

Self-Catering Fire Risk Assessment

Address of property assessed:

The Old Workshop, Main Road, Milfield, Wooler NE71 6JD

Name and position of person undertaking the assessment:

Samantha Wade - owner

Date of assessment:

6th March 2024

Number of floors

one

Use:

Self-catering property

Step 1 - Identify fire hazards and fire risks

Electrical wiring and appliances

All wiring and appliances were checked and passed as satisfactory on 5th July 2021

There are no trailing wires.

The fuse board has been checked and correctly upgraded for the needs of the house, including circuit breakers.

Appliances have been registered with the manufacturer and are checked at the end of every let.

Cooking – especially deep-fat frying

There are instructions for use of the electric oven.

The hob is electric (induction)

Extraction vents above the cooker are cleaned every 3 months.

There is no facility for deep-fat frying.

There is a microwave oven, toaster and kettle – all are electrical and instructions for use are in the house manual. These appliances are PAT tested.

Smoking

There is a no-smoking policy throughout the property, including e-cigarettes.

Candles

There are no candles or tea lights in the property. They are forbidden in the terms and conditions of booking.

Heaters and boilers

All heating and hot water is on an electrical system. The system is programmed to provide ample heating and hot water with a boost function available to guests.

A carbon monoxide detector is located in the living room with a further one in the roof space.

Open fires and burners

There is a log burner in the sitting room. This was installed in January 2024 by a professional installer to HETAS standards. Full instructions on operation are provided along with suitable fuel for lighting and burning. Correct tools, including a fire guard and fire resistant gloves are provided. The chimney is swept on a yearly cycle and a metal ashbin is provided and a notice on the plastic dustbin warns not to put hot ashes in there.

Matches and firelighters are stored in the dresser away from the log burner and out of sight of children.

The rug in the living area is kept away from the log burner.

Elements of structure

The ground floor is concrete.

The walls are brick or stone, covered with plasterboard.

There are no coverings to walls or ceilings.

Internal doors comply with FS30 standards.

Furniture and furnishings

All furniture and furnishings that need to comply with the Furniture and furnishings (Fire Safety) regulations for rental accommodation do so. All furnishings are kept away from sources of ignition.

Domestic waste

Domestic waste is stored in a bin contained within the kitchen cabinets. A recycling bin is freestanding to the side.

The rooms have waste paper baskets but are not kept near any sources of ignition.

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

There is no petrol machinery stored on-site. A limited variety of antibacterial cleaning equipment is kept on site next to the sink. These are not flammable products.

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

A barbecue is available for outside use but is well away from the house.

The barbecue has a lid which can be used to extinguish any fire which gets out of control.

Other

There are no other sources of ignition on the property.

Step 2 - Identify people at risk

Number of guests

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 into the shower but can accommodate guests of limited mobility.

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

Staff from a cleaning agency clean the property at the end of every let.

Domestic and agency staff are all over the age of 18 years.

Step 3 – Evaluate the risks

The fire detection and alarm system

There are mains wired smoke alarms with battery backup in the main living area and in each of the bedrooms. These are tested at the end of each let and recorded in a book that is kept off-site.

There are two carbon monoxide alarms in the living area – one mains wired and one battery. These are tested at the end of each let.

Means of escape – detail the type of property

The house is single storey with all rooms on ground floor level

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

The front door is inward opening and opens into a small hallway and is kept clear.

The back door in the kitchen/dining area is inward opening and is kept clear.

Windows exiting onto the garden can also be used to exit and are kept unlocked with no key available to guests.

Evacuation procedures

Guests may use either of the doors depending on where they are at the time. Locks can be operated by a thumb turn at each exit – a key is not required.

If the fire is in the main living area, guests can exit via the bedroom windows directly into the garden.

The evacuation procedures are detailed in the guest information sheet. An evacuation procedure is also displayed in the kitchen area.

Escape lighting

An emergency light is kept in the hallway outside the bedrooms and this will come on in case of a power outage.

A torch is kept in each of the bedrooms and their locations are provided in the guest information sheet.

Firefighting equipment

A fire blanket is kept in the tall kitchen cupboard. Fire extinguishers are not provided – guests are strongly advised to exit without attempting to fight any fire.

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, vapes 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.

Monitoring the use of electricity via the smart meter gives a rough indication of usage and may flag misuse of the supply.