

Chandler's Cottage fire risk assessment for small premises with paying guests

Responsible person or person having control of the premises:	Joanna Cunningham		
Address of premises:	4 Sid Park Road, Sidmouth EX10 9BW		
Number of floors:	2	Number of rooms:	4
Construction:	Standard construction two-storey brick-built end of terrace house with tiled roof		
Date of fire risk assessment:	4 th October 2023		
Date of previous fire risk assessment:	5 th May 2017		
Suggested date for review:	18 th December 2023		

Fire hazards and controls

Fixed electrical installations are inspected and tested every 5 years by a qualified electrician -

Certificate available in house book and on website. The circuit breakers are up to current standards and correctly labelled.

Electrical appliances are periodically inspected and tested every 12 months by a qualified electrician -

Documentation available in house book and on website.

The use of trailing leads and adaptors is avoided where possible – guests have no access to extension leads which are stored in locked cupboards. Guests are advised before booking, during the booking process and in the house book that charging electric vehicles, bikes or scooters is not allowed.

Gas appliances inspected and tested every 12 months by a qualified gas safety engineer - Certificate available in the house book and on website.

Smoking is not permitted on the premises - Guests are informed before booking, on the booking form, in the website and in the house book. Candles and disposable barbecues are also not allowed.

The premises are adequately secured to prevent unauthorised access with suitable door and window locks and garden fencing.

Combustible materials, waste and refuse bins are stored safely clear of the premises - The kitchen waste bin is small and intended to be emptied frequently into the bins at the front of the parking area in front of the house.

Bathroom and bedroom waste bins are also small to encourage guests to empty them frequently.

All bins are emptied on changeover day, if not more frequently.

A small selection of logs is stored in a basket beside the log burner, the rest of the logs are stored in a separate log store in the back garden.

Heating is by gas central heating with an optional log burner - There are no fixed heaters or portable heaters.

There are adequate fire precautions in the use of open fires and log burners – There are guidance notes on 'Using the log burner safely' on the shelf next to the log burner which also refer guests to more detailed notes in the house book. A metal bucket is supplied for disposing of warm ashes. We provide suitably seasoned logs, kindling and fire lighters and make it clear in the guidance notes and house book that no other materials should be burned. The chimney is swept every year.

There are adequate measures taken to prevent fires from cooking equipment – no deep fat fryers are provided. The oven and hob handbooks are available for guests to refer to in the house book. Cooking equipment is cleaned on every changeover to prevent a build-up of grease, etc. Cooker extract filters are cleaned at regular intervals.

The standard of housekeeping is adequate to avoid the accumulation of combustible materials and waste – all waste is removed to external bins and the log burner cleared out and cleaned on every changeover.

Combustible materials are kept separate from ignition and heat sources – small supplies of oil (WD40), paint, flammable cleaning products, etc. are kept in locked cupboards or a garden shed that guests have no access to and are away from sources of ignition.

All contractors who undertake work on the premises are competent and qualified.

No other dangerous substances are stored on the premises.

There are no other significant fire hazards in the premises apart from the cooking facilities and the log burner already mentioned. Guests are advised before booking, during the booking process and in the house book that charging electric vehicles, bikes or scooters is not allowed.

Fire protection measures

All escape routes are kept clear of obstructions to enable people to escape safely – a fire safety notice in the hall and the house book also advise guests to keep escape routes clear of obstructions.

The front door is the fire exit and is easily and immediately openable provided that guests don't lock the door from the inside – they are advised not to do that in a fire safety notice in the hall and the house book.

The current locks will be replaced with a lock with a thumb turn to ensure that the door can always be opened by guests inside the house.

Distances to final exits are considered reasonable – 10.5 meters from the furthest point in the house (near the window in the front bedroom) to front door.

The walls and structures protecting the stairway and escape routes provide an adequate level of fire resistance – the walls are brick and the fire safety notice in the hall and the house book advises guests to keep the living room door closed, especially when they go to bed at night.

The fire resistance of the lounge and bedroom doors is under investigation, and they will be treated or replaced if they are found not to be adequate.

No self-closing devices are required on any of the doors.

Escape route lighting: The escape route has ceiling lights on both floors plus windows on both floors bringing in additional light from external sources.

A reasonable standard of emergency escape lighting is provided in the form of re-chargeable emergency torch lights in each bedroom which come on automatically in the event of a power cut. There are stickers on the torches to explain their use and advise guests to leave them plugged in and charging at all times.

A reasonable standard of fire exit and fire safety signs provided – there are fire safety notices in the hall near the front door and additional fire safety notes in the house book.

Domestic wired and linked smoke and heat alarms are provided as well as CO alarms – there is a heat alarm in the ground floor open plan area which includes the kitchen stove and log burner. This linked to a smoke alarm on the first-floor landing immediately outside the bedroom doors. Separate CO alarms are positioned in the lounge near the log burner and on the landing near the gas combi boiler.

There is a reasonable provision of firefighting equipment – a fire extinguisher in the kitchen near the back door with instructions printed on it and in the fire safety notice and the house book which also make it clear that guests should only use it if they have previous experience with fire extinguishers. There is a fire blanket in the kitchen near the back door with instructions for use printed on it and in the house book.

Management of fire safety

Procedures in the event of fire are appropriate and documented on the fire safety notice in the hall and in the house book.

The information on fire safety and the action to take in the event of a fire is given to guests in the form of the fire safety notices in the hall and in the house book.

There are no on-site staff members so no staff fire safety training is required. Cleaners and other contractors are advised to make themselves familiar with the fire safety notices in the hall and house book.

Checks are carried out by cleaners on each changeover to ensure exit routes are kept clear and fire exits remain easily openable. These are recorded on the fire safety checklist in the cleaner's stock cupboard and sent by phone to the owner.

Periodic checks are carried out on fire doors to ensure they remain in good condition and close effectively. These are carried out by the cleaner on changeovers and recorded on the fire safety checklist in the cleaner's stock cupboard and sent by phone to the owner. Also, checked by the owners every 6-8 weeks.

Domestic smoke and heat alarms and CO alarms are tested at every changeover and at least monthly - These are carried out by the cleaner on changeovers and recorded on the fire safety checklist in the cleaner's stock cupboard and sent by phone to the owner.

The property does not have the type of fire detection and alarm system that requires regular servicing.

There is no fitted emergency escape lighting requiring regular testing.

The fire extinguisher is not subject to annual maintenance.

Records of testing and maintenance are maintained on-site and sent to the owner – the fire extinguisher and fire blanket are visually checked by the cleaner at every changeover to make sure they haven't been used and are still in working order. These checks are recorded on the fire safety checklist in the cleaner's stock cupboard and sent by phone to the owner.

Action plan

Item	Deficiency	Proposed action	Timescale	Person responsible
Front door fire exit	It is possible for guests to lock the door when they are in the house so they then need a key to open it	Replace current front door locks with a single new lock which can be opened by a thumb turn on the inside	Before next booking (currently 29 th December 2023)	Owner
Lounge door	Further investigation needed regarding if it has suitable levels of fire resistance	Investigate door composition and fire resistance & replace if necessary	Investigate within 2 weeks	Owner