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:	The Wagon Shed at Marris Barn, Thorganby, Grimsby, DN37 0SU What3Words: canal.interlude.plod
Number of floors:	1 145 square metres
Number of rooms:	4
Construction:	The ground floor is concrete covered with stone floor tiles, ceramic tiles or 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 19th July 2023 (see Marris Barn file). 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?

Daily refuse 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

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 in a different building in the lower courtyard away from the Wagon Shed.

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

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 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?

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.

Are there any other significant fire hazards in the premises?

No

We do not allow candles or tea lights in the property

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

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

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?

Yes

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 limited external lighting. 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 bedroom door, front door or bifold doors in the garden room and assemble in the car park to the side of the property.

The Fire Brigade should be called (999) 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 three smoke alarms, mains wired. In the bedroom, sitting room and kitchen.
Back up batteries will be replaced annually.

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 is a fire extinguisher in the kitchen and bedroom. A fire blanket is fitted to the wall in the kitchen.

Action Plan:

to replace any powder extinguishers

to install plug in emergency lighting

to replace the torches with rechargeable ones

to replace all exterior door handles/locks with ones which are openable without a key

Management of fire safety

Are procedures in the event of fire appropriate and documented?

Yes there is information in the guest information folde. Guests must exit the building by the safest route.

The house is one storey with one bedroom.

It has an accessible rating of M3 independent.

The main entrance leads into the kitchen/living area. This door is opened with a key. There is an exit door from the bedroom which can be opened from the inside. There are also bi-fold doors in the garden room. Guests are issued with keys for all exit doors which are lockable.

We will be replacing any relevant 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:

Exit via the bedroom door, front door or bifold doors in the garden room and assemble in the car park to the side of the property.

The Fire Brigade should be called (999) 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
Putting up PASC recommended Fire Safety Notices in the kitchen

People at risk

Number of guests

The Wagon Shed sleeps up to two guests.

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

Action plan

Item	Deficiency	Proposed action	Timescale	Person responsible
Check powder Fire estinguishers	Not allowed/advised	Replace	6 months	Emma
Emergency lighting	None installed	Purchase and install plug in emergency lighting	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