

Fire risk assessment



Additional actions described in the below Action Plan will need to be completed to ensure the risk levels remain Low		
	Low Risk	The level of risk is acceptable
✓	Medium Risk	Additional control measures required
	High Risk	Unacceptable risk with urgent action required

Responsible person
(employer or person having
control of premises):

Jane Thorpe-Codman

Address of premises:

9 Burghley Lane
Stamford
PE9 2LT

Assessor:

S Archbold CMIOSH

Date of assessment:

29th September 2023

Use of premises:

Self-catering town house

Number of floors:

four

Brief description of property:

9 Burghley Lane is a grade II listed building located in Stamford. The four-story town house is a self-catering accommodation and can sleep up to eight guests.

If you are responsible for the premises, you are legally responsible for making sure you comply with the law. The Regulatory Reform (Fire Safety) Order 2005

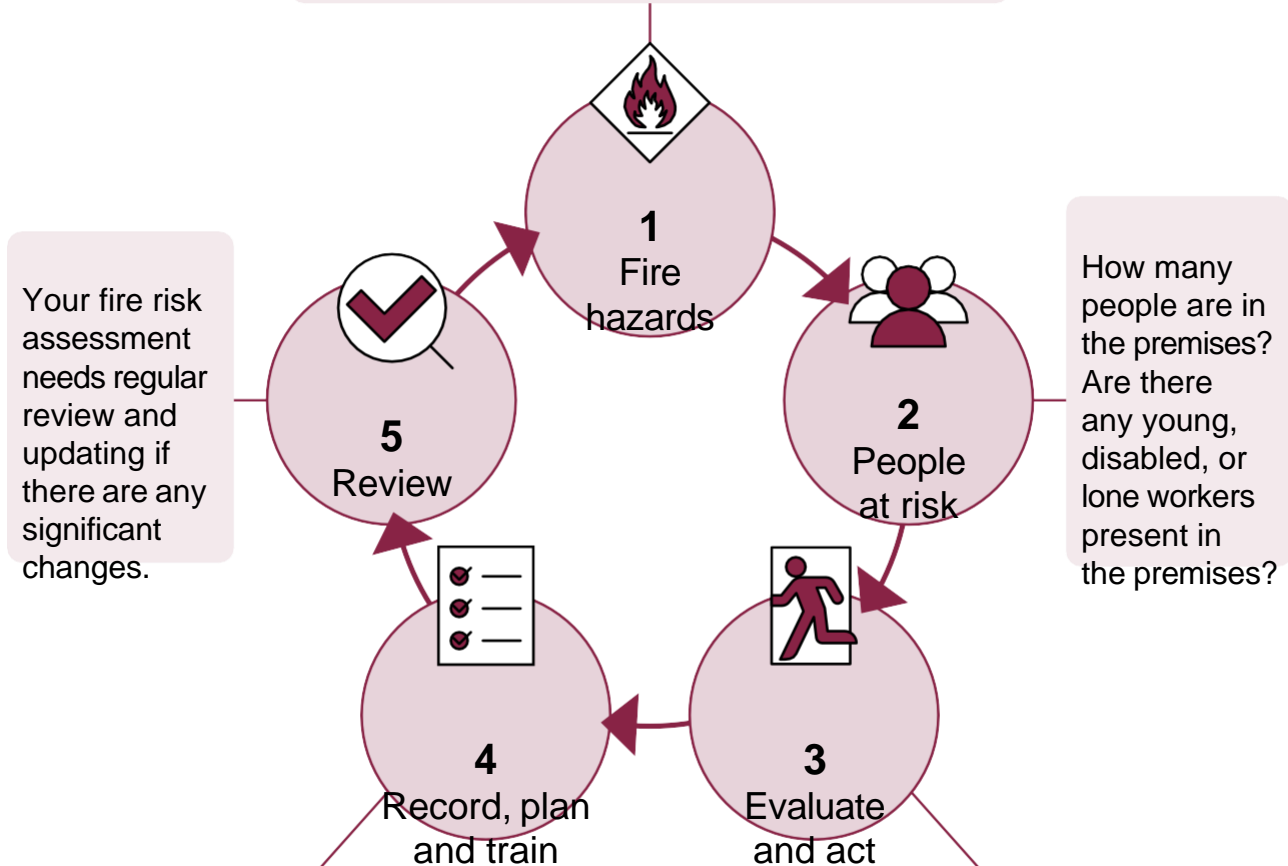
Risk assessment - 9.— (1) The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions.

Fire safety risk assessment

The risk assessment process involves an inspection of the premises to identify potential fire hazards, to ensure adequate measures to stop fire starting and that adequate fire protection measures are in place to protect everyone in the building.

A fire hazard is anything that can start a fire, such as ignition sources or combustible materials. Consider:

- electrical equipment
- cooking
- smoking
- housekeeping
- arson
- contractors
- heating



Your fire risk assessment needs regular review and updating if there are any significant changes.

How many people are in the premises? Are there any young, disabled, or lone workers present in the premises?

Do you have a clear plan of how you are going to keep people safe from fire? Do your staff know what to do in case of fire? Do you complete fire drills? Are fire safety provisions being maintained?

How many floors and staircases are in the premises?
The number and location of exits? Are fire alarms, fire exit signs, emergency lighting and fire extinguishers needed?

Your plan details what needs doing and by when. Use the checklist to make sure you have covered all areas.

1 Fire hazards

- Have you found anything that could start a fire?
- Have you found anything that could burn?
- How could a fire start?
- Think about heaters, lighting, electrical equipment and hot works
- Have you considered smoking and the use of matches?
- Hot processes, welding and grinding should also be taken into account

2 People at risk

- Everyone is potentially at risk from fire
- Think about night staff or people not familiar with the premises, such as visitors or customers
- Children, the elderly or disabled people are especially vulnerable
- Who could be at risk?
- Who could be especially at risk?

3 Evaluate and act

- Have you assessed the risks in the workplace?
- Do you have enough escape routes?
- Have you planned escape routes?
- Have you made sure people will be able to safely find their way out, even at night?
- Is a fire alarm system needed?
- Are signs, such as fire exit signs, needed?
- Is emergency lighting required?
- Are fire extinguishers needed and, if so, where should they be located?
- Have you kept sources of ignition away from fuel sources?
- Have you made sure that everyone is safe in case of fire?
- Do you have a fire safety plan?
- Who will call the fire and rescue service?
- Could you put out a small fire and stop it spreading?

4 Record, plan and train

- Have you planned what everyone will do if there is a fire?
- Do all your staff know the plan?
- Have staff had up-to-date training and completed a fire drill?
- Have you included temporary staff?
- Are you maintaining everything that is provided or required to keep people safe from fire?
- Formulate your action plan to reduce the fire hazards. The plan is an inventory of actions, normally prioritised and time constrained to devise, maintain or improve controls. Remember, where appropriate, this can be eliminating or controlling hazards (e.g. better separation of combustible materials from ignition sources)

5 Review

- Keep your assessment under regular review. Remember to update it as risks or hazards change. If you make any significant changes, you should review your risk assessment. Have you made any changes to the building since the last assessment?
- Have you had a fire or a near miss?
- Have stock levels changed significantly?
- Have you started to store chemicals or dangerous substances?

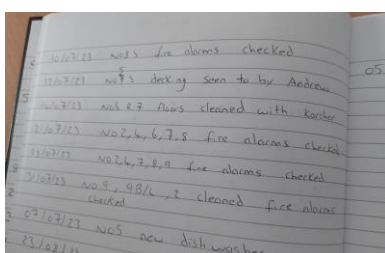
Fire hazards and controls

Are fixed electrical installations inspected and tested every 5 years?

- Yes, all electrical work carried out by Tradelink Services Ltd

Are electrical appliances periodically inspected and tested?

- Visual checks are carried out on each changeover.
- Maintenance logbook kept and updated as per below
- PAT testing not carried out



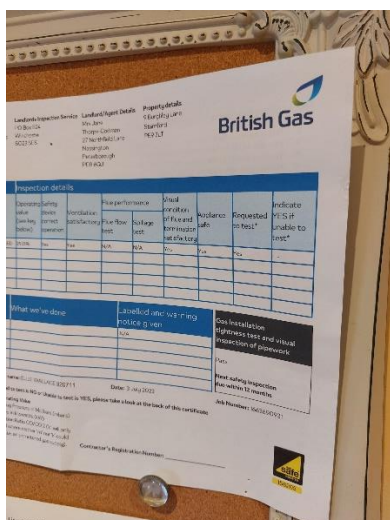
Maintenance logbook up to date

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

- N/A none seen during site inspection.

Are gas appliances periodically inspected and tested every 12 months?

- Yes, checked and tested by British Gas annually



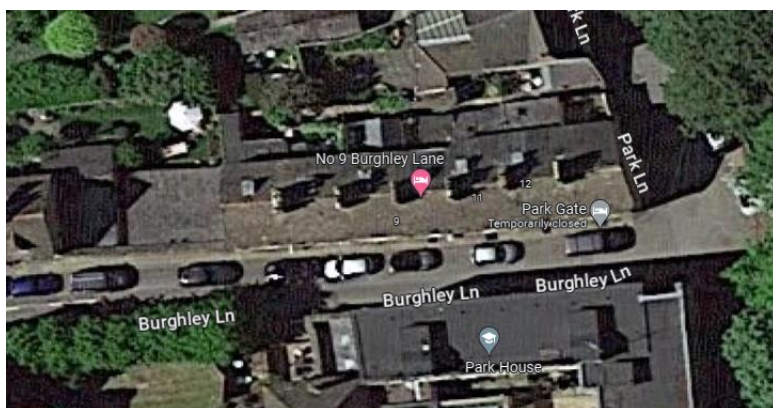
Is smoking permitted on the premises?

- Smoking not allowed within the buildings.
- Designated smoking area in the garden.
- Signage is located throughout the premises.



Are the premises adequately secured to prevent unauthorised access?

- Townhouse, so main door leads on to the road
- Access gate at the rear of the property



Are waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?

- Yes, waste materials stored away from guests in designated bins at the rear of the building in a communal alleyway.
- Firefighting equipment available / located around the site.



Are portable heaters subject to periodic inspection and used safely?

- N/A, no portable heaters found on site

Are there adequate fire precautions in the use of open fires and log burners?

- There is an open fire on the premise, but I was informed it was decommissioned

Are adequate measures taken to prevent fires from cooking?

- Existing control measures include, Fire Blankets checked annually by 3rd party suppliers (Blazetech); Fire Extinguishers available; smoke and heat sensors installed on every level of the property, oven filters checked & cleaned if required: no deep fat fryers allowed on site; change over checks completed



Are filters and ductwork subject to regular cleaning?

- Yes, checked on changeover and included in Maintenance logbook

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?

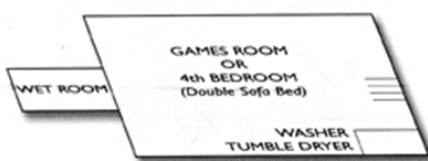
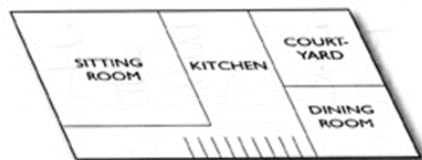
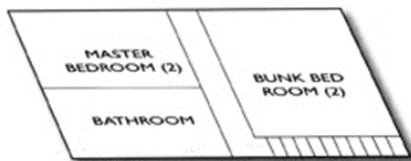
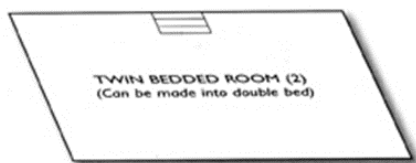
- Change over checks completed

Are combustible materials kept separate from ignition and heat sources?

- Yes, stored in designated cupboard

Are there any other significant fire hazards in the premises?

- None identified during site inspection.



Layout of 9 Burghley Lane

Fire protection measures

Are all escape routes kept clear of obstructions to enable people to escape safely?

- Yes

Are all fire exits easily and immediately openable?

- No, thumb turn lock to be installed on rear patio door



Are distances of travel considered reasonable?

- N/A due to location of Townhouse
- Guess are informed to safely exit the building and head to park entrance as per below layout.



Do the walls and structures protecting the stairway and escape routes provide an adequate level of fire resistance?

- No, existing wooden doors will not provide adequate levels of resistance with gaps clearly visible



- Client advised to replace all the doors starting with bedroom doors

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

- No, as per above

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Fire Exit Door Specifications

Fire exit doors do not have to be manufactured to withstand and stop the spread of fire. Their main purpose is to be able to open quickly and easily so that people can escape the building in the shortest time possible in the event of an emergency. The Regulatory Reform (Fire Safety) Order (RRFSO), states that the following requirements must be adhered to:

- *Fire exit doors must open in the direction of escape and sliding or revolving doors must not be used for exits specifically intended as emergency exits.*
- *Fire exit doors must not be locked or fastened in a way that they cannot be easily and immediately opened by any person in an emergency situation.*
- *If the door is also to provide security, a fire exit door can be locked from the outside, but must be fitted with an emergency push bar (or other emergency access device) to allow a quick escape.*
- *Fire exits must be clearly marked and identifiable using adequate lighting and/or signage*

Are there adequate levels of artificial lighting provided in the escape routes?

- Yes, both internal and external lighting

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

- Fire Action Notices on display on doors and kitchen
- *Recommend existing signage replaced with 'glow in the dark' photoluminescent fire exit signage installed in each cottage*



Are smoke and/or heat alarms/detectors provided and is the extent and coverage considered adequate?

- There are heat & smoke detectors installed on every floor including the kitchen, although the detectors are not hard wired in, they are checked on every changeover and the guests are advised to test them on arrival.
- Detectors are checked and tested during changeover.



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

- Yes, checked annually by Blazetech and also at each Changeover



Management of fire safety

Are procedures in the event of fire appropriate and documented?

- Yes, Change Over checklist in place
- Safety Information available on website
- Client a member of PASC UK

Is the information on fire safety and the action to take in the event of a fire given to guests?

- Fire Action Notice on display
- Client a member of Touch Stay (Digital guidebook / App) with site information

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

- Yes, additional training sent to client

Are frequent checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?

- Yes, daily checks and Changeover

Are periodic checks carried out on fire doors to ensure they remain in good condition and close effectively?

- N/A no fire doors on the premise

Are domestic smoke and heat alarms tested monthly?

- Yes, tested on Changeover

In self-catering premises, are all smoke/heat alarms (or fire detection and alarm systems, where fitted) tested at every changeover?

- Yes

Where fitted, are monthly and annual testing routines in place for the emergency escape lighting?

- No emergency lighting installed

Where provided are fire extinguishers subject to annual maintenance?

- Yes, checked by Blazetech

Are records of testing and maintenance maintained?

- Yes, maintenance record book on site

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
1	PAT Testing of electrical appliances	Arrange PAT testing to be carried out	30 Nov 2023	JTC
2	Additional Fire Awareness Training to be carried out	SA to send Fire Warden training (ROSPA & IOSH Approved) to JTC & AC	30 Sept 2023 Completed	SA
3	Fire Doors	Fire Doors to be installed.	Client to review available options	JTC
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