

**Stacey Walsham**

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**From:** Morris Laura [Laura.Morris@thamesvalley.pnn.police.uk]  
**Sent:** 01 August 2012 13:46  
**To:** Licensing  
**Subject:** Fw: Gs Deans Court, Market Square, Bicester.  
**Sensitivity:** Confidential

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**From:** Hookway, Darran - Community Safety - Fire & Rescue  
[mailto:Darran.Hookway@Oxfordshire.gov.uk]  
**Sent:** Wednesday, August 01, 2012 01:40 PM  
**To:** Morris Laura  
**Subject:** Gs Deans Court, Market Square, Bicester.

Good afternoon Laura,

This morning/afternoon I carried out a Fire Safety Audit under the Fire Safety Order at the above premises and met with Mr George Smith.

This audit was carried out as a result of concerns raised by TVP to OFRS.

I haven't had time yet to complete the paperwork and work out the final result/compliance level but I can confirm that the following deficiencies were found during the audit;

- No written Fire Risk Assessment had been completed/carried out, it is a requirement under the FSO for a written FRA to be carried out and available at the premises because it is a licensed premises. Mr Smith did advise me that he has carried out a FRA albeit theoretically, on questioning as to the content of his theoretical FRA it was clear that he had no real comprehension as to the required details and as such I deemed his FRA as not being suitable nor sufficient.
- There was no evidence of any fire alarm or emergency lighting testing having been carried out, verbally Mr Smith suggested that he checks/tests the fire alarm every 2 months or so and the same for the emergency lighting system, the BS for fire alarms suggests that the system should be tested weekly by the occupier and emergency lighting monthly by the occupier. During my audit I requested that the emergency lighting system be energised and I found a number of external emergency lighting units not working.
- There was no evidence that staff training had been carried out although again Mr Smith advised me that staff have received fire safety training.
- Fire exit signage leading from the exit route from the first floor via the internal staircase needs to be improved.
- There is no company policy or effective emergency plan recorded, given the use of the premises and the customer group I would expect a written emergency plan to be produced with fire safety responsibilities clearly defined.
- There is no evidence to suggest that the fire alarm and emergency lighting systems are subjected to a suitable system of maintenance.
- A number of fire doors were wedged open during my audit reducing the level of compartmentation within the premises should a fire occur.
- Two final fire exits was obstructed due to parked vans (builders working on new flat conversion above shops) and a large wheelie bin.

- The push bar to a final fire exit on the ground floor was broken and missing and Mr Smith is relying on the other door leaf opening to operate the broken side, (it is working so not a major issue but I would expect this to be repaired)
- The last fire evacuation drill was carried out in November 2011, this was during trading hours when a customer broke one of the break glass call points, again there is no record of evacuation training having been carried out.

Incidentally Mr Smith did inform me that dancers were in this evening and the number of door staff that he employs from an outside agency numbers 3, I note in the license conditions CD73 suggests that he should have 5 door staff on duty whilst dancing takes place, I will leave you to follow this one up.

I have a feeling that I will be issuing a Notification of Fire Safety Deficiencies to this premises and I will be carrying out a follow up visit towards the end of this month.

Before I left the premises I made Mr Smith aware of the deficiencies and whilst I was there he made 2 telephone calls to organise the repair of the emergency lights and to arrange a suitable competent person to carry out and complete a suitable and sufficient Fire Risk Assessment for the premises.

I will keep you informed on final audit outcome. I also have your licensing review details on my desk, we would usually deal with any issues through an audit using the FSO and appropriate follow up action as necessary.

If I can be of any further assistance please do give me a ring on the number below,

Regards Darran  
Station Manager Darran Hookway  
Fire Safety Officer & Station Manager Bicester Fire Station  
Cherwell Area Fire Safety Office  
Bicester Fire Station  
Queens Avenue  
Bicester  
OX26 2NR  
Tel 01869 324 606  
Mobile 07747 472 668  
[email.darran.hookway@oxfordshire.gov.uk](mailto:email.darran.hookway@oxfordshire.gov.uk)

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