



**For the attention of** [REDACTED]  
Tournerbury Estate  
Tournerbury Woods - Marquee  
Tournerbury Lane  
Hayling Island  
PO11 9DL

Date: 12 October 2022

Enquiries To: [REDACTED]

Mobile Tel: [REDACTED]

My Reference: F6/[REDACTED]/9366/00836826

Dear [REDACTED]

### **Letter of Fire Safety Matters**

**Premises: Tournerbury Estate, Tournerbury Woods - Marquee, Tournerbury Lane, Hayling Island, PO11**

I visited your premises on 07 October 2022 and evaluated the fire safety provided. I am of the opinion that some people are at risk in case of fire. You have reassured me that you will make necessary improvements. You have an ongoing duty to ensure the safety of people. The attached schedule sets out what you need to do.

### **Timescale for Completion**

You should complete the work outlined in the schedule as soon as possible, balancing the need for safety against the demands on your business or undertaking. Based on the reassurance you have given me, I do not intend to return in connection with this visit.

### **Consequence for Non-compliance**

If you do not address the matters in the schedule (or I find that safety provisions have worsened), the authority may serve an enforcement notice on you. An enforcement notice would legally bind you to do the work.

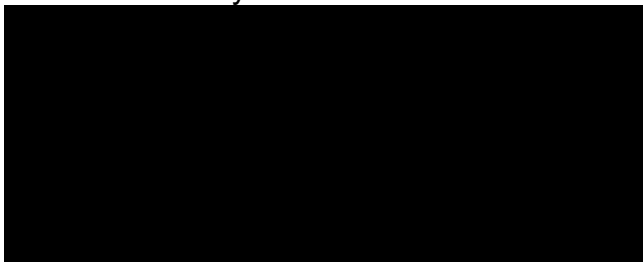
### **Route to Appeal**

You can clarify or challenge what you need to do. You can also comment on my visit. Our website: '<http://www.hantsfire.gov.uk/about-us/contact-us/make-a-complaint/>', tells you how.

## Alternative Solutions

You might want to use a different solution to meet the outcome(s) stated in the schedule. An alternative approach might enable you to make improvements that better meet your needs. I will be happy to discuss your ideas and suggestions.

Yours sincerely



On behalf of, and duly appointed by the Hampshire & IOW Fire & Rescue Authority

## Schedule of Fire Safety Improvements

Notes to this schedule:

The government guidance most suitable to your premises is **CLG guide for “Small and Medium Places of Assembly”** which can be found at: <http://www.cfoa.org.uk/19512>

Before you make certain changes to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. If you have doubt about the need for approval, you should ask the relevant body. For example, you may have to apply for approval from a Building Control Body to make material alterations, website: <http://www.legislation.gov.uk/ukxi/2010/2214/regulation/3/made> tells you how.

You might also need to apply for the property owners' permission or for listed building consent, website: <https://www.historicengland.org.uk/advice/planning/consents/lbc/> among others tells you how.

Item Number 1	
<b>Outcome</b>	This work is necessary to reduce the risk of fire.
<b>Suggested Action</b>	The mains electrical system should be checked. This must be repeated every 5 years for a commercial property. You need to engage a suitably qualified electrician to inspect and certify your installation.
<b>Reason</b>	Electrical installations left untested may malfunction and be a cause of a fire.

Item Number 2	
<b>Outcome</b>	This work is necessary to reduce the risk of fire.
<b>Suggested Action</b>	You must take preventative action to prevent a fire occurring. Portable appliance testing should be carried out on your electrical items.
<b>Reason</b>	Electrical items left untested may malfunction be a cause of a fire.

<b>Item Number 3</b>	
<b>Outcome</b>	This work is necessary to identify significant risks from within the premises and to assess the ability of all persons to vacate the premises in an emergency as quickly as possible
<b>Suggested Action</b>	<p>You should review your fire risk assessment and ensure that it is suitable and sufficient in order to identify the fire safety measures that you already have in place and to identify any further fire safety measures that you need to implement.</p> <p>If you identify that additional fire safety measure(s) are required in consequence of the fire risk assessment, then you must provide them.</p> <p>You should record:</p> <ul style="list-style-type: none"> <li>i. The significant findings of your fire risk assessment (i.e. what you have done and what you will do to ensure the safety of people in case of fire).</li> <li>ii. Any people identified as being especially at risk.</li> <li>iii. The arrangements that you have in place to plan, organise, control, monitor and review the fire safety measures identified within the risk assessment.</li> </ul> <p>You should review you fire risk assessment at least annually or if there are any significant changes to the building or use of the building.</p>
<b>Reason</b>	Your fire risk assessment is not sufficient. Your significant risks and subsequent control measures have not been considered adequately.

<b>Item Number 4</b>	
<b>Outcome</b>	This work is necessary to make sure that there are a sufficient number of emergency exits available.
<b>Suggested Action</b>	Create a second emergency exit in the marquee to provide an alternative means of escape. This exit should be of a suitable size and position.
<b>Reason</b>	People may not be able to exit the premises quickly enough to escape the effects of fire.

<b>Item Number 5</b>	
<b>Outcome</b>	This work is necessary to make sure that escape routes can be safely used whenever they are needed.
<b>Suggested Action</b>	Ensure that escape routes in the premises are illuminated by emergency lighting that will operate if the local lighting circuit fails and that signs indicating the way out are to the correct standard.  Monthly checks to ensure units illuminate should be carried out and recorded in the fire safety logbook.
<b>Reason</b>	People may not be able to find the way out in an emergency because of insufficient lighting and incorrect signage

<b>Item Number 6</b>	
<b>Outcome</b>	This work is necessary to help people understand what to do if fire breaks out.
<b>Suggested Action</b>	Provide your employees/sub-contractors with instruction and training, so that they know the fire precautions you have put in place. They must also be familiar with what they need to do in case of fire to ensure that they are safe and can keep other people safe.
<b>Reason</b>	Employees/sub-contractors need to be aware of their responsibilities and of the fire safety measures in the premises, which you have taken to keep them and others safe. You should provide evidence of any training you provide to make sure they can carry out their actions safely

<b>Item Number 7</b>	
<b>Outcome</b>	This work is necessary to make sure that firefighting media can be safely and efficiently used whenever they are needed.
<b>Suggested Action</b>	You should provide adequate firefighting media in suitable locations to help mitigate the effects of fire. You should also make sure that if anyone is expected to use them, they are trained in their use.
<b>Reason</b>	There was insufficient extinguishing media available.