Fire risk assessment checklist – Small premises with paying guests

Responsible person (e.g. employer) or person having control of the premises:	Emma Milligan-Manby		
Address of premises:	Beach Cottage, The Dell, Anderby Creek, Skegness, PE24 5XT What3Words: euphoric.slimmer.lecturing		
Number of floors:	2 185 square metres	Number of rooms:	4
Construction:	The ground floor is concrete covered by porcelain floor tiles. The first floor is covered by engineered oak boards. The walls are brick, covered with plasterboard. There are no coverings to walls or ceilings.		
Date of fire risk assessment:	October 2023		

Date of previous fire risk assessment:	June 2020 reviewed annually
Suggested date for review:	October 2024

Fire hazards and controls

Are fixed electrical installations inspected and tested every 5 years?

Yes The Electrical Installation Condition Report was carried out on 31st December 2019. This is next due in 2024.

Are electrical appliances periodically inspected and tested?

Appliances have been registered with the manufacturer and are checked at each changeover

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

Yes checks done on the cleaning changeover
This will be mentioned in guest House Rules

Are gas appliances inspected and tested every 12 months?

N/a

Is smoking permitted on the premises?

No there is a sign in the property saying No Smoking to include vaping and e-cigarettes

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

Yes those who wish to smoke may smoke outside

Are the premises adequately secured to prevent unauthorised access?

Yes

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

Yes a small amount of logs for the woodburning stove are stored in a basket away from the stove. Firelighters are also stored in this basket. The main log store is outside the building.

Daily refuse and recyling is stored in a refuse bin in the kitchen, wheelie bins are stored away from the cottage

The rooms all have waste paper baskets but are not kept near any sources of ignition.

Are fixed heating systems subject to periodic maintenance?

Yes inspected annually, there is no oil tank nor gas, the heating and hot water systems are all electric There is underfloor heating downstairs and a radiator and towel rail upstairs.

Are portable heaters subject to periodic inspection and used safely?

Only used in an emergency in the unlikely event that the heating fails

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

Yes

There is a wood burning stove in the property. We recommend the doors are closed when the fire is burning.

The chimney is swept annually.

A carbon monoxide detector is located in the living room.

Are adequate measures taken to prevent fires from cooking equipment? e.g. prohibiting deep fat fryers

Yes

There are instructions for use of the electric oven.

The hob is electric.

Extraction vents are checked on the changeovers as per the checklist.

There is no facility for deep-fat frying.

Are filters and ductwork subject to regular cleaning?

Yes these are checked and changed if necessary on the changeovers

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

Yes we have good housekeeping procedures in place with checklists for cleaning the tumble dryer filter
Cleaning materials are stored in cupboard under the sink

Are combustible materials kept separate from ignition and heat sources?

Yes logs for the stove are kept in a basket away from the stove. Extra logs are kept in an outside store.

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

Yes

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?

Yes

There are no lawnmowers or fuel stored on site. Any cleaning materials are stored in a cupboard in the kitchen under the sink.

Are there any other significant fire hazards in the premises?

No

There are no candles or tea lights in the property, except for power cuts. They are kept in a box marked 'power cuts only'

The BBQ is stored in the summerhouse when not in use. Guests bring their own charcoal if they wish to use this. The fire blanket could be used to extinguish out of control flames.

There is a possibility that kindling and fire lighters may be present in the property. However these are stored in a basket away from the open fire.

Action/Control Measures:

PAT testing.

New Safety Checklists to be provided to the housekeeping staff

Considering taking away the emergency tea lights for power cuts

The BBQ does not have a lid, but the fire blanket can be used to extinguish out of control flames

In the House Rules we ask guests to keep firelighters and matches away from the open fire and the stove door closed during burning.

Fire protection measures

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

Yes and checked on the changeovers

Are all fire exits easily and immediately openable?

No but we are addressing this with the installation of handles on the front door and French doors, which can be opened from the inside without the need of a key

Are distances to final exits considered reasonable?

Yes approx. 15 metres

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

Yes the walls are plasterboard

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

No we will be organizing that the 2 bedroom doors are painted with fire resisting and retarding paint called intumescent paint. We intend to take professional advice on this.

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

N/a but we encourage guests to close their bedroom doors whilst sleeping

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

Yes

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

No but we are considering installing the plug in emergency lighting.

There is limited external lighting. A torch is kept on the pegs in the hallway. There is a torch in the upstairs bedside table. We are going to replace both torches with rechargeable ones.

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

Yes

ACTION:

In the event of fire, all guests are to evacuate the premises through their nearest exit point (front door and two sets of French doors) and are to assemble either on the beach or in the Dell, where cars are parked. In both instances this is via steps.

The Fire Brigade should be called as soon as it is safe to do so. Please provide the address and the What3Words on the front of this risk assessment.

Please alert Emma and James as soon as it is safe to do so on 01472 398270 or 07971 283404.

The evacuation procedures are detailed in the guest information sheet.

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

These are all installed by qualified electricians

There are two smoke alarms, mains wired, one upstairs on the landing and one downstairs in the kitchen, in the event of loss of power they have back up batteries.
Back up batteries will be replaced annually.

The smoke detectors are tested at the end of every let.
There is a carbon monoxide detector on the wall close to the wood burning stove on the side of the chimney.

We are planning to install smoke alarms in the 2 bedrooms

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

Yes there are fire extinguishers and a fire blanket, these are all checked annually. We will be replacing any

powder extinguishers

A fire extinguisher and fire blanket are fitted to the wall in the kitchen. There is a second fire extinguisher in the master bedroom upstairs.

Action Plan:
to replace any powder extinguishers
to install plug in emergency lighting
to install smoke alarms in the 2 bedrooms
to replace the torches with rechargeable ones
to replace all exterior door handles/locks with ones which are openable without a key
to paint bedroom and the sitting room doors with anti-fire retardant paint

Management of fire safety

Are procedures in the event of fire appropriate and documented?

Yes there is information in the guest information folder.
Guests must exit the building buy the safest route.

The house is two storey – there is one master bedroom upstairs with shower/bathroom and one small cabin room downstairs suitable for children under the age of 12.

The front door is an inward opening wooden stable door and opens directly into a small hallway.
There are double glazed French doors leading onto the decked veranda from the beach room downstairs.
There are double glazed French doors leading onto the upper decked veranda from the master bedroom.
These doors all open outwards.

Visitors are issued with keys for all exit doors which are lockable. The upstairs French doors are only lockable using internal bolts.

We will be replacing these with locks which are openable without a key.

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

Yes this is provided in the guest information folder

ACTION:

In the event of fire, all guests are to evacuate the premises through their nearest exit point (front door and two sets of French doors) and are to assemble either on the beach or in the Dell, where cars are parked. In both instances this is via steps.

The Fire Brigade (999) should be called as soon as it is safe to do so. Please provide the address and the What3Words on the front of this risk assessment.

Please alert Emma and James as soon as it is safe to do so on 01472 398270 or 07971 283404.

The evacuation procedures are detailed in the guest information sheet.

Are any staff members given regular instruction and training on the action to take in the event of a fire?

No it is a self catering property

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

Yes on the cleaning changeovers

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

Not at the moment as there are none currently fitted

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

Yes tested on the cleaning changeovers with Safety checklists

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

Yes however the service routine is annual

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?

N/a

Where provided, are fire extinguishers subject to annual maintenance?

Yes annual inspection by Firestop Services Ltd

Are records of testing and maintenance maintained?

Yes

Action Plan:
We will be providing safety checklists to all the housekeeping team
We will be providing What3Words location to our guests
Putting up PASC recommended Fire Safety Notices in the kitchen

People at risk

Number of guests

Beach Cottage sleeps up to four guests.

People at risk are those who are in and around the property. Some may be small children and the older generations. There is one bedroom on the first floor. There is a small child's cabin bedroom with bunk beds which sleeps under 12's.

The house is not suitable for people with mobility limitation.

Action plan

Item	Deficiency	Proposed action	Timescale	Person responsible
Check powder Fire extinguishers	Not allowed/advised	Replace	6 months	Emma
Fire doors	Not sufficiently fireproofed	Paint with anti-fire product	6 months	Emma
Emergency lighting	None installed	Purchase and install plug in emergency lighting	6 months	Emma
Smoke and heat alarms	Required in bedrooms	To install smoke alarms in 2 bedrooms	6 months	Emma
Portable electrical appliances	PAT testing not consistent enough	To train housekeeping to do the tests during changeovers where necessary	6 months	Emma
Torches	Not currently rechargeable	To replace with Rechargeable ones	6 months	Emma
Exterior door Handles	Require a key	To replace with Handles/locks Openable without A key	6 months	Emma
House Rules	Require Updating	to update House Rules	6 months	Emma
Safety checklists	Require updating	to update safety checklists	3 months	Emma

To put PASC Fire Safety Notice up in kitchen