

FIRE RISK ASSESSMENT CHECKLIST

SELF CATERING PROPERTY

EAST CLIFF COTTAGES

Address of property assessed: **35 Henrietta Street, Whitby, YO22 4DW**

Number of floors: 2

Number of rooms: 5

Construction: Brick and render.

Assessor: D Crocker

Date of assessment: 16th January 2025

Responsible person: D Crocker

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.

25th September 2023

FIRE HAZARDS AND CONTROLS

- Are fixed electrical installations inspected and tested every 5 years?
 - **N/A** / **Yes** / **No**— Date of last Testing January 2024.
- Are electrical appliances periodically inspected and tested?
 - **N/A** / **Yes** / **No** - Regular owner checks and replacements when required.
- Is the use of trailing leads and adaptors avoided where possible?
 - **N/A** / **Yes** / **No**
- Are gas appliances periodically inspected and tested every 12 months?
 - **N/A** / **Yes** / **No**— Landlords Gas Safety Certificate Issued January 2025.
- Is smoking prohibited on the premises?
 - **N/A** / **Yes** / **No**
- Are suitable arrangements in place for those who wish to smoke?
 - **N/A** / **Yes** / **No**— Booking conditions state these are non-smoking premises.
- Are the premises adequately secured to prevent unauthorised access?
 - **N/A** / **Yes** / **No**— All door locks are 5 lever mortice BS8621. All windows are lockable.
- Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?
 - **N/A** / **Yes** / **No**— There is a Commercial Bin stored away from the property.
- Are fixed heating systems subject to periodic maintenance?
 - **N/A** / **Yes** / **No**— Annual Maintenance.
- Are portable heaters subject to periodic inspection and used safely?
 - **N/A** / **Yes** / **No**
- Are there adequate fire precautions in the use of open fires and log burners?
 - **N/A** / **Yes** / **No**
- Are adequate measures taken to prevent fires arising from cooking?
 - **N/A** / **Yes** / **No**— Fire Blanket and Fire Extinguisher in the kitchen.

- Are filters and ductwork subject to regular cleaning?
 - **N/A / Yes / No** - Housekeeping and owner periodically deep clean.
- Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?
 - **N/A / Yes / No** Housekeepers remove 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?
 - **N/A / Yes / No** All linen is stored in a linen cupboard.
- Is it ensured that all contractors who undertake work on the premises are competent and qualified?
 - **N/A / Yes / No**
- Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?
 - **N/A / Yes / No**
- Are there any other significant fire hazards in the premises?
 - **N/A / Yes / No** – Gas Cooker in Kitchen.

If the answer to the question above 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 of the other questions is **No**, include suitable action within the Action Plan.

Gas cooker in kitchen. A fire blanket and fire extinguisher are placed prominently on the end of the kitchen unit. There is a heat alarm on the ceiling above the cooker,

Candles and tea lights are not provided or encouraged. Guests are asked not to use them in the fire instructions.

A Carbon Monoxide alarm is located near the gas combi boiler on the living room ceiling.

All furniture and furnishings comply with Furniture and Furnishings (Fire) (Safety) Regulations.

FIRE PROTECTION MEASURES

- Are all escape routes kept clear of obstructions to enable people to escape safely?
 - ~~N/A~~ / Yes / ~~No~~
- Are all corridors free of obstruction?
 - ~~N/A~~ / Yes / ~~No~~
- Are all fire exits easily and immediately openable?
 - ~~N/A~~ / Yes / ~~No~~—All Fire exits are opened with internal thumb locks.
- Are distances of travel considered reasonable?
 - ~~N/A~~ / Yes / ~~No~~—See below.
- Do the walls and structures protecting the stairway and escape routes provide an adequate level of fire resistance?
 - ~~N/A~~ / Yes / ~~No~~—The house is solid in construction; brick with render and stud walls.
- Is the fire resistance of doors to stairways and escape routes considered adequate?
 - ~~N/A~~ / Yes / ~~No~~—There is a protective door between the living room and stairs to the bedrooms
- Are there adequate levels of artificial lighting provided in the escape routes?
 - ~~N/A~~ / Yes / ~~No~~—There is a rechargeable safety torch on the stairwell. It illuminates when motion is detected and on electrical power failure.
- Where necessary, has a reasonable standard of emergency escape lighting been provided?
 - ~~N/A~~ / Yes / ~~No~~
- Where necessary, is a reasonable standard of fire exit and fire safety signs provided?
 - ~~N/A~~ / Yes / ~~No~~—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?
 - ~~N/A~~ / Yes / ~~No~~—A heat alarm is installed in the kitchen and smoke alarms in hallway, bedrooms and living room. A Carbon Monoxide alarm is installed in the living room near the gas boiler, These alarms are all interlinked. See below.
- Is there a reasonable provision of firefighting equipment (fire extinguishers, fire blanket)?
 - ~~N/A~~ / Yes / ~~No~~—Fire blanket in the kitchen and single-use 750 ml fire extinguisher.

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 Plan.

Cottage 35 has 2 floors. The 3 bedrooms are on the top floor, the fire exit is reached by a short stair case to the sitting room where French windows open onto a terrace and outside steps to ground level. The bedrooms all have solid wooden doors as does the door between the sitting room and stairs, giving guests time to safely evacuate. The distance from the furthest bedroom to the nearest exit on the lower floor is less than 7m. The "short dash" distance from the door at the foot of the stairs to the nearest exit through the French windows is less than 2m.

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

No storage of e-scooters, e-bikes, or charging of batteries is allowed.

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 entrance hallway also has a linked smoke alarm.

MANAGEMENT OF FIRE SAFETY

- Are procedures in the event of fire appropriate and documented?
 - **N/A** / **Yes** / **No**
- Is the information on fire safety and the action to take in the event of a fire given to guests?
 - **N/A** / **Yes** / **No**- Written instructions are displayed by the main entrance 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?
 - **N/A** / **Yes** / **No**
- Are frequent checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?
 - **N/A** / **Yes** / **No** Weekly inspection by the housekeeping team.
- Are periodic checks carried out on fire doors to ensure they remain in good condition and close effectively?
 - **N/A** / **Yes** / **No** By the owner several times a year
- Are domestic smoke and heat alarms tested monthly?
 - **N/A** / **Yes** / **No**

- Where fitted, are weekly testing and six-monthly servicing routines in place for the fire detection and alarm system?
 - **N/A / Yes / No**
- In self-catering premises, are all smoke/heat alarms (or fire detection and alarm systems, where fitted) tested at every changeover?
 - **N/A / Yes / No** The Housekeeper tests the alarms 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 inspection?
 - **N/A / Yes / No**
- Are records of testing and maintenance maintained?
 - **N/A / 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 Plan.

All Alarms (Smoke, Heat, and Carbon Monoxide) are tested on changeover of guests and replaced before their expiry date.

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.