

# FIRE RISK ASSESSMENT

Created For:  
Glenhope High  
Bryher, Isles of Scilly

**Reference No: - 25102806**

Valid Until: - 29<sup>th</sup> October 2026



Your No.1 Fire Safety Partner

0800 024 8064

<b>Customer Name:</b>	Glenhope High
<b>Property Address:</b>	Glenhope High Bryher Isles of Scilly.
<b>Property Postcode:</b>	TR23 0PR
<b>Telephone Number:</b>	
<b>Responsible Person:</b>	Amy Langdon
<b>Person Consulted:</b>	Amy Langdon

<b>Assessor Name:</b>	Mr Marcus Penprase
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<b>Assessment Date:</b>	28 <sup>th</sup> October 2025
<b>Date of previous Assessment:</b>	30 <sup>th</sup> October 2024
<b>Review Date:</b>	29 <sup>th</sup> October 2026*

This fire risk assessment should be reviewed by the date indicated above\* or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

This assessment is based on the situation at the time of the site visit and, in part, on information given by others, the accuracy of which has not been verified.



## 1. THE BUILDINGS

<b>Number of floors:</b>	Two
<b>Approximate building footprint:</b>	50 Sq. Metres [E]
<b>Brief details of construction:</b>	Granite Cottage with slate on timber roof.
<b>Occupancy:</b>	Self-catering Holiday Let

## 2. THE OCCUPANTS

<b>Approximate maximum number:</b>	4 sleeping + 4 [E] daytime visitors.
<b>Hire / Letting:</b>	4

## 3. OCCUPANTS AT SPECIAL RISK

<b>Sleeping Occupants:</b>	4 Guests There is a room on the ground floor with a pair of bunks. There is a first floor sleeping area with a double bed.
<b>Disabled Occupants:</b>	Access is suitable for movement impaired persons into the premises and to the ground floor sleeping room.
<b>Occupants in remote areas:</b>	None
<b>Others:</b>	None

#### 4. THE PREMISES

<b>Premises Information:</b>	
<b>Number of rooms on entrance level:</b>	Three + bathroom.
<b>Number of bedrooms on entrance level:</b>	One
<b>Number of rooms on first floor:</b>	One
<b>Number of bedrooms on first floor:</b>	One
There is a spiral staircase from the lounge up to the first floor sleeping accommodation.	

#### 5. OTHER RELEVANT INFORMATION

<b>Fire Loss:</b>
None Known

<b>Other Information:</b>
This is a non-intrusive Fire Risk Assessment. No other information is known.  Testing and maintenance of the electrical system and the smoke alarm system is overseen by the Duchy.

## 6. RELEVANT FIRE SAFETY LEGISLATION

### Fire Safety Legislation

The H.M.Govt document, "A guide to making your small paying-guest-accommodation safe from fire", applies to this establishment.

Hereafter this is referred to as "The HMG Guide"

This guide has superseded the previous guide titled: "Do you have paying guests?"

See:

[A guide to making your small paying-guest-accommodation safe from fire \(1\).pdf](#)

The regulatory Reform [Fire Safety] Order 2005 applies to this establishment.

It must be clearly understood by all responsible persons that the above Act is law, and that breach of this law can result in unlimited fines and / or imprisonment. See:

<http://www.legislation.gov.uk/ukxi/2005/1541/article/32/made>

<https://www.fia.uk.com/news/removal-of-cap-on-magistrates-court-fines-for-fire-safety-and-other-offences.html>

## FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

### 7. ELECTRICAL SOURCES OF IGNITION

7.1	Reasonable measures taken to prevent fires of electrical origin.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
7.2	More specifically:				
	Fixed installation periodically inspected and tested?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Portable appliance testing carried out?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Suitable policy regarding the use of personal electrical appliances?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Suitable limitation of trailing leads and adaptors?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Are electric vehicle charging facilities provided?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
7.3	Comments and hazards observed:				

**The Electrical wiring system has been tested. EICR dated 21st July 2023.**

**Remedial work identified in the NICEIC inspection, must be carried out without delay.**

**See the note in section 19 re Fire Stopping.**

**All Portable Appliances provided with the hired accommodation that are more than 12 months old, must be tested and marked with an 'industry standard' label.**

**8. SMOKING**

8.1	Reasonable measures taken to prevent fires as a result of smoking?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
8.2	More specifically:				
	Smoking prohibited in appropriate areas?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Are appropriate smoking facilities provided?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Is the policy fully adhered to?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
8.3	Comments and hazards observed:				

**The HMG Guide states: -**

*Smoking is a common cause of fire in domestic premises and results in more fatalities than any other cause.*

**The “Guest Welcome/Information Documents” must make clear the Smoking Policy for the garden /external area.  
If smoking is permitted in this area, a suitable non-combustible receptacle must be provided.**

**9. ARSON**

9.1	Does basic security against arson by outsiders appear reasonable?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
9.2	Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
9.3	Comments and hazards observed:				

**Reasonable measures appear to be taken to prevent fires as a result of arson. This appears satisfactory and should be maintained.**

**Waste control is adequate.**

**The HMG Guide states: -**

*You should make sure that combustible materials, refuse, and recycling bins are kept clear of the premises (particularly any windows) to reduce the risk that an external fire will spread into the premises through windows and other openings.*

**10. PORTABLE HEATERS AND HEATING INSTALLATIONS**

10.1	Is the use of portable heaters avoided as far as practicable?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
10.2	If portable heaters are used:				
	Is the use of the more hazardous type [e.g.: radiant bar fires or LPG appliances] avoided?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
	Are suitable measures taken to minimise the hazard of ignition of combustible materials?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
10.3	Are fixed heating installations subject to regular maintenance?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
10.4	Comments and hazards observed:				

**At the time of the Fire Risk Assessment there was a plug-in imitation wood burner in the lounge.  
This is subject to the PAT testing procedure. See Section 7 above.**

**These premises are heated by electricity.  
The heating system will be subject to the fixed electrical testing as detailed in Section 7 above.**

**At the time of the Fire Risk Assessment, there were no gas fuelled heaters on site.**

**If any devices that burn fossil fuels are introduced, then a Carbon Monoxide Detector must be fitted nearby. This must be tested at least once per month and a record kept.**

**11. COOKING**

11.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
11.2	More specifically:						
11.3	Filters changed and ductwork cleaned regularly?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
11.4	Is automatic fixed suppression fitted?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
11.5	Are suitable extinguishing appliances available?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
11.6	Comments and hazards observed:						

**All appears satisfactory with regard to cooking facilities.**

**The HMG Guide states: -**

*“In self-catering accommodation, although guests are not expected to use fire-fighting equipment, you may wish to provide a small multi-purpose fire extinguisher and/or fire blanket in the kitchen area.”*

*“You can buy suitable multi-purpose extinguishers, guaranteed for five years, from a range of larger DIY outlets. You should check the gauge regularly to make sure the ‘stored pressure’ has not leaked. Low maintenance 10-year extinguishers are also available.”*

*“Multi-purpose powder fire extinguishers should not be provided, as they are not suitable for use in enclosed spaces.”*

**A fire extinguisher and a fire blanket is provided as indicated above.**

**The cooker hood was clean at the time of the fire risk assessment.**

**12. LIGHTNING**

12.1	Does the building have a lightning protection system?	Unable to ascertain	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
12.2	Comments and hazards observed:						

**At the time of the Fire Risk Assessment no lightning protection system was seen.**

**13. OTHER SIGNIFICANT IGNITION SOURCES THAT WARRANT CONSIDERATION**

13.1 Ignition sources:

**Provision for a BBQ was seen at the time of the fire risk assessment visit.**

**It is located more than three metres from the premises.**

13.2 Comments and hazards observed:

**With regard to barbecues, guests must be instructed to follow BBQ safety advice which is available online.**

**Also, the barbecue must not be brought within 3 metres of any building whilst it is still warm, as it could emit deadly toxic carbon monoxide which could enter the building through a window or doorway.**

**14. HOUSEKEEPING**

14.1 Is the standard of housekeeping adequate? **Yes**  **No**

More specifically:

14.2	Combustible materials appear to be separated from ignition source?	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
	Avoidance of unnecessary accumulation of combustible materials and waste?	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
	Appropriate storage of hazardous materials? <b>N/A</b> <input type="checkbox"/>	<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
	Avoidance of inappropriate storage of combustible materials?	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
	Is disposal of aerosols and saturated fabrics satisfactory?	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

14.3 Comments and hazards observed:

**Housekeeping is of a good standard.  
This must be maintained.**

**15. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS**

15.1	Is there satisfactory control over works carried out in the building by outside contractors [including 'hot work' permits]?		Yes	See note	No	
15.2	Are fire safety conditions imposed on outside contractors?		Yes	See note	No	
15.3	If there are in-house maintenance personnel, are suitable precautions taken during 'hot work', including use of hot work permits?	N/A		See note	No	

15.4 Comments and hazards observed:

**There must be control over all work carried out in the building. These controls must include a method Statement, a Risk Assessment [complete with suitable countermeasures] and a Permit to Work.**

**16. DANGEROUS SUBSTANCES**

16.1	If dangerous substances are, or could be used, has a risk assessment been carried out, as required by the Dangerous Substances & Explosive Atmospheres Regulations 2002?	N/A		Yes	See note	No	
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16.2 Comments:

**At the time of the Fire Risk Assessment no dangerous substances were seen. Any substance that guests bring on to the premises must be removed when they leave.**

**17. OTHER SIGNIFICANT HAZARDS THAT AFFECT GENERAL FIRE PRECAUTIONS**

17.1 Comments and hazards observed:

**No other significant hazard was seen or reported during the Fire Risk Assessment. This must be reviewed should the situation change.**

## FIRE PROTECTION MEASURES

### 18. MEANS OF ESCAPE FROM FIRE

18.1	It is considered that the building is provided with reasonable means of escape in case of fire?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
18.2	More specifically:					
18.3	Adequate design of escape routes?	N/A	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Adequate provision of exits?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Are exits easily and immediately openable?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Avoidance of sliding or revolving doors as fire exits?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Satisfactory means of securing exits?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Are travel distances suitable?					
	• Where there is a single direction of travel?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	• Where there are alternative means of escape?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Suitable protection of escape routes?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Are escape routes unobstructed?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
18.4	Are the premises provided with suitable means of escape for disabled occupants?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
18.5	Are External escape routes safe and unobstructed?	N/A	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
18.6	Is the Assembly point identified?		Yes	<a href="#">See note</a>	No	<input type="checkbox"/>
18.7	Is the Assembly Point safe to reach?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Is there a drawing of the premises with escape routes marked?		Yes	<input type="checkbox"/>	No	<a href="#">See note</a>
18.8	Comments and hazards observed:					

**Travel distances appear to comply with Approved Document B.**

**See section 19 regarding the protection of escape routes.**

**The size of these premises does not warrant an official Assembly Point.**

**There is only one escape door on the ground floor. An alternative exit is provided in the lounge via an openable window that is of a size that an adult can easily escape.**

## MEANS OF ESCAPE FROM FIRE Cont'd

18.8.1 The means of escape from the 1st floor is via an internal spiral staircase to the ground floor.

18.8.2 To facilitate escape in the event of an emergency, the following precautions must be maintained:

1. The fire detection and alarm system must be in accordance with section 22 below.
2. Emergency lighting must be maintained as detailed in section 20 below.
3. Escape routes both internal and external must be kept clear of items that will block escape or create trip or slip hazards. This must be made clear in the "Guest Welcome/Information Documents".
4. All internal doors must be closed at night. This must be made clear in the "Guest Welcome/Information Documents".
5. The exit door locks must be of the 'keyless' type on the inside such that persons can escape without the need for a key. [See note 4a below.]
6. There must be a green and white sign to indicate the direction of rotation to UNLOCK the doors.

18.8.3 Note 4a  
Approved Document B states: -

*"... doors on escape routes ...should be ... :*

2. *fitted only with simple fastenings that are all of the following:*
  - I. *easy to operate; it should be apparent how to undo the fastening*
  - II. *operable from the side approached by people escaping*
  - III. *operable without a key [or any other device]*
  - IV. *operable without requiring people to manipulate more than one mechanism"*

Glenhope High is compliant with the requirements specified above. [Section 18.8.3]

Note. Yale type locks must not have a keyhole on the inside.

**19. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT**

19.1 It is considered that there is:

Compartmentation of a reasonable standard? <small>[Note. Based on a visual inspection of readily accessible areas, with limited sampling where appropriate.]</small>	Yes	See note	No	
Are internal doors suitable?	Yes	See note	No	
Reasonable limitation of linings that may promote fire spread?	Yes	See note	No	

19.2 Comments and deficiencies observed:

**Approved Document B requires compartmentation in order to protect human life by providing protected escape routes, protected stairways, and protected lobbies.**

**Compartmentation also slows the spread of fire from one compartment to another.**

**Where any services pass through fire barriers, whether vertical or horizontal, any gaps around such services must be filled in such a way that fire cannot pass through.**

**This must comply with: - Approved Document B Section: Protection of openings and fire-stopping.**

**The HMG Guide states: -**

**Furniture should comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended). This is usually indicated by a label attached to the item.**

**20. ESCAPE LIGHTING**

20.1	Reasonable standard of escape lighting system provided? <small>NOTE: Based on a visual survey of emergency lighting only. No tests or verification of compliance with the relevant standards were conducted at the time of the Fire Risk Assessment.</small>	<b>Yes</b>	<div style="border: 1px solid black; padding: 2px; width: 50px; height: 40px; display: flex; align-items: center; justify-content: center;">See note</div>	<b>No</b>	<div style="border: 1px solid black; width: 50px; height: 40px;"></div>
20.2	Comments and hazards observed:				

[Emergency lighting is a major part of the fire protection in these premises.](#)

Escape lighting must comply with the guidance given in The HMG Guide.

A summary is as follows:

*“ ... it may be acceptable to rely on rechargeable torches that illuminate automatically if the electrical supply fails. In that case, you should have one in each bedroom, with a sign that explains their function.”*

This is applicable at these premises.

These should also be provided in hallways, staircases and the kitchen.

Torches are provided at Glenhope High in accordance with the guidance above.

It is understood that guests tend to remove the emergency torches from the 13-amp socket outlets for some reason or another.

It must be made clear in the “Guest Welcome/Information Documents” that these torches are a life safety provision and **MUST** be left in the 13amp sockets that are switched on.

If the practise of removing them continues, then fixed emergency lighting must be fitted such that, should evacuation be necessary during the hours of darkness, the escape routes are adequately illuminated.

**21. FIRE SAFETY SIGNS AND NOTICES**

21.1	Reasonable standard of fire safety signs and notices?	<b>Yes</b>	<div style="border: 1px solid black; padding: 2px; width: 50px; height: 40px; display: flex; align-items: center; justify-content: center;">See note</div>	<b>No</b>	<div style="border: 1px solid black; width: 50px; height: 40px;"></div>
21.2	Comments and hazards observed:				

The HMG Guide states:

*In simple premises, the escape routes and exits are likely to be obvious and in daily use and, as such, there will normally be no requirement to provide fire exit signs.*

This is applicable at these premises.

**22. MEANS OF GIVING WARNING IN CASE OF FIRE**

22.1	Is there an automatic fire detection and alarm system provided that complies with the "The HMG Guide" (BS5839 Part 6 Grade D/F LD2)?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
22.2	Is there a working telephone on site (landline)?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

22.3 Comments and hazards observed:

[The fire detection and alarm system is a major part of the fire protection in these premises.](#)

22.4 'The HMG Guide' states with regard to raising the alarm in event of fire:

*" ... there will be a need for interlinked domestic smoke alarms and heat alarms (of the type normally found in houses and flats) in all areas where a fire might start. Smoke alarms should be installed in hallways, corridors, staircases, lounges, dining rooms and bedrooms."*

*"Heat alarms should be installed in every kitchen, and in any other rooms (such as laundry or utility rooms), in which false alarms might occur from smoke alarms, due to cooking fumes, steam, dust, etc."*

*"If roof voids contain any combustible materials or sources of ignition, detection should also be present there. It is not normally necessary to install smoke or heat alarms in bathrooms or toilets"*

*"All smoke and heat alarms in the premises should be interlinked, so that, when any alarm device detects fire, all smoke and heat alarms give an audible alarm simultaneously. Interlinking may be by means of wiring or radio signalling."*

*"Preferably, all smoke and heat alarms should be mains powered with a tamper-proof standby power supply consisting of a battery. These are technically known as Grade D1 alarms. However, long-life, sealed battery alarms (known as Grade F1 alarms) may be acceptable as a short-term measure. (say, around 2-3 years)."*

The fire detection and alarm system in Glenhope High complies with the above statements.

The fire detection and alarm system must be tested on every change over and a record kept.

Testing is carried out by pressing the test button on a different detector at each change over.

All of the detectors in the premises must sound at the same time. Any faults must be reported and be rectified before re-letting.

The HMG Guide states that: -

*If the mobile telephone signal is weak, consider providing a landline telephone for the purpose of contacting the emergency services.*

It must be made clear to all visitors and guests that there is no telephone available within the premises whereby an emergency call can be made. This should be included in the "Guest Welcome/Information Documents"

**23. MANUAL FIRE EXTINGUISHING APPLIANCES**

23.1	Reasonable provision of portable fire extinguishers?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
23.2	Are all fire extinguishing appliances readily accessible?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

23.3 Comments and hazards observed:

**“The HMG Guide” states: -**

*“In self-catering accommodation, although guests are not expected to use fire-fighting equipment, you may wish to provide a small multi-purpose fire extinguisher and/or fire blanket in the kitchen area.”*

*“You can buy suitable multi-purpose extinguishers, guaranteed for five years, from a range of larger DIY outlets. You should check the gauge regularly to make sure the ‘stored pressure’ has not leaked. Low maintenance 10-year extinguishers are also available.”*

*“Multi-purpose powder fire extinguishers should not be provided, as they are not suitable for use in enclosed spaces.”*

**A suitable multi-purpose fire extinguisher and a fire blanket is provided in the kitchen. A suitable multi-purpose fire extinguisher and a fire blanket is provided in the upstairs bedroom.**

**The fire extinguishing appliances should be readily visible and accessible.**

**A statement in the “Guest Welcome/Information Documents” should state that Fire Extinguishers should only be used to aid escape and protect human life.**

**The manual fire extinguishing appliances must be checked at each change over and a record kept.**

**24. OTHER RELEVANT HAZARD OR OBSERVATIONS**

24.1 Comments:

**At the time of the Fire Risk Assessment there was no other relevant observation or data.**

## MANAGEMENT OF FIRE SAFETY

### 25. PROCEDURES AND ARRANGEMENTS

- 25.1 Person responsible for fire safety: **Amy Langdon**
- 25.2 Competent person[s] available to assist in implementation of fire safety legislation? N/A  Yes  No

Comments:

**Persons involved with fire management are considered to be suitably competent.**

- 25.3 Appropriate fire procedures in place? N/A  Yes  See note  No

Comments:

**The HMG Guide states: -**

*Exit routes should be suitable for use by disabled people, other vulnerable people, or children. If this is not achievable, the premises should be clearly advertised and marketed as having certain features that may make it more difficult for some people, for example people with specific disabilities, vulnerable people, or children, as appropriate.*

**It is considered that the ground floor exit routes at Glenhope High meet the requirement above for being suitable for disabled persons.**

**The HMG Guide also states: -**

*Suitable fire procedures must be developed to ensure that staff, guests and visitors are made aware of what action they need to take in the event of a fire.*

**The welcome / information pack is important in that it contains essential safety information and is intended for the guests to read when they first arrive at the premises.**

**The attention of the booking guest must be drawn to this document pack during the booking procedure.**

## PROCEDURES AND ARRANGEMENTS Cont'd

The following instructions, and the building address, must be included in the "Guest Welcome/Information Documents" and be the subject of a notice put in a prominent place.

The notice must have a large heading which reads, "FIRE NOTICE"

1. The senior member of the hiring group must discuss the possibility of a fire and the need to immediately evacuate the premises with the rest of the group. This conversation must take place as soon after arrival as possible.
2. Each group member must know what action they must take in the event of a fire
3. Each group member must ensure that they are familiar with the building.
4. The first priority is to evacuate the building.
5. When evacuating the building close all doors behind you.
6. The fire brigade should be called from outside of the building
7. All doors must be tightly closed at night and escape routes must be free from trip and slip hazards and obstructions.
8. Candles and other live flames are prohibited within the building.
9. All electrical equipment should be unplugged when not in immediate use.
10. No flammable liquids shall be brought into the premises.
11. See the barbecue policy below
12. See the smoking policy below

*The Address of this property is: -*

*Glenhope High  
Bryher  
Isles of Scilly  
TR23 0PR*

**PROCEDURES AND ARRANGEMENTS Cont'd**

The smoking policy must be inserted in the text box below and must be included in the "Guest Welcome/Information Documents".

The smoking policy is as follows: -

The barbecue / fire pit policy must be inserted in the text box below and must be included in the "Guest Welcome/Information Documents".

The barbecue / fire pit policy is as follows: -

These procedures, notices, etc., must be in place prior to ongoing letting.

The existence of the "Guest Welcome/Information Documents" and the notice in the premises should be checked on change over. If for some reason either is missing it must be replaced.

25.4 People nominated to respond to fire?      N/A     Yes     See Note     No

Comments:

It must be made clear in the "Guest Welcome/Information Documents" that evacuation of the building is the responsibility of the senior member of the hiring group and that evacuation must be the first priority. It must also be made clear that Fire Extinguishers must only be used to aid the preservation of human life, i.e. helping persons to escape.

25.5 People nominated to assist with evacuation?      N/A     Yes     See note     No

Comments:

It must be made clear in the "Guest Welcome/Information Documents" that the senior members of the hiring group must take responsibility for ensuring that the premises are totally evacuated in the event of an emergency, for instance fire, and the Fire and Rescue Service is called.

**PROCEDURES AND ARRANGEMENTS Cont'd**

25.6	Appropriate liaison with fire brigade?	N/A	<input type="checkbox"/>	Yes	See note	No	<input type="checkbox"/>
25.6.1	Adequate access for fire brigade vehicles?	N/A	<input type="checkbox"/>	Yes	✓	No	<input type="checkbox"/>

Comments:

**The local fire and rescue service needs to be familiar with the current circumstances at the site.**

25.7	Routine in-house inspections of fire precautions [e.g.: in the course of health & safety Inspections]?	N/A	<input type="checkbox"/>	Yes	✓	No	<input type="checkbox"/>
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Comments:

**Routine in-house inspections of fire precautions must be made on every change over. An inventory must be taken to ensure fire equipment has not been tampered with. Written records MUST be kept. A list of precautions that must be inspected must be provided to the appropriate person as follows: -**

1. are the emergency torches in the correct place?
2. do all the fire detectors sound when tested?
3. Do all doors in the property open and close fully?
4. Is the 'Guest Welcome / Information Document' in place?
5. Is the FIRE SAFETY notice and the premises address in place?
6. Are the fire extinguishers in the correct place and in good order?

**This may take the form of a book that is kept on site for the changeover staff to fill in.**

**This section must be read in conjunction with sections 27 & 29 below.**

**26. FIRE DRILLS**

26.1	Are fire drills carried out at appropriate intervals?	N/A	<input type="checkbox"/>	Yes	See note	No	<input type="checkbox"/>
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Comments:

**The "Guest Welcome/Information Documents" must make it clear that visitors should study the fire arrangements and the layout of the premises and discuss evacuation between themselves.**

**27. TESTING AND MAINTENANCE**

**This section must be read in conjunction with sections 25.7 & 29.**

27.1	Adequate maintenance of workplace? <i>[Fire safety provisions &amp; systems etc.]</i>	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Comments and deficiencies observed:

27.2	Weekly in-house testing of the fire detection and alarm system?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Periodic servicing of fire detection and alarm system by an Accredited Company?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments and deficiencies observed:

**The fire alarm must continue to be tested at each change over and a record kept. Testing is carried out by pressing the 'Test' button on a different detector at each change over. All of the sounders should sound at the same time.**

**Non compliances must be reported and rectified before the property is let / re-let.**

27.3	Monthly testing routines for emergency lighting?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Annual testing routines for emergency lighting?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments and deficiencies observed:

**The emergency torches, and lights, must be checked at each change over and a record kept.**

**Non compliances must be reported and rectified before the property is let.**

**TESTING AND MAINTENANCE Cont'd**

27.4	Monthly visual in-house inspection of fire extinguishing appliances?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
27.4.1	Annual maintenance of fire extinguishing appliances?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments and deficiencies observed:

**Fire extinguishing appliances must be checked at each change over and a record kept.**

**Non compliances must be reported and rectified before the property is let.**

**See Section 23.3.**

27.5	Are fire extinguishing appliances inspected every 12 months by a competent person?	Yes	<input type="checkbox" value="See note"/>	No	<input type="checkbox"/>
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Comments and deficiencies observed:

**The fire extinguishers must be inspected in accordance with the manufacturer's recommendations.**

**Alternatively, replace the fire extinguishers every 12 months.**

**See Section 23.3.**

27.6	Monthly in-house inspection of final exit doors and / or security fastenings?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Monthly in-house inspection of internal doors?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments and deficiencies observed:

**Fire exit doors and securing fastenings must be checked at each change-over.**

**This involves checking does the door: -**

- 1. Close fully into the frame?**
- 2. Does it lock?**
- 3. Freely open through 90 degrees?**
- 4. Does it un-lock easily?**

**TESTING AND MAINTENANCE Cont'd**

27.7 Regular inspections and testing of lightning protection system? N/A  See note Yes  No

Comments and deficiencies observed:

**There is no lightning protection system.**

27.8 Are suitable systems in place for reporting and subsequent restoration of safety measures that have become below standard? N/A  Yes  No

Comments and deficiencies observed:

**A system whereby issues requiring remedial action are reported and safety measures restored without delay, must be maintained.**

## 28. RECORDS

Where necessary, are there appropriate records of:

### IN-HOUSE TESTING

Escape route checks.			Yes	✓	No	
Fire Alarm testing	N/A		Yes	✓	No	
Fire extinguisher and blanket visual check.	N/A		Yes	✓	No	
Emergency torches and/or lighting testing.	N/A		Yes	✓	No	
Fire escape door inspection	N/A		Yes	✓	No	
Cooker extraction system filter cleaning.	N/A		Yes	✓	No	
Other fire protection equipment? [Fire guard etc.]	N/A		Yes	✓	No	

### CONTRACTOR TESTING

Annual fire alarm system service	N/A	✓	Yes		No	
Annual emergency lighting service	N/A	✓	Yes		No	
Annual Fire extinguisher service.	N/A		Yes	✓	No	
Portable Appliance testing	N/A		Yes	✓	No	
Gas burning cooking equipment testing and maintenance.	N/A	✓	Yes		No	
Gas burning water heating equipment testing and maintenance.	N/A	✓	Yes		No	
Oil burning equipment testing and maintenance.	N/A	✓	Yes		No	
Extraction system maintenance including deep cleaning.	N/A	✓	Yes		No	
Lightning protection systems maintenance.	N/A	✓	Yes		No	
NICEIC Fixed electrical system testing [in buildings]	N/A		Yes	✓	No	

28.2 Comments:

The fire logbook must be kept up to date with records of the above.

[Note. Records are the only evidence that quality fire management is being actively practiced.]

The following simple risk level estimator is based on a health and safety risk level estimator contained in BS 8800

Potential consequences of fire ⇒	Slight Harm	Moderate Harm	Extreme Harm
Fire Hazard ↓			
Low	Trivial risk	Tolerable risk	Moderate Risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire [probability of ignition] at this building is:

Low  Medium  High

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm  Moderate harm  Extreme harm

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant [other than an occupant sleeping in a bedroom in which a fire occurs].

Moderate harm: Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at this building is:

Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
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A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS8800.

RISK LEVEL	ACTION AND TIMESCALE
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	<p>It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.</p> <p>Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.</p>
Substantial	Considerable resources may have to be allocated to reduce the risk. The building should not be occupied by guests until the risk has been reduced.
Intolerable	Building [or relevant area] should not be occupied until the risk is reduced.

**Please Note:** Although the purpose of this section is to place the fire risk in context, the above approach to Fire Risk Assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan.

This Fire Risk Assessment should be reviewed by the date indicated below or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

## ONGOING ACTION PLAN

It is considered that the following recommendations should be implemented on an ongoing basis in order to maintain fire risk at the following level:

**TOLERABLE**

Ref	Actions required to <u>maintain</u> the fire risk at TOLERABLE	Priority Level
7.3	All circuits of the fixed electrical system must be tested according to BS 7671 [I.E.E. Regulations]. A copy of the valid test results should be kept with the fire records. This must be carried out by a NICEIC registered company.	O
7.3	All portable electrical equipment must be maintained in a safe condition. This is best achieved by means of a portable appliance testing system. Records must be kept.	O
11.6	The cooker extraction hoods must be clean on change over.	O
11	Deep fat frying must be prohibited on this site.	O
13	See section 13 of the Fire Risk Assessment for any policies that must be maintained.	O
15.4	There must be control overall work carried out in the building. These controls must include a method Statement, a Risk Assessment [complete with suitable countermeasures] and a Permit to Work.	O
16.2	Flammables such as Alcohol based sanitiser, and nail Polish remover, must only be allowed in small quantities.  Waste cooking oil must be disposed of regularly.	O
19	All furniture and soft furnishings, curtains, and drapes etc must comply with relevant fire standards.	Ref
25.6	The local fire and rescue service needs to be familiar with the current circumstances at the site.	Ref
27.2	The fire alarm system must be tested at each change over and a record kept.	O

28	<p>Routine in-house inspections of fire precautions must be made on every change over. An inventory must be taken to ensure fire equipment has not been tampered with. Written records MUST be kept.</p> <p>The fire detection and alarm system must be tested at each change over and a record kept.</p> <p>The fire detection and alarm system should be tested each 12 months by a competent person.</p>	O
28	<p>The emergency torches must be tested at each change over and a record kept.</p> <p>Fire extinguishers, if fitted, must be maintained at twelve monthly intervals, or replaced.</p> <p>Fire exit doors and/or securing fastenings must be checked at every change-over. This must be recorded.</p>	O
28	<p>A Fire Log Book must be kept up to date. It must be made available for inspection as and when requested.</p> <p>Note. Written records are the only evidence that quality fire management is being actively practiced</p>	O

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