



Alcohol and Entertainment - Advice for Applicants

Licensing Authorities are responsible for licensing the following activities: -

- The sale and supply of alcohol,
- The provision of regulated entertainment and;
- The provision of late night refreshment.

West Yorkshire Fire and Rescue Authority does not enforce licensing laws.

Fire Service Role

West Yorkshire Fire and Rescue Authority enforce the provisions of The Regulatory Reform (Fire Safety) Order 2005. The Fire & Rescue Authority carry out a risk-based program of fire safety audits and inspections and may visit licensed premises to ensure that satisfactory standards of fire safety are being maintained.

A failure to provide satisfactory fire precautions to ensure the safety of employees and other relevant persons who are in or near the licensed premises may be a breach of this legislation and could lead to enforcement action and or prosecution.

Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005 requires employers and other responsible persons to make a '**suitable and sufficient**' assessment of the risks from fire in the licensed premises and how they affect the safety of their employees and other persons who may be on or in the vicinity of the premises. Where a licence is in force the responsible person must record the significant findings of the risk assessment.

General Guidance

The following general guidance will be appropriate in many cases however it cannot cover every situation. For more detailed guidance please see "Further Advice" below.

- **Number Of People Using The Premises**

As your escape routes need to be adequate for the people likely to use them you will need to consider how many people, including employees and the public, may be present at any one time. You will need to confirm that the number and width of escape routes and exits will be enough for the anticipated number of people using the premises. The maximum occupancy figure should be recorded as part of your risk assessment.

- **Means Of Escape**

All exit doors should be maintained so as to be capable of being opened easily and immediately in the direction of exit from the inside when required.

All exits, passages, landings and stairways should be kept free from obstruction at all times when the premises are used for licensed purposes. Any gaming machine should be positioned so as not to obstruct the exit doors and routes of exit and be provided with its own three-pin plug and socket, installed so as to leave no trailing electrical wiring.

Stair and floor coverings should be securely fixed so as not to present a trip hazard. Where tables and chairs are used in licensed rooms, they should be so disposed as to ensure a clear route of adequate width to each exit door from the rooms.

A clear and unobstructed route leading from each fire exit to a place of safety outside the premises should be provided and maintained available for use at all material times.

- **Fire Alarm**

The responsible person should be familiar with the method of operating and testing the fire alarm system. The fire alarm system should be tested weekly for correct operation and audibility. The result of all tests should be recorded in a suitable logbook provided for the purpose.

All staff should be made familiar with the method of giving warning of fire and with the escape routes available from each part of the premises to which they may resort or in which they may work.

In order that the occupants can be immediately aware that the fire alarm has actuated, an automatic facility should be incorporated to silence the entertainment sound system and where necessary operate any optical fire alarm indicators.

- **Emergency Lighting**

The responsible person should be familiar with the method of operating and testing the emergency lighting system. The results of all tests should be recorded in a suitable logbook provided for the purpose.

- **Fire Fighting Equipment**

The fire extinguishers should be provided appropriate to the risk and the size of the premises. They must be properly maintained and serviced at least once every 12 months. Nominated staff should be trained to be fully conversant with the operation and use of the fire extinguishers provided and the action to be taken in case of fire.

- **Notices**

Exits and exit routes in the premises should be clearly marked with fire exit signs which should be easily visible so that occupants can readily see where the exits are and where to go in an emergency. Directional signs indicating routes leading to fire exits should be provided where necessary. All the signs should be clearly illuminated by natural or artificial lighting at all material times.

"FIRE EXIT-KEEP CLEAR" notices should be provided in conspicuous block capital letters at approximately eye level on the external face of any door used solely for emergency escape and liable to be obstructed.

- **Safety Precautions**

Filling materials for use in furnishings should be restricted to **COMBUSTION MODIFIED FOAM** or other materials having at least the same standard of fire performance. Any worn or damaged seat covers exposing the foam interior should be repaired and maintained in good condition.

Open flame fires (if applicable) should be provided with a suitably fine mesh spark guard securely fastened to the wall.

All curtains and drapes should be effectively fire retardant.

Fabric foliage or decorations are to be constructed from materials that have been treated to render them fire retardant.

Surface finishes on Escape Routes should be Class 0 as defined in the Building Regulations. Elsewhere they should be Class 1 as defined in British Standard 476 Part 7.

Floor coverings should fall within the 'LOW' category as defined in British Standard 5287 when tested in accordance with British Standard 4790. (The Hot Metal Nut Method for testing flammability of textile floor coverings).

Building Regulations

Where building work is necessary either to build or alter licensed premises the work should be carried out in accordance with Building Regulations requirements. For further information regarding Building Regulations requirements visit the planning portal at www.planningportal.gov.uk or contact your local authority building control department.

Further Advice

For further advice regarding fire precautions and how to comply with your legal duties under the Regulatory Reform (Fire Safety) Order 2005, please refer to the guides listed below which are available to download, free of charge, from : - <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>,

- Entry Level Guide - A short guide to making your premises safe from fire
- Guide 6 - Small and medium places of assembly
- Guide 7 - Large places of assembly
- Guide 8 - Theatres and cinemas
- Guide 9 – Open air events and venues
- Supplementary guide- Means of escape for disabled people.

For further advice regarding the application process please contact your local authority licensing department. Contact details listed below:

Leeds 0113 2474095
www.leeds.gov.uk

Bradford 01274 432240
www.bradford.gov.uk

Calderdale 01422 393131
www.calderdale.gov.uk

Kirklees 01484 456868
www.kirklees.gov.uk

Wakefield 01924 302922
www.wakefield.gov.uk