

APPENDIX 3

26 June 2012

Terncove Ltd t/a We-Pay
7/10 Graham Street
Edinburgh
EH6 5QN
**FOR THE ATTENTION OF
STUART BUCHANAN**

Dear Sir

**FIRE (SCOTLAND) ACT 2005 AS AMENDED AND THE FIRE SAFETY (SCOTLAND)
REGULATIONS 2006**

APPLICATION FOR A SECOND HAND DEALER'S LICENCE

NAME AND ADDRESS OF PREMISES: 24 HIGH STREET, PENICUIK, EH26 8HW

I refer to your application for a Second Hand Dealer's Licence. Should the Council decide to grant this licence, the following are the recommendations of the Fire and Rescue Service.

- a) If the premises consists of more than one room and/or has more than one Exit a Fire Warning System should be provided that complies with BS 5839: Part 1: 2002 (Category M). Where doubt exists as to the need for the installation of a Fire Warning System please contact the undernoted officer.
- b) An Emergency Lighting System capable of illuminating the Means of Escape should be provided. This system should comply with BS 5266: Part 1: 2011 (Non-Maintained – 1 hour duration) and BS EN 1838: 1999 (or BS 5266-7: 1999).
- c) Firefighting Equipment appropriate to the risk should be provided and maintained readily available for use in the event of Fire. In addition the Firefighting Equipment should be maintained in an efficient state, in efficient working order and in good repair by a competent person, on an annual basis in accordance with BS 5306-3: 2009 and Part 8:2000 and BS EN 3 and appropriate to risk.
- d) Suitable and sufficient signs and notices should be provided to comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and/or BS 5499: part 1: 2002 and/or the Health and Safety (Signs & Signals) Regs. 1996.
- e) Effective steps should be taken to ensure that all persons at work in these premises are familiar with the Means of Escape, their use and with the routine to be followed in the case of fire.

This can be achieved by the provision of suitably printed Notices displayed throughout the premises. These Notices should comply with British Standard 5499: Part 1: 1990.

The chosen Notice should incorporate the following information:

- a) The designation of the person or persons responsible for calling the Fire and

Contact:
Stephen Murray
Watch Commander B
Community Safety Business & Commerce
Direct Line: (0131) 654 0451
Fax: (0131) 229 8359
E-Mail: Stephen.murray@lbfire.org.uk

Our Ref: BCG/MEWB1/SM/JB/037/00445

Your Ref:

Rescue Service in the event of a fire and the method to use, i.e., dial 999.

- b) The type of sounding device used within the premises which gives warning of fire, i.e., Bells, Sirens, etc.

Regulation 14

Procedures for serious and imminent danger from fire and for danger areas.

Fire action notices, complying with British Standard 5499: Part 1 current edition should be prominently displayed throughout the premises:-

The chosen notice should incorporate the following information:

- a) The designation of the person or persons responsible for calling the Fire and Rescue Service in the event of a fire and the method to use, i.e., dial 999.
 - b) The type of sounding device used within the premises which gives warning of fire, i.e., bells, sirens, word of mouth, etc.
 - c) The correct address of the premises.
 - d) The location of the assembly point.
 - e) The person in charge of evacuation.
- f) Exit Routes from the premises should be kept free from obstruction and maintained readily available at all times.

Sections 53 or 54

Fire safety risk assessment.

A fire safety risk assessment is required to be carried out for the premises by a competent person. The outcome of the fire safety risk assessment should be recorded in an easily retrievable manner and available for inspection at all reasonable times where:

- a) Five or more persons are employed; **or**
- b) A licence or registration under an enactment is required in relation to the relevant premises; **or**
- c) An alterations notice requiring this by virtue of section 65(6)(a) is in force in relation to the relevant premises.

You are reminded that the process of risk assessment should be ongoing and hereafter where there is reason to suspect that the current fire risk assessment is:

- (a) No longer valid, or
- (b) If there has been a significant change in the matters to which it relates, then the assessment should be reviewed and any required changes must be made to ensure continued compliance with the said Act and Regulations.

The above recommendations should not be regarded as the only option for achieving the benchmark standards. Other fire safety risk assessment methods or fire safety measures which achieve the same end should be considered.

Where to get further advice or information

More detailed guidance on the Act and Regulations and fire safety risk assessment is available on the Scottish Executive Website, www.infoscotland.com/firelaw

Free advice is available from Lothian and Borders Fire and Rescue Service about issues relating to general fire safety, but it must be remembered that the duty holder is responsible for carrying out the fire safety risk assessment for their premises and identifying the fire safety measures necessary as a result of the fire safety risk assessment outcomes.

Should you require further information or clarification in relation to this letter please do not hesitate to contact Mr Murray.

INFORMATION OF APPLICANT ONLY

The applicant should contact the Fire and Rescue Service as soon as the above recommendations are carried out to ensure there is no delay in processing this application.

Yours faithfully

Group Commander

cc. Customer Services (Corporate Resources), Midlothian Council, Midlothian House, Buccleuch Street, Dalkeith, EH22 1DN. For the attention of Jane Lavin.