

Fire risk assessment checklist – Small premises with paying guests

Address of premises:

2 Merry Harriers
Woolsery
Bideford
EX39 5QH

Number of floors:

2

Number of rooms

6

Construction:

Stone & Cob with a slate roof

Assessor:

Mr & Mrs West

Date of fire risk assessment:

1 October 2023

Responsible person:

Mrs Sylvia West

Fire hazards and controls

Are fixed electrical installations inspected and tested every 5 years?

Yes - 5yr inspection carried out by JM Electrical – October 2023

Are electrical appliances periodically inspected and tested?

Yes – PAT testing due November 2023 and subsequently every 2yrs

Is the use of trailing leads and adaptors avoided where possible?

Yes - Only trailing lead would be from vacuum cleaner when in use.

Multiple adapter units not provided

Are gas appliances inspected and tested every 12 months? N/A - No gas on the premises.

Is smoking permitted on the premises?

No smoking policy included in T&Cs
Notice displayed inside porch area

Are suitable arrangements in place for those who wish to smoke? N/A

Are the premises adequately secured to prevent unauthorised access?

Front door access only fitted with 5 lever lock.

All windows fitted with locks.

Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?

Small quantity of waste/recycling put in under stairs cupboard and removed on each change over.

Instructions on safe disposal displayed on door.

Dustbin for black bag located in parking area adjacent to garden approx. 100m from property.

Are fixed heating systems subject to periodic maintenance? Yes – serviced annually

Are portable heaters subject to periodic inspection and used safely? – N/A

Are there adequate fire precautions in the use of open fires and log burners? e.g. regular chimney sweeping

Chimney swept annually and a bird guard fitted. Woodburner sits on a good size concrete hearth. Fire guard provided. Fire set ready to use with a minimum supply of logs provided for one more lighting only. Metal ash bin provided. Matches kept on high shelf in kitchen out of reach of children. Instructions on how to use woodburner in guest folder.

Are adequate measures taken to prevent fires from cooking equipment? e.g. prohibiting deep fat fryers No deep fat fryer on premises.

Are filters and ductwork subject to regular cleaning? N/A

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste e.g. from tumble dryers?

No tumble dryer on premises. Oven and Grill cleaned at each changeover.

Are combustible materials kept separate from ignition and heat sources?

No linen/towels kept near heat sources.

Is it ensured that all contractors who undertake work on the premises are competent and qualified?

Yes – Only professional contractors employed to undertake work on the premises.

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances? N/A – No dangerous substances stored at the property.

Are there any other significant fire hazards in the premises? NO

If the answer to the above question is yes, please list each hazard and any control measure to reduce the risk of fire, in the box below. If the answer to any question is no, include suitable action within the Action Plan

You should list each hazard, and any related control measure to reduce the risk of fire, in this space.

Fire protection measures

Are all escape routes kept clear of obstructions to enable people to escape safely?

Yes – stairs kept clear of obstructions

Are all fire exits easily and immediately openable? YES

Front door exit only and has been fitted with a thumb turn.

T&Cs include instruction to parents to supervise children in relation to use of thumb turn.

Are distances to final exits considered reasonable?

Yes, stairs lead straight down to the front door.

Do the walls and structures protecting the stairway and escape routes provide an adequate level of fire resistance? N/A

Is the fire resistance of doors to stairways and escape routes considered adequate?

NO - Standard hollow core doors on bedrooms and bathroom onto landing directly outside at top of staircase. Work will be carried out to replace with 30-minute fire resisting doors.

Notice to guests recommending all internal doors kept closed overnight in guest folder

Where necessary, are doors fitted with suitable self-closing devices that close the doors effectively? N/A

Are there adequate levels of artificial lighting provided in the escape routes?

Light on landing. Emergency lighting activated if power fails (see below)

Where necessary, has a reasonable standard of emergency escape lighting been provided?

Hard wired emergency lights at top and bottom of stairs will come on automatically in the event of a power failure plus a 'night light' which remains plugged in and comes on if power fails, is located and can be taken outside when exiting the building.

Where necessary, is a reasonable standard of fire exit and fire safety signs provided?

Fire and Emergency Notice 2023 and PASCUK Fire Action Notice including postcode of property and What 3 Words, displayed at bottom of stairs on the wall in the lounge.

Are smoke and/or heat alarms/detectors provided and is the extent and coverage considered adequate? Consider also CO alarms.

Grade D1 alarm system connecting smoke alarms in lounge, kitchen, landing and each bedroom. Carbon Monoxide alarm in lounge.

Is there a reasonable provision of firefighting equipment (fire extinguishers, fire blankets)?

YES

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the Action Plan.

Fire blanket located in the kitchen. Powder Fire Extinguisher removed following new government guidance.

Management of fire safety

Are procedures in the event of fire appropriate and documented? YES

Fire Emergency and Action Notices clearly displayed on lounge wall at the bottom of the stairs.

Is the information on fire safety and the action to take in the event of a fire given to guests?

YES - In addition to above, a copy of the Fire Risk Assessment is in the guest folder.

Are any staff members given regular instruction and training on the action to take in the event of a fire? N/A – No staff members employed

Are frequent checks carried out to ensure exit routes are kept clear and fire exits remain easily openable? Checked at each changeover

Are periodic checks carried out on fire doors to ensure they remain in good condition and close effectively? N/A

Are domestic smoke and heat alarms tested at least monthly? Include CO alarms in testing.
YES Checked at each changeover.

Where fitted, are weekly testing and six-monthly servicing routines in place for the fire detection and alarm system? YES

In self-catering premises, are all smoke/heat alarms (or fire detection and alarm systems, where fitted) tested at every changeover? YES

Where fitted, are monthly and annual testing routines in place for the emergency escape lighting? YES

Where provided, are fire extinguishers subject to annual maintenance? N/A

Are records of testing and maintenance maintained? YES

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the Action Plan.

Changeover checks recorded on checklist.
Monthly/annual checks recorded electronically and kept on file.

Action plan

If any of the above boxes are ticked with a 'No', the deficiencies should be described below, along with proposed action for rectification.

Item	Deficiency	Proposed action	Timescale	Person responsible
Upstairs Internal doors	Standard hollow core	Replace with 30-minute fire resisting	Within 12 months	Sylvia

