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 Cottage, Thorganby, Grimsby, DN37 0ST What3Words: stopwatch.trickling.evenly		
Number of floors:	2 150 square metres	Number of rooms:	8
Construction:	The ground floor is concrete covered by seagrass/LVT The first floor has timber floors covered with either carpets or vinyl floor covering. 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?

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 smokeless fuel for the range fireplace is stored in the bunker outside. Firelighters stored in a cupboard away from the fireplace

Daily refuse is stored in a refuse bin in the kitchen, wheelie bins are stored away from the cottage Domestic waste is stored in a bin under the sink. The bin is quite small and would need to be emptied regularly.

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

The property is heated by electrical heaters. The hot water is heated by an electrical cylinder heater in the cupboard adjacent to the second bedroom/bathroom.

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

Yes

There is an open range style fireplace which burns smokeless fuel. There is a fireguard which we encourage

our guests to use. Guests can request a child-safety fireguard if necessary.

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.

There are no extraction vents.

There is no facility for deep-fat frying.

Are filters and ductwork subject to regular cleaning?

Yes these are checked and cleaned 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 coal is kept in an outside coal bunker. A small amount is stored in metal coal scuttle inside away from the fire.

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 is no oil tank on site no fuel for the lawnmower is kept on site

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'

There is a brick built charcoal barbeque on the terrace away from the house.

The barbeque does not have a lid but the fire blanket in the kitchen should be used to extinguish any out of control flames.

There is no gas supply nor oil tank. There is a possibility that kindling and fire lighters may be present in the property. However these are stored in the cupboard away from the open fire.

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

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. 20m

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 3 bedroom doors and the sitting room door are painted with fire resisting and retarding paint called intumescent paint

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

N/a but we encourage guests to keep bedroom doors closed when 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 in the kitchen. Its location is provided in the guest information sheet. There are also torches in all the bedside tables which we are going to replace with rechargeable ones.

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

Yes

ACTION:

Exit via the front door or the kitchen patio doors and assemble on the grass verge. Guests are given keys for all these doors replaced with the new handles/locks

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.

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 in the sitting room and one on the landing.
Back up batteries will be replaced annually.

The smoke detectors are tested at the end of every let.
There is a carbon monoxide detector near the open range fire this is battery operated only.

We are planning to install smoke alarms in the 3 bedrooms and a heat alarm in the utility room

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 an additional fire

extinguisher on the upstairs landing and in the downstairs utility/WC room.

Action Plan:

to replace any powder extinguishers

to install plug in emergency lighting

to install smoke alarms in the 3 bedrooms and a heat alarm in the utility room

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 all exit the building by the safest route.

The house is two storey's – three bedrooms are on the first floor.

The front door is inward opening and opens directly into a hallway before entering the sitting room.
There are also patio doors which open outwards from the kitchen.
There is an 'inner' room which you access via the master bedroom, however this room is only suitable for children and infants belonging to the adults in the master bedroom. It is advised that the door is left open so that this in effect creates one room. No adults should sleep in here with a closed door.

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:

Exit via the front door or the kitchen patio doors and assemble on the grass verge. Guests are given keys for all these doors replaced with the new handles/locks

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.

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
We will put PASC Fire Safety Notice up in the kitchen

People at risk

Number of guests

Marris Cottage sleeps up to 5 guests.

People at risk are those who are in the around the property. Some will be small children, and the older generations. There are two bedrooms in the property and one small room for a child adjacent to the main bedroom.

The house is not suitable for people with mobility limitation as there are no bedrooms on the ground floor.

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 stairs and entrance hall	6 months	Emma
Smoke and heat alarms	Required in bedrooms and utility room	To install heat alarm in utility and smoke alarms in 3 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	currently 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	Provide new PASC Fire Safety Checklists	3 months	Emma

To put up Fire Safety Notice in the Kitchen