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:	Marris Barn, Thorganby, Grimsby, DN37 0SU What3Words: canal.interlude.plod		
Number of floors:	2 floors	Number of rooms:	18
Construction:	The ground floor is concrete covered with stone floor tiles, ceramic tiles or engineered oak boards. The first floor is covered with tiles and engineered oak boards. There is a carpet on the stairs. 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 19th July 2023. This is next due in 2028.

Are electrical appliances periodically inspected and tested?

Yes, some PAT testing is carried out
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 is mentioned in guest House Rules

Are gas appliances inspected and tested every 12 months?

Yes

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?

Daily refuse and recycling is stored in a refuse bin in the kitchen, recycling wheelie bins and boxes are stored away from the property

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 every 6 months

The heating and hot water is generated by geothermal energy in the form of solar panels, pv panels and two ground source heat pumps. These are all located in the Plant Room which is a separate room away from the guest accommodation. There are also two back up electric flow boilers in the Plant Room. This is a separate building away from the main Barn.

Are portable heaters subject to periodic inspection and used safely?

Yes PAT tested and 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

No open fires or log burners

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

Yes

The hob is gas and self-ignites. The gas is stored in two LPG bottles stored in a custom made shed on the outside of the building. This is left unlocked. The gas hob is serviced annually, together with the fittings to the gas bottles outside. Spare gas bottles are kept in the left hand dog kennel away from the house.

There are instructions for use of the electric oven.

Extraction vents above the cooker are cleaned after every let and filters changed regularly.

There is no facility for deep-fat frying.

There are instructions for use of the electric oven.

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?

There is no oil tank on site.

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. Or in a locked shed in the lower courtyard area away from the main building.

Are there any other significant fire hazards in the premises?

No

There are two church style candles in storm lanterns in the dining room area.

We do not provide candles or tea lights in the property except for power cuts, they are kept in a box marked ‘power cut only’. They are kept in a cupboard under the stairs.

There is a brick built charcoal barbecue on the terrace outside the pool room.

There is a lid which should be used to extinguish any out of control flames, or alternatively the fire blanket in the kitchen.

There is an electric sauna, but this is away from all the bedrooms in a separate part of the building. There is an exit door nearby.

Action/Control Measures:
We intend housekeeping does PAT test training so that this can be carried out in house.
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 where required, which can be opened from the inside without the need of a key

Are distances to final exits considered reasonable?

Yes approx. 15 meters downstairs, 10 meters upstairs

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 upstairs 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 and any corridor doors where appropriate.

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 reasonably good external lighting. Two torches are kept on the hooks in the hallway. .

There are also torches in all bedside tables.

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

Yes

ACTION:

In case of a fire, all guests are to evacuate the premises through the nearest exit point and are to assemble in the car park to the side of the property.

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

Please alert James and Emma as soon a it is safe to do so on 01472 398270 or 07971283404.

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

Fire alarms are situated as follows: 2 in the cart-shed corridor, 1 in the hallway, 1 in the atrium, 1 in the pool area, 1 in the kitchen area, 1 in the main sitting room, 1 in the games

room and 2 upstairs.

Back up batteries will be replaced annually.

We are planning on installing smoke alarms in all bedrooms and heat alarm in the utility room and plant room

The smoke detectors are tested at the end of every let.

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

There are several fire extinguishers throughout the property. There are 2 in the hallway by the roadside front door, 1 in the downstairs bedroom corridor, 1 in the kitchen, 1 in the glazed atrium and 1 in the pool room corridor.

The fire extinguisher on the upper storey is located in the small utility cupboard directly off the landing.

There is also a fire blanket on the wall in the kitchen

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 by the safest route.

The house is two storey – four bedrooms on the ground floor and two on the upper floor. There is an escape window in the family room which has a child safety lock on it.

> The main entrances are in the hallway – one to the front of the property and one to the rear. These doors open with a key.
> Each of the downstairs bedrooms has a door that opens onto the front of the property and can be opened from the inside without a key.
> There are also door exits in the kitchen area, the atrium and the swimming/games room. These can all be opened from the inside without a key.
> Guests are issued with keys for all exit doors which are lockable.
> The escape window for upstairs is located in the Family Room. There is a key for opening the child safety mechanism in the green key box adjacent to the window. You will find laminated instructions in the top drawer of the chest of drawers in this room.

We will be replacing some locks so they 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 case of a fire, all guests are to evacuate the premises through the nearest exit point and are to assemble in the car park to the side of the property.

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

Please alert James and Emma as soon a it is safe to do so on 01472 398270 or 07971283404.

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

Marris Barn sleeps up to 14 guests.

People at risk as those who are in and around the property. Some will be small children, the older generations and accessible guests.

There are four bedrooms in the property on the ground floor and two bedrooms on the upper floor. The main barn building sleeps up to 14 guests. There also may be travel cots present for babies and toddlers. We ask for a list of guests names prior to arrival.

Action plan

Item	Deficiency	Proposed action	Timescale	Person responsible
Check powder Fire estinguishers	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, utility room and plant room	To install heat and smoke alarms	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