓
If so, are any of these persons at risk from the hazards identified within the box above?		

Structural Features	Yes	No
Are there any structural features that could promote the spread of fire?		✓
If there are can they be removed, replaced or reduced?		
Specify:		

Assess the adequacy of the means of escape, fire safety signage, fire-warning system, emergency-lighting and fire-fighting equipment in the area

Means of escape - horizontal evacuation	Adequate	
	Yes	No
Control measures for any fire hazards within the area	✓	
Control and monitoring of the number of occupants	✓	
Definition and number of escape routes.	✓ x1	
Travel distances.	✓	
Number and widths of exits.	✓ over 600mm	
Inner rooms situations	✓	
Corridors	✓	
Dead-end conditions	✓	
Door openings and door fastenings	✓	
Sufficient number of stairways	✓	
Housekeeping	✓	
Provision for disabled persons		✓

Fire safety signs & notices	Yes	No
Exit signs	✓	
'Fire Door - Keep Shut' signs	✓	
'Automatic Fire door - Keep Clear' signs	n/a	
'Fire Exit - Keep Clear' signs	n/a	
General fire action notices		✓
Fire-fighting equipment	✓	
Door operating signs (i.e. Push Bar To Open)	n/a	

Fire warning system	Yes	No
Will the system alert all occupants in the event of a fire?	✓	
If manual devices such as rotary gongs are provided can the person operating the device do so in a position of safety?		

Emergency lighting	Yes	No
Sufficient illumination to see escape routes clearly?	✓	
Sufficient illumination to see external escape routes clearly?	✓	
Operates on sub-circuit failure?	✓	
Illumination at changes of level?	✓	
Illumination at changes in direction?	✓	
Illumination to show fire alarm call points and fire-fighting equipment?	✓	

Fire-fighting equipment	Yes	No
Is sufficient fire fighting equipment provided for the area?	✓	
Is the fire fighting equipment appropriate for the risks?	✓	
Is it simple to use?	✓	
Has it been checked by a competent person in the last 12 months? *	✓	
Does it conform to a standard?	✓	
Is it located on the escape routes and near to exit doors?	✓	
Is it securely hung on wall brackets or suitable floor plates?	✓	

* Fire fighting equipment in this area last serviced 05/2010

Means of Escape Floor "F"
from: Office

Fire hazards	Yes	No
Are there significant fire hazards in the area?	✓	
If there are can they be removed, replaced or reduced?	✓	
Specify: Document and File storage would require some attention to try and reduce the amount of fire loading in the office area		

People at risk		
Number of persons employed to work in the area at any one time:	4	
Number of persons who may resort to the area at any one time:	4	
	Yes	No
Are there disabled people in the area?		✓
Is there varied working?		✓
Are there areas where persons are isolated?		✓
Do persons sleep in the area?		✓
If so, are any of these persons at risk from the hazards identified within the box above?		

Structural Features	Yes	No
Are there any structural features that could promote the spread of fire?		✓
If there are can they be removed, replaced or reduced?		
Specify:		

Assess the adequacy of the means of escape, fire safety signage, fire-warning system, emergency-lighting and fire-fighting equipment in the area

Means of escape - horizontal evacuation	Adequate	
	Yes	No
Control measures for any fire hazards within the area	✓	
Control and monitoring of the number of occupants	✓	
Definition and number of escape routes.	✓x2	
Travel distances.	✓	
Number and widths of exits.	✓	
Inner rooms situations	✓	
Corridors	n/a	
Dead-end conditions	✓	
Door openings and door fastenings	✓	
Sufficient number of stairways	✓	
Housekeeping	✓	
Provision for disabled persons		✓

Fire safety signs & notices	Yes	No
Exit signs		✓
'Fire Door - Keep Shut' signs		✓
'Automatic Fire door - Keep Clear' signs	n/a	
'Fire Exit - Keep Clear' signs		✓
General fire action notices		✓
Fire-fighting equipment	✓	
Door operating signs (i.e. Push Bar To Open)		✓

Fire warning system	Yes	No
Will the system alert all occupants in the event of a fire?	✓	
If manual devices such as rotary gongs are provided can the person operating the device do so in a position of safety?		

Emergency lighting	Yes	No
Sufficient illumination to see escape routes clearly?	✓	
Sufficient illumination to see external escape routes clearly?	✓	
Operates on sub-circuit failure?	✓	
Illumination at changes of level?	✓	
Illumination at changes in direction?	✓	
Illumination to show fire alarm call points and fire-fighting equipment?	✓	

Fire-fighting equipment	Yes	No
Is sufficient fire fighting equipment provided for the area?	✓	
Is the fire fighting equipment appropriate for the risks?	✓	
Is it simple to use?	✓	
Has it been checked by a competent person in the last 12 months? *	✓	
Does it conform to a standard?	✓	
Is it located on the escape routes and near to exit doors?	✓	
Is it securely hung on wall brackets or suitable floor plates?	✓	

* Fire fighting equipment in this area last serviced 05/2010

Refers to:- All stairs in building Stair

Means of escape - Vertical evacuation –	Adequate	
	Yes	No
Number of stairs sufficient for occupancy	✓	
Width of stairs	✓	
Width of exits	✓	
Stair protection in terms of fire resisting doors and partitions	✓	
Door openings and door fastenings	✓	
Fire alarm system	✓	
Emergency lighting	✓	
Fire-fighting equipment	✓	
Signage		✓
Places of safety from final exits	✓	
Housekeeping	✓	

Management

Refers to:- Building Floor Common Parts Other

Maintenance	Adequate	
	Yes	No
Maintenance of fire resisting doors walls and partitions		
Monthly - Competent Person		
Maintenance of escape routes, exit doors		
Weekly - Competent Person		
Maintenance of fire safety signs		
Monthly - Competent Person		
Maintenance of fire warning system		
Weekly - Competent Person		
Annually - Competent Engineer	✓	
Maintenance of emergency lighting		
Weekly - Competent Person		✓
Monthly - Competent Person		✓
Annually - Competent Electrician		✓
Maintenance of fire fighting equipment		
Weekly - Competent Person "visual check only"	✓	
Annually - Competent Engineer	✓	
Records of checks and tests		✓

Method for calling the Fire Service	Yes	No
Method for calling the Fire Service?	✓	
Specify: Written instructions are on display in the staff checking in area, any member of staff could call the fire service and the procedure is explicit on how to do this. Procedure available in English and Japanese		
Exchange telephone line		

Fire action plan	Yes	No
Is there a fire action plan?	✓	
If so does it cover:		
All foreseeable events	✓	
The action of employees in the event of a fire	✓	
How people will be warned of a fire	✓	
How the evacuation is carried out - to include the evacuation of visitors and people with disabilities	✓	
Assembly points	✓	
Procedures for checking the workplace has been evacuated	✓	
Identification of escape routes	✓	
Fire-fighting equipment provided	✓	
The duties and identities of persons with specific responsibilities in the event of a fire i.e. fire-fighting	✓	
Where appropriate the isolating of machinery and processes	✓	
Specific arrangements for high risk areas of the workplace	✓	
How the fire service is called and who is responsible for doing this	✓	
Liaison with the fire service on arrival	✓	

Training	Yes	No
Is there a training programme?	✓	
If so does it cover:		
The action to take on discovering a fire	✓	
How to raise the alarm	✓	
The action to take on hearing the fire alarm	✓	
The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits	✓	
The arrangements for calling the fire service	✓	
The evacuation procedures for everyone in the workplace	✓	
The location and, when appropriate, the use of fire-fighting equipment	✓	
The location of escape routes	✓	
How to open all escape doors	✓	
The importance of keeping fire doors closed	✓	
Where appropriate, how to stop machines, processes and isolate power supplies in the event of a fire	✓	
The reason for not using lifts (except those installed for disabled people)	n/a	
The importance of general fire safety and good housekeeping	✓	

DEFICIENCIES

List of fire safety deficiencies to be rectified			
	Deficiency/Rectification	Date to be rectified	Date rectified
A	Additional fire exit signage on the exit point of every floor to allow some consistency throughout the restaurant- these should match the existing ones and be bi-lingual and pictorial	November 10	
B	Maintain a record of Emergency Lighting checks	November 10	
C	Display Fire Action Notices to each manual call point with instructions of how to operate and what to do on hearing the alarm. Members of public can activate these call points and should therefore be given appropriate instructions	November 10	

List of management deficiencies to be rectified			
	Deficiency/Rectification	Date to be rectified	Date rectified
A	Local extract system installed in the kitchen is due for a clean – RnB and Mr Richard hills will source a suitable and competent organisation to carry this out within the next 4/6 weeks.	December 2010	

SUMMARY

Life risk items in need of urgent attention:

- Additional fire exit signage on the exit point of every floor to allow some consistency throughout the restaurant- these should match the existing ones and be bi-lingual and pictorial
- Maintain a record of Emergency Lighting checks
- Display Fire Action Notices to each manual call point with instructions of how to operate and what to do on hearing the alarm. Members of public can activate these call points and should therefore be given appropriate instructions

Property risk items in need of urgent attention: None

Less serious items to be addressed later: None

Management issues:

- Local extract system installed in the kitchen is due for a clean – RnB and Mr Richard Hills will source a suitable and competent organisation to carry this out within the next 4/6 weeks.

Recommendations:

The overall management of fire safety within the Tokyo Diner Restaurant is of a good quality with evidence of the fact that life safety is taken very seriously by its owner Mr Richard Hills.

Mr Hills has developed an on line function which enables all his members of staff to access important information regarding Health, Safety, Security and Fire along with staff shifts, and the Company Handbook. This is all accessible via a secure log in and password screen and not accessible in the public domain.

There are good examples of fire safety observed within the Restaurant, these being fire sounders in most areas of the building, CCTV cameras installed within the dining areas, and automatic closers on the fire doors to ensure doors close in the event of an alarm activation.

Nothing was found during this assessment that signified an immediate risk to life and property although the list of fire safety deficiencies can only increase the existing safety measures already employed at Tokyo Diner

Appendix A – Photographs

Example of internal automatic door closure



Example of safe condition signage



Appendix B – Maintenance Checklist

	Yes	No	N/A	Comments
Daily checks (not normally recorded)				
Escape routes				
Can all fire exits be opened immediately and easily?				
Are fire doors clear of obstructions?				
Are escape routes clear?				
Fire warning systems				
Is the indicator panel showing 'normal'?				
Are whistles, gongs or air horns in place?				
Escape lighting				
Are luminaires and exit signs in good condition and undamaged?				
Is emergency lighting and sign lighting working correctly?				
Fire-fighting equipment				
Are all fire extinguishers in place?				
Are fire extinguishers clearly visible?				
Are vehicles blocking fire hydrants or access to them?				
Weekly checks				
Escape routes				
Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly?				
Are external routes clear and safe?				
Fire warning systems				
Does testing a manual call point send a signal to the indicator panel? (Disconnect the link to the receiving centre or tell them you are doing a test.)				
Did the alarm system work correctly when tested?				
Did staff and other people hear the fire alarm?				
Did any linked fire protection systems operate correctly? (magnetic door holders/smoke curtains)				
Do all visual alarms and/or vibrating alarms and pagers (as applicable) work?				
Do voice alarm systems work correctly and was the message understood?				
Escape lighting				
Are charging indicators (if fitted) visible?				
Fire-fighting equipment				
Is all equipment in good condition?				
Additional items from manufacturer's recommendations.				

	Yes	No	N/A	Comments
Monthly checks				
Escape routes				
Do all electronic release mechanisms on escape doors work correctly? Do they 'fail safe' in the open position?				
Do all automatic opening doors on escape routes 'fail safe' in the open position?				
Are fire door seals and self-closing devices in good condition?				
Do all roller shutters provided for fire compartmentation work correctly?				
Are external escape stairs safe?				
Do all internal self-closing fire doors work correctly?				
Escape lighting				
Do all luminaires and exit signs function correctly when tested?				
Have all emergency generators been tested? (Normally for one hour.)				
Fire-fighting equipment				
Is the pressure in 'stored pressure' fire extinguishers correct?				
Additional items from manufacturer's recommendations				
Three-monthly checks				
General				
Are emergency water tanks/ponds at their normal capacity?				
Are vehicles blocking fire hydrants or access to them?				
Additional items from manufacturer's recommendations.				
Six-monthly checks				
General				
Have any fire-fighting or emergency evacuation lift been tested by a competent person?				
Have any sprinkler system been tested by a competent person?				
Has the release and closing mechanisms of any fire-resisting compartment doors and shutters been tested by a competent person?				
Fire warning system				
Has the system been checked by a competent person?				
Escape lighting				
Do all luminaires operate on test for one third of their rated value?				
Additional items from manufacturer's recommendations				

	Yes	No	N/A	Comments
Annual checks				
Escape routes				
Do all self-closing fire doors fit correctly?				
Is escape route compartmentation in good repair?				
Escape lighting				
Do all luminaires operate on test for their full rated duration?				
Has the system been checked by a competent person?				
Fire-fighting equipment				
Has all fire-fighting equipment been checked by a competent person?				
Miscellaneous				
Has any dry/wet rising fire main been tested by a competent person?				
Has the smoke and heat ventilation system been tested by a competent person?				
Has external access for the fire service been checked for ongoing availability?				
Have any fire fighters' switches been tested?				
Has the fire hydrant bypass flow valve control been tested by a competent person?				
Are all necessary fire engine direction signs in place?				

==DOCUMENT END==