




**Fire Risk Assessment for:**



**Sharpnage House  
Checkley  
Herefordshire  
HR1 4NF**

**August 2015**

## FIRE RISK ASSESSMENT

FIRE RISK ASSESSMENT	
<b>PREMISES PARTICULARS</b>	
<p><b>Premises Name:</b> Sharpnage House</p> <p><b>Address:</b> Checkley Herefordshire HR1 4NF</p> <p><b>Tel No:</b> Owner Charmaine Brooks 07887714973</p>	<p><b>Use of Premises:</b>  Holiday Let- 10 Guests</p>
<p><b>Date of Risk Assessment:</b> 11<sup>th</sup> March 2016</p>	<p><b>Date of Review:</b> 10<sup>th</sup> March 2016</p>
<b>GENERAL STATEMENT OF POLICY</b>	
<p><b>The Regulatory Reform Order places duties on the responsible person to include:</b></p> <ul style="list-style-type: none"> <li>• Carrying out a fire risk assessment</li> <li>• Provide adequate means of escape in the case of a fire such as sufficient and suitable fire exits; fire doors and compartments; signs, notices and emergency lighting</li> <li>• Take measures for firefighting e.g. fire extinguishers</li> <li>• An effective fire emergency plan to be followed in the event of a fire</li> <li>• Maintenance of all fire safety systems and equipment</li> <li>• Keep the risks, and the fire safety measures, under review</li> </ul> <p>In most cases the local fire and rescue authority are charged with a duty to enforce the Fire Safety Order and have a range of enforcement options, from education and advice, through agreed action plans to formal enforcement notices and prohibition notices.</p> <p><b>Failure to comply with the Fire Safety Order may constitute a criminal offence.</b></p>	
<p>Fire Risk Assessment Undertaken by:</p> <p><b>Print Name:</b> Bryan Morgan    <b>Signed:</b>     <b>Date:</b> 11<sup>th</sup> March 2016</p>	

<b>GENERAL DESCRIPTION OF PREMISES</b>	
<p><b>Description:</b> A restored cottage with stone walls under a slate roof.</p> <p>There are 4 bedrooms- 1 en-suite- on the first floor along with a bathroom all accessed from the landing.</p> <p>On the ground floor is the large kitchen dinner with living area and a further living area. The ground floor also incorporates a toilet and controls for the underfloor heating housed under the staircase.</p>	
<p><b>Occupancy:</b></p> <p><b>Times the Premises are in use:</b></p> <p style="text-align: center;">All Year</p> <p><b>The Total Number of Persons Employed within the Premises at any one time:</b></p> <p style="text-align: center;">10</p> <p><b>The Total Number of Persons who may resort to the premises at any one time.</b></p> <p style="text-align: center;">10</p>	<p><b>Size:</b></p> <p><b>Building footprint</b> 15m x20</p> <p><b>Number of Floors:</b> NA</p> <p><b>Number of Stairs:</b> 1</p>
<b>FIRE SAFETY SYSTEMS WITHIN THE PREMISES</b>	
<p><b>Fire Warning System: (ie automatic fire detection, break-glass system to BS 5839, other)</b> Yes</p>	
<p><b>Emergency Lighting (ie maintained/non-maintained, 1hr/3hr duration to BS 5266)</b> Partial with Safety light on ground floor</p>	
<p><b>Other: (ie Sprinkler System to LPC rules BS 5306)</b></p>	

<b>IDENTIFY FIRE HAZARDS</b>	
<b>Source of Ignition:</b>	
<p><b>Kitchen</b>  Hot Surfaces and cooking  Electric AGA as well as electric hob and oven  Electrical Supply  Electrical Appliances</p> <p><b>Bedrooms</b>  Electrical Supply  Electrical Appliances</p>	<p><b>Lounges</b>  Hot surfaces-wood burning stove  Electrical Supply  Electrical Appliances</p>
<b>Source of Fuel:</b>	
Food and Cooking Oils Furniture, Furnishings and fixtures Wood and tar form open fire	
<b>Work Processes:</b>	
None	
<b>Structural features that could promote spread of fire:</b>	
None	

<b>IDENTIFY PEOPLE AT RISK</b>
<p>The people at risk are visitors to the property who stay for short periods of time. The provision of a downstairs bedroom now makes the premises suitable for person with mobility issues.</p> <p>However, consideration should also be given to guests with other disabilities and this should be considered as part of the booking arrangements. For example, a profoundly deaf guest would not be able to hear the fire alarms and this would need to be established.</p> <p>There are a number of risks associated with the use of cooking and use of wood burning stoves.</p>

These risks are not unique but visitors may not always appreciate some of the risks relating to a more rural lifestyle which is the unique selling point of this type of accommodation.

The site is considered to be suitable for people with poor mobility with a ground floor bedroom and en-suite wet room. The doors are wide enough to meet the requirements for wheelchair access.

#### **MEANS OF ESCAPE – HORIZONTAL EVACUATION**

**Commentary:**

The building is provided with 5 exits from the ground floor. This includes an exit direct to open air from the ground floor bedroom.

All exits lead directly to a place of safety outside the building and no concerns are identified with the escape from the ground floor.

#### **MEANS OF ESCAPE – VERTICAL EVACUATION**

**Commentary:**

Escape for the first floor is achieved by means of a single staircase which discharges adjacent to the main entrance. From here escape can be directly to a place of safety outside the building.

As only a single staircase is available for use in emergency Automatic Fire Detection is provided on the fire floor landing, ground floor hallway and in the higher risk kitchen areas and both lounges

#### **FIRE SAFETY SIGNS AND NOTICES**

**Commentary:**

There is no exit signage in the premises but as the escape routes are obvious they are not required.

Firefighting equipment is required and this should be provided with signage as a means of ensuring guests are familiar with the operation.

#### **FIRE WARNING SYSTEM**

**Commentary:**

The property is provided with a system incorporating interlinked mains powered smoke alarms (and heat alarms in the kitchen), each with an integral stand-by supply. The inter

The system has been installed in accordance with BS5839 Part 6 and is a Grade D system designed to protect the means of escape.

<b>EMERGENCY LIGHTING SYSTEM</b>
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<b>Commentary:</b>
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One mains operated “night light” on the ground floor. As there is no opportunity to borrow light from another source, there a provision is required in the form of rechargeable torches or similar
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<b>FIREFIGHTING EQUIPMENT</b>
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<b>Commentary:</b>
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There is currently only a single 6L foam extinguisher provided and this is currently situated on the ground floor.
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<b>MANAGEMENT – MAINTENANCE</b>		
<p><b>Is there a maintenance programme for the fire safety provisions in the premises:</b></p> <p><b>Commentary:</b></p>	<b>Yes</b>	<b>No v</b>
<p><b>Are regular checks of fire resisting doors, walls and partitions carried out:</b></p> <p><b>Commentary:</b> NA</p>	<b>Yes</b>	<b>No</b>
<p><b>Are regular checks of escape routes and exit doors carried out:</b></p> <p><b>Commentary:</b> NA</p>	<b>Yes</b>	<b>No</b>
<p><b>Are regular checks of fire safety signs carried out:</b></p> <p><b>Commentary:</b> NA</p>	<b>Yes</b>	<b>No</b>
<p><b>Is there a maintenance regime for the fire warning system:</b></p> <p><b>Commentary:</b></p> <p style="text-align: right;"><b>Weekly</b></p> <p style="text-align: right;"><b>Annually</b></p>	<b>Yes</b>	<b>Nov</b>
<p><b>Is there a maintenance regime for the emergency lighting system:</b></p> <p><b>Commentary:</b></p> <p style="text-align: right;"><b>Monthly</b></p> <p style="text-align: right;"><b>Annually</b></p>	<b>Yes</b>	<b>Nov</b>
<p><b>Is there maintenance of the firefighting equipment (by competent person?)</b></p> <p><b>Commentary:</b></p> <p style="text-align: right;"><b>Monthly</b></p> <p style="text-align: right;"><b>Annually</b></p>	<b>Yes</b>	<b>Nov</b>
<p><b>Are records kept and their local identified;</b></p> <p><b>Commentary:</b></p>	<b>Yes</b>	<b>Nov</b>



<b>METHOD FOR CALLING THE FIRE SERVICE</b>
<b>Specify:</b> 999.
<b>EMERGENCY ACTION PLAN (EAP)</b>
<b>Commentary:</b> There is no emergency action plan currently in place and examples will be provided as part of the Fire Risk Assessment.
<b>TRAINING</b>
<b>Commentary:</b> NA

<b>SIGNIFICANT FINDINGS</b>	
<b>Significant Finding</b>	<b>Control Measure/Action</b>
<b>Fire Hazards</b>	
<p><b>Wood Burning Stoves</b></p> <p>Wood burning stoves are provided in each of the living areas.</p>	<p><b>Recommendations</b></p> <p>As log burners are provided, the following controls should be applied to reduce potential risk</p> <ul style="list-style-type: none"> <li>• The chimney must be swept at least annually but preferably 6 monthly to reduce potential build-up of soot and tar on the flue.</li> <li>• Consideration should be given to providing a guard to prevent sparks and to protect younger guests from touching the fire.</li> <li>• The disposal of potentially hot ashes can also pose a problem so a suitable metal container, away for the building, should be considered to collect the ashes.</li> </ul>
<b>Electrical Hazards</b>	
<p><b>Installation</b></p> <p>The electrical installation is relatively new.</p> <p>The electrical installation is required to be subjected to periodic inspection at 5-yearly intervals in line with IEE Regulations.</p>	<p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• No additional controls required.</li> </ul>

<p><b>Appliances</b></p> <p>As the property is new to the holiday let market the appliances are new so there is no requirement for any testing at this.</p> <p>However, it is good practice to have the equipment checked at regular intervals thereafter, but there is no legal requirement to do so unless appliances are used by employees.</p> <p>It is considered good practice to ensure appliances likely to be used by guests are subjected to Portable Appliance Testing(PAT) and this is considered to be best practice.</p> <p><b>Extension Leads</b></p> <p>The survey identified that extension leads were being used behind TV sets. It is accepted that it is unavoidable not to have to use one, but there is potential to increase fire risk by:</p> <ul style="list-style-type: none"> <li>• Damaged cable, due to leads being walked over, continually bent at the same point or stored badly.</li> <li>• Leads on power tools frequently become tangled, leading to one of the conductors eventually failing – this could cause danger,</li> </ul>	<p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>• A suitable visual inspection programme should be introduced, as part of the changeover routines, to monitor condition of electrical appliance condition between periods of PAT.</li> <li>• To include: <ul style="list-style-type: none"> <li>• a smell of hot plastic or burning near an appliance or socket</li> <li>• sparks or smoke coming from a plug or appliance</li> <li>• blackness or scorch marks around a socket or plug, or on an appliance</li> <li>• damaged or frayed leads</li> <li>• coloured wire inside leads showing at the plug or anywhere else</li> <li>• melted plastic on appliance casings or leads</li> <li>• fuses that blow or circuit-breakers that operate for no obvious reason</li> </ul> </li> </ul> <p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>• Only use extension leads fitted with suitably insulated connectors and plugs.</li> <li>• Position an extension lead carefully to prevent any risk of damage.</li> <li>• If the cable has to cross a pathway, cover it with a rubber protector strip.</li> <li>• Always check that leads, plugs and sockets are undamaged.</li> <li>• Always check the extension lead plug contains the correctly rated fuse for the equipment being used.</li> </ul>
<p><b>Fire Detection</b></p>	
<p><b>Testing and Maintenance</b></p> <p>The levels of fire detection are suitable for the levels of risk.</p>	<p><b>Grade D System- Main Building</b></p> <ul style="list-style-type: none"> <li>• This system should be tested at</li> </ul>

<p>The system is a Grade D installation in accordance with BS5839 Part 6 - fire detection and fire alarm systems in domestic premises fire detection and fire alarm systems in domestic premises</p> <p>Grade D: a system of one or more mains-powered smoke (or heat) alarms each with integral battery standby supply-10 year in this situation. These are designed to operate in the event of mains failure and therefore could be connected to the local lighting circuit rather than an independent circuit at the dwelling's main distribution board. There is no control panel.</p> <p>The coverage is LD 2- LD2 - A system incorporating detectors in all circulation spaces that form part of the escape routes from the premises, and in all rooms or areas that present a high risk of fire to occupants.</p> <p>This system consists of 7 smoke detectors and 1 heat detector.</p> <p>The current legislation places duties on the responsible person to maintain test and inspect all fire safety equipment.</p> <p>Therefore, a systematic and thorough test regime for the fire detection will need to be introduced.</p>	<p>least every week* by operating the fire alarm devices in the property. The weekly test can be carried out by using the test switch located near the distribution board in the cabinet off the kitchen. The audibility of all the heads should be monitored at this time.</p> <ul style="list-style-type: none"> <li>• The installation should be inspected by a competent person in line with the manufacturer's guidance- the system is likely to require an annual inspection</li> </ul> <p><i>* During periods when the property may be unoccupied the test should be conducted prior to a new letting.</i></p> <p>Record all the testing, maintenance and servicing for audit and monitoring purposes.</p>
<b>Emergency Lighting</b>	
<p>The only means of emergency lighting observed during the survey was a night light on the ground floor</p> <p>Due to the lack of opportunity to borrow light from another source some form of emergency lighting is required.</p>	<p><b>Recommendation</b></p> <p>A suitable means of illumination is provided to illuminate the escape in an emergency.</p> <p>A good example if the "Safe T Light"</p>



An ordinary night light provides a degree of safety, but, when the power fails, you're left in the dark.

Once power is cut, the re-chargeable internal battery in Safe T Light takes over. As the only light in the dark, the torch head is easily located and can then be gently pulled from the base unit. You now have a torch that will last up to 4 hours. No scrabbling around in drawers or falling on the stairs in the dark.

**Economical Night Light**

During the night, when the "Safe T Light" is illuminating your stairs, hallway, landing or your bedroom, the unit is consuming less than 0.5 watt so costs less than 50 pence a year to run. This is far more economical than conventional 7-watt night lights and is due to the LED technology used.

The units should be tested weekly or at the start of every letting.

**Firefighting Equipment – Extinguishers and Fire Blankets**

<b>Provision</b>	<b>Recommendations</b>
<p>There is only a single fire 6l Foam Extinguisher currently provided and this located on the ground floor</p>	<p>The following provision of firefighting equipment is provided sites inspected and test in line with the guidance provided:</p>

Once the additional fire extinguishers is provided all firefighting equipment will need to be inspected and tested as outlined.

#### **First Floor- Landing**

- 1 x 6l AFFF Extinguisher

#### **Ground Floor- Kitchen**

- 1 x Fire Blanket

#### **Siting- Fire Extinguishers**

- Extinguishers should be located in conspicuous positions, available at all times for immediate use and fitted on brackets or stands where they will be readily seen by any person following an escape route.
- Fire extinguishers should be securely hung on wall brackets.
- Where this is impractical extinguishers should be located on suitable extinguisher stands so the extinguisher is not in direct contact with the floor.
- If wall mounted the carrying handle of larger, heavier extinguishers should be 1 metre from the floor but smaller extinguishers with total mass up to and including 4Kg should be mounted so that the carrying handle is 1.5 metres from the floor.
- If possible extinguishers should be sited in such a way that it is not necessary to travel more than 30 metres from the site of a fire to reach an extinguisher.

#### **Siting- Fire Blankets**

- Do not put your blanket too close to your cooker, you may not reach it in the event of a fire.

	<p><b>Testing and Maintenance</b></p> <p><b>Monthly (Fire Extinguishers)</b></p> <p>A visual user check on the fire extinguishers should be carried out...</p> <ul style="list-style-type: none"><li>• Ensure that they are in their designated position,</li><li>• ... are unobstructed</li><li>• .... have not been discharged or tampered with,</li><li>• ...have not lost pressure where extinguishers are fitted with pressure indicator,</li><li>• Have not suffered any obvious damage such as dents to the casing.</li><li>• Record the inspection In the fire safety logbook</li></ul> <p><b>Monthly (Fire Blanket)</b></p> <ul style="list-style-type: none"><li>• Ensure each fire blanket is correctly located in the designated place;</li><li>• ....each fire blanket is unobstructed and visible;</li><li>• ... the operating instructions of each fire blanket are clean and legible and face outwards;</li><li>• each fire blanket container is not obviously damaged and that the hand hold devices are visible and undamaged</li><li>• ... any tamper indicators of each fire blanket, where fitted, are not broken or missing.</li><li>• Record the inspection In the fire safety logbook</li></ul> <p><b>Annual</b></p> <ul style="list-style-type: none"><li>• All businesses, are required to carry out annual servicing of their fire extinguishers and fire blankets.</li><li>• To complete this work in accordance to the relevant BSI standards the work must be carried out by a competent person</li></ul>
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<p><b>Review of the Fire Risk Assessment</b></p> <p>The fire risk assessment is required to be kept live by at least an annual review.</p>	<p><b>Recommendation</b></p> <p>The fire risk assessment can be reviewed “in-house” using the proforma contained in additional information.</p> <p>Should any change be considered “significant” than the Fire Risk Assessor should be contacted.</p>
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**Action Plan**

**and**

**Additional Information**

## Fire Safety Action Plan

### Fire hazards – Elimination and Control

Ref	Action relating to	Priority	Attention from	Action by date	Date rectified or followed up
1	Ensure that arrangements are in place for the sweeping and cleaning of the flues for all wood burning stoves- 6 monthly recommended.	3	Responsible Person	Within 8 weeks	
2	Provide guests with information about safe cooking and include it the welcome booklet for reference	3	Responsible Person	Within 8 weeks	

### Fire Detection and Alarm

3	Ensure that all fire detectors are tested weekly, as outlined in the significant findings, and record the outcomes in the Fire Safety Logbook.	2	Responsible Person	Within 4 weeks	
4	Ensure that arrangements are in place for the annual maintenance of the fire detection system - or as manufacturer recommends	3	Responsible Person	Within 8 weeks	

### Emergency Lighting

5	Provide additional means of emergency illumination on the first floor and ensure the system is tested weekly and record the outcomes in the Fire Safety Logbook.	2	Responsible Person	Within 4 weeks	
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### Fire Fighting Equipment

6	Provide additional firefighting equipment as outlined and site as outlined in the significant findings	2	Responsible Person	Within 4 weeks	
7	Ensure that the fire extinguishers are subjected to a monthly inspection and an annual service as outlined in the significant findings and record the outcomes in the Fire Safety Logbook.	2	Responsible Person	Within 4 weeks	

### Fire Safety Management

8	Create and communicate an Emergency Action Plan so that all guests are made aware of the action on hearing the alarm or discovering a fire. This should be included in the welcome pack.	2	Responsible Person	Within 4 weeks	
9	Ensure that the Fire Risk Assessment is reviewed at least annually to confirm that the contents are still valid and appropriate.	4	Responsible Person	Within 52 weeks	



## FIRE SAFETY MANAGEMENT PLAN

### FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY FOR FIRE SAFETY

RESPONSIBLE PERSON  
Name: **Charmaine Brooks**  
POSITION  
Role: **Owner**

### FIRE RISK ASSESSMENT

PERSONS RESPONSIBLE FOR CARRYING OUT AND REVIEW

RESPONSIBLE PERSON  
Name: **Bryan Morgan**  
POSITION  
Role : **Fire Risk Assessor**

### MAINTENANCE PROGRAMME

- FIRE ALARM TEST  
(Weekly Test)
- EMERGENCY LIGHTING  
(Weekly Test)
- FIREFIGHTING EQUIPMENT  
(Weekly Inspection and Annual Service)

RESPONSIBLE PERSON  
Name:  
POSITION  
Role: **House Keeper**

### EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR PRODUCTION AND REVIEW

RESPONSIBLE PERSON  
Name:  
POSITION  
Role:

### STAFF TRAINING

- TESTING AND INSPECTION OF EQUIPMENT
- EMERGENCY PROCEDURES

RESPONSIBLE PERSON  
Name:  
POSITION  
Role:

**(Example)**



# EMERGENCY ACTION PLAN

## ASSEMBLY POINT

THE CAR PARK

## ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM by shouting "FIRE"
- LEAVE THE UNIT BY THE NEAREST OR SAFEST ROUTE
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY PHONE- ENSURE FULL ADDRESS IS PROVIDED
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- **ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO**
- **DO NOT PUT YOURSELF AT RISK**

## ACTION ON HEARING ALARM

- LEAVE THE HOUSE BY THE NEAREST ROUTE
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY PHONE- ENSURE FULL ADDRESS IS PROVIDED
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

## CALLING THE FIRE SERVICE

To call the Fire and Rescue Service in an emergency, use the nearest telephone and dial **999** or the European number, **112**.

The fire control operator will now ask you for details of the emergency, such as;

- What the emergency is
- Where the emergency is
- The nearest town
- Any landmarks that will assist the fire crews in finding the incident
- Whether anyone is in immediate danger



## Fire Risk Assessment Review Proforma

The Fire Risk Assessment (FRA) should be under constant review. By completing the routine daily, weekly and annual checks, you'll be aware of any new fire risks as they occur. However the FRA should be formally reviewed at a period of no longer than 12 months.

Name of person undertaking the review	Date review undertaken
Premises name and location	

		Yes	No	N/A
1	Have there been any major structural changes since the last review?			
2	Have there been any changes in fire legislation that affect you?			
3	Have any new sources of ignition been introduced on to the premises?			
4	Have any new flammable materials been introduced on to the premises?			
5	Have there been significant personnel changes? Is the fire training in place still adequate? Do you need to appoint new Fire Wardens?			

### How to cook safely

There are several things that can be done to prevent fires in the kitchen. Make sure you don't get distracted when you are cooking, and:

- take pans off the heat or turn the heat down if you're called away from the cooker, eg by a phone call
- take care if you're wearing loose clothing as it can catch fire easily
- don't cook if you have been drinking alcohol or taken prescription drugs - you may get drowsy or lose concentration

### Cooker and toaster safety

You can prevent fires when using a cooker or a toaster by following these simple tips:

- turn saucepans so the handles don't stick out over the edge of the hob or over another ring
- double check that the cooker is off when you have finished cooking
- make sure tea-towels aren't hanging over the cooker and don't put oven gloves on top of a hot cooker
- keep the oven, hob and grill clean - built-up fat and bits of food can start a fire
- check that the toaster is clean and well away from curtains and empty the crumb tray regularly

### Cooking with oil

You need to be especially careful when you are deep-fat frying or cooking with oil because hot oil can catch fire easily. Make sure you:

- don't fill a chip pan or other deep-fat fryer more than one-third full of oil
- use a thermostat-controlled deep-fat fryer, which will make sure the fat doesn't get too hot

### Dealing with a fire in your kitchen

If a pan catches fire in your kitchen:

- don't move it because it will be very hot
- turn off the heat if it's safe to do so - don't lean over the pan to reach the controls
- don't use a fire extinguisher on a pan of oil because the force of the extinguisher can spread the fire. Never use water on chip pan fires as this will cause a fireball
- get out, stay out and call 999

If an electrical appliance catches fire, don't throw water on it. If it is safe to do so, you may be able to put out the fire immediately by:

- pulling the appliance's plug out
- switching off the power at the fuse box

**A FIRE BLANKET IS PROVIDED BUT PLEASE DO NOT PUT YOURSELF AT RISK**