

# FIRE RISK ASSESSMENT CHECKLIST

## SELF CATERING PROPERTY

### EAST CLIFF COTTAGES

Address of property assessed: **33 Henrietta Street, Whitby, YO22 4DW**

Number of floors: 2

Number of rooms: 4

Construction: Breeze block and render.

Assessor: D Thornton.

Date of assessment: 26<sup>th</sup> January 2025

Responsible person:D A Thornton

Initial assessment by Mr E Head, North Yorkshire Fire and Rescue Service

*The cottage was found to broadly compliant with the Regulatory Reform (Fire Safety) Order 2005.*

*Advisory to review Fire Risk Assessment at least once a year or if there is a significant change.*

*12<sup>th</sup> October 2023*

## FIRE HAZARDS AND CONTROLS

Are fixed electrical installations inspected and tested every 5 years?	Yes - Date of last Testing January 2024.
Are electrical appliances periodically inspected and tested?	Yes Regular owner checks and replacements when required.
Is the use of trailing leads and adaptors avoided where possible?	Yes
Are gas appliances periodically inspected and tested every 12 months?	Yes Landlords Gas Safety Certificate Issued January 2025.
Are suitable arrangements in place for those who wish to smoke?	N/A Booking Conditions state this is a non-smoking premises.

Are the premises adequately secured to prevent unauthorised access?	<b>Yes</b> All door locks are 5 lever mortice BS8621, all windows have a screw lock
Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms	<b>Yes</b> There is a Commercial Bin stored away from the property.
Are fixed heating systems subject to periodic maintenance?	<b>Yes</b> Annual Maintenance.
Are portable heaters subject to periodic inspection and used safely?	<b>N/A</b>
Are adequate measures taken to prevent fires from cooking?	<b>Yes</b> Fire Blanket and single use Fire Extinguisher in Kitchen.
Are filters and ductwork subject to regular cleaning?	<b>Yes</b> Housekeeping and owner periodically deep clean.
Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?	<b>Yes</b> Housekeeping removes all rubbish not already cleared by the guests to a Commercial Bin stored away from the property.
Are combustible materials kept separate from ignition and heat sources?	<b>Yes</b> All Linen is stored in a linen cupboard.
Is it ensured that all contractors who undertake work on the premises are competent and qualified?	<b>Yes</b>
Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?	<b>N/A</b>
Are there any other significant fire hazards in the premises?	<b>Yes</b> Gas Hob in Kitchen. Fire blanket placed in kitchen area, fire extinguisher and carbon monoxide alarm.
If the answer to the above question is yes, please list each hazard and any control measure to reduce the risk of fire, in the box below. If the answer to any question is no, include suitable action within the Action Plan	<p>Candles and tea lights are not provided or encouraged. Guests are asked not to use them in the fire instructions.</p> <p>Carbon Monoxide alarms are placed in the kitchen near the gas hob and sitting room next to cupboard housing the gas combi-boiler.</p> <p>All furniture and furnishings comply with Furniture and</p>

## FIRE PROTECTION MEASURES

Are all escape routes kept clear of obstructions to enable people to escape safely?	<b>Yes</b> All corridors are free of obstruction
Are all fire exits easily and immediately openable?	<b>Yes</b> All fire exits are operated by internal thumb locks.
Do the walls and structures protecting the stairway and escape routes provide an adequate level of fire resistance?	<b>Yes</b> The house is modern solid construction and plaster stud walls.
Is the fire resistance of doors to stairways and escape routes considered adequate?	<b>Yes</b> Fire door on Kitchen door

Where necessary, are doors fitted with suitable self-closing devices that close the doors effectively?	
Are there adequate levels of artificial lighting provided in the escape routes?	<b>Yes</b> There are rechargeable safety torches in the bedrooms
Where necessary, has a reasonable standard of emergency escape lighting been provided?	<b>N/A</b>
Where necessary, is a reasonable standard of fire exit and fire safety signs provided?	<b>Yes</b> Exits are Labelled  There are written instructions for guests in the event of a fire identifying fire exits and emergency phone numbers.
Are smoke and/or heat alarms/detectors provided and is the extent and coverage considered adequate?	<b>Yes</b> / <b>No</b> – A heat alarm is installed in the kitchen and smoke alarms are installed in hallways, bedrooms and sitting room, these are all interlinked. See below.
Is there a reasonable provision of firefighting equipment (fire extinguishers, fire blanket)?	<b>Yes</b> Fire blanket in the Kitchen and single-use 750 ml fire extinguisher. Fire Extinguisher in top room.

Record brief details of the above measures in the box below If the answer to any question is no,

The Cottage has 2 floors. The main bedroom on the top floor has a Juliet Balcony doot exit. This leads to a glass panel that opens giving more rrof access and a ladder to escpae the 2.5 metres to the solid outside level below.

BBQ, Fire Pit or Patio Heater are not provided with the cottage.

The detectors conform to UK Holiday Let Regs (Oct 23). Certified to BS EN14604:2005, BS 5446-2:2003 & British Kitemark EN 50291-1 & Grade F1 standards BS .The alarms are all linked together so that when one of them is triggered they all sound out. They may be tested and silenced using a remote control, kept on the wall by the main entry door. The hallways also have a wired mains powered alarms.

The Fire extinguisher will be replaced on use or on expiry.

include suitable action within the Action Plan.

## MANAGEMENT OF FIRE SAFETY

Are procedures in the event of fire appropriate and documented?	<b>Yes</b>
Is the information on fire safety and the action to take in the event of a fire given to guests?	<b>Yes</b> Written instructions are on walls in the entrance hall, and in the Guest handbook.
Are any staff members given regular instruction and training on the action to take in the event of a fire?	<b>N/A</b>

Are frequent checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?	<b>Yes</b> Weekly inspection by the housekeeping team.
Are periodic checks carried out on fire doors to ensure they remain in good condition and close effectively?	<b>Yes</b> By the owner several times a year
Are domestic smoke and heat alarms tested monthly?	<b>Yes</b>
Where fitted, are weekly testing and six-monthly servicing routines in place for the fire detection and alarm system?	<b>N/A</b>
In self-catering premises, are all smoke/heat alarms (or fire detection and alarm systems, where fitted) tested at every changeover?	<b>Yes</b> The Housekeeper tests the alarms randomly each week and keeps a written, record.

Where fitted, are monthly and annual testing routines in place for the emergency escape lighting?

**N/A / Yes / No** – The safety light torches are checked weekly by the housekeeper and tested by the owner several times a year.

Where provided are fire extinguishers subject to annual maintenance?

**N/A / Yes / No**

Are records of testing and maintenance maintained?

**Yes / No** – The Housekeeper maintains a written record of all testing and safety lighting checks.

Record brief details of the above measures in the box below. If the answer to any question is no,

include  
suitable  
action  
within the  
Action

All Alarms (Fire, Heat, and Carbon Monoxide) are tested frequently and replaced before expiry date.

Plan.

## ACTION PLAN

If any of the above boxes are ticked with a 'No', the deficiencies should be described below, along with proposed action for rectification.