

Self-Catering Fire Risk Assessment

Address of property assessed:

Whispering Reeds Cottage, Lower Street, Horning, Norfolk, NR12 8PF

Name and position of person undertaking the assessment:

Philip Hack, Owner

Date of assessment:

11th February 2025

Number of floors/area:

Two floors, 80m²

Use:

Self-catering property

Step 1 - Identify fire hazards and fire risks

Electrical wiring and appliances

- The property was rewired, inspected and tested in 2019.
- The fuse board was upgraded to RCBO's (residual current circuit-breakers with integrated overload protection) on 4th March 2022 when an untethered EV charger and Solar Panels were installed. The system was inspected and tested.
- Appliances have been registered with the manufacturer and are checked at the end of every let. There are no lint filters in any of the appliances.
- Annual PAT testing is undertaken, 46 appliances were PAT tested on 24/02/2023 and passed.

Cooking

- There are instructions for use of the electric oven, electric induction hob, air fryer and microwave oven in the digital handbook.
- Extractor filter above the cooker is cleaned regularly.
- There is no facility for deep-fat frying.

Smoking

- There is a no-smoking policy throughout the property, including e-cigarettes.

Candles

- There are no candles or tea lights in the property and use is forbidden.

Heaters and boilers

- The property is heated via electric and includes the following that are inspected regularly and PAT tested where appropriate.
- Electric immersion heater.
- 6 Wall mounted electric panel heaters.
- 2 Wall mounted electric fan heaters.
- 3 Floor standing electric tower fan heaters (PAT tested).
- 2 Outside wall mounted electric patio heaters.

Open fires and burners

- There is a fully enclosed woodburning stove as an additional form of heating that was installed by a HETAS certified engineer in 2019.
- Small quantities of logs and kindling are stored near but not in proximity of the woodburning stove.
- An outside woodstore is provided for logs and kindling.
- The chimney is swept annually.
- There are five wired and linked state of the art smoke alarm and carbon monoxide detectors installed. They self-test regularly and send status reports to the owner.

Elements of structure

- The ground floor is concrete covered with a composite material and ceramic tiles in the shower room.
- The first floor is carpet over a wooden floor and ceramic tiles in the shower room.
- The walls downstairs are brick/block and plastered, the walls upstairs are timber framed and plasterboarded.
- There are no coverings to walls or ceilings.
- The roof is timber, clad in zinc with solar panels fitted.

Furniture and furnishings

- All furniture and furnishings that need to comply with the Furniture and Furnishings (Fire Safety) Regulations for rental accommodation do so.

Domestic waste

- Domestic waste is separated and stored in two 30l bins in the kitchen, these bins are quite small and need to be emptied regularly to the two outside wheelie bins.
- The bedrooms have small metal bins but are not kept near any sources of ignition.

Other items – e.g. petrol for lawnmowers, cleaning materials etc.

- The lawn mower and strimmer are petrol driven and are stored in a locked outside storage cupboard not attached to the property, a small quantity of fuel is also stored in cupboard to service the garden tools. The storage has no guest access.
- A small quantity of paint and white spirit is store in a locked outside storage cupboard not attached to the property. The storage has no guest access.

Activities that might cause a fire, including work processes and procedures

- A fixed gas barbecue is available for outside use but is away from the house, the gas bottle is located as per the manufacture instructions.
- The barbecue has a lid which can be used to extinguish any fire which gets out of control, additionally there is a garden hose reel adjacent to the back door 6 meters away.
- The owner can hire a day boat to guests under their Hire Boat Operators License. The boat is on site and located 30m from the property. The boat is diesel powered and doesn't have any other form of fuel on board. The day boat is required to have a valid Boat Safety Scheme Certificate.

Other

- Matches are stored in the kitchen draw for lighting the woodburner.

Step 2 - Identify people at risk

Number of guests

- There are three double beds in the property and one travel cot. The cot can only be placed in the master bedroom.
- The house is not suitable for wheelchair users or those with mobility limitation as there are no downstairs bedrooms and whilst the stairs are building regulations compliant, they are steep with a quarter turn at the top.

Number of staff and employees

- Third party staff from a cleaning company inspect and clean the property at the end of every let.
- Third party staff from a hot tub maintenance company maintain the hot tub, they use their own electric powered pumping and cleaning equipment which is removed from the property after use.
- Third party staff from a garden maintenance company maintain the garden using their own petrol driven equipment which is removed from the property after use.
- Third party staff provide boat handover services to guests renting the day boat.

Step 3 – Evaluate the risks

The fire detection and alarm system

- There are five wired and linked 'state of the art' smoke detectors installed that self-test regularly and send status reports to the owner. They are also manually tested on a regular basis.
- The earliest the smoke detectors require replacing is 5 September 2027.

Means of escape – detail the type of property

- The detached house is two storey. There are three doors with thumb turn locks (not requiring a key) on the ground floor with no sleeping accommodation. On the first floor there are three bedrooms, the master bedroom has a sliding glass door with thumb turn lock (not requiring a key) to a first floor outside balcony area.

Means of escape – detail the number of exit doors and where they are

Ground Floor

- The front door with thumb turn lock (not requiring a key) is inward opening and opens directly into the open plan accommodation comprising of dining, lounge and kitchen.
- There are two sliding glass doors with thumb turn locks (not requiring a key) that open into the rear garden, one is located adjacent the dining area and the other is located adjacent the lounge area.

First Floor

- The master bedroom has a sliding glass door with thumb turn lock (not requiring a key) to a first floor balcony.
- Bedroom two has an escape window to the same first floor balcony as the master bedroom.
- Bedroom three has an escape window with safety catch to prevent accidental falling.

Evacuation procedures

Ground Floor

- There is a 3kg Water Mist fire extinguisher at the bottom of the stairs to aid escape.
- Guests may use any of the three doors depending on where they are at the time. Thumb turn locks are fitted to all doors so keys are not required.

First Floor

- There is a 3kg Water Mist fire extinguisher at the top of the stairs to aid escape.
- Guests should attempt to leave the first floor by the stairs if possible. The bottom of the stairs is adjacent to the front door which has thumb turn locks so keys are not required.
- If the stairs are not accessible guests should in order of priority:
 1. Move to the master bedroom, close bedroom door, exit the bedroom via the sliding glass door fitted with thumb turn lock, wait on the balcony where help can be called via a mobile phone or shout for help from the numerous local neighbours.
 2. Move to the rear bedroom, close the bedroom door, exit the bedroom via the escape window to the same first floor balcony as the master bedroom where help can be called via a mobile phone or shout for help from the numerous local neighbours.
 3. Move to the side bedroom, close the bedroom door, open the bedroom escape window which has a safety catch to prevent falling. Help should be sought via a mobile phone or shout for help from the numerous local neighbours.

Escape lighting

- All three bedrooms, landing and living area have lighting built into the fire detectors.
- A torch is kept in the cupboard under the stairs that illuminates when power is cut.

Firefighting equipment

- There are two 3kg Water Mist fire extinguishers, one located at the top of the stairs and one located at the bottom of the stairs, these should only be used to aid escape. A fire blanket is in the cupboard next to the fridge freezer in the kitchen.