

Fire risk assessment checklist – Small premises with paying guests

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

Amy & Ted Langdon

Address of premises:

Glenhope High, Bryher, Isles of Scilly,
TR23 0PR

Number of floors:

2

Number of rooms:

5

Construction:

Granite, slate roof, concrete block extension

Date of fire risk assessment:

07/09/2023

Date of previous fire risk assessment:

15/03/2023

Suggested date for review:

28/02/2024

Fire hazards and controls

Are fixed electrical installations inspected and tested every 5 years?

Yes / No Carried out by the Duchy of Cornwall as landlord.

Are electrical appliances periodically inspected and tested?

N/a Yes No Inspected by proprietors at every changeover. PAT testing scheduled for winter 2023/24 while accommodation is closed.

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

Yes No An extension lead/surge protector is used for the TV, Sky etc. One is also necessary upstairs to provide a bedside light on each side of the bed; and in the bunk room to provide bedside light and alarm clock / radio / iPod / iPhone dock.

Are gas appliances inspected and tested every 12 months?

N/a Yes No

Is smoking permitted on the premises?

Yes No

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

N/a Yes No Guests may smoke in the garden if they wish

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

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 Portable heaters are not provided

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

N/a Yes No All heating is electric

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

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

Yes No The washer-dryer is checked and cleaned, and all bins are emptied at every changeover

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

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.

LOW RISK:

Electric heaters in all rooms.

Kitchen – electric cooker, hob and microwave. A fire blanket & fire extinguisher are provided in the kitchen.

The ground floor is effectively open plan with an open spiral staircase up to an open plan master bedroom. A fire blanket is provided in the master bedroom to protect guests having to come downstairs and through the kitchen in order to escape via the only exit door.

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 A thumb lock will be installed to the entrance/exit door in winter 2023/24 while accommodation is closed.

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 Open plan.

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

N/a Yes No Open plan. An additional fire blanket is provided in master bedroom upstairs to protect guests having to exit down the stairs and through the kitchen.

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 NiteSafe Sensor 11 Safety lights in both bedrooms, lounge and kitchen to light escape route.

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

N/a Yes No

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

N/a Yes No

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

Yes No

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

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.

Mains linked smoke / heat detectors in each room. Multi-purpose fire extinguisher and fire blanket in kitchen. Additional fire blanket in master bedroom upstairs to protect guests having to go through the kitchen to escape via the only exit door. NiteSafe Sensor 11 Safety lights in both bedrooms, lounge and kitchen to light escape route.

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

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

N/a Yes No Self contained self catering holiday accommodation

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?

N/a Yes No

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 Pressure is visually checked annually.

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.

Fire safety information for guests is provided in the guest information. Fire Action Notice is clearly displayed. Smoke / heat alarms and NiteSafe Safety lights are checked at every changeover.

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
Fire hazard	Testing of all electrical items	PAT testing scheduled for winter 2023/24 while accommodation is closed.	Will be complete for Fire Risk Assessment Review on or before 28/02/2024	Amy & Ted Langdon
Escape routes	Entrance door needs keys to unlock from inside	Thumb turn lock to be installed during winter 2023/24 while accommodation is closed.	Will be complete for Fire Risk Assessment Review on or before 28/02/2024	Amy & Ted Langdon
Escape routes	Currently there is only one entrance door, accessed through the kitchen	Awaiting further government guidance on open plan accommodation. If necessary, we will investigate the possible conversion of the lounge window into a patio door to offer an alternative means of escape, avoiding the kitchen.	Dependent on government guidance, + discussion & permissions from Duchy of Cornwall and Council of the Isles of Scilly Planning Dept	Amy & Ted Langdon
Management of fire safety	Bunk room door is possibly hollow	Door will be replaced with a solid door during winter 2023/24 while accommodation is closed.	Will be complete for Fire Risk Assessment Review on or before 28/02/2024	Amy & Ted Langdon

