

Holiday Let Fire Risk Assessment

Croc Cottage Flookburgh

Dated 04.09.2008

Step One:

Identify sources of ignition:

- gas cooker; pilot light in boiler; woodburning stove; smoking on premises.

Sources of fuel:

- Logs; newspaper and kindling wood; place mats, toaster near cooker
- Bed linen and towels; visitors clothes; papers and books

Sources of Air:

- Normal circulating air

Step Two:

Identify people at risk:

- Children and parents; disabled people; elderly.
Foreign nationals with language difficulties;
Persons unfamiliar with their surroundings.

Step Three:

Evaluate risk:

- High risk** from heat from toaster (burning toast) could ignite/spread to kitchen cupboards.
- Moderate risk** of combustible articles being placed too close to real flame fire in lounge.

- It is likely that if a fire started detection would be quick due to fitted smoke alarm activation and/or by residents being in close proximity within confines of property.
- Fire in kitchen could take hold quickly due to generated heat from toaster
- The spread of fire is likely to be limited due to well fitting doors throughout the property.

Remove or reduce risk

- In lounge: ensure woodburner flue is inspected regularly
- Place fuel for the woodburner at far side of room (newspaper, logs and kindling)
- Have metal fire guard in place
- Notice informing visitors not to put anything on the fire guard.
- In kitchen: keep toaster and place mats away from the cooker
- Install metal grille surrounding cooker hob to prevent pans falling
- Fire blanket easily accessible
- Fire extinguisher as secondary precaution
- Smoke alarms fitted downstairs and upstairs
- Do not allow smoking anywhere on premises
- Upstairs; Keep all bed linen and towels in drawers away from the pilot light
- Enclose the boiler in a cupboard with a child proof latch
- Notice informing visitors not to put anything on the boiler cupboard

Step Four:

Record, plan, inform and instruct:

A copy of this to be kept in visitors information file and proprietor's file.

Evacuation plan:

- Access to the outside is via sunroom door at the rear – key is always kept in the lock
- Or via the front door – keys must be kept on a key hook adjacent to the door
- If visitors are upstairs and access to the downstairs is blocked, the premises can be evacuated via the window

in the back bedroom over the sunroom roof. From here the drop is fairly small. (This window must remain unlocked)

- Torches are available both upstairs and down.
- Once all visitors are out and accounted for the fire service should be called, and neighbours and owner alerted.

To inform visitors:

- In the visitor's information file, the above evacuation plan will be prominently displayed.
- Suitable notices are placed instructing visitors not to smoke; not to place anything on the fire guard or upstairs boiler and to check that the cooker and all appliances are switched off after every use.

Step Five:

Review:

- To have these precautions checked and verified by a fire officer.
- Annual PAT testing of electrical items.
- Annual maintenance check of fire extinguisher(s).
- Routine checks of doors ensuring they close effectively.
- Weekly check of smoke alarm.
- Weekly check of fire escape route, (to include no blockages, storage of combustible items, ignition points.)
- Annual gas boiler test.
- Review this risk assessment on: March 2009