



CLEVELAND
FIRE SAFETY

FIRE RISK ASSESSMENT

REPORT

Clematis Cottage
10 Front Street
Tealby
LN8 3XU

Survey Date: 19/07/2024

Fire Risk Assessment Report

Type of assessment	Fire Risk Assessment
Assessment Identification No	CFS-85
Date of assessment	19/07/2024
Strategic review frequency	6 - 12 months- Based on the findings in the current risk assessment a strategic review should be completed within 6 months. Numerous actions have been highlighted as medium and high priority meaning management should ensure to implement these as soon as reasonably practical. We find a 6 month review is appropriate and necessary to confirm all issues are suitably rectified.
Next assessment due	19/07/2026
Name of Assessor	Courtney Norman
Address	10 Front Street, Tealby, LN8 3XU
Client	Nicola Hadley

* The periodic review is subject to the risk remaining the same as that encountered at the time of this assessment, if the risk changes then a review may be required earlier than the date given above.



Applicable Fire Safety Legislation:

The Regulatory Reform (Fire Safety) Order 2005 (RRO)





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Scope of Report

This Fire Risk Assessment was undertaken by Cleveland Fire Safety assist the Client in satisfying their responsibilities under the RR(FS)O 2005.

Article 9 of The Regulatory Reform (Fire Safety) Order 2005 requires every responsible person to make a suitable and sufficient assessment of the fire risks to which relevant persons are exposed, with respect to premises within their control. This is for the purpose of identifying the general fire precautions that are needed to comply with the requirements and prohibitions imposed by the Order.

The responsible person, or any other person who has to any extent control of the premises, must ensure that the duties imposed by the relevant articles of The Regulatory Reform (Fire Safety) Order 2005 are complied with in respect of those premises, so far as the requirements relate to matters within their control.

Where the premises are licensed, an alterations notice is in force, or the responsible person has any employees, it is a requirement to record the significant findings of the fire risk assessment including the measures which have been or will be taken as a result of the assessment and details of any group of persons identified by the assessment as being especially at risk.

A Type 1 Fire Risk Assessment (FRA) is non-destructive, and the most common. A Type 1 FRA assesses all areas of the building and external areas affected by the building.

A Type 1 FRA has the purpose of ensuring that any necessary arrangements are in place to allow people to escape if there was to be a fire – for example: Clear signage pointing to entry and exit points.

The results of a Type 1 FRA may reveal the requirement for further FRAs. If this is the case, the Type 1 FRA will list reasons why this would be required.

Building Description and Use

Building Use	
What are the premises used for?	Air B&B
Type of occupancy (single or multiple)	Single
Days and hours of which building is in use and any out of hours activities that take place?	24 hours - Residential
Approximate maximum number of occupants	4 Tenants
Approximate maximum number of employees at any one time	24/7
Approximate maximum number of members of the public at any one time	Unknown amount of visitors
Number of fire wardens / fire marshals on site	NA
Are occupants familiar with the layout?	Yes
Is the premises used by people whose mobility/hearing/cognition maybe impaired?	No
Are the premises used for sleeping accommodation?	Yes
Are young persons employed within the premises?	No
Are there any occupants working in remote areas of the workplace, or working outside normal operating hours?	No areas considered to be remote
Evacuation Strategy – e.g. phased, simultaneous etc.	Simultaneous
Responsible person or person having control of the premises.	Nicola Hadley
Identity of Competent person appointed by responsible person to assist them to undertake preventative and protective measures.	Nicola Hadley
Identity and roles of key individuals from whom info was obtained as part of the assessment.	Nicola Hadley

Building Description	
Age of Building	Circa 1900's
Brief details of construction	Brick built, timber floors/ceilings and timber staircase Pitched roof.
Approximate area in sqm of building footprint	N/A
Description of layout (include number of fire exits & stairs etc.)	This property is a two storey property which is used as an air b&b. This property has two main entrance/exits and on communal staircase. One exits is accessed through the lounge and one exit is accessed through the dining room. The ground floor is made up of kitchen, lounge , dining room and small toilet. The first floor is made up of a bathroom and two bedrooms each of which have a capacity of two people.
Number of floors ground and above	2
Number of floors below ground	0
Number of stairs	1
Number of lifts	0
Number of final exits	2
State parts of building assessed – detail areas not assessed/visited and reason(s)	All areas inside the air B&B accessed on the day.
Regulation 38 fire safety information made available.	N/A
Date of previous FRA and are all actions complete and signed off?	Unknown
Guidance Documents	Home Office - A guide to making your small paying-guest-accommodation safe from fire (2023).

Risk Assessment Ratings

ACTIONS / RECOMMENDATIONS


Definition of priorities (where applicable):

Urgent	High	Immediate actions required or if it is not feasibly practical to immediately resolve the issue, it is strongly recommended that a written program be put in place for resolving the issue and remedial measures put in place to control risk in the meantime. Considerable resources should be provided to resolve this.
Strongly recommended	Medium	It is essential that efforts are made to reduce the risk in the short/medium term. Risk reduction measures, which should take cost into account, should be implemented within a defined time period.
Recommended	Low	Action required in the longer term, some resources allocated and a program put in place
Advisory	Advisory	Advisory, or no immediate action necessary. However, this will be best practice, so the item should be addressed when time or resources allow.

The above table relates to the risk to allow the responsible person a guide to determine which risks should be addressed first and the best allocation of resources. Regardless of the severity of the rating, easy actions to resolve, (i.e. closing propped open fire-resisting doors), should be done as soon as practically possible. More difficult actions to resolve that may result in alteration to building fabric etc, should be programmed in depending on their severity and difficulty to resolve. The amount of resources allocated to an action is dependent on risk.

The responsible persons may decide that the consequence, resources required and the practicality of resolving the risk, may be too high compared to their perception of the risk. These observations should be recorded. It is obviously strongly recommended that the higher risk recommendations are resolved and not just ‘justified.’


Findings of the Fire Risk Assessment


Sect Ref	Priority	Issue and recommendation	Photograph (If applicable)
3.1	Low	<p>There is a no smoking policy which is provided to customers through the guest guide. However no signage was seen in the common area to advise that smoking is prohibited as required by the Smoke-free (Premises and Enforcement) Regulations 2006.</p> <p><i>'No Smoking' signage should be provided in the common area.</i></p>	
8.2	Medium	<p>On the day of inspection combustible materials noted throughout boiler room.</p> <p><i>Management should ensure all combustible materials are removed from the boiler cupboard and rehoused in a suitable place away from ignition sources.</i></p>	





Sect Ref	Priority	Issue and recommendation	Photograph (If applicable)
11.1	Medium	<p>On the day of inspection there was a gas fired stove and multifuel stove in the dining room. We were informed at the time of the visit the chimney is swept 6 monthly by the local chimney sweep. There is a record that this has been completed and it was observed at the time of the visit. Although there was suitable instructions for the usage there was no instruction on how to suitably dispose of ashes.</p> <p><i>We would strongly recommend instructions be provided for the safe use of the wood burner and the method for the disposal of ashes should be included. Suitable tools and receptacles for the disposal of ashes should be provided and stored outside the premises.</i></p>	
12.15	Medium	<p>There was no evidence on site to confirm there is arrangements in place for means of escape for vulnerable people including disabled, old or young people.</p> <p><i>Management should encourage residents of this General Needs property to contact the building manager if they require assistance in developing a personal emergency evacuation plan (PEEP) or other fire safety advice. This could be achieved by adding a contact reference for assistance to the fire action notices for the premises, by providing additional separate notices containing the information or making direct contact with residents via letter, flyer or website for example. Where a resident self-identifies with vulnerabilities that could impact their ability to escape in a fire, management should provide such assistance with PEEPs etc. as may be considered necessary.</i></p>	



Sect Ref	Priority	Issue and recommendation	Photograph (If applicable)
15.1	High	<p>On the day of inspection the doors to both resident rooms were not deemed adequately fire resistant.</p> <p><i>Management should ensure the doors and frames as noted should be replaced with FD30 fire door sets, installed strictly in accordance with the manufacturer's test certification.</i></p>	 A photograph showing a close-up of a wooden door in a hallway. The door is made of vertical wood planks and appears to be a standard interior door, not a fire-rated door. A person wearing a colorful patterned dress is partially visible in the background, standing in the hallway.

Sect Ref	Priority	Issue and recommendation	Photograph (If applicable)
16.1	High	<p>On the day of inspection the doors to the kitchen, lounge and dining room were not deemed adequately fire resistant.</p> <p>Management should ensure the doors and frames as noted should be replaced with FD30 fire door sets, installed strictly in accordance with the manufacturer's test certification.</p>	
17.5	Medium	<p>Suitable fire safety arrangements are provided to costumers through the guest guide, however there was no fire action notice displayed in the common areas.</p> <p>A fire action notice advising of the 'Simultaneous Evacuation' policy should be provided in the common areas. This should be of a type suitable for a residential property</p>	

Sect Ref	Priority	Issue and recommendation	Photograph (If applicable)
18.3	High	<p>On the day of inspection there was a Grade F fire detection/alarm system noted throughout the escape route. For the size and occupation of the property this system is not deemed acceptable and should be upgraded.</p> <p><i>Management should ensure the alarm is upgraded to a Grade D LD1 system including interlinking alarms throughout in line with BSBS 5839-P6 and BS7671. Alternatively provide a suitable wireless interlinking alarm system in line with BS 5839-P6 and BS7671.</i></p>	

Sect Ref	Priority	Issue and recommendation	Photograph (If applicable)
19.4	Medium	<p>Dry Powders fire extinguishers were noted within the communal area. There was no information or training provided for costumers and not deemed suitable.</p> <p><i>The provision of portable fire extinguishers is not considered appropriate in these premises as there is no/limited staff presence and residents/occupants have not been trained in their safe use. The fire extinguishers and associated signage as noted should be removed from the common area as residents are untrained in their safe use.</i></p>	
20.8	Medium	<p>No suitable assembly point is provided to costumers on the document procedures.</p> <p><i>A suitable assembly point should be assigned and customers should be made aware of this through the guest guide as well as being displayed on the fire action notice.</i></p>	
22.1	Recomm ended	<p>Management have advised the fire detection/alarm system is tested weekly.</p> <p><i>Management must ensure once the new system is fitted a policy is put in place to ensure the automatic fire detection/fire alarm system is tested weekly and serviced</i></p>	



Sect Ref	Priority	Issue and recommendation	Photograph (If applicable)
		<i>six-monthly in accordance with BS 5839-1 and records kept on-site or in a central database.</i>	

Note: The significant findings are considered to be the whole of this fire risk assessment, including all commentary made in the respective sections of the document. Those items that have been identified as requiring remedial action in order to reduce the risk to life or serious injury to as low as reasonably practicable, within and around the building, will be listed in the action plan above.

Identification of People at Risk

		N/A	YES	NO
1.1	Any particular user group at risk?			No
1.2	Are there any employees or contractors working in remote areas of the workplace?			No
1.3	Is the building used for sleeping purposes?		Yes	
1.4	Are there people whose mobility is impaired?			No
1.5	Have people been identified to assist mobility impaired people leave the site?			No
1.6	Are there people who have visual or hearing impairments?			No
1.7	Are there people with cognitive impairments?			No
1.8	Are there elderly or young children?		Yes	
1.9	Is the building occupied by people familiar with the layout?			No
1.10	Is the building occupied by manageable numbers of staff / visitors?		Yes	
	1.1 From information received there is no particular user group at risk.			
	1.2 Contractors working in remote areas, are required to comply with their own 'lone working' procedures when working in remote areas of the premises.			
	1.3 The building is used for sleeping purposes.			
	1.4-1.7 From information received there will be no people who have visual, hearing or cognitive impairments and will be used for general needs guests.			
	1.8 From information received there will may be elderly people on site but do not require additional support.			
	1.9 From information received costumers will not be familiar with the layout and should be provided with information and guidance on suitable escape strategies.			

Fire Hazards and their Elimination or Control

Electrical Sources of Ignition

		N/A	YES	NO
2.1	Reasonable measures taken to prevent fires of electrical origin?		Yes	
2.2	Suitable policy regarding the use of personal electrical appliances?		Yes	
2.3	Suitable limitation of trailing leads and adapters?		Yes	
2.4	Fixed wiring installation testing up to date?		Yes	
<p>Comments:</p> <p>2.1 No visual defects present within the fixed wiring installation on inspection.</p> <p>2.2 There was evidence available on site from management to confirm that the portable appliances noted are being tested annually.</p> <p>2.4 There was evidence from management to confirm that the last fixed installation test has been conducted within the last five years.</p>				

Smoking

		N/A	YES	NO
3.1	Reasonable measures taken to prevent fires as a result of smoking?		Yes	
3.2	Is the no smoking policy enforced?		Yes	
<p>Comments:</p> <p>3.1 There is a no smoking policy which is provided to customers through the guest guide. However no signage was seen in the common area to advise that smoking is prohibited as required by the Smoke-free (Premises and Enforcement) Regulations 2006.</p> <p><i>'No Smoking' signage should be provided in the common area.</i></p>				

Portable Heaters and Heating Installations

		N/A	YES	NO
4.1	Is there naked flame, portable heaters or radiant heaters in use? If yes, specify	N/A		
4.2	Are suitable measures taken to minimise the hazard of ignition from the use of portable heaters?	N/A		
<p>Comments:</p> <p>4.1 No portable heaters were observed within the property communal areas on the day of visit.</p>				

Lightning Protection

		N/A	YES	NO
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Lightning Protection

5.1	Is there a lightning protection system; if so, are records available to confirm that it is routinely checked?	N/A		
	Comments:			
	5.1 The height and design of the building are such that it is unlikely that a lightning protection system is required.			

Cooking

		N/A	YES	NO
6.1	Are reasonable measures taken to prevent fires as a result of cooking?		Yes	
6.2	Are filters changed and ductwork cleaned regularly?		Yes	
6.3	Suitable extinguishing appliances available?		Yes	
	Comments:			
	6.1 There are common cooking facilities provided in the premises with domestic-standard appliances only.			
	6.2 As it is common cooking facilities filters and duct work does not require to be cleaned regularly.			
	6.3 There was a fire blanket noted on the day of inspection.			

Fire History & Arson

		N/A	YES	NO
7.1	Has there been a history of fire incidents in the building?			No
7.2	Does basic security against arson by outsiders appear reasonable?		Yes	
7.3	Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders?	Yes		
	Comments:			
	7.2 The front entrance doors were adequately self-closing and secure on the day of visit.			
	7.3 There was no unnecessary fire load noted close to the building at the time of inspection.			

Housekeeping

		N/A	YES	NO
8.1	Is the standard of housekeeping adequate?		Yes	
8.2	Combustible materials appear to be separated from ignition sources?			No
8.3	Avoidance of unnecessary accumulation of combustible materials or waste?		Yes	
8.4	Appropriate storage of hazardous/flammable materials?		Yes	
8.5	Avoidance of inappropriate storage of combustible materials?	N/A		

Housekeeping

8.6	Are all escape routes clear of combustible materials?	Yes
8.7	Is there any upholstered furniture located in the premises and if so; is there evidence to indicate that it complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 and 1993)?	N/A
8.8	Are all surface linings (wall coverings, carpet fixtures and curtains) considered to be adequate?	Yes

Comments:

8.1 Housekeeping was deemed acceptable on the day of visit.

8.2 On the day of inspection combustible materials noted throughout boiler room.

Management should ensure all combustible materials are removed from the boiler cupboard and rehoused in a suitable place away from ignition sources.

8.4 There was no evidence of hazardous or flammable materials noted on site.

8.6 All escape routes were clear of combustible materials on the day of visit.

8.8 Surface linings were deemed adequate.

Hazards Introduced by Outside Contractors and Building Works

		N/A	YES	NO
9.1	Are fire safety conditions imposed on outside contractors?		Yes	
9.2	Is there satisfactory control over works carried out on the premises by outside contractors (including "hot work" permits)?		Yes	
9.3	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of "hot work" permits?		Yes	

Comments:

9.1 Information was received confirming that fire safety conditions are imposed on outside contractors when working on the premises.

9.2 Information was received confirming that there are satisfactory controls in place over works carried out on the premises by outside contractors.

9.3 Information was received confirming that there are satisfactory controls in place over works carried out on the premises by in-house staff.

Dangerous Substances

		N/A	YES	NO
10.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	N/A		
10.2	If so, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A		

Dangerous Substances

Comments:

10.1 No dangerous substances located on site.

Other Significant Fire Hazards That Warrant Consideration

		N/A	YES	NO
11.1	Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions?		Yes	
11.2	Are processes carried out which give rise to a significant fire risk?		Yes	
11.3	Are there any activities by other commercial tenants which have a significant impact on fire safety in the residential areas? If yes, has appropriate information about risk and control been shared?	N/A		

Comments:

11.1 On the day of inspection there was a gas fired stove and multifuel stove in the dining room. We were informed at the time of the visit the chimney is swept 6 monthly by the local chimney sweep. There is a record that this has been completed and it was observed at the time of the visit. Although there was suitable instructions for the usage there was no instruction on how to suitably dispose of ashes.

We would strongly recommend instructions be provided for the safe use of the wood burner and the method for the disposal of ashes should be included. Suitable tools and receptacles for the disposal of ashes should be provided and stored outside the premises.

Fire Protection Measures

Means of Escape from Fire		N/A	YES	NO
12.1	It is considered that the building is provided with reasonable means of escape in case of fire.		Yes	
12.2	Adequate design of escape routes?		Yes	
12.3	Adequate provision of exits?		Yes	
12.4	Exits easily and immediately openable where necessary?		Yes	
12.5	Fire exits open in direction of escape where necessary?		Yes	
12.6	Avoidance of sliding or revolving doors as fire exits where necessary?		Yes	
12.7	Satisfactory means for securing exits?		Yes	
12.8	Reasonable distances of travel where there is a single direction of travel?		Yes	
12.9	Reasonable distances of travel where there are alternative means of escape?		Yes	
12.10	Suitable protection of escape routes?		Yes	
12.11	Suitable fire precautions for all inner rooms?	N/A		
12.12a	Internal escape routes unobstructed?		Yes	
12.12b	External escape routes unobstructed?		Yes	
12.13	Is adequate ventilation provided to secure the means of escape?		Yes	
12.14	Are excessively long corridors appropriately sub divided with fire resisting construction?	N/A		
12.15	It is considered that the building is provided with reasonable arrangements for means of escape for disabled occupants.	N/A		
12.16	Are responsibilities clearly defined for shared areas (e.g. shared escape routes)	N/A		

Comments:

12.1 The means of escape design is broadly in accordance with design codes in use at the time of construction and is deemed satisfactory.

12.3 The provision of exits is considered adequate for the number of people expected to be present.

12.5 The final exit door opens inwards, however, this is considered satisfactory as it will be used by less than 60 people.

12.8/12.9 Travel distances appear to be in line with suitable guidance.

12.15 There was no evidence on site to confirm there is arrangements in place for means of escape for vulnerable people including disabled, old or young people.

Management should encourage residents of this General Needs property to contact the building manager if they require assistance in developing a personal emergency evacuation plan (PEEP) or other fire safety advice. This could be achieved by adding a contact reference for assistance to the fire action notices for the premises, by providing additional separate notices containing the information or making direct contact with residents via letter, flyer or website for example. Where a resident self-identifies with vulnerabilities that could impact their ability to escape in a fire, management should provide such assistance with PEEPs etc. as may be considered necessary.

Emergency Escape Lighting

		N/A	YES	NO
13.1	Reasonable standard of emergency escape lighting system provided?			No
13.2	Is reasonable external emergency lighting supplied?			No

Comments:

13.1 On the day of inspection no emergency lights were noted in the property however small plug in torches have been provided which is deemed acceptable for the size and nature of the property.

Measures to Limit Fire Spread and Development

Measures to Limit Fire Spread and Development		N/A	YES	NO
14.1a	Is compartmentation of a reasonable standard?		Yes	
14.1b	From a visual inspection, is there adequate compartmentation between the residential areas and any commercial tenants?	N/A		
14.2	Reasonable limitation of linings that might promote fire spread?		Yes	
14.3	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?	N/A		
14.4a	From a visual inspection, do structural elements appear to be adequately protected to maintain fire resistance?		Yes	
14.4b	From a visual inspection, are there any external linings such as cladding or timber balconies which may promote fire spread?	N/A		
Comments:				
14.1	The premises are a conversion with a standard of compartmentation considered adequate for a Simultaneous Evacuation strategy only (subject to recommendations which may be noted elsewhere in this report).			
14.2	The wall and ceiling linings would appear to be appropriate to limit fire spread.			

Flat/room entrance Doors

Flat/room entrance Doors		N/A	YES	NO
15.1	Are existing Flat/Room entrance doors adequate?			No
15.2	Do flat/room entrance doors appear to offer a notional period of fire resistance?			No
15.3	Are flat/room entrance doors adequately self-closing?			No
15.4	Are there any security gates/grilles fitted? If so can they be opened from the inside without the use of a key and can they be breached by the fire service in under three minutes using hand held equipment?	N/A		
Comments:				
15.1 On the day of inspection the doors to both resident rooms were not deemed adequately fire resistant.				
Management should ensure the doors and frames as noted should be replaced with FD30 fire door sets, installed strictly in accordance with the manufacturer's test certification.				

Communal Fire Doors (Cross Corridor and Riser)

Communal Fire Doors (Cross Corridor and Riser)		N/A	YES	NO
16.1	Are existing fire doors adequate?			No
16.2	Are fire resisting self-closing doors unobstructed and functioning correctly?			No

Communal Fire Doors (Cross Corridor and Riser)

16.3	Are fire doors held open by devices linked to alarm system?	N/A
16.4	Are non-self-closing fire doors kept locked when not in use?	N/A
<p>Comments:</p> <p>16.1 On the day of inspection the doors to the kitchen, lounge and dining room were not deemed adequately fire resistant.</p> <p>Management should ensure the doors and frames as noted should be replaced with FD30 fire door sets, installed strictly in accordance with the manufacturer's test certification.</p>		

Fire Safety Signs and Notices

Fire Safety Signs and Notices

		N/A	YES	NO
17.1	Are suitable and sufficient exit and directional signs in place?		Yes	
17.2	Are internal fire doors and escape doors provided with appropriate fire signage?		Yes	
17.3	Is there suitable and sufficient signage to passive and active firefighting systems?	N/A		
17.4	Is there suitable external signage on external exit routes?	N/A		
17.5	Are clear fire action notices displayed?		Yes	
<p>Comments:</p> <p>17.1 On the day of inspection there was no directional signage however due to the size and complexity of the building this is deemed acceptable.</p> <p>17.5 Suitable fire safety arrangements are provided to costumers through the guest guide, however there was no fire action notice displayed in the common areas.</p> <p>A fire action notice advising of the 'Simultaneous Evacuation' policy should be provided in the common areas. This should be of a type suitable for a residential property</p>				

Means of Giving Warning in Case of Fire

Means of Giving Warning in Case of Fire		N/A	YES	NO
18.1	Reasonable manually operated electrical fire alarm system provided?			No
18.2a	Is automatic fire detection provided and if so, is it provided throughout the premises or part of the premises?			No
18.2b	Are appropriate alarm interfaces in place with other commercial tenants (e.g. retail)?	N/A		
18.3	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?			No
18.4	Are the lifts linked to the automatic fire detection and alarm system, and if so is the current arrangement acceptable?	N/A		
18.5	Remote transmission of alarm signals	N/A		
18.6	Is a zone plan displayed adjacent to the fire alarm panel and are the zones in line with compartment lines?	N/A		
<p>Comments:</p> <p>18.3 On the day of inspection there was a Grade F fire detection/alarm system noted throughout the escape route. For the size and occupation of the property this system is not deemed acceptable and should be upgraded.</p> <p>Management should ensure the alarm is upgraded to a Grade D LD1 system including interlinking alarms throughout in line with BSBS 5839-P6 and BS7671. Alternatively provide a suitable wireless interlinking alarm system in line with BS 5839-P6 and BS7671.</p>				

Fire-Fighter Access and Fire-Fighting Equipment

Fire Fighter Access & Fire-Fighting Equipment		N/A	YES	NO
19.1	Is the building provided with adequate vehicular access for fire fighter deployment?		Yes	
19.2	Is the building provided with fire brigade drop key access?	N/A		
19.3	Is the building's drop key access functional?	N/A		
19.4	Reasonable provision of portable fire extinguishers suitable for the purpose?			No
19.5	Are hose reels provided?	N/A		
19.6	Are there sprinklers or other fixed suppression systems?	N/A		
19.7	Is there any other fixed installation? e.g. dry rising mains, ventilation systems etc.	N/A		
<p>Comments:</p> <p>19.4 Fire Blanket noted on the day of inspection.</p> <p>19.4 Dry Powders fire extinguishers were noted within the communal area. There was no information or training provided for costumers and not deemed suitable.</p> <p><i>The provision of portable fire extinguishers is not considered appropriate in these premises as there is no/limited staff presence and residents/occupants have not been trained in their safe use. The fire extinguishers and associated signage as noted should be removed from the common area as residents are untrained in their safe use.</i></p>				

Management of Fire Safety

Procedures and Arrangements		N/A	YES	NO
20.1	Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?		Yes	
20.2	Is there a suitable record of the fire safety arrangements?		Yes	
20.3	Appropriate fire procedures in place for both core and non-working hours? `	N/A		
20.4	Are procedures in the event of fire appropriate and properly documented?		Yes	
20.5	Are there suitable arrangements for summoning the fire and rescue service?		Yes	
20.6	Is building information such as the fire emergency plan and floor plans available on site?	N/A		
20.7	Are there suitable arrangements for ensuring that the premises have been evacuated?	N/A		
20.8	Is there a suitable fire assembly point(s)?			No
20.9	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	N/A		
20.10	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	N/A		
20.11	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?	N/A		
20.12	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	N/A		
20.13	Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?		Yes	
<p>Comments:</p> <p>20.2 Documented procedures for customers in the event of a fire were provided through the guest guide informing customers of what to do in the event of a fire and how to summon the fire and rescue service.</p> <p>20.8 No suitable assembly point is provided to costumers on the document procedures.</p> <p><i>A suitable assembly point should be assigned and customers should be made aware of this through the guest guide as well as being displayed on the fire action notice.</i></p>				
Training and Drills		N/A	YES	NO
21.1	Are all staff given adequate fire safety instruction and training on induction?	N/A		

Training and Drills

21.2	Are all staff given adequate periodic “refresher training” at suitable intervals?	N/A
21.3	Are staff with special responsibilities (e.g. fire wardens) given additional training?	N/A
21.4	Are fire drills carried out at appropriate intervals?	N/A
21.5	When the employees of another employer work in the premises: Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	N/A
21.6	When the employees of another employer work in the premises: Is it ensured that the employees are provided with adequate instructions and information?	N/A
21.7	Are persons nominated and trained to use fire extinguishing appliances?	N/A

Comments:

N/A – No staff onsite

Testing & Maintenance

Testing & Maintenance		N/A	YES	NO
22.1	Weekly testing and periodic servicing of fire detection and alarm system?		Yes	
22.2	Periodic servicing of fire detection and alarm system?	N/A		
22.3	Monthly and annual testing routines for emergency lighting?	N/A		
22.4	Annual maintenance of fire extinguishing appliances?	N/A		
22.5	Are both visual and structural assessments regularly carried out to any external escape staircases and gangways?	N/A		
22.6	Six-monthly inspection and annual testing of rising mains?	N/A		
22.7	Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?	N/A		
22.8	Weekly testing and periodic inspection of sprinkler installations?	N/A		
22.9	Routine checks on Ventilation and Extraction System	N/A		
22.10	Has a 5 year electrical installation check taken place?		Yes	
22.11	Are portable appliances PAT tested – are records / labels present?		Yes	
22.12	Have gas safety checks / boiler inspections taken place?		Yes	
Comments:				
22.1 Management have advised the fire detection/alarm system is tested weekly.				
Management must ensure once the new system is fitted a policy is put in place to ensure the automatic fire detection/fire alarm system is tested weekly and serviced six-monthly in accordance with BS 5839-1 and records kept on-site or in a central database.				
22.3 As no emergency lights were present throughout the B&B testing is not required.				
22.10 Five year electric test is in date, please refer to point 2.4.				
22.1 PAT testing conducted annually on all relevant appliances, please refer to point 2.2.				
22.12 Evidence was available on-site from management to confirm that regular inspection, testing and servicing of the system/equipment is being carried out (Gas safety checks/boiler inspections).				

Risk Level Estimator

Potential consequences of fire Likelihood of Fire ↓	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low Medium High

In this context, a definition of the above terms is as follows:

- Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.
- Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
- High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm Moderate harm Extreme harm

In this context, a definition of the above terms is as follows:

- Slight harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
- Moderate harm:** Outbreak of fire could foresee-ably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
- Extreme harm:** Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable


Comments:

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

Document Control

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Verified	Jack Walker		
Signed		Date	30/07/2024

