

FIRE RISK ASSESSMENT

SECTION 1. GENERAL INFORMATION

Address of Property:

Marine Court
Hillsborough Road
Ilfracombe
EX34 9QQ

Owner of Property: Paul Bateman-----

Owners Address:

Marine Court
Hillsborough Road
Ilfracombe
EX34 9QQ

Responsible Person: Paul Bateman-----

Person carrying out risk assessment: Paul Bateman-----

Date of Fire Risk assessment: 11/5/21-----

Assessors Signature:

Review date: 1/1/24-----

This Document Should Be Accompanied By A Suitable Plan Showing The Location Of Any Significant Findings.

This report primarily provides an assessment of the risk to life from fire on these premises and should assist in compliance with The Regulatory Reform (Fire Safety) Order 2005. Note it is also made of the risk regarding the spread of fire within the premises and where necessary external fire spread. This assessment should be filled in having due regard for the guidance notes (separate document).

This report should be reviewed by a competent person by the date indicated or:-

If there is reason to suspect it is no longer valid, or

There has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures or organisation of the work undergo significant changes, extensions or conversions.

N.B. This form should be filled in by a 'competent person' (see definition on pg.2), it should not be assumed that the use of this form will constitute a suitable and sufficient assessment as required by The Fire Safety Order, unless the assessor has a full appreciation of any issues the questions raise and the actions that may be required.

Register of Persons Responsible for Management of Fire Precautions

DATE	NAME	RESPONSIBILITY
11/5/21	Paul Bateman	Responsible person

The Responsible Person

The employer, if the workplace is to any extent under his control
Or
The person who has control of the premises
Or
The owner

The responsible person must

- Take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees, and
- In relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure the premises are safe.

(Article 8.1)

Competent Person

A person is to be regarded as competent for the purposes of the Fire safety Order where he has sufficient training and experience of or knowledge and other qualities to enable him properly to assist in undertaking the preventative and protective measures.
(Article 18.1)

Relevant Persons

Any person who is or may be lawfully on the premises
And
Any person in the immediate vicinity of the premises who is at risk from a fire on the premises.

'It is an offence (for any person) to make in any register, book, notice or other document required to be kept, served or given by or under, this Order, an entry which he knows to be false in a material particular'
(Article 32 (2) (b))

1.1 THE PREMISES

1.1.1 Number of floors:

3

1.1.2 Approximate floor area: m2 per floor:

88

1.1.3 Approximate floor area: m2 gross:

265

1.1.4 Approximate floor area: m2 on ground floor

88

1.1.5 Brief details of construction:

Brick built structure with cavity walls over three floors. Below the property is an independent basement flat which is used as the owner's own accommodation. This is self contained and has no shared access, but the fire detection and alarm systems extend into this portion of the building.

Traditional wooden flooring and a mix of brick and plaster or plasterboard walls.

Flat fibreglass roof with no roof void.

1.1.6

Occupancy i.e. use of building: The property is used as a residential holiday let occupied by up to 19 people at any time. It is let as a single entity.

1.1.7 Fire Appliance Access Maintained?

1.2 THE RELEVANT PERSONS

1.2.1 Approximate number of employees in the building at any one time:

3

1.2.2 Maximum number of other persons in the building at any one time:

20

1.2.3 Approximate maximum occupancy within the building at any one time:

21

1.3 RECORD OF PREVIOUS FIRE INCIDENTS AND FALSE ALARMS

DATE	OCCURANCE	ACTIONS TAKEN

* Please indicate where yes by ticking the boxes

1.4 OTHER RELEVANT INFORMATION

- 1.4.1 Is a Safety of Sports Certificate in force?
(As issued by the Borough Council)
- 1.4.2 Are the premises subject to any enforcement notices?
(Issued by Fire Authority)
- 1.4.3 Is a Licence or Registration in force?
(e.g. Premises licence, Fireworks Registration)
- 1.4.4 Does this organisation employ 5 or more persons,
in these or other premises in total?
- 1.4.5 Are the premises in a multi-occupied building?
- 1.4.5 Are there any residential properties in the building?
(include brief details below)

Any Other Relevant Information

The owner's residential accommodation is in a self-contained basement flat below the property. There are no interconnecting doors between the two properties, but they share the same electric and water supply. There is no gas supply to the basement flat. The alarm and detection system is shared between the two properties.

SECTION 2. THE PRESCRIBED INFORMATION (1)

2.1 RELEVANT PERSONS ESPECIALLY AT RISK

(Has a procedure been implemented for items 2.1.1 – 2.1.4)

- 2.1.1 Sleeping occupants:
- 2.1.2 People with Disabilities:
Are there Personal Emergency Evacuation Plans in place for employees and regular visitors?
- 2.1.3 Occupants in remote areas (Lone Worker Policy)
- 2.1.4 Any others i.e. Young persons (See Appendix A) Visitors etc.

Further details: -

The property is let out to groups of all types, regularly including children and sometimes those with disabilities. It is used for sleeping accommodation by these groups.
Upon arrival, groups are instructed to familiarise themselves with the fire safety arrangements and alarm system and to develop plans for the alerting and evacuation of any party members who may require assistance (ie, to formulate personal emergency evacuation plans). Information and instruction is given on how to act on discovery of a fire, how to respond to the alarm sounding and actions to take to reduce identified risks.
There are no employees or regular visitors deemed to be especially at risk.

2.2 The Responsible Person Must, Where Necessary, Appoint Competent Persons For (2.2.1 – 2.2.5), (List on page 2)

- 2.2.1 Fire Fighting?

- 2.2.2 Serious and Imminent Danger Evacuation Procedures?
- 2.2.3 Assisting with Preventive and Protective Measures?
- 2.2.4 Fire safety Training of Employees?
- 2.2.5 Assisting With Evacuation?
(Fire crews will want to know on their arrival whether or not all persons are accounted for?)

Comments

External companies are appointed for servicing of the detection and alarm system, extinguishers and emergency lighting.

Where Competent Persons are not appointed for any of the above, give reasons why and any actions taken.

3. FIRE SAFETY ARRANGEMENTS

3.1 The Responsible Person (RP) must demonstrate effective planning, organisation, control, monitoring and review of the preventive and protective measures employed

3.2 More specifically:

	Yes	No	Comments
Correct signage of hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Electrical/gas items services (filters etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual service of boiler
Portable appliance testing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PAT testing every 2 years
Electrical equipment register maintained	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Use of extension leads or multi adaptors restricted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Only in use for 2 lights in 1 bedroom.
Do premises have a lightning protection system in place	<input type="checkbox"/>	<input type="checkbox"/>	
Is there evidence of combustible/ obstructive storage in exit routes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exit routes kept clear. Hooks and shoe rack provided in lobby to prevent obstruction by guests.
Staircases & Corridors kept free of combustible items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Correct fire procedures and signage displayed (refuge areas)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Use of portable heating restricted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No portable heaters in use.
Smoking policy is enforced	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy reinforced to guests with large deposit.
Suitable external smoking shelter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Smoking not permitted on the premises
Satisfactory provision for disposal of discarded smoking materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Smoking not permitted on the premises
Good housekeeping, waste control/removal system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Commercial bins provided (lidded). Trade waste contract in place. Waste bagged by guests and put in bin. Checked by cleaners.
Potential for arson internally and externally are bins/skips away from the premises	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bins are kept either at the bottom of the kitchen steps or kerbside at the front of the property, to encourage good housekeeping. When adjacent to the kitchen steps, this is in a private area with no access to the general public. When kerbside, it is away from the property.
Is there 'arson awareness'	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Hot work permit scheme	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hot works not routinely required. Contractors would be supervised by owner.
Could a fire from adjoining premises spread to these premises	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Property is detached other than from the flat below.
Lone worker policy in force	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Contractors monitored during any works	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Foam filled furniture complies with latest reg.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Restricted use of pyrotechnics (licensed premises)	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Account taken of young persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Deputy RP appointed to cover for sickness/leave	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Detail below any significant findings for this section:

Smoking & vaping are not permitted on the premises. Policy to be updated to prevent use of pyrotechnics or candles.
To investigate whether bins can be moved further from the building, however they don't contain a great deal of easily combustible materials and are in an area not accessible by the public.

DANGEROUS SUBSTANCES (as defined in Appendix C)

N/A Go to Section 6

- 3.3 Has the risk from Dangerous Substances been reduced to as low as reasonably possible?
- 3.4 Have suitable control measures been introduced (including signage)?
- 3.5 Have measures been taken to mitigate the effects of a fire?
- 3.6 Suitable training in safe handling, storage, use and disposal?
- 3.7 Suitable fire fighting equipment provided?

Further Details of Dangerous Substances:

NAME	LOCATION	QUANTITY
None		

Detail below the Significant Findings for this section, where “NO has been applied to any subsection then give reasons why and action taken:

4. ADDITIONAL EMERGENCY MEASURES IN RESPECT OF DANGEROUS SUBSTANCES (See Appendix D)

N/A Go to Section 6

- 4.1 Is there provision of suitable information and signage?
- 4.2 Are there suitable evacuation procedures in place?
- 4.3 Are there mitigation arrangements for fires, spills etc., e.g. bund walls, sprinklers, dry sand?
- 4.4 Is there information available for emergency services?

Detail below the Significant Findings for this section, where “NO” has been applied to any subsection then give reasons why and action taken.

N.A.

5. FIRE FIGHTING AND DETECTION

- 5.1 Is there warning provision appropriate to the size and use of the premises?

Details BS 5839 Type L2 system

- Installation certificate available?
- 5.2 Are audibility levels appropriate to size and use of premises?
- 5.3 Is there a method of contacting the Emergency Services?
- 5.4 Is the fire fighting equipment appropriate to size and use of premises? i.e. 1 extinguisher per 200 m² and/or a minimum of 2 per floor
- 5.5 Is fire fighting equipment accessible and sited correctly?
- 5.6 Where necessary are competent persons nominated and trained to use fire fighting equipment?
- 5.7 Is there a competent person available to test the fire alarm?
- 5.8 Are Records of any false alarms kept?

Details of fixed installations, sprinklers, drenchers, inert gas systems etc

Alarm fitted with smoke detection in each guest bedroom and each communal room. Call points and sounders on each floor. There are detectors, sounders and call points on the same alarm system within the basement flat occupied by the property owner.
Alarm serviced annually by a competent contractor. Tested weekly by owner or if not available, by the cleaners.
Fire extinguishers located on each floor and at final points of exit.

Detail below the Significant Findings for this section, where "NO" has been applied to any subsection then give reasons why and action taken.

The owner is trained in the use of fire extinguishers but is not always on the premises. Guests are encouraged to evacuate the premises and not to fight fires, the extinguishers are provided to aid means of escape.

6. EMERGENCY ROUTES AND EXITS

- 6.1 Are the number, distribution and size of routes and exits,

- which lead to a place of safety, including disabled refuge areas satisfactory
- 6.2 Final exits doors should be free from fastenings (e.g. No Keys)?
- 6.3 Are exit routes and staircases kept clear?
- 6.4 Is there correct signage of exit routes and staircases?
- 6.5 Do travel distances comply with the relevant guides?
- 6.6 Are exits available at all material times? (e.g. cleaners, security staff working out of hours)
- 6.7 Are exit routes and exits which require illumination fitted with emergency escape lighting in case of power failure?
- Is this lighting installation to appropriate BS standard?
Certificate available?

Comments:

The front door is on a 'latch' system which can be opened from the inside without a key. Guests are instructed to use the latch and not to deadlock the door when the premises are occupied.
The kitchen door at the rear is opened using a thumb-turn lock.

Detail below the Significant Findings for this section, where "NO" has been applied to any subsection then give reasons why and action taken.

7. PROCEDURES FOR SERIOUS AND IMMINENT DANGER AND DANGER AREAS (i.e. from fire or explosion)

- 7.1 Is access to areas of Imminent Danger restricted?
- 7.2 Have all persons with access to these areas received adequate safety training?
- 7.3 Are there appropriate evacuation procedures in place for pre and post incidents?

Comments, details of those employees with specific duties etc

N/A

Detail below the Significant Findings for this section, and action taken

8. MAINTENANCE OF PREMISES, FACILITIES AND TRAINING
(a log book is available on our website)

		Yes	No	Comments
9.1	Where equipment and facilities are provided, are they maintained to a suitable standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9.2	Are maintenance records kept for:			
	Fire Alarms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Detectors (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Emergency Lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Fire fighting equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Fire Resisting Doors, walls and ceilings intact? (appropriate fire stopping)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Self Closing devices on Fire doors working correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	External Exit Routes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Sprinklers	<input type="checkbox"/>	<input type="checkbox"/>	N/A
	Other fixed installations	<input type="checkbox"/>	<input type="checkbox"/>	N/A
	Smoke Extract Ventilation Systems	<input type="checkbox"/>	<input type="checkbox"/>	N/A
	Dry/Wet Risers	<input type="checkbox"/>	<input type="checkbox"/>	N/A
	Private Hydrants	<input type="checkbox"/>	<input type="checkbox"/>	N/A
	Fire instruction & Evacuation Drills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Other	<input type="checkbox"/>	<input type="checkbox"/>	

Detail below the Significant Findings for this section, where “NO” has been applied to any subsection then give reasons why and action taken.

9. **SAFETY ASSISTANCE** (fire marshals/wardens)

- 9.1 Has the Responsible Person appointed one or more Competent Persons (having regard to the size of the premises, the risk to which the relevant persons are exposed and the distribution of those risks to assist in undertaking the measures outlined in Sec 2.2 (also to cover for sickness and leave)?
- 9.2 Are there persons given sufficient time and means to carry out their duties?
- 9.3 Has their competence been confirmed?

Further details of the above:

The building is used as a holiday let and so the only occupiers will be guests. Information and instruction is provided but they cannot be expected to take on the role of competent person. They are supplied with instructions on the alarm system, information on what to do in the event of fire or the sounding of the alarm and instructed to contact the owner for further information or assistance.

Detail below the Significant Findings for this section, and action taken where "NO" has been applied to any subsection then give reasons why and action taken

10. PROVISIONS OF INFORMATION TO RELEVANT PERSONS

		Yes	No	Comments
11.1	Has information been provided to all relevant persons relating to the preventative and protective measures taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11.2	Has information been provided to all relevant persons regarding the evacuation procedures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In pre-occupancy emails, displayed in the lobby and in the electronic guest guide.
11.3	Has information been provided to all relevant persons relating to the identity of the person(s) nominated in Sc 11 above re evacuation procedures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11.4	Where a young person is to be employed, then relevant information from the risk assessment should be provided to a parent/guardian of that young person before employment?	<input type="checkbox"/>	<input type="checkbox"/>	n/a
11.5	Has information been provided to employees regarding any dangerous substances that may be in or on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	n/a
11.6	Has relevant information been provided to the employers of any persons provided by an outside agency?	<input type="checkbox"/>	<input type="checkbox"/>	n/a
11.7	Regarding multi-occupied premises, has relevant information been provided to other responsible persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Detail below the Significant Findings for this section, and action taken where "NO" has been applied to any subsection then give reasons why and action taken

11. CAPABILITIES AND TRAINING
(See appendix E)

		Yes	No	Comments on Training
12.1	Are employees being effectively trained by competent persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Owner is trained as fire marshall (and has been a fire marshall trainer)
12.2	On induction, periodically and fire drills?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12.3	Ob the introduction of new systems of work or new technology?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12.4	Is the training suitable and sufficient?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12.5	Is there general co-operation between the employees and the employer regarding fire safety issues?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Detail below the Significant Findings for this section, and action taken where "NO" has been applied to any subsection then give reasons why and action taken

12. CO-OPERATION AND CO-ORDINATION

12.1 Regarding multi-occupied premises has there been co-operation and co-ordination between the responsible persons regarding the implementation of fire safety measures and relevant information on any risks to relevant persons in these premises been provided,

And

Is there a likelihood of an explosive atmosphere occurring in any of the relevant premises? (Detail below)

Further details/comments regarding other premises:

The only other relevant premises is the basement flat which is occupied by the owner as his residential accommodation. The alarm and detection system is shared across both premises.

Detail below the Significant Findings for this section, and action taken where "NO" has been applied to any subsection then give reasons why and action taken

Empty box for detailing Significant Findings and actions taken.

13. FIREFIGHTERS SWITCH FOR LUMINOUS DISCHARGE TUBES (NEON SIGNS ETC)

- 13.1 Are fire fighters switches fitted to luminous discharge tubes where applicable? Yes
No
N/A

Further Details:

14. MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS

- 14.1 Are dry/wet rising mains, foam inlets being maintained?

Yes
No
N/A

- 14.2 Are fire fighting shafts being maintained?

Yes
No
N/A

- 14.3 Are private hydrants being maintained?

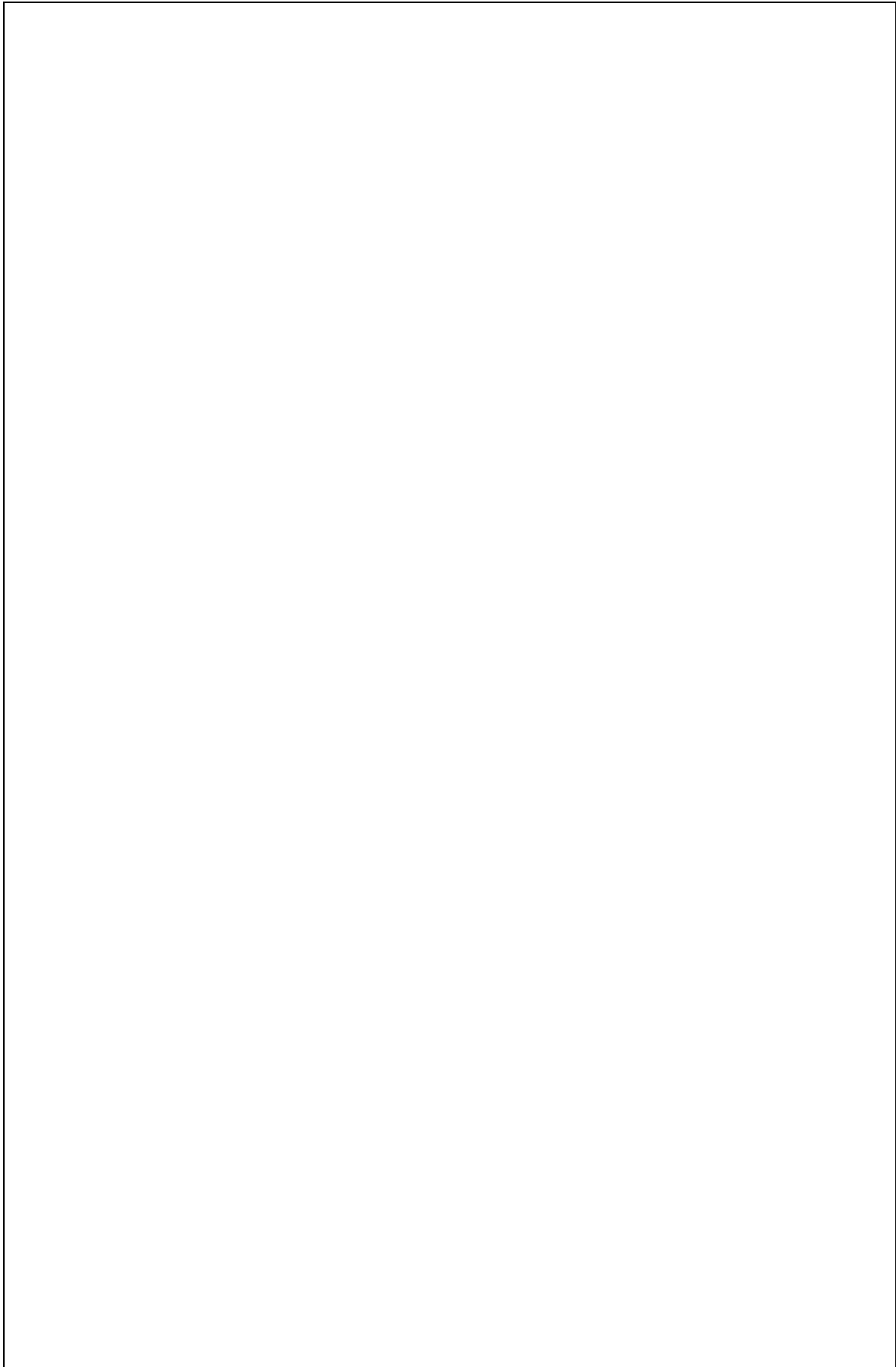
Yes
No
N/A

- 14.4 Is the access for fire fighting appliances adequate?

Yes
No
N/A

Further details:

Further Details or Comments



SECTION 16. THE PRESCRIBED INFORMATION (2)

THE SIGNIFICANT FINDINGS

SUMMARY OF SIGNIFICANT FINDINGS (See Appendix B)

Your significant findings should include the following points:-

1. Hazards
2. Persons at risk
3. Preventative measures
4. Interim measures
5. Relevant instruction and training

16. Preventative and Protective Measures

		Yes	No
16.1	Has The Responsible Person Applied The Preventive And Protective Measures As Appropriates To All Significant Hazards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	And Have the Principles Of Prevention Been Applied? (A significant hazard is something with the potential to give rise to a fire/explosion or to affect the safety of a person(s) from fire/explosion e.g. Arson Prevention)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16.2	Detail Hazards Below in order of priority:		
	Domestic gas supply		
	Cooker		
	Gas boiler		
	Electrical supply		
	Electrical appliances, including hairdryers & kitchen & laundry appliances		
	Smoking, candles, pyrotechnics		
	Flammable substances - paint		
	Waste		

16.3	PROBABILITY OF IGNITION (RISK OF FIRE WITHIN THESE PREMISES)		
	LOW <input type="checkbox"/>	MEDIUM <input checked="" type="checkbox"/>	HIGH <input type="checkbox"/>

16.4	CONSEQUENCES FOR LIFE SAFETY		
	SLIGHT HARM <input type="checkbox"/>	MODERATE HARM <input checked="" type="checkbox"/>	EXTREME HARM <input type="checkbox"/>

16.5	RISK TO LIFE FROM FIRE				
	Trivial <input type="checkbox"/>	Tolerable <input type="checkbox"/>	Moderate <input checked="" type="checkbox"/>	Substantial <input type="checkbox"/>	Intolerable <input type="checkbox"/>

ACTION PLAN

16.6	The following recommendations should be implemented in order to reduce fire risk to, or maintain it at the following level:	TRIVIAL	TOLERABLE
A.	Immediate	<input type="checkbox"/>	<input type="checkbox"/>
B.	Within one month	<input type="checkbox"/>	<input type="checkbox"/>
C.	Within three months	<input type="checkbox"/>	<input type="checkbox"/>
D.	Within six months	<input type="checkbox"/>	<input type="checkbox"/>
E.	Within twelve months	<input type="checkbox"/>	<input type="checkbox"/>
F.	When finances/budget allow	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDATION	PRIORITY	DATE COMPLETED
Revise policy to preclude use of candles, pyrotechnics on premises		
See if bins can be relocated further from building		
Provide warnings on use of tumble dryer to prevent lint build up		