**Fire safety risk assessment for Melinda Cottage**

**Person under taking the assessment: M Annis**

**Position: Owner**

**Date of assessment: 13th Jan 2019**

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| Property Address  8 Melinda Cottage  High Street  East Runton  Cromer NR27 9NS | |
| Brief description of cottage  3-bed end terrace cottage. Brick built construction. Early 1900’s | |
| Minimum and Maximum number of people expected at cottage  2-5 people |  |
| Any occupants likely to be at significant higher risk (ie may need assistance to evacuate cottage)  Stairs may be a challenge for those with mobility issues. | |
| Any room posing specific risk (ie rooms accessed via other rooms)  The bathroom is accessed and exited only via the main living space | |
| Time of year the premises in use  All year round booking available |  |
| General Fire Hazards/Sources of ignition |  |
| Flammable substances kept on premises  Cleaning materials kept under sinks  Kindling in log scuttle  No fuel is kept in the property | |
| Does the immediate environment provide any concerns  House attached but the lofts are not open to each other | |
| Are all soft furnishings, beds/mattresses and upholstered furniture compliant with fire regulations?  All furnishings are compliant with current fire regulations | |
| Are there any other items at the property that may pose a fire risk?  A petrol lawn mower is kept outside in the garden shed at the end of the back garden. This is a locked shed. | |
| Are there any activities that might cause a fire, including work processes and procedures  A Chimera is available for use outside. This is well away from the house.  A BBQ grill is provided for disposable BBQ’s and again this is outside well away from the house. | |
| Is smoking permitted inside the property?  This is a strictly No Smoking property. | |
| Fires/Wood burning Stove/candles  The wood-burning stove is a closed system. A fireguard is provided. The chimney is swept annually.  No candles are provided at this property.  Heat retardant gloves are provided. | |
| Kitchen | |
| Appliances must be clean | |
| All flammable materials stored away from the cookers and toasters | |
| Fire Blanket available and in clear view and reviewed annually  On window sill in kitchen | |
| Fire extinguisher available and in date and in clear view and checked annually.  On window sill in Kitchen | |
| Gas/Heating | |
| Annual Gas Safe registered engineers inspection  Certificate available to view in folder | |
| All heating equipment serviced in accordance with recommendations and by qualified engineers  Landlords cert in green folder | |
| Carbon Monoxide alarm  Is located in the main bedroom. This is tested before each new letting | |
| Exits and alarms | |
| Assembly point/place of safety  At front of property | |
| Exits must not be encumbered/blocked by stored materials/refuse or vehicles  Responsibility of customer | |
| Ensure all windows and doors can be opened  Windows and doors are checked prior to each holiday letting | |
| Ensure no trip hazards en-route to exits  Responsibility of customer | |
| Ensure all keys for exits are available and clearly marked and are in plain view  Keys to upstairs windows are located to the top RIGHT of each window to allow full opening for fire escape.  The 2 back bedrooms windows open out onto the roof of single storey extension, allowing for safer evacuation | |
| Escape lighting  Rechargeable torches are provided up stairs ( in the 3rd bedroom) and in the kitchen. This are left on permanent charge for emergencies | |
| Fire alarm and fire detection  Battery operated smoke detectors are located up stairs and down.  The batteries are tested with each new letting. Batteries are changed every December whether indicated or not. | |
| Instructions and information | |
| Fire exits are located in the following areas:  Front door should be used as main exit., this is inward opening and kept clear.  Kitchen French windows are rear alternative; these are outward opening and kept clear. | |