



Jacqui Sinnott-Lacey
Chief Operating Officer
52 Derby Street
Ormskirk
West Lancashire
L39 2DF

Wednesday, 16 August 2023

TO: COUNCILLORS P BURNSIDE, G OWEN AND I ECCLES

Dear Councillor,

**ADDITIONAL INFORMATION - LICENSING & GAMBLING SUB-COMMITTEE
MONDAY, 21 AUGUST 2023**

Please find attached further representations pertaining to Alpine Club Lodge.

Yours faithfully

A handwritten signature in black ink, appearing to be "J. Sinnott-Lacey".

Jacqui Sinnott-Lacey
Chief Operating Officer

**AGENDA
(Open to the Public)**

8. **APPLICATION FOR THE REVIEW OF A PREMISES LICENCE IN RESPECT OF ALPINE CLUB LODGE, RAILWAY ROAD, ORMSKIRK, L39 2DN** 327 - 330
To consider the report of the Corporate Director of Place and Community.

We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

FIRE EVACUATION PROCEDURE: Please see attached sheet.

MOBILE PHONES: These should be switched off or to 'silent' at all meetings.

For further information, please contact:-

Chloe McNally on 01695585207

Or email Chloe.McNally@westlancs.gov.uk

**FIRE EVACUATION PROCEDURE FOR:
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT
(52 DERBY STREET, ORMSKIRK)**

PERSON IN CHARGE: Most Senior Officer Present
ZONE WARDEN: Member Services Officer / Lawyer
DOOR WARDEN(S) Usher / Caretaker

IF YOU DISCOVER A FIRE

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

ON HEARING THE FIRE ALARM

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **Do NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

NOTES:

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

CHECKLIST FOR PERSON IN CHARGE

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the zone warden and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, **i.e.** that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

NOTE:

The Fire Alarm system will automatically call the Fire Brigade. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

CHECKLIST FOR ZONE WARDEN

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

INSTRUCTIONS FOR DOOR WARDENS

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.

Visit 48751

ALPINE CLUB LODGE

Printed: 16/08/2023

Visit Details:

Premises ID: 10768	Time: 00:20
Reference: NIGHTSAFE LICENSING	
Date: 18/05/2019	
Address: 17/23 RAILWAY ROAD ORMSKIRK LANCASHIRE L39 2DN	Main Phone: [REDACTED] Alt Phone: [REDACTED] Email: [REDACTED] Fax: [REDACTED]

Description:

SPOKE WITH DOOR STAFF, NO LOG BOOK COMPLETED. NO PREMISES LICENCE ON SHOW, DPS SCOTT FLANNERY STATES THAT THERE IS CURRENTLY 3 ACTIVE, HE DID NOT HAVE ONE WITH HIS NAME ON, ONLY THE PREVIOUS DPS. FLANNERY DID NOT HAVE HIS PERSONAL LICENCE ON HIM, STATING IT WAS IN THE CAR, HE WAS HAPPY TO GET IT. CCTV ALL WORKING AND ADEQUATE. CHALLENGE 25 HAD TO BE PROMPTED FROM FLANNERY ALTHOUGH HE STATED EVERYONE WAS ID'D

Officers:

6521 BIRTLES, STEPHEN - CONSTABLE
2669 FRANZONI, GREGORY - Constable

Responsible People:

[REDACTED]

Notes:

[REDACTED]

Narratives:

[REDACTED]

Visit 48937

ALPINE CLUB LODGE

Printed: 16/08/2023

Visit Details:

Premises ID: 10768	Time: 00:00
Reference: NIGHTSAFE	
Date: 16/06/2019	
Address: 17/23 RAILWAY ROAD ORMSKIRK LANCASHIRE L39 2DN	Main Phone: [REDACTED] Alt Phone: [REDACTED] Email: [REDACTED] Fax: [REDACTED]

Description:

ATTENDED AND SPOKE WITH SUPERVISOR. HE PROVIDED HIS PERSONAL LICENCE AND WAS UNABLE TO PROVIDE PREMISE LICENCE SUMMARY. STILL AN ONGOING ISSUE. 150 PATRONS PRESENT. DOOR STAFF PRESENT. ONE DISPLAYING SIA ONE NOT BUT PROVIDED ON REQUEST

Officers:

6521 BIRTLES, STEPHEN - CONSTABLE
2977 FLEMING, ANDREW - Constable

Responsible People:

Notes:

Narratives:

ALPINE CLUB LODGE

Printed: 16/08/2023

Visit Details:

Premises ID: 10768	Time: 00:45
Reference: Date: 16/10/2022	
Address: 17/23 RAILWAY ROAD ORMSKIRK LANCASHIRE L39 2DN	Main Phone: [REDACTED] Alt Phone: [REDACTED] Email: [REDACTED] Fax: [REDACTED]

Description:

SB50 NIGHTSAFE
ALPINE VISITED, SPOKE WITH DOOR STAFF
(6 ON DOORS) 593 INSIDE.
WALK THROUGH CONDUCTED, VERY BUSY WITH NO SIGNS OF ANY ISSUES VISUALLY OR FROM STAFF.

Officers:

3356 PORTER, BRIAN - Constable

Responsible People:

ID: 23975 Name: LEE GREEN

Notes:

Narratives:

