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KIRKGATE MARKET – FIRE RISK ASSESSMENT

INTRODUCTION

Fire regulations require relevant employers to make a 'suitable and sufficient' assessment of the risk from fire in the workplace, and how the employer can positively impact on the safety of their employees and any other personnel who may be affected by the operation of the workplace.

The purpose of the Market fire risk assessment (FRA) is to assist in meeting this requirement and to show that a complete risk assessment has been undertaken for the Market and general operations.

The overall objective of this document is to identify the persons at risk, the potential fire risks and to describe the arrangements in operation to reduce the likelihood of a fire occurring in the Market, the document also highlights the action to be taken in the event of a fire situation.

This assessment is to be read in conjunction with the *Fire Alarm Activation, Investigation and Evacuation procedure* which describes the action to be taken in the event of a fire situation.

The assessment is stored electronically at – (*insert file path*) and can be made available for reference to all interested personnel, including Market tenants/traders and contractors.

Market tenants are responsible for undertaking their own fire risk assessments for their stalls/units. If a tenant employs more than five employees then the fire risk assessment must be recorded/documented.

For this purpose the Markets service distributes a FRA bundle to all tenants each year which includes a blank FRA form and guidance notes to assist in the process.

PERSONS AT RISK

The *Fire alarm activation, investigation and evacuation procedure* identifies that the action to be taken in the event of an alarm activation will vary depending on the day and time of the activation, therefore the procedure covers five different scenarios.

The persons at risk in each of the scenarios will vary, however the table overleaf is an estimate based on average footfall totals.

Scenario	Day	Time	Approx max. persons @ any time
A - Market fully open	Monday, Tuesday & Wednesday Thursday, Friday & Sat	8.00 – 17.30 7.30 – 17.30	10,000-30,000
B – Before/after opening (traders only)	Monday, Tuesday & Wednesday Thursday, Friday & Sat	6.30 – 8.00 & 17.30 – 18.30 6.30 – 7.30 & 17.30 – 18.30	200
C – Market closed (access by arrangement)	Monday & Wednesday Tues, Thurs, Fri & Sat Sundays	18.30 – 20.00 18.30 – 20.30 By arrangement	10
D – Market Closed Out of Hours Cleaning Team on site	Tuesday & Thursday Friday Sunday	20.00 – 06.00 20.00 – 02.00 07.30 – 15.30 (finish time varies)	4 4 4
E – Market closed	Monday & Wednesday Saturday Sunday	20.00 – 6.00 20.30 – 6.00 15.30 – 06.00 (finish time varies)	0 0 0

Market Kitchen capacity

The Market Kitchen including the events space has a customer capacity calculated as part of the refurbishment project. This has been shared with the Markets events team to ensure compliance for all events and activities, for further information contact Chris Ashby/Kevin Bradbury.

1.0 POTENTIAL FIRE RISKS

Potential fire risks within Kirkgate Market fall into the following main categories:

- Mains service and emergency services installations
- Tenants/trader operations
- Shoppers/casual visitors
- Poor housekeeping
- Contractor's activities

Mains services installations, including electrical distribution services for the operation of the common functions of the market and electrical services to individual trading units. Emergency services installation include battery back-up/standby generators and smoke extractor fans etc.

Tenants/trader operations include preparation of hot food with associated equipment risks; storage/sale of flammable/combustible materials – primarily clothing; storage/sale of other highly flammable goods such as - aerosols, car spares & accessories; other goods packaged in card/plastic.

Shoppers/casual visitors may be responsible for incidents such as careless disposal of smoking materials or malicious action in areas which are not easily supervised/overseen for example deliberately setting fire to materials in toilet cubicles.

However smoking legislation means that it is against the law for customers to smoke inside the Market including all market units and the prohibition of smoking indoors is now widely accepted and complied with. Tenants have been advised of their responsibilities towards ensuring compliance within their unit(s) and no smoking signs are displayed on all the market entrance doors. Market staff patrolling the market are responsible for advising any person smoking on the market that they are contravening the law.

People with additional/specific requirements – as the market is on the ground floor with sufficient exits there are no specific additional measures required for evacuating people with mobility issues (including wheelchair users). Specific reference is also made in the Fire alarm activation, investigation and evacuation procedure for market service staff to ensure in an evacuation situation that all persons (wheelchair users, hearing/sight impairments, customers with pushchairs etc) are able to leave the market quickly and safely.

Poor housekeeping allowing a build-up of flammable/combustible material in vulnerable areas and also potentially obstructing safe escape routes.

Contractor's activities may be responsible for incidents directly/indirectly resulting from their work including hot works, poor housekeeping etc. If not properly controlled this could result in fire either as a direct result of careless 'hot works' or poor quality workmanship.

Each of these risks has been assessed and the following arrangements are considered to provide an appropriate level of response to each.

2. FIRE DETECTION / ALARM INSTALLATION

Fire Alarm Installation

As a result of a fault on one of the Protec nodes during 2021, and concerns regarding future proofing of the Protec fire alarm system, the Protec system was replaced by the Advanced system in early 2022. This included replacement of the associated devices i.e. the detectors and call points.

All common areas of the market are protected by the fully addressable Advanced fire detection and alarm installation, with control/indicator panels at various locations around the building.

Break glass points and smoke/heat detectors are positioned throughout the building.

Individual units throughout the market including the vacant George shop units beneath the old Market offices also have break glass points and detectors on the system.

All units in the 1981 section now have individual break glass points and smoke detectors installed.

The underground service duct beneath the 1904 market is not served by the fire detection/alarm installation however there is sprinkler coverage in this area.

In the event of an alarm activation by a smoke/heat detector or a break glass point the fire alarm system throughout the market is activated.

Sounders, followed by a delayed voice evacuation message, operate throughout the market halls during a fire alarm activation.

The Market team, along with colleagues from the City Cleansing team, are located in offices within Westminster Buildings which are protected by an Advanced fire alarm system which covers the whole of Westminster Buildings. A repeater panel from the main markets system is in situ in the Westminster Buildings office so that staff can monitor the market alarms. When the fire alarm system is activated the fire alarm panel

in the Market offices in Westminster building is activated to alert staff. The sirens and the voice message do not operate in the market offices.

Office Advanced fire alarm installation

Break glass points and smoke/heat detectors are positioned throughout the offices.

In the event of an activation of a smoke/heat detector in the office area the audible alarm sirens operate only in the offices area. The market halls alarm system will not be activated.

George Street Shops

As a result of the proposed George Street development all the units on George Street remain vacant. Keys for the vacant units are available in the Markets office.

Units 20 – 34 have full fire detection and sprinkler installation and are part of the market's fire alarm system.

The single storey shops fronting George Street (units 4-18) are not included in the market fire alarm system nor do they form part of the market fire compartmentalisation, the back of butcher's row acts as a fire gap between these shops and the market.

Public/Traders Toilets

All toilets located within the market building are protected by smoke/heat detectors.

General

The fire alarm installations are supported by battery back-up in the event of a loss of mains power.

There are 6 monitoring panels (also referred to as nodes) located around the market buildings, to allow for monitoring and control of the systems, summary as follows:

PANEL	NODE	LOCATION
3	10 & 11	Middle entrance, Vicar Lane
4	Repeater	Ludgate Hill, George Street
5	Repeater	Kirkgate/New York Street
7	4, 5 & 6	Row A adj. sprinkler room
8	1 & 2	Market office entrance area

Panel No. 8 is generally used for the management of the fire alarm system

The Fire Officer will, on call outs outside trading hours, generally refer to Panel No. 3, visible through the glass doors onto Vicar Lane, or to panel No. 7 which is accessed by an external Fire officer's switch.

A Fire Alarm Activation, Investigation and Evacuation Procedure is in operation to guide staff when responding to all alarm activations.

The fire alarm installation is monitored 24/7 by LCC Security Services.

Market staff respond to all fire alarm activations when on site. To allow market staff to undertake an initial inspection and to avoid the Fire service attending erroneous

activations generated during trading hours – the Fire service do not respond to automatically generated alarm notifications unless a 999 call is received.

The keyholder response outside of trading hours is undertaken by LCC Leisure Security Services.

Market officers and the chargehand/attendant team carry out regular patrols of the market, including checking that market trader's activities do not prejudice the effective operation of the fire alarm installation e.g. obstruction of a break glass point by goods on display.

The detection and alarm installations undergo documented servicing and testing by LCC Electrical services – see section 9 for details – which includes weekly tests on individual devices/smoke extract/sprinkler bell testing etc.

Leeming House (Shops/offices fronting Vicar Lane)

The Markets fire alarm system is separate from the Leeming house system. However there are still shared plant room facilities, serving the 1904 market hall and Leeming House, within 3 distinct basement areas beneath the Ludgate Hill, Kirkgate Chambers and the middle Vicar Lane entrances. These basements are served by the fire detection/alarm installation.

3. FIRE FIGHTING INSTALLATION

Sprinkler System

The sprinkler system is a fully wet system mainly fed from the sprinkler tank system installed as part of the refurbishment project (if required the system is also fed from Yorkshire Water mains). The sprinkler system is linked to the fire alarm system.

The individual units in the 1875 and balcony storerooms and 1904 market halls, and the shop units beneath the market offices fronting George Street, are fitted with sprinklers. There are no sprinklers in the single storey shops fronting George Street.

Some units in the Market Kitchen and 1981 market halls are 'open roofed' to ensure high level sprinkler coverage in the event of a fire. However to satisfy environmental health requirements a number of units in these halls also have a membrane roof cover over. These membranes are designed to disintegrate rapidly in the face of fire, thus presenting no obstacle to early activation of the sprinklers. However it has been previously agreed with the fire officer that these sheets will need to be phased out i.e. removed and not replaced when existing tenants leave the market and before new tenants commence trading.

The sprinkler system also serves the underground service duct within the 1904 market hall.

With the exception of the central toilets there are no sprinklers in the other public/trader's toilets located within the market building.

Monitoring devices to confirm the status of the sprinkler systems are located within plant room 7 on Row A and the middle entrance leading to Vicar Lane.

The alarm system also indicates the status of the sprinkler system within individual units in the 1875 market hall.

The sprinkler installations are inspected/tested in accordance with the requirements of LCC's insurance company, by the LCC loss control surveyor.

Documented pump run and sprinkler tests ('bell test') are carried out weekly by LCC Electrical services.

The sprinkler system (including pumps) is also serviced and tested twice a year under contract with Taylor Fire.

Smoke Extraction System

High level smoke extraction fans are located in the 1904/1875 market halls.

These fans operate automatically, on a zoned basis, in response to local activations of smoke detectors.

In order to supplement the operation of the extractor fans, high level ventilation openings in the roof of the 1904 market hall are automatically closed and glass panels above the external doors in the 1904 market hall are opened.

All the fans are supported by standby generators in the event of a loss of mains power.

Display panels at various locations indicate which extractor fans are activated.

All the fans are inspected annually and tested on a cyclical basis each week by LCC Electrical services.

As part of the refurbishment project smoke extract vents were installed in the Market Kitchen and 1981 market halls. Louvre windows were also installed in the 1904 Hall roof.

Fire Extinguishers/Hose Reels

All fire hose reels were removed as part of the market refurbishment.

Fire extinguishers are located at strategic positions throughout the market.

All fire extinguishers are subject to regular maintenance, including an annual inspection and test, in accordance with the current British Standard code of Practice and as part of the LCC Corporate contract.

Fire extinguishers are checked on a regular basis by Market staff to ensure they are available and in the correct location. A current location plan of the fire extinguishers can be found at: - A - New Level 1 Markets\Health and Safety\FRA 23.24

Fire compartmentalisation

Fire compartment walls separate each of the main sections of the market.

Full compartmentalisation is achieved by a combination of fire shutters and fire doors between the Market Kitchen, 1981 and 1875 market halls – see [plan](#) at *insert file path*

Fire shutters are in effect a stand-alone system in that they are designed to close automatically, either in the event of heat melting a fusible link or on activation of an adjacent smoke detector.

All shutters operate with controlled descent and those activated by an adjacent smoke detector also have an audible alarm to warn of their descent.

A six monthly service is undertaken on all the fire compartment shutters.

Fire doors are fitted with magnetic hold open devices which release automatically on activation of the alarm

Fire doors remain available for manual operation after activation of the alarm

General

Market staff undertake regular inspections of the market, including checking that the activities of market traders do not prejudice the effective operation of the fire fighting installation.

4. EMERGENCY EXIT / ESCAPE

Emergency Exits

There are 14 entrances/exits around the indoor market, each of which can be used as an emergency exit during market trading hours.

All entrances are fitted with automatic doors, two of which have a manual break out facility, these doors are row J (middle and bottom). This break out facility enables the doors to be pushed open in the event of an emergency effectively doubling the capacity of each of these exits.

All external doors including designated fire escapes doors are the subject of an annual service contract which includes two planned service visits per year.

The size and type of each door opening was agreed with the Fire Officer at the time of installation.

The Fire Alarm Activation, Investigation and Evacuation Procedure details which doors are available for emergency exit purposes outside trading hours, according to the operations which are being undertaken at any specific time.

The internal plant room door on row A will unlock in the event of a fire alarm activation so this route can be used as an emergency exit, for example when all external market doors are locked.

Escape Routes

The grid layout of the aisles within the market halls facilitate movement to the nearest available exit.

All aisles are checked by Market officers during trading hours to ensure they are not obstructed.

Balcony areas in the 1904 market hall that are accessible to market traders, all have two alternative means of escape.

The assembly point for staff is in the basement of the Market NCP. See the fire alarm activation, investigation and evacuation procedure for more detail.

Emergency Signs

Signs in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 indicate all emergency exit routes. The current location of the signs are shown on the plan saved here: *insert file path*

Illuminated signs in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 indicate all emergency exit points from the market.

All illuminated signs are supported by battery back-up in the event of a loss of mains power.

Emergency Lighting

Emergency lighting, activated in the event of a power failure, is installed throughout the common areas of the market, with support from battery inverters and standby generators.

Plant room 7, Vicar Lane and the plant room on the 1904 balcony (generator room) have emergency lighting.

All trading units in the 1875 market hall have emergency lighting at ground/first floor level.

Emergency lighting is installed in the shop units fronting George Street.

A weekly test of the emergency lighting is undertaken by the Market facilities team and the annual 3 hour and 1 hour run tests are undertaken by Excel Maintenance under a three year contract.

5. EMERGENCY PROCEDURES

Arrangements for contacting the Emergency Services are detailed on the Fire Action Notices located adjacent to each break glass point throughout the market building.

These arrangements are also set out in the Fire Activation, Investigation and Evacuation Procedure and can be found at *insert file path*

The Fire Activation, Investigation and Evacuation Procedure details the action to be taken during emergency situations and also sets out the responsibilities of individual nominated officers.

6. GENERAL

Battery inverters/standby generators

As referred to variously above, the battery inverters and standby generators are designed to mitigate against any increased risks which may arise during an emergency situation as a result of a mains power failure.

There are 5 inverters. The inverters use batteries to 'feed' the emergency lights in case of a powercut. The inverters should run for 3 hours when needed. The plan saved in

insert file path shows the location and what each inverter feeds. The Invertors also feed illuminated fire exit signs.

The inverters in the 1904 hall feed the small round fluorescents under the balconies, one light in each entrance and light on the stairs leading to the balconies and toilets (traders and public) as well as the lights leading to the subterranean barber's shop.

Throughout the rest of the market, the emergency lighting is the low level lights.

The generators are located on the first floor of the plant room on row A and the plant room on the 1904 balcony.

The two generators feed the smoke extract and sprinklers only. The generators 'kick in' in a powercut on demand i.e. if the fire alarm activates.

Fuel stored with the two diesel generators is held in the integral fuel tank to each unit, each of which is topped up following routine testing of the motors. Small cans held for refuelling generators are in a locked flame proof storage unit in the compactor/recycling area of the multi-storey car park.

Standby generators are subject to bi-annual service contract – this includes one minor and one Major service including load test.

A plan showing the location of the emergency generators and the generator extract vents is located here *insert file path*

Plant Rooms

There are a total of ten plant rooms located around the market for the management of the various electrical/mechanical services serving the market.

These plant rooms are shown on the plan attached along with a brief overview of the main services in each of the rooms.

All equipment in each plant room is subject to regular inspection/testing/maintenance. A number of these rooms contain Yorkshire Electricity incoming mains and electricity meters serving various market stalls. Supply cables distribute the power from the meters to the consumer units located within individual stalls via overhead cable trays, which also carry other stall services such as water/telecommunications.

Other plant rooms contain monitoring panels for the emergency alarm installation; the smoke extraction system and the sprinkler systems as well as battery inverters and standby diesel generators to support the smoke extraction and emergency lighting systems.

There is one external switch room, fronting George Street providing electrical services to each of the outdoor market stalls.

All plant rooms are locked at all times and access is restricted to authorised personnel only.

Smoking and storage of flammable/combustible materials is strictly prohibited in all plant rooms.

Market staff and authorised contractors regularly visit these rooms. Any issues of concern that are identified are required to be brought to the immediate attention of Market management.

Fire extinguishers are positioned in every plant room including the switch gear area on the 1904 balcony.

Each of these plant rooms are located/designed to prevent the spread of fire.

Store Rooms

There are two storerooms located beneath each end of the old market offices, off Row J in the 1981 market hall (off George Street)

These storerooms, which are kept locked, are used for storage of cleaning materials and equipment.

All cleaning materials used on the market premises have been COSHH assessed, including the identification of any fire risks.

There are also trader store rooms located on the 1904 balcony

Gas Services

There is no mains gas service within the Kirkgate Market site.

Liquid petroleum gas (LPG) is prohibited for use by market traders within the indoor market for any purpose.

LPG is permitted on catering vehicles on the outdoor market (see 7: Outdoor market). Each outdoor market trader using LPG is required to carry out their own fire risk assessment.

The floor cleaning machines used by LCC Cleaning services (CEL) who undertake the deep cleaning on the market are all battery operated so there is no requirement for LPG to power the floor cleaning machines.

Housekeeping

Effective housekeeping is recognised as being crucial to removing/reducing risks in the market.

Market officers patrol the market throughout the day to ensure that refuse and other flammable/combustible material is removed at the earliest opportunity.

Market officers patrol the market at the end of each trading day to ensure that all flammable/combustible material has been removed to the refuse disposal point.

Enforcement action can be taken against any trader who fails to comply with 'housekeeping' requirements.

Litter bins are located within all parts of the market. These are inspected and emptied on a regular basis throughout the day and at the end of each trading day.

Contractors (working for Markets service)

All contractors working on behalf of the Markets service must provide full details of any specific fire hazards, and the control measures in place, associated with the activity being undertaken. Specifically a 'permit to work' system is in operation to control and monitor 'hot works'

The method for acknowledging these fire risks will vary dependant on the complexity/length of work being completed. For the 'routine' simpler activities this may be in the form of a discussion with the facilities management team. For the larger contracts detail must be included within the safety file agreed with the Planning Supervisor/Project Manager for the contract.

Any fire hazards identified must be assessed and relevant control measures implemented in full consultation with the Markets service.

The Markets service will inform all contractors of the fire/evacuation procedures in operation at the Market. Contractors must adhere to these procedures at all times.

Contractors must report to the Facilities manager prior to commencing work on the Market.

Contractors must ensure that their staff adhere to the signing in/out procedures at all times.

Contractors (working for tenants)

As part of the unit alteration procedure (see paragraph in section 8 – unit alterations) tenants must provide the Markets service with full details of contractors working on their behalf.

Tenants must ensure that contractors working on their behalf meet the standards required by the Market service before commencing any work on units e.g. electrical contractors must be a current member of a recognised registering body as a 'commercial electrician' i.e. certified to work on commercial properties and prior to any work being undertaken the Markets service require details of the registering body and registration number.

Contractors working for tenants will not be allowed unaccompanied access to any electrical plant rooms.

Contractors working for tenants will be instructed on all operational requirements by the Facilities manager whilst undertaking work on the Market. The tenant and the contractor must adhere to these requirements throughout the duration of the work being completed.

Contractors working on behalf of tenants must also comply with all the requirements identified above.

7. OUTDOOR MARKET

Market Stalls

All outdoor market stalls are supplied with mains electric lighting and commonly a 5 amps power supply.

Each stall is protected by a residual current device (RCD) to isolate the power if the supply is overloaded.

The electricity supply and RCDs are located in the switch room fronting George Street.

The electricity supply to each stall is switched on each morning by market staff.

Market traders are not authorised/allowed to enter the switchroom.

Liquid Petroleum Gas (LPG).

LPG is permitted on catering vehicles on the outdoor market, with the agreement of the Markets service. Each outdoor trader using LPG is required to carry out a fire risk assessment.

8. OTHER RISKS

Electrical Risks

The Markets service has a testing programme for all authorised items of portable electric equipment used by market staff in connection with their duties. Market staff are not authorised to bring personal items of electrical equipment onto the premises for use in connection with their work.

Market tenants are responsible for the testing of all their own portable electrical appliances used on the market premises.

Unit Alterations

Tenants are required to obtain the written approval of the Markets service before commencing any unit alteration works. All such works are subject to strict conditions to be satisfied before commencement.

Any contractor carrying out works will be required to show evidence that all necessary approvals have been granted by the Markets service.

Any works carried out by a tenant, without the required approval from the Markets service, will not be permitted. The Markets service may remove any such unapproved alterations at the cost of the tenant.

Particular attention is given to any alteration that may affect fire detection/prevention measures and/or means of escape.

Specifically, electrical works are included in the scope of unit alterations.

Only electrical contractors who are a current member of a recognised registering body such as NICEIC and certified to work on commercial properties will be authorised by the Markets service to undertake electrical work on units.

On completion of any electrical work to any unit the tenant must submit a copy of the appropriate completion/minor works certificate to the Market service.

Tenant's merchandise

Kirkgate Market trades in a wide variety of merchandise, much of which is flammable/combustible, including clothing, toiletries and other packaged items.

Each tenant is required to take all necessary steps to ensure the optimum performance of all fire detection, fire alarm and fire fighting installations within or in the immediate vicinity of their unit. Where any breaches of this requirement are brought to their attention, the tenant will be required to take immediate action to remedy the situation.

All tenants are reminded of this requirement annually in the FRA bundle sent to all tenants.

To assist in good fire management each market tenant within the indoor market is required to undertake their own fire risk assessment. This should include details of any fire fighting equipment maintained on the unit.

The tenant is responsible for ensuring all their representatives are aware of the risks and the control measures required to prevent/reduce the likelihood of fire originating from their units. Tenants are also advised to display a copy of the completed assessment in a prominent position within their unit(s).

There are throughout the market a number of tenants trading in hot food, for consumption on/off the premises. These tenants are required, in the preparation of their fire risk assessments, to pay particular attention to the risks associated with food preparation equipment and also their responsibility for the cleaning of kitchen extraction/ventilation equipment and the correct provision and maintenance of extinguishers.

However to ensure the appropriate cleaning and maintenance of the extraction and ducting systems the Market service procure an annual check, inspection and cleaning contract for all individual systems within units. This is currently undertaken by UK Commercial Group Ltd.

Those tenants whose units are arranged to allow/encourage customers to enter their units are required to ensure that those people, and their own staff, may evacuate the units speedily and safely in the event of fire.

Visitors

One of the greatest risks to safety within the market complex arise from the activities of visitors to the premises.

Smoking legislation dictates that it is against the law to smoke inside the Market including all market units. Tenants have been advised of their responsibilities towards ensuring compliance within their unit(s) and no smoking signs are displayed on all the market entrance doors. Market staff patrolling the market are responsible for advising any person smoking on the market that they are contravening the law.

Enforcement and prosecution of the smoking legislation is the responsibility of Leeds City Council's Environmental Health department. There are no dedicated smoking areas for customers or tenants.

Public toilets are potentially vulnerable locations although these are fitted with detector devices and are also subject to patrols by the market team.

The majority of the landlord areas of the Market are covered by 24 hour CCTV, monitored by LCC LeedsWatch.

9.0 SERVICE/MAINTENANCE CONTRACTS

The following is a list of the key service/maintenance contracts that are in place appertaining to fire management:

can be supplied confirmed on request

10 ADDITIOAL INFORMATION

Kirkgate suite

The former disused café on the 1904 balcony is now used as a multi purpose suite mainly for meetings, events etc.

The suite can be hired by internal and external organisations as a meeting room, an induction is undertaken with the person making the booking on the day to highlight issues such as fire exits, no smoking etc.

The only access to the suite is via a staircase from the 1904 market hall between stalls 5 & 5a, the staircase is protected by sprinklers and alarmed by a smoke detector connected to the markets alarm system.

The suite is a timber and glass construction originally a café it has fire sprinklers and smoke detectors and two break glass points located at the entry and egress doors. The door at the top of the stairs in the 1904 market hall has an illuminated exit sign. The fire exit door at the far side of the suite leads to the bridge over the Ludgate hill entrance to the market. This area has high level smoke detectors but no high level sprinklers.

To exit the suite in an emergency situation egress is by the switch room and a second fire door (illuminated) exiting into Leeming House and then descending a staircase exiting by a third fire door onto George street, this staircase has smoke detectors connected to the fire panel in the foyer of Leeming House.

The suite is not accessible for wheelchair/pushchair access and this is highlighted as part of the suite booking process.

A unisex washroom is also located in the suite and as part of the induction with the person making the booking they are advised to ensure they check the washroom for occupation during an evacuation/emergency situation.

Information Centre Reception

In October 2019 the Information centre reception relocated to shared accommodation with the Library team within units 280/282. Construction is a steel frame unit which was refurbished during the 2016 market refurbishment.

The main exit/entrance is onto row 2.

The reception has the standard market unit protection/detection that is on the exterior of the stall with high level sensors.

Fire extinguishers are located in the public and staffed areas. Fire exit signs are clearly marked on exit from the area.