

## Summary fire risk assessment

**The checklist used.** This assessment has been carried out using the Fire Risk Assessment checklist for small premises with paying guests as the basis. The preamble states that this checklist does not apply where there is an open plan downstairs. All of our cottages have an open plan layout downstairs, but in most cases there are mitigations:

- **The Barn** The staircase from the upstairs bedrooms leads to an outside door without needing to go into the open plan area.
- **The Coach House** The internal staircase reaches ground floor by the main exit. There is another exit upstairs that leads to an external staircase; so upstairs people do not need to use the internal staircase to evacuate.
- **The Gardener's Cottage** The staircase reaches ground floor by an exit away from the kitchen. A specialised water mist system has been installed to reduce the risk of fire leaving the kitchen.
- **The Stables** This is our most open plan building. The staircase reaches ground level away from the kitchen, but will still need to walk around the edge of the open plan room to reach the exit. As more open plan fire assessment becomes available we will update the assessment.

**Fire precautions** Each cottage has:

- **Smoke Alarms** downstairs and upstairs. The number was considered sufficient when the properties were refurbished 9 years ago. Any modifications need to come updated standards will be carried out at the same time as internal decorations scheduled for Winter 2023/24.
- **A fire blanket and a fire extinguisher** (but we do not encourage guests to take unnecessary risks).
- **A rechargeable torch** in each bedroom, kept in a mains charging holster.
- **No** open fire, log burner or portable heat source. Candles and tea lights are excluded by policy
- A **No Smoking** policy.
- **The online cottage handbook** includes the fire risk assessment and instructions to guests on what to do in the event of fire. Each guest is sent a link to the handbook; the fire pages are up front.

**Further considerations/action plan.** Improving fire safety is of continuing importance. We will look to carry out the following, in consultation with a Fire Risk Assessor:

- **Smoke Alarms.** downstairs and upstairs. The number was considered sufficient when the properties were refurbished 9 years ago. Any modifications need to come updated standards will be carried out at the same time as internal decorations scheduled for Winter 2023/24.
- **Thumb turns.** Our external doors have a handle operated latch and a key operated mortice lock. We advise guests to keep the key in the lock if they lock a door when inside. We will fit separate thumb turns to the doors if considered necessary by the FRA.
- **Open plan guidance.** As more detailed guidance is published we will look to see if more action is needed in the Stables.

## Fire hazards and controls

	N/A	Yes	No	Ref
Are fixed electrical installations inspected and tested every 5 years?		Yes		
Are electrical appliances periodically inspected and tested?		Yes		
Is the use of trailing leads and adaptors avoided where possible?		Yes		
Are gas appliances inspected and tested every 12 months?		Yes		
Is smoking permitted on the premises?			No	
Are suitable arrangements in place for those who wish to smoke?			No	1.
Are the premises adequately secured to prevent unauthorised access <i>5-lever mortice locks</i>		Yes		
Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?		Yes		
Are fixed heating systems subject to periodic maintenance?		Yes		
Are portable heaters subject to periodic inspection and used safely?	N/A			
Are there adequate fire precautions in the use of open fires and log burners? e.g. regular chimney sweeping	N/A			
Are adequate measures taken to prevent fires from cooking equipment? e.g. prohibiting deep fat fryers	N/A			
Are filters and ductwork subject to regular cleaning?		Yes		
Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste e.g. from tumble dryers?		Yes		
Are combustible materials kept separate from ignition and heat sources?		Yes		
Is it ensured that all contractors who undertake work on the premises are competent and qualified?		Yes		
Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?	N/A			
Are there any other significant fire hazards in the premises?			No	2.

Matters arising:

1. Smoking. Our policies require no smoking on the premises or on site. We do not provide an alternative space. We will review the policy and provision by the end of 2023.

2. Other Fire Hazards. Our policy is no candles or tea lights. This is reinforced to customers on the fire safety notice given on arrival.