

**From:** [Dawn.Hogan](#) [REDACTED] on behalf of [NWMailbox.LicensingHarrow](#) [REDACTED]  
**To:** [Ash.Waghela](#)  
**Cc:** [Siddhartha.Bhandar](#) [REDACTED]  
**Subject:** RE: 2 breember road  
**Date:** 19 July 2024 14:34:42  
**Attachments:** [image003.png](#)  
[image004.png](#)

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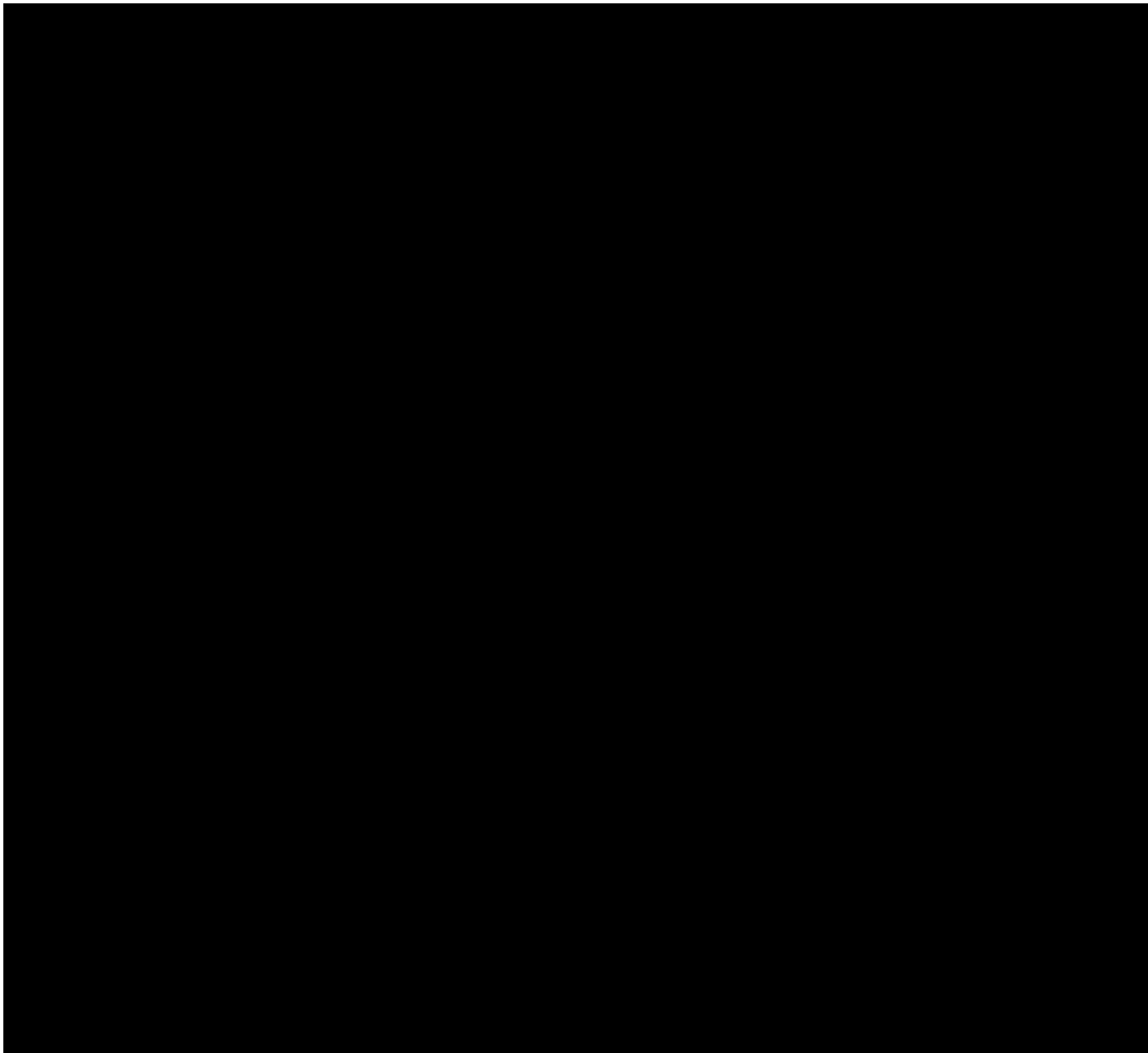
Good afternoon Ash

Thank you for your email.

The applicant has fully engaged, provided answers to concerns raised regarding how they plan to mitigate any arising issues and uphold the licensing objectives. Sid & I have discussed extensively and completed research on all concerned. As it stands, we do not have any evidence or grounds to object to this ten on crime and disorder. The event has been flagged to our ops and events team, local SNT, and ERPT to keep an eye on the area in the later hours.

Regards

Dawn



**NW Police Licensing Unit**  
South Harrow Police Station  
74 Northolt Road  
Harrow  
HA2 0DN

**Licensing team Email:**  
NWMailbox.licensingHarrow [REDACTED]

**Web:** www.met.police.uk

**Your ref:** Not used

**Our ref:** 235QA/24/3203

**Harrow Borough Licensing  
Department**

Harrow Council  
Station Road  
Harrow  
Middlesex  
HA1 2XY

**Email:** www.harrow.gov.uk

**Date:** 18/06/2024

*Police Representations to the Temporary Event Notice for Ref TEN 235qa/23/3203*

Unit 2 BREMBER ROAD – SOUTH HARROW – HA2 8AX

*I certify that I have considered the notice shown above and I wish to make representations that the use of the premises for the temporary event would undermine the crime prevention initiative, for the reasons indicated below.*

<i>Officer:</i>	<i>PC Hogan (Licensing Constable)</i>
<i>QA</i>	<i>Harrow</i>

*An officer of the Metropolitan Police, in whose area the premises are situated, who is authorised for the purposes of exercising its statutory function as a ‘Responsible Authority’ under the Licensing Act 2003.*

*A Temporary Event Notice has been given under section 100 Licensing Act 2003 by*

Natoya Ann Marie Johnson- 02/08/2024 To 03/08/2024 (20:00 - 04:00) Unit 2  
BREMBER ROAD – SOUTH HARROW – HA2 8AX- An event for adults to socialise,  
eat, drink & dance.

*Police are formally making representations to the notice under section 104 Licensing Act 2003. The Police objection is primarily concerned with the prevention crime and disorder, and the prevention of public nuisance.*

***Police are making representations as the premises/venue user has not provided enough information with the Temporary Event Notice (TEN) for police to be satisfied that the event will uphold all four Licensing Objectives.***

**PLEASE ANSWER THE BELOW QUESTIONS IN FULL**

1. How many staff will be employed for the event?

Answer.

4 security (1 in the security room, 2 on the door, 1 patrolling inside the event)  
2 kitchen staff  
3 bar staff ( including myself which is a personal alcohol licence holder)  
2 parking attendants  
1 door personnel

2. Which SIA company is being used for this event and how many SIA staff will be working on the event?

Answer.

360 Security  
4 SIA staff will be present

3. Please give a description of the type of regulated entertainment being supplied and details of any Dj's performing at the event.

Answer.

**I will be supplying music, hot food, soft drinks and alcoholic beverages.**

**DJs playing at the event are Ryan Palmer- [REDACTED] and Sheveney Thomas- [REDACTED]**

4. What will be the dispersal policy at the end of the evening to ensure a quiet peaceful dispersal?

Answer.

**The lights will be brightened and the music turned off at 3am to allow for a gradual dispersal. An announcement will be made at 3am encouraging patrons to disperse quietly and in an orderly manner. All patrons will be directed to the exit by security and staff. When all patrons have exited the premises, the security inside will join the security outside to assist in ensuring there's no nuisance being caused, congregating outside or in the local area. The security team will be working one hour after the event has ended to ensure a peaceful dispersal before 4am.**

5. What time will last orders of alcohol be served?

Answer.

Last serving of alcohol will be at 2:30am



6. How will the numbers of people attending be controlled in order not to exceed the stated 150 persons?

Answer.

The door personnel will be using a counter to log each time a new person enters the premises ensuring all rules are followed not to exceed 150 persons

7. Is the event being advertised? If yes please describe how/where

Answer

**The event is being advertised on my WhatsApp and Instagram page @vipevents\_banquetinghall**

8. Is this a ticketed event or guest/invitees only?

Answer.

This is a ticketed event. As I am a foster Carer a see the needs of children in care therefore some of the intake will help to support them.

9. Does the venue have working CCTV and how long is the CCTV footage at the venue stored for?

Answer

The venue does have working CCTV inside and surrounding the outside of the premises, which your team can have access to at any time. The CCTV is stored for one week.

10. When was the CCTV last checked to ensure it is working correctly and showing the correct date & time?

Answer

The CCTV is checked every day and is definitely showing the correct date and time.

11. Please provide the contact details of the person in charge of the venue that you are hiring.

Answer

[REDACTED]

[REDACTED]



12. When was the last fire safety inspection, please provide the certificate to show this has been completed and is safe for public use and there is fire safety in place

Answer

The last fire safety inspection was done on the 08/07/2024.

Certificate will be attached.

13. Please provide any additional information that you feel will support your application?

Answer

The questions you asked covered the important points. There is no additional information on my end . I am willing to answer any further questions you might have. Thank you for allowing me the opportunity to address your concerns.

Yours sincerely

Harrow Licensing Constable

Police Licensing Team



**SECURICO**  
**FIRE & SECURITY**

## Fire Risk Assessment

VIP Events

[REDACTED]

Synergy Security Ltd t/a Securico Fire & Security  
Company No: 08446730. VAT Reg No. 162727013

## Introduction

The following Fire Risk Assessment was completed on **08/07/2024** on behalf of **VIP Events** in accordance with the Regulatory Reform (Fire Safety) Order 2005.

The Fire Risk Assessment is designed to evaluate the current protection measures in place, determine shortfalls and recommend remedial action as necessary. To this end the assessment is divided into three sections:

- Section 1: Assessment and recommendations
- Section 2: Action plan
- Section 3: Guidance

Risk Assessment is an ongoing process. The law requires the assessment to be reviewed specifically:

- Where there is reason to suspect the assessment is no longer valid.
- Where significant change has occurred.
- Periodically.

The assessment in whole or in part may become no longer valid should the activity within the business change significantly.

Significant change would include the introduction of new activities or equipment/processes within the building and increasing the number of persons in the premises should you rent out the remaining part of the first floor office space.

We would recommend that a review should be undertaken at least annually unless other factors dictate sooner.

## Background

The Regulatory Reform (Fire Safety) Order 2005 introduced a new approach towards fire safety: Risk Assessment. The radical overhaul of fire safety legislation saw over 60 sets of fire safety laws consolidated into a single piece of legislation.

The Government's aim was to introduce a new, simpler fire safety regime for England, Scotland and Wales under which Fire Authorities would validate fire safety measures taken by an employer, owner or occupier in high risk premises.

A new duty of care would be placed on the 'responsible person' - who might be an employer in the case of a workplace - requiring them to provide and maintain adequate fire precautions. The responsible person would be required to carry out an assessment of the fire risks in the premises and ensure that they meet satisfactory fire standards.

This Fire Risk Assessment document records:

- The fact that a Fire Risk Assessment has been completed for the premises.
- The methodology used in carrying out the Fire Risk Assessment.
- The significant findings of the Fire Risk Assessment.

The Fire Risk Assessment document should be retained, reviewed and where necessary revised by the person having control of the premises.

The Fire Safety Action Plan compliments the Fire Safety Risk Assessment. The Fire Safety Action Plan is designed to:

- Identify key action points established during the Fire Risk Assessment process.
- Provide information in support of recommended action points.
- Provide a basis for the company to plan and achieve action points.

The format of the Fire Safety Action Plan comprises five sections/headings:

- Item number
- Key action point
- Assessor comments
- Notes/comments/actions
- Target date.

Three of these headings are completed for you by the Assessor carrying out the Fire Risk Assessment exercise.



**Key Action Point**

A brief description of each action point is provided.

**Assessor Comments**

Supporting text appears in this column.

Shaded columns are to be left blank. The company is expected to use the action plan as a working document adding your own notes and comments and determining target dates.

# FIRE RISK ASSESSMENT DOCUMENT

**PRODUCED FOR:**

VIP Events

**DATE OF ISSUE:**

09/07/2024

## STAGES OF THE FIRE RISK ASSESSMENT

### 1. Identify the Fire Hazards

Sources of ignition  
Sources of fuel  
Sources of oxygen

### 2. Identify People at Risk

People in and around the premises  
People especially at risk  
Visitors and contractors

### 3. Evaluate, Remove, Reduce and Protect from Risk

Evaluate the risk of a fire occurring  
Evaluate the risk to people from fire  
Remove or reduce the fire hazards  
Remove or reduce the risks to people:

- Detection and warning
- Fire fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance

### 4. Record, Plan, Inform, Instruct and Train

Record significant findings and action taken  
Prepare an emergency plan  
Inform and instruct relevant people, cooperate and coordinate with others  
Provide training

### 5. Review

Keep assessment under review  
Revise where necessary

**FIRE HAZARDS**

<b>Sources of Ignition</b>	
	<b>RISK</b> HIGH / MED / LOW
Portable Electrical Appliances	<b>LOW</b>
Mains electrical system	<b>LOW</b>
Smoking	<b>LOW</b>
Gas boilers	<b>LOW</b>
Cooking equipment in kitchens	<b>LOW</b>
Hot surfaces, equipment in offices	<b>LOW</b>
Lighting system	<b>LOW</b>
Direct sunlight	<b>LOW</b>
Arson	<b>LOW</b>
Hot works, welding, burning	<b>LOW</b>

<b>Sources of Fuel</b>	
	<b>RISK</b> HIGH / MED / LOW
Flammable liquids in workshops Petrol, diesel, paints, oils, lubricants, thinners and adhesives	<b>N/A</b>
Packaging materials and boxes	<b>LOW</b>
Furniture and wall coverings in offices and workshops, carpets and tiles	<b>LOW</b>
External wooden cladding to building	<b>N/A</b>
Waste products, paper and wood in yard areas	<b>LOW</b>

Flammable gases used during welding or cutting operation if undertaken by contractors	<b>LOW</b>
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<b>Persons at Risk</b>	
	<b>RISK</b> HIGH / MED / LOW
Office staff	<b>LOW</b>
Site staff in the morning In rest room and yard areas as equipment is collected	<b>LOW</b>
Visitors to the premises	<b>LOW</b>
Tenants of first floor	<b>LOW</b>
Emergency services staff	<b>LOW</b>

<b>Evaluation of Risk of Fire Occurring</b>
<p><b>Premises is not currently in full operation.</b></p> <p><b>From a visible aspect, all building work during refurbishment including fire alarm, electrical, emergency lighting system look to be of a good standard.</b></p>

**Evaluation of Risk to People**

**Low risk as the premises now have a fully functioning fire alarm and also designated escape routes via signage and a newly installed emergency lighting system.**

**Additionally there are fire safety and action plans clearly displayed on the entrance to the premises.**

**See image provided at the end of this document (and referenced within this FRA) that clarify the works carried out.**

**Securico Fire & Security - FIRE RISK ASSESSMENT**

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations	
	Yes	No	Yes	No			
<b>1.</b>	<b>Fire Protection - Active</b>						
<b>1a.</b>	<b>Smoke/heat/flame detection system</b>				<b>See images 1 &amp; 2 at the end of this document</b>		
	Weekly in-house check?	✓					✓
	Inspected by a competent person within the last 12 months?	✓					✓
<b>1b.</b>	<b>Manual electric break glass alarm system</b>						
	Weekly in-house check?	✓					✓
	Inspected by a competent person within the last 12 months?	✓					✓
<b>1c.</b>	<b>Drenchers</b>						
	Maintained by a competent person?		✓				✓
<b>1d.</b>	<b>Gas flooding</b>						
	Maintained by a competent person?		✓				✓
<b>1e.</b>	<b>Sprinklers</b>						
	Maintained by a competent person?		✓				✓

**Securico Fire & Security - FIRE RISK ASSESSMENT**

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
<b>1.</b>	<b>Fire Protection - Active (Continued)</b>					
<b>1f.</b>	<b>Voice/manual alarm</b>					
	Could be heard by all occupants?		✓		✓	
<b>1g.</b>	<b>Isolated areas</b>					
	Detection system required?		✓		✓	



**Securico Fire & Security - FIRE RISK ASSESSMENT**

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
<b>2.</b>	<b>Fire Protection - Passive</b>					
<b>2a.</b>	<b>Fire doors</b>					
	Self closing?	✓			✓	
	Close flush to recesses?	✓			✓	
<b>2b.</b>	<b>Fire walls</b>					
	Breached/damaged?		✓		✓	
<b>2c.</b>	<b>Fire stopping</b>					
	Correctly installed and intact?		✓		✓	
<b>2d.</b>	<b>Fire retardant materials</b>					
	Compliant with fire safety standards?	✓			✓	

**Securico Fire & Security - FIRE RISK ASSESSMENT**

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations	
	Yes	No	Yes	No			
<b>3.</b>	<b>Fire Fighting Equipment</b>						
<b>3a.</b>	<b>Fire extinguishers</b>				<b>See images 3 &amp; 4</b>		
	Suitable and sufficient?	✓					✓
	Areas of high risk?	✓					✓
	Appropriately labelled and positioned?	✓					✓
	Accessible?	✓					✓
	Inspected/tested within the last 12 months?	✓					✓
<b>3b.</b>	<b>Hose reels</b>						
	Inspected?		✓				✓
<b>3c.</b>	<b>Fire blankets</b>	✓			<b>Located in kitchen</b>	<b>See images 5 &amp; 6</b>	
<b>3d.</b>	<b>Site hydrants/risers</b>						
	Vehicles blocking access?		✓				✓
	Maintained and inspected?		✓				✓

**Securico Fire & Security - FIRE RISK ASSESSMENT**

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations	
	Yes	No	Yes	No			
<b>4.</b>	<b>Means of Escape</b>						
<b>4a.</b>	<b>Escape routes</b>				See images 7, 8, 9 & 10		
	Unobstructed?	✓					✓
	Well lit?	✓					✓
	Wide enough for usage?	✓					✓
	Fire exit signage (compliant with current standard)?	✓					✓
	Fire action notices completed and displayed?	✓					✓
	Emergency plan and evacuation procedure clearly displayed?	✓					✓
<b>4b.</b>	<b>Emergency lighting</b>				See image 11		
	Monthly function test (in-house)?	✓					✓
	Full discharge test by a competent person within the last 12 months?		✓				✓

**Securico Fire & Security - FIRE RISK ASSESSMENT**

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations	
	Yes	No	Yes	No			
<b>4.</b>	<b>Means of Escape (Continued)</b>						
<b>4c.</b>	<b>People on site</b>						
	Office/site staff?	✓					✓
	Lone/isolated workers?		✓				✓
	Cleaning staff/handyman?	✓					✓
	Vulnerable workers (disabled, visually impaired, etc)?		✓				✓
	Contractors?	✓					✓
	Visitors?	✓					✓
	Vulnerable visitors (disabled, children, etc)?	✓					✓
<b>4d.</b>	<b>Rescue/evacuation special arrangements</b>						
	Booking in/out system for staff, contractors and visitors?						<b>Booking information via guest list</b>

**Securico Fire & Security - FIRE RISK ASSESSMENT**

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
<b>4.</b>	<b>Means of Escape (Continued)</b>					
<b>4e.</b>	<b>Emergency services</b>					
	Adequate access?	✓		✓		

**Securico Fire & Security - FIRE RISK ASSESSMENT**

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
<b>5.</b>	<b>Potential for Fire</b>					
<b>5a.</b>	<b>Processes involving heat/naked flames</b>					
	Safe working methods in place?		✓		✓	
	Contractors controlled by permits to work?		✓		✓	
<b>5b.</b>	<b>Electrical</b>					
	Portable appliances tested by a competent person annually?	✓			✓	
	In house portable appliance inspections?	✓			✓	See images 12 & 13
	Mains tested by a competent person every 5 years?	✓			✓	
<b>5c.</b>	<b>Combustible materials / waste</b>					
	Limited accumulation of materials?	✓			✓	
	Waste (internal/ external) stored and disposed of correctly?	✓			✓	

**Securico Fire & Security - FIRE RISK ASSESSMENT**

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
<b>5.</b>	<b>Potential for Fire (Continued)</b>					
<b>5d.</b>	<b>Lighting</b>					
	Good condition?	✓			✓	
	Clear of combustible materials?	✓			✓	See images 14 & 15
<b>5e.</b>	<b>Static</b>		✓		✓	

**Securico Fire & Security - FIRE RISK ASSESSMENT**

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
<b>5.</b>	<b>Potential for Fire (Continued)</b>					
<b>5f.</b>	<b>Heaters</b>					
	Clear of combustible materials?		✓		✓	
	PAT tested?		✓		✓	
<b>5g.</b>	<b>Arson</b>					
	Adequate security measures?	✓			✓	
	Waste bins stored securely / away from building?	✓			✓	
<b>5h.</b>	<b>Smoking</b>					
	No smoking policy in place?	✓			✓	
	Suitable units for dispensing smoking materials?	✓			✓	



**Securico Fire & Security - FIRE RISK ASSESSMENT**

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations	
	Yes	No	Yes	No			
<b>5.</b>	<b>Potential for Fire (Continued)</b>						
<b>5i.</b>	<b>Gas</b>				<b>Recently serviced</b>		
	Inspected by a competent person in the last 12 months?	✓					✓
	Clear of combustible materials?	✓					✓
<b>5j.</b>	<b>Lightning</b>			✓		✓	

**Securico Fire & Security - FIRE RISK ASSESSMENT**

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
<b>6.</b>	<b>Fire Loading</b>					
<b>6a.</b>	<b>Combustible materials</b>		✓		✓	
<b>6b.</b>	<b>Flammable liquids and gases</b>					
	Kept to a minimum?		✓		✓	
	Adequately and securely stored?		✓		✓	
<b>6c.</b>	<b>Finished goods</b>		✓		✓	
<b>6d.</b>	<b>Combustible construction</b>		✓		✓	

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
<b>7.</b>	<b>Training</b>					
<b>7a.</b>	<b>Emergency Arrangements</b>					
	Staff aware of action to take in the event of a fire starting?	✓			✓	
	Staff aware of action to take in the event of the fire alarm sounding?	✓			✓	
	Visitors/ contractors also aware of the above?	✓			✓	
	Fire drills carried out within the last 12 months?		✓		✓	
	Fire marshals/ wardens trained?		✓		✓	
<b>7b.</b>	<b>Fire Awareness</b>					
	Staff received basic fire awareness training?	✓			✓	
<b>7c.</b>	<b>Fire Fighting Equipment</b>					
	Fire marshalls / wardens trained in use of fire-fighting equipment?	✓			✓	
	Sufficient office staff trained in use of fire-fighting equipment?	✓			✓	

**Securico Fire & Security - FIRE RISK ASSESSMENT**

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations	
	Yes	No	Yes	No			
<b>8.</b>	<b>General</b>						
<b>8a.</b>	<b>Records</b>				<b>Premises not operational currently</b>		
	Maintenance, testing and inspection records kept?	✓					
	Fire log kept up to date?	✓					
	Record of fire drills kept?		✓				✓
	Monthly office inspections (to include fire) kept?	✓					✓
<b>8b.</b>	<b>Shared Occupancy</b>						
	Any special risks from activities of other occupants/ neighbours?	✓					✓
	Will other occupants/ neighbours be made aware of the results of this risk assessment?	✓					✓

**Note: Shaded areas to be completed by department manager**

Item Number	Area of Review	Action Required	Notes / Comments / Actions	Target Date

Image 1



Image 2

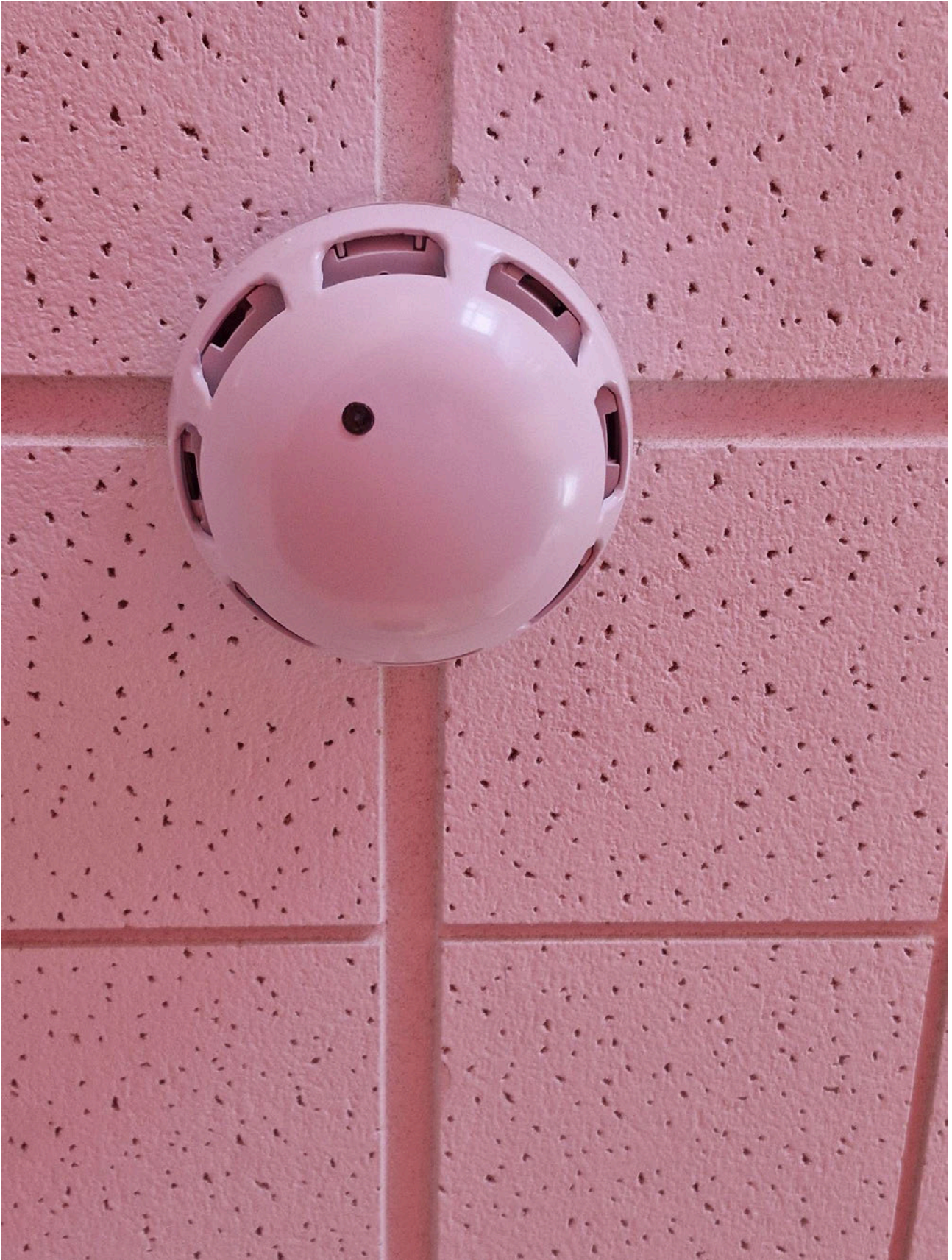


Image 3





Image 4



Image 5

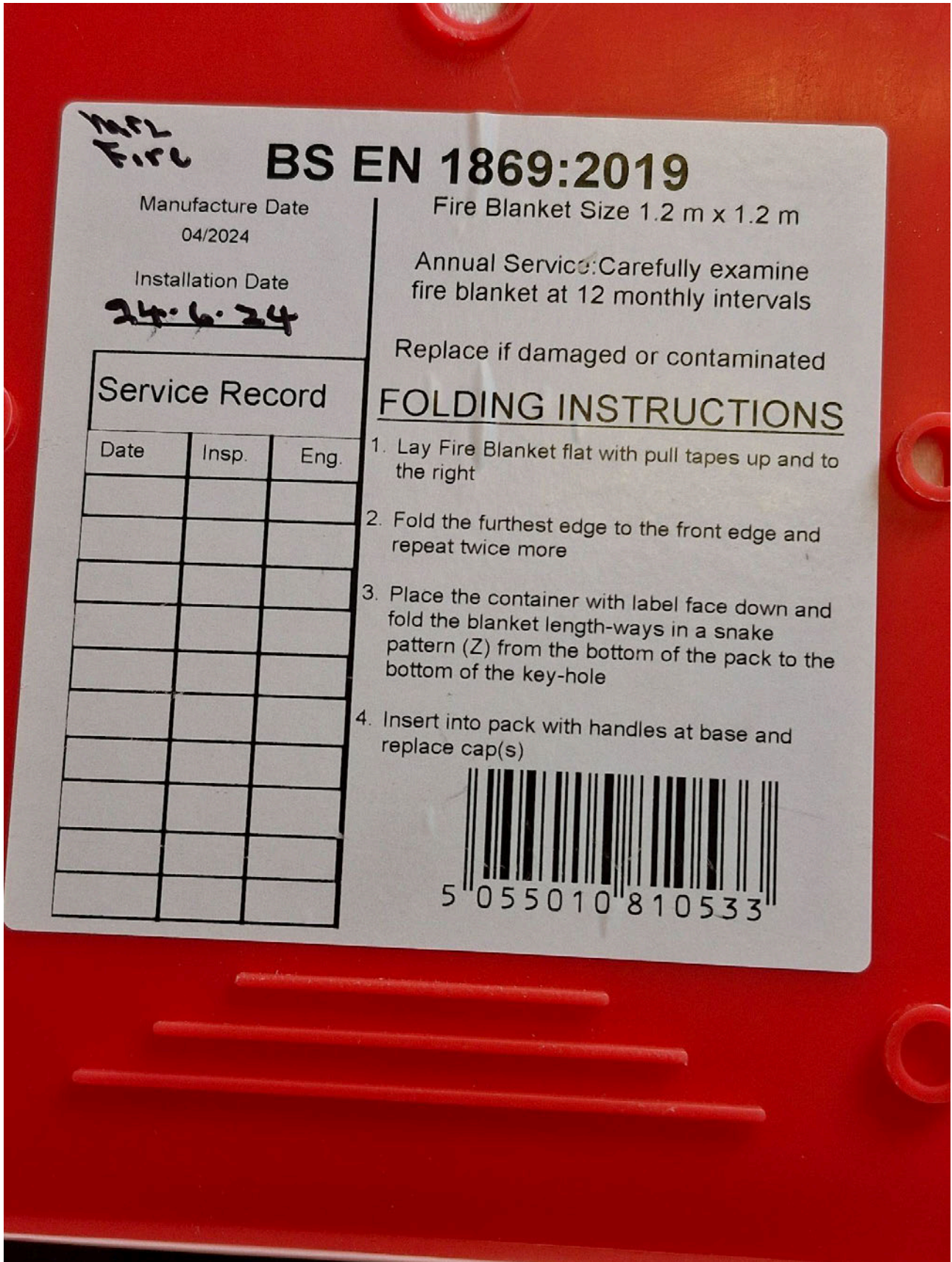


Image 6



Image 7



Image 8



Image 9



Image 10



Image 11





Image 12



Image 13

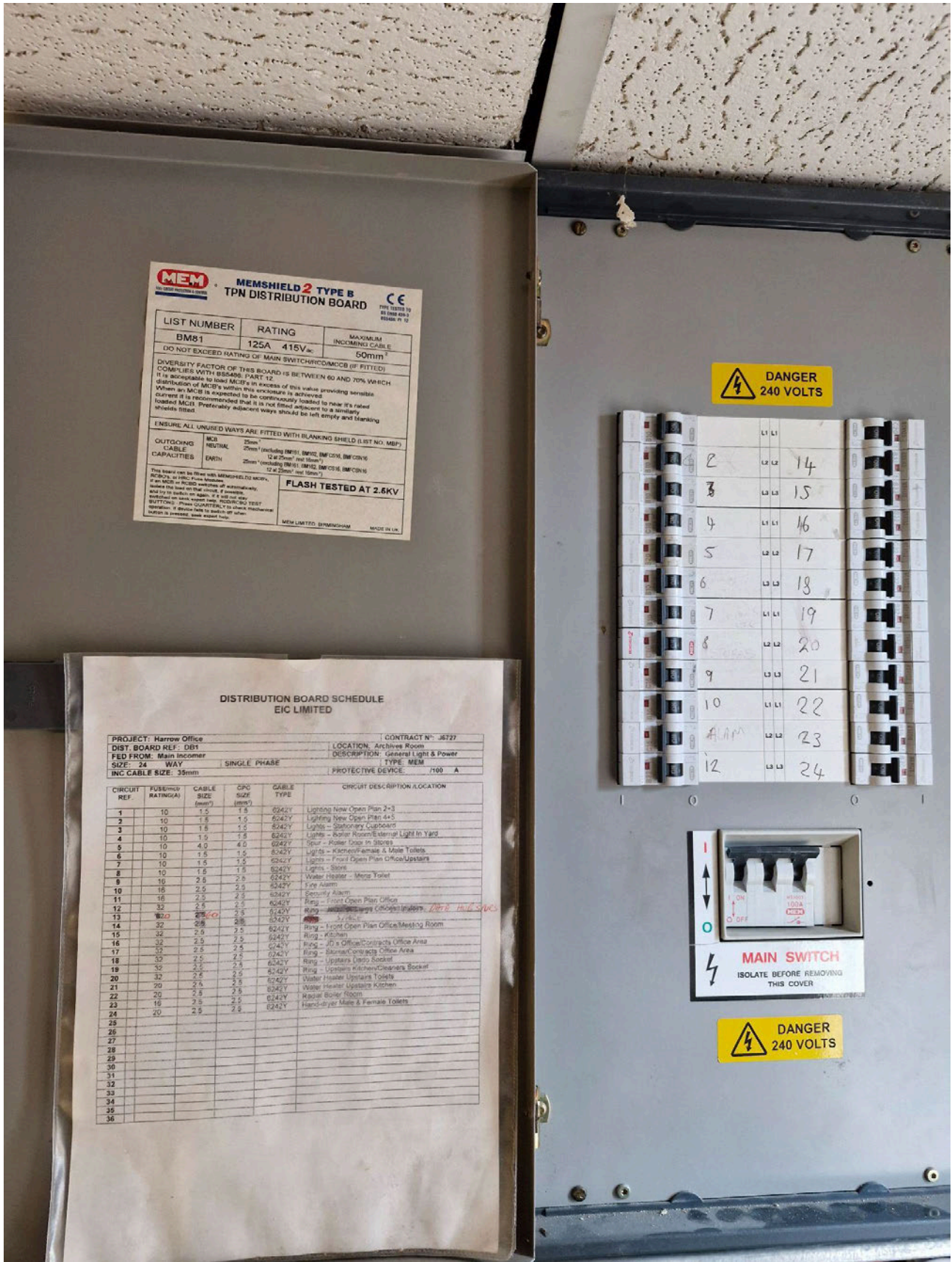


Image 14



Image 15



Synergy Security Ltd t/a Securico Fire & Security

Company No: 08446730. VAT Reg No. 162727013