

Visit Britain - Fire Risk Assessment – Hillside Cottage

Address of Property Assessed: Hillside Cottage Bowser Hill Farm
Chopwell Newcastle upon Tyne NE17 7AY

Person Undertaking the Assessment - Name: Paul Amos

- Position: Director of S & P Property Development
Ltd, owners of the Rural Retreats NE
Holiday Cottages

Date of Assessment: 19 April 2008

Fire Risk Assessment

Step 1 - Identify Fire Hazards and Fire Risks.

1.1 Sources of ignition

a) Electrical - wiring and appliances

Property in our ownership since December 2006. Not known whether a full electrical wiring test done by a contractor prior to our ownership and not done since our arrival. Visual inspection reveals no damaged wiring, sockets or lighting.

ACTION - arrange full wiring check within 1 year.

Fuse box and electrical circuit breaker in good condition.

All appliances checked for loose or damaged cables, no problems discovered.

While many electrical appliances are approximately one year old no formal testing and labelling has been carried out.

ACTION - have appliances tested and labelled.

b) Cooking - especially deep-fat frying

The property does not include a deep pan fryer.

Instructions exist for the use of the microwave.

c) Smoking

This is a No Smoking establishment.

d) Candles

No candles or tealights are provided.

e) Heaters and boilers

The property has an oil fired boiler with radiators.

There is one supplementary electrical heater which was purchased at the end of 2008 and which is in good order.

The boiler is serviced annually is and is due for a service in May 2009

f) Open fires

The property has a wood burner which is for decorative purposes only - clients are not permitted to use it for burning wood.

g) Others

Not Applicable

1.2. Fuel present

There is no fuel kept on the premises.

h) Elements of structure

The building is of stone and block construction. It is a converted barn and there are visible wooden beams supporting the roof.

Flooring is woodchip floor boarding.

Doors and windows are plastic double glazing.

i) Furniture and furnishings

All furniture complies with current Fire Safety regulations.

j) Domestic waste

Refuse is collected within the kitchen which guests can then empty into dustbins situated outside within the rear courtyard. I am not aware of any sources of ignition in close proximity

of the dustbins.

k) Other items - e.g. petrol for lawnmowers, cleaning materials etc

There are no highly flammable liquids stored at either Hillside (this cottage) or the adjoining cottage.

1.3. Activities that might cause a fire, including work processes/procedures etc.

The property is only used for self catering accommodation, therefore cooking remains the main risk.

Step 2 - Identify Persons at Risk.

2.1 Number of guests

The property accommodates 3 or 4 people, some of whom may be children, usually no more than 2 with accompanying parent(s).

The property is not suitable for persons suffering a physical disability that restricts movement as there are steep narrow stairs and wheel chairs cannot be accommodated.

2.2. Number of staff/employees

A cleaning company is employed which may involve 1 or 2 individuals at any one time.

Family members carry out routine maintenance.

Step 3 - Evaluate the Risks.

3.1. Means of escape

a) Detail the type of property:

Semi-detached cottage with ground and first floor converted from a farm barn.

b) Detail the number of exit doors and where they are:

There are 2 exit doors, both are inward opening and on the ground floor. The first is the main entrance from the front and the second is the door into the back yard. These are double glazed doors with locks which may be locked by the guests. Both doors are always kept clear

and available for use.

The bedrooms have top opening Velux windows which can be fully opened and would allow the occupant to climb onto the roof or let firemen enter if necessary.

3.2. The fire alarm and fire detection

c) Describe what fire alarm and fire detectors have been provided:

There is one principle alarm/detector situated at the top of the stairs on the first floor. There is a secondary alarm/detector above the front door just outside the kitchen. They are both audible alarms with a small flashing light. Those who are hard of hearing/deaf would only be aware of the alarm if they were in the room where the detector/alarm was situated.

Both alarms/detectors are battery driven and checked/tested weekly.

3.3. Fire fighting equipment

d) Detail what fire extinguishers/blankets are provided and where they are.

There is a fire blanket within the kitchen behind the door and a powder extinguisher to the left of the kitchen doorway next to the light switch.

3.4. Escape lighting

e) Detail areas covered by emergency lighting (if any):

There are torches both upstairs and downstairs on the bookcase. The batteries are checked each week.

3.5. Evacuation procedure

f) Describe the evacuation procedures

Attached is a copy of the 'In Case of Fire' statement which is situated just inside the kitchen door.

Created: 20 April 2009