

FIRE RISK ASSESSMENT CHECKLIST

SELF CATERING PROPERTY

EAST CLIFF COTTAGES

Address of property assessed: **37A Henrietta Street, Whitby, YO22 4DW**

Number of floors: 1

Number of rooms: 3

Construction: Brick and render.

Assessor: A Thornton.

Date of assessment: 16th January 2025

Responsible person: 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 with one minor area of non-compliance.

Change internal lock on sea facing door in the entrance passage to a thumb lock to enable persons to evacuate the premises quickly and safely. This provides an alternative route out of the premises.

12th October 2023

FIRE HAZARDS AND CONTROLS

Are fixed electrical installations inspected and tested every 5 years?

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 permitted 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 this is a 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 that open have a key lock.

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 - The small wood burning stove is placed on a deep solid hearth, there are comprehensive instructions on how to use the stove safely in the Fire Safety instructions, e.g. - always operate with the door closed, damp down at night or if the cottage is left unattended. There is also a manual in the visitor guide. The chimney is fully lined and is swept every year by a professional sweep. There is a fire blanket neat by, small fire extinguisher and carbon monoxide alarm.

Are adequate measures taken to prevent fires from cooking?

N/A / Yes / No - Fire Blanket and single use Fire Extinguisher in 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?

Yes / No – Housekeeping removes all rubbish to a Commercial Bin stored away from the property

Are combustible materials kept separate from ignition and heat sources?

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?

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?

Yes / No

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.

Candles and tea lights are not provided or encouraged.

A Carbon Monoxide alarms is placed in the sitting room between the wood burning stove and cupboard housing the gas combi-boiler

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?

Yes / No – All corridors are free of obstruction

Are all fire exits easily and immediately openable?

Yes / No – All fire exits are operated by internal thumb locks

Are distances of travel considered reasonable?

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 a solid construction; stone, bricks, breezeblock, render and stud walls.

Is the fire resistance of doors to stairways and escape routes considered adequate?

N/A / Yes / No

Where necessary, are doors fitted with suitable self-closing devices that close the doors effectively?

N/A / Yes / No

Are there adequate levels of artificial lighting provided in the escape routes?

Yes / No – There are rechargeable safety torches in every room that illuminate on motion and or loss of electricity.

Where necessary, has a reasonable standard of emergency escape lighting been provided?

N/A / Yes / No – See above

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?

Yes / No – A heat alarm is installed in the kitchen and smoke alarms are installed in the bedrooms and sitting room, these are all interlinked. See below.

Is there a reasonable provision of firefighting equipment (fire extinguishers, fire blanket)?

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.

37A is an open plan ground floor apartment which sleeps 4 people. The main bedroom has easy access to both the balcony and front doors (fire exits). The second bedroom accesses the fire exits via a short distance across the sitting room. It would also be possible to exit the bedroom via a window into the main bedroom and avoid going through the sitting room. Solid wood doors are fixed where appropriate so that a fire would be contained, giving guests time to evacuate.

There is no BBQ, Fire Pit or Patio Heater 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 Fire extinguisher will be replaced on use or on expiry.

MANAGEMENT OF FIRE SAFETY

Are procedures in the event of fire appropriate and documented?

Yes / No

Is the information on fire safety and the action to take in the event of a fire given to guests?

Yes / No – Written instructions are on walls in the hall, bedrooms 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?

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?

Yes / No - By the owner several times a year.

Are domestic smoke and heat alarms tested monthly?

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 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 Plan.

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

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.