

# Fire Risk Assessment Checklist – Small Premises with Paying Guests

Responsible person (e.g. employer) or person having control of the premises:

Emily Arkle

Address of premises:

The Dunes, Birling, South East Farm,  
Birling, Morpeth, NE65 0XS

Number of floors:

2

Number of rooms:

9 rooms

Construction:

Stone, slate and timber.

Date of fire risk assessment:

19.12.23

Date of previous fire risk assessment:

N/A

Suggested date for review:

19.12.24

## **Fire Hazards and Controls**

**Are fixed electrical installations inspected and tested every 5 years?**

Yes, by our regular qualified electricians who are familiar with the house.

**Are electrical appliances periodically inspected and tested?**

Yes, appliances are tested at a minimum every two years.

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

Yes, currently we don't use any trailing leads or adapters.

**Are gas appliances inspected and tested every 12 months?**

N/A we don't have gas in the property.

**Is smoking permitted on the premises?**

No, our booking terms and conditions clearly state that no smoking is permitted inside or on the property.

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

While smoking inside the property is strictly prohibited, we will provide a sand bin outside that will be cleaned weekly by our housekeeping team for those who wish to smoke outside.

**Are the premises adequately secured to prevent unauthorised access?**

Yes, the house is securely locked, and guests are provided with

the keys to the property. There is also an alarm system installed at the property. All windows should be closed when guests arrive and leave the property.

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

Yes, bins for both general refuse and recycling are kept separate to the property.

**Are fixed heating systems subject to periodic maintenance?**

Yes, annual services will be carried out.

**Are portable heaters subject to periodic inspection and used safely?**

N/A, we don't have any portable heaters in the property.

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

N/A, we don't have any open fires or log burners in the property.

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

Yes, no deep fat fryer is provided in the property and there is a fire blanket provided.

**Are filters and ductwork subject to regular cleaning?**

Yes, the cooker filters and extractors will be checked regularly by the housekeeping team and will be cleaned/replaced as

necessary.

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

Yes, a very high standard of cleaning will be carried out by the housekeeping team on every changeover. There will be no buildup of dust or fluff in the property.

**Are combustible materials kept separate from ignition and heat sources?**

Yes, combustible materials such as tea towels provided will be kept away from the cooker and oven and no other combustible materials will be left by our housekeeping team to any ignition/heat source.

All furniture with fabric is constructed with fire retardant fabrics in accordance with The Furniture and Furnishings (Fire Safety Regulations, 1988).

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

Yes, all tradesmen and contractors are professional tradespeople, fully experienced and insured.

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

Yes. We do not supply any dangerous substances to the property however if a guest brings their own from home e.g., lighters, these will be removed by the housekeeping team on handover days and disposed of appropriately on their

departure.

**Are there any other significant fire hazards in the premises?**

No.

## **Fire Protection Measures**

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

Yes, all escape routes are kept clear of any obstructions and guests will be advised not to block any exits with their own possessions or to move any furniture which may prevent them exiting the property safely.

**Are all fire exits easily and immediately openable?**

Yes, all fire exits are considered easily and immediately openable. The main fire exit is via the front door which opens with a thumb latch from the inside, so no key is necessary. The back door at the rear of the property is another fire exit from the kitchen which is also easily and immediately openable. The patio doors on the ground floor level also have an easily and immediately openable door to exit the property.

**Are distances to final exits considered reasonable?**

Yes, the exits are down a flight of stairs from the first-floor bedrooms. The front door opens onto the driveway. The rear door in the kitchen opens onto the side of the home which leads onto the driveway or garden. The back patio doors on the ground floor lead onto the garden.

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

Yes, plaster boarded timber framed, painted with water-based emulsion paint.

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

Yes, all doors are considered adequate.

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

N/A to this property.

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

Yes, there are plug in emergency lights which will illuminate in the event of a mains power failure and there will be torches provided to aid exiting the property in darkness. These will be checked to ensure they are working on each changeover day. This will be highlighted to guests upon their arrival.

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

Yes, the emergency lights will be plugged into the landing and hall as detailed above. There is also emergency torches for guests to use. There will be no confusion for the exit path from the property.

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

**provided?**

This will not be necessary and there will be no confusion for the exit path from the property.

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

Yes – smoke alarms in the lounge, hall, landing and kitchen. There aren't currently alarms in all bedrooms however this is going to be changed asap. There is no gas on the property.

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

Yes. A fire blanket is wall-mounted in the kitchen area, fully visible when standing anywhere in that area. Checked on every changeover day. Local FRS advise against the provision of fire extinguishers in holiday cottages due to the risk of inadvertent misuse. The advice provided to guests is to immediately vacate the premises in the event of a fire, where the fire blanket could be used to extinguish a small, localised fire or used to provide some protection from fire to a person escaping from the property.

## **Management of Fire Safety**

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

Yes – we have fire safety advice and instructions in the Guidebook provided to guests.

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

Yes, detailed very clearly in the Guidebook provided to guests.

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

Yes, the same instructions will be provided to the housekeeping team as are provided to the guests.

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

Yes, on every changeover exit routes are checked to ensure they are clear.

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

Yes, visually checked for condition and still close-fitting on every changeover day.

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

Yes, smoke alarms will be tested weekly or twice weekly by the housekeeping team.



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

Yes, all alarms are tested on every changeover day, which is frequently weekly or twice weekly. An electrician checks them in addition to this every 6 month, with a record kept.

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

Yes, all alarms are tested on every changeover day, which is frequently weekly or twice weekly. An electrician checks them in addition to this every 6 month, with a record kept.

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

No fixed wired emergency lighting is necessary, but the portable plug-in emergency lights are tested on every changeover day, with a record kept.

**Where provided, are fire extinguishers subject to annual maintenance?**

Not applicable – no fire extinguishers are provided, on the advice of the local FRS.

**Are records of testing and maintenance maintained?**

Yes, these will be held by the housekeeping team and owners.

## 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
Back door fire exit	The door currently does not have a thumb lock	To have a thumb lock fitted	12 months	Emily Arkle
Smoke detectors	Some bedrooms currently don't have smoke detectors	To have smoke detectors fitted into the 3 bedrooms	12 months	Patrick Arkle
Fire doors	Glass doors don't have fire glass or pyro glass	To fit fire glass or pyro glass into glass doors	12 months	Patrick Arkle