

## Baker's Cottage fire risk assessment (FRA) for small premises with paying guests

Responsible person and producer of FRA record:

Mrs Joanna Cunningham, phone: 07966372839  
Address: 46 Cornwall Road, Harrow HA1 4NE

2<sup>nd</sup> responsible person:

Mr Peter Cunningham, address as above

Address of premises:

2 Cheshire View. Chester CH4 7DD

Number of floors:

2

Number of bedrooms:

2, sleeping a maximum of 4 adults

Construction:

Standard construction two-storey brick-built Victorian mid terrace house with slate roof. Wooden window and door frames and wooden front door. There are two steps down from street level to the front path and a single step up to the front door.

The front door opens onto a small hallway with two solid wood doors on the right leading to the lounge and dining room and at the end of the hall are the stairs leading to the first floor. The hall has a wooden floor.

The lounge is self-contained and has an open fireplace and wooden floor. The dining room is open to the kitchen and has patio doors to a small rear walled yard with a gate to the rear alley which is usually locked. The kitchen is equipped with a free-standing fridge/freezer; electric oven; gas hob; free-standing dishwasher and washer/dryer. The gas combi boiler is also located in the kitchen.

The dining room and kitchen have ceramic tiled floors.

Upstairs there is a bathroom on a small landing and then up a further three steps there is a landing with solid wood doors leading to the two bedrooms. The stairs, landing and bedrooms are carpeted over wooden floorboards. The bathroom has vinyl flooring laid over wooden floorboards.

The internal walls are plastered and painted throughout. The ceilings are plaster boarded, plastered and painted throughout.

The property has mains wired, interlinked smoke alarms on the ground and first floor. There are also separate carbon monoxide alarms in the lounge and kitchen.

The front door is fitted with a Yale and Mortice lock and a grab handle on the inside.

Date of fire risk assessment:

5<sup>th</sup> January 2024

Date of previous fire risk assessment:

18<sup>th</sup> December 2023

Suggested date for review:

29<sup>th</sup> March 2024

## Fire hazards and controls

**Fixed electrical installations are inspected and tested every 5 years by a qualified electrician -**

Certificate available in the house book and on website. The circuit breakers are up to current standards and correctly labelled.

**Electrical appliances are periodically inspected and tested every 12 months by a qualified electrician -**

Documentation available in the house book and on website.

**The use of trailing leads and adaptors is avoided where possible** – guests have no access to extension leads which are stored in locked cupboards and not used when guests are on site. Guests are advised before booking, during the booking process and in the house book that charging electric vehicles, bikes or scooters is not allowed.

**Gas appliances are inspected and tested every 12 months by a qualified gas safety engineer -**

Certificate available in the house book and on website.

**Smoking is not permitted on the premises** - Guests are informed of this before booking, on the booking form, in the website and in the house book. Candles and disposable barbecues are also not allowed.

**The premises are adequately secured to prevent unauthorised access with suitable door and window locks.**

**Combustible materials, waste and refuse bins are stored safely clear of the premises** - The kitchen waste bin is small and intended to be emptied frequently into the wheelie bin on the parking area in front of the house.

Bathroom and bedroom waste bins are also small to encourage guests to empty them frequently.

All bins are emptied on changeover day, if not more frequently.

Logs are stored in a log store in the alcove set back from the fireplace.

**Heating is by gas central heating with an optional open fireplace** - There are no fixed heaters or portable heaters.

**There are adequate fire precautions in the use of open fires and log burners** – There are guidance notes on 'Using the fire place safely' above the log store which also refer guests to more detailed notes in the house book. A metal bucket is supplied for disposing of warm ashes. We provide suitably seasoned logs, kindling and fire lighters and make it clear in the guidance notes and house book that no other materials should be burned. The chimney is swept every year.

**There are adequate measures taken to prevent fires from cooking equipment** – no deep fat fryers are provided. The oven and hob handbooks are available for guests to refer to in the 'User Guides' folder. Cooking equipment is cleaned on every changeover to prevent a build-up of grease, etc. Cooker extract filters are replaced at regular intervals. Electrical equipment is tested annually and a full electrical inspection carried out every five years.

**The standard of housekeeping is adequate to avoid the accumulation of combustible materials and waste** – all waste is removed to external bins and the fireplace cleared out and cleaned on every changeover.

**Combustible materials are kept separate from ignition and heat sources** – small supplies of oil (WD40), paint, flammable cleaning products, etc. are kept in locked cupboards that guests have no access to and are away from sources of ignition. Logs are stored in an alcove set back from the fireplace and there is a fire guard provided.

**All contractors who undertake work on the premises are competent and qualified.**

**No other dangerous substances are stored on the premises.**

**There are no other significant fire hazards in the premises apart from the cooking facilities and the open fireplace already mentioned.** Guests are advised before booking, during the booking process and in the house book that charging electric vehicles, bikes or scooters is not allowed.

## Fire protection measures

**All escape routes are kept clear of obstructions to enable people to escape safely** – a fire safety notice in the hall and the house book also advise guests to keep escape routes clear of obstructions. The escape route from both bedrooms is along the landing, down the stairs, along the hall and exit through the front door. The escape route on the ground floor is also along the hall and through the front door.

**The front door is the fire exit and is easily and immediately openable provided that guests don't lock the door from the inside** – they are advised not to do that in a fire safety notice in the hall and the house book. The front door opens inwards and there is an additional grab handle to make it easier to pull open.

**Distances to final exits are considered reasonable** – 16.9 meters from the furthest point in the house, (the far corner of the front bedroom) to front door.

**The walls and structures protecting the stairway and escape routes provide an adequate level of fire resistance** – the walls are plastered brick and the fire safety notice in the hall and the house book advises guests to keep the kitchen and living room doors closed, especially when they go to bed at night.

**The doors lining the escape route are all solid wood and fit their frames snugly. Their fire resistance is under investigation, and they will be treated or replaced if they are found not to be adequate.**

**No self-closing devices are required on any of the doors.**

**Escape route lighting:** The escape route has electric ceiling lights on both floors.

**A reasonable standard of emergency escape lighting is provided** in the form of re-chargeable emergency torch lights in each bedroom which come on automatically in the event of a power cut. There are stickers on the torches to explain their use and advise guests to leave them plugged in and charging at all times.

**A reasonable standard of fire exit and fire safety signs provided** – there are fire safety notices in the hall near the front door and additional fire safety notes in the house book.

**Domestic wired and linked smoke alarms are provided as well as CO alarms** – there are wired smoke alarms in the lounge, hall, first floor landing and both bedrooms. There is also a heat sensor in the kitchen and all alarms are radio linked. Separate CO alarms are positioned in the lounge and in the kitchen near the gas combi boiler.

**There is a reasonable provision of firefighting equipment** – a fire extinguisher in the kitchen near the entrance with instructions printed on it and in the fire safety notice and the house book which also make it clear that guests should only use it if they have previous experience with fire extinguishers. There is a fire blanket in the kitchen near the window with instructions for use printed on it and in the house book.

## Management of fire safety

**Procedures in the event of fire are appropriate and documented on the fire safety notice in the hall and in the house book.**

**The information on fire safety and the action to take in the event of a fire is given to guests in the form of the fire safety notices in the hall and in the house book.**

**There are no on-site staff members so no staff fire safety training is required.** Cleaners and other contractors are advised to make themselves familiar with the fire safety notices in the hall and house book.

**Checks are carried out by cleaners on each changeover to ensure exit routes are kept clear and fire exits remain easily openable.** Any issues are reported to the owner immediately. They are also periodically checked by the owner.

**Periodic checks are carried out on doors to ensure they remain in good condition and close effectively.** These are carried out by the cleaner on changeovers and any issues are reported to the owner immediately. They are also periodically checked by the owner.

**Domestic smoke and heat alarms and CO alarms are tested at every changeover and at least monthly** - These are carried out by the cleaner and recorded on the fire safety checklist in the cleaner's stock cupboard. Any issues are reported to the owner immediately. They are also periodically checked by the owner.

**The property does not have the type of fire detection and alarm system that requires regular servicing.**

**There is no fitted emergency escape lighting requiring regular testing.**

**The fire extinguisher is not subject to annual maintenance.**

**Records of testing and maintenance are maintained on-site and periodically checked by the owner** – the fire extinguisher and fire blanket are visually checked by the cleaner at every changeover to make sure they haven't been used and are still in working order. They are also periodically checked by the owner.

## Action plan

Item	Deficiency	Proposed action	Timescale	Person responsible
Front door (fire exit)	The current night latch is easy to open from the inside without a key. However, it is possible for guests to deliberately lock the door using the mortice lock when they are inside the house so they then need a key to open it.	Make it clear to any guests that the mortice lock must not be locked when anyone is inside the house. Consult with a locksmith on replacing the mortice with a thumb turn lock and make sure all key holders are issued with new keys as required.	On owners next visit in February.	Owner
Doors	The most likely areas for a fire to start are the kitchen and lounge so the doors to the dining room (which leads on to the kitchen) and the lounge should be 30-minute fire rated to protect the hall which is the escape route. The current lounge and dining room doors are solid wood and fit snugly in their frames but are not fire rated.	We have plans to replace the flooring in the dining room and lounge which will inevitably affect the floor levels. Fire doors must fit correctly, and their effectiveness is compromised if they are trimmed after fitting. Therefore, the floors must be changed first, and new fire-rated doors fitted afterwards.	Get quotes for new flooring during 1 <sup>st</sup> quarter 2024 (our quiet winter season) and work carried out as soon as is feasible. FD30 rated doors scheduled to be fitted as soon as flooring is complete.	Owner