# A picture containing text, sign, clipart Description automatically generated

# Fire Risk Assessment

**Fire risk assessment checklist – Small premises with paying guests**

|  |  |  |  |
| --- | --- | --- | --- |
| Responsible person (e.g. employer) or person having control of the premises: | Holly Casey | | |
|  |  | | |
| Address of premises: | The Rapids Cottage  Symonds Yat  HR9 6BL | | |
|  |  | | |
| Number of floors: | 2 | Number of rooms: | 5 |
|  |  |  |  |
| Construction: | Brick and stone | | |
|  |  | | |
| Date of fire risk assessment: | 28/9/23 | | |
|  |  | | |
| Date of previous fire risk assessment: | 30/9/22 | | |
|  |  | | |
| Suggested date for review: | 28/9/24 | | |

## Fire hazards and controls

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

Yes  / No☐ last inspection 2022

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

N/a ☐ Yes No☐ yearly

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

Yes No☐

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

N/a ☐ Yes No☐ Gas BBQ is the only gas appliance

**Is smoking permitted on the premises?**

Yes ☐ No

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

N/a ☐ YesNo☐ to smoke outside away from Deck

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

Yes No☐

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

Yes No☐ stored outside in dustbins inside a plastic bin away from sunlight- removed before guests and placed in purpose built room off site.

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

N/a ☐ Yes  No☐

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

N/a  Yes ☐ No☐

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

N/a ☐ Yes  No☐ yearly

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

N/a ☐ Yes  No☐

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

N/a ☐ Yes No☐ in shower and ventilation

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

Yes  No☐

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

Yes  No☐

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

Yes  No☐

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

N/a ☐ Yes  No☐ gas bottle in bbq

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

Yes ☐ No

If the answer to the above question is yes, please list each hazard and any control measure to reduce the risk of fire, in the box below. If the answer to any question is no, include suitable action within the Action Plan.

**You should list each hazard, and any related control measure to reduce the risk of fire, in this space.**

## Fire protection measures

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

Yes No☐

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

Yes  No☐ key kept in back door and balcony at all times

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

Yes  No☐

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

N/a  Yes ☐ No☐ upstairs fire escape door- stairs are open backed and original walls

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

N/a  Yes ☐ No☐

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

N/a  Yes ☐ No☐

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

Yes  No☐

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

N/a ☐ Yes  No☐ fire alarm has light inbuilt activated by movement

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

N/a☐ Yes  No☐ Laminated PASC fire notice

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

Yes  No☐ both fire alarm and CO in lounge hallway, kitchen in bedrooms. Tested remotely and connected to each other even if WIFI is down

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

Yes  No☐ under sink in kitchen

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the Action Plan.

**You should write brief details of each of your fire protection measures here.**

I have written them after each question. Please see above

## Management of fire safety

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

Yes  No☐

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

Yes  No☐ in welcome book

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

N/a ☐ Yes  No☐ Owner

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

Yes No☐

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

Yes ☐ No☐ N/a 

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

Yes  No☐

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

N/a ☐ Yes  No☐

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

N/a ☐ Yes No☐

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

N/a ☐ Yes  No☐

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

N/a ☐ Yes No☐

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

Yes  No☐

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the Action Plan.

**You should write brief details of each of your management of fire safety measures here.** Firealarms are tested remotely by the owner

## 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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |