

# Fire Risk Assessment

Address of property assessed: HEDGEHOPE COTTAGE, FIDDLERS GREEN, HOLY ISLAND TD15 2RZ

Name and position of person undertaking the assessment: Samantha Wade

Date of assessment: 15<sup>th</sup> August 2023

Number of floors/area: two floors

Use: Short stay holiday let.

## Step 1 - Fire hazards and fire risks

Electrical appliances in the property are:

Kitchen – fridge freezer, washing machine, electric toaster, electric kettle, microwave, George Foreman grill, slow cooker, electric hob, electric single oven and extractor fan, plug in torch.

There is a tumble drier in a locked cupboard upstairs. It is kept unplugged and is not available for guests to use. It can only be used when the cupboard door is open as the plug is located outside of the cupboard.

Outside – electricity supply to oil fired boiler. 1000 litre oil tank situated away from the building.

Living room – TV, Playstation, three lamps.

Bed 1 – two bedside lamps

Bed 2 – two bedside lamps

Bed 3 – one bedside lamp

Wiring is checked regularly and all portable appliances are PAT tested yearly.

Extension leads and adaptors are kept to a minimum and only one is used per socket.

Fuse board in the kitchen and all items are labelled.

## **Cooking**

There are no mains gas appliances or deep fat fryers provided.

A small portable gas camping stove is provided in case of power cut. This is supplied with full instructions and cannisters that are small and fit the stove. The cannisters are sealed when not connected to the stove and are stored from heat sources.

Cooking is done in/on electric halogen hob, microwave and fitted single electric oven.

The extractor fan filters are cleaned regularly to prevent a build up of grease.

Instructions for all appliances are provided and a fire blanket is located in the cupboard under the kitchen sink and a further blanket in the understairs cupboard.

## **Smoking**

There is a no-smoking policy in the house and garden. This includes the use of vapes and e-cigarettes. The charging of e-cigarettes is forbidden within the property.

## **Candles**

Candles are forbidden within the property. Battery operated tea lights and torches are provided in case of power cut.

## **Guest's Own Electrical Equipment**

Whilst it is understood that guests will bring their own electrical equipment during their stay which will not be PAT tested, guests are asked to check the condition of wiring on any item they bring. The charging of electric vehicles, e-scooters and hover boards is expressly forbidden and all other battery charging, including mobile phones, mobility scooters and e-bikes should be supervised and items not left unattended nor left to charge overnight. Guests with electric vehicles are directed to the nearest charging point, some five minutes' walk from the property. Monitoring the use of electricity via the smart meter gives a rough indication of usage and may flag misuse of the supply.

## Heaters and boilers

A Worcester-Bosch oil boiler is fitted to the property and is located in a shed adjoining the house. The boiler is on a service plan and is serviced yearly with any problems reported straight away. The oil tank is located some 6m away from the property. The boiler is pre-programmed to provide ample heating and hot water with guests able to control the heating from a portable unit located in the kitchen.

## Open fires and burners

A Country Kiln log burner is located in the sitting room.  
Correct tools, including a fire guard, instructions and fire resistant gloves are provided.  
A carbon monoxide detector is located in the sitting room.  
Matches and firelighting equipment are stored in a plastic box under the sink in the kitchen.  
The chimney is swept on a yearly cycle and a wire top is fitted to the chimney to prevent nesting birds.  
A metal ashbin is provided and a notice on the plastic dustbin warns not to put hot ashes in there.

## Elements of structure

There are no elements of structure that give cause for concern.

## Furniture and furnishings

Soft furnishings, including curtains, seating and blinds are all manufactured using fire retardant materials.

## Domestic waste

Waste bins are provided as follows:  
Kitchen – general waste and recycling bins  
Bedrooms and bathroom – general waste bin  
Wheelie bins are located outside the property and are clearly labelled. Waste is collected in a weekly rotation of recycling and general waste.

## **Other items – e.g. petrol for lawnmowers, cleaning materials etc.**

There is a paint store, including white spirit, in an upstairs cupboard that is away from heat sources and locked away from guests.  
Linen storage is in a locked cupboard that has heat from hot water pipes running through.

## **Activities that might cause a fire, including work processes and procedures**

The most likely causes of fire in the property are:  
Cooking spills – a fire blanket is supplied and located in a prominent place in the kitchen  
Log burner – a suitable fire extinguisher is supplied and located next to the log burner.  
Electrical faults – all items are regularly checked and tested.

## **Other**

Are there any other sources of ignition in your property?

Matches and camping gas stove with integral ignition switch are other sources of ignition. They are kept away from flammable items.

## **Step 2 - Identify people at risk**

The property has space for up to five guests plus travel cot with relevant equipment provided.  
We are not able to accommodate guests who require mechanical help getting upstairs or into the shower.  
There are no downstairs sleeping or toileting facilities.  
Guests are all vetted for suitability both on the size of group and the mix.  
There are no staff on-site to assist but there are staff on-call at all times.

## **Number of staff and employees**

There are no direct employees. Cleaning and maintenance contractors are available at any time should the need arise and are fully aware of all safety policies pertaining to the property.

## Step 3 – Evaluate the risks

There are smoke detectors both up and down stairs. These are mains operated and fixed to the ceiling. The alarms are checked periodically and checks recorded. The detectors are audible throughout the property.

### Means of escape – the type of property

The property is a mid terrace two storey property with central stairs. There are exits at both the front and rear of the property.

### Means of escape – the number of exit doors and where they are

Means of escape would be the outside doors to front or back. Routes to the doors are kept clear of obstructions and furniture and keys for all exits are provided and should be left on the internal side at all times when in the property. The front door is fitted with a thumb turn lock to enable exit without the use of keys. This door leads to the safest muster point away from the building should a fire occur.

### Evacuation procedures

Guests are asked to exit the building by the nearest external door. They should close any internal doors behind them and leave all belongings behind. The lead guest should account for all other guests in their party and dial 999 as soon as practical to summon the Fire Service. Evacuation procedure is displayed inside the property.

### Escape lighting

There are no emergency escape lighting but torches are provided. An emergency sensor light is located in the kitchen and will light up should there be a power failure. These are checked regularly to ensure they are in good working order. Outside lighting is available at both the front and rear of the property.

There is a fire blanket in the kitchen cupboard under the sink and a further blanket in the under stairs cupboard. A fire extinguisher is located adjacent to the log burner and is replaced prior to its expiry date. There is a further fire extinguisher in the under stairs cupboard.

