


Fire risk assessment



Lily Pad Cottages
Nassington
4 self-catering Cottages and 4 Apartments

Additional actions described in the below Action Plan will need to be completed to ensure the risk levels remain Low

	Low Risk	The level of risk is acceptable
	Medium Risk	Additional control measures required
	High Risk	Unacceptable risk with urgent action required

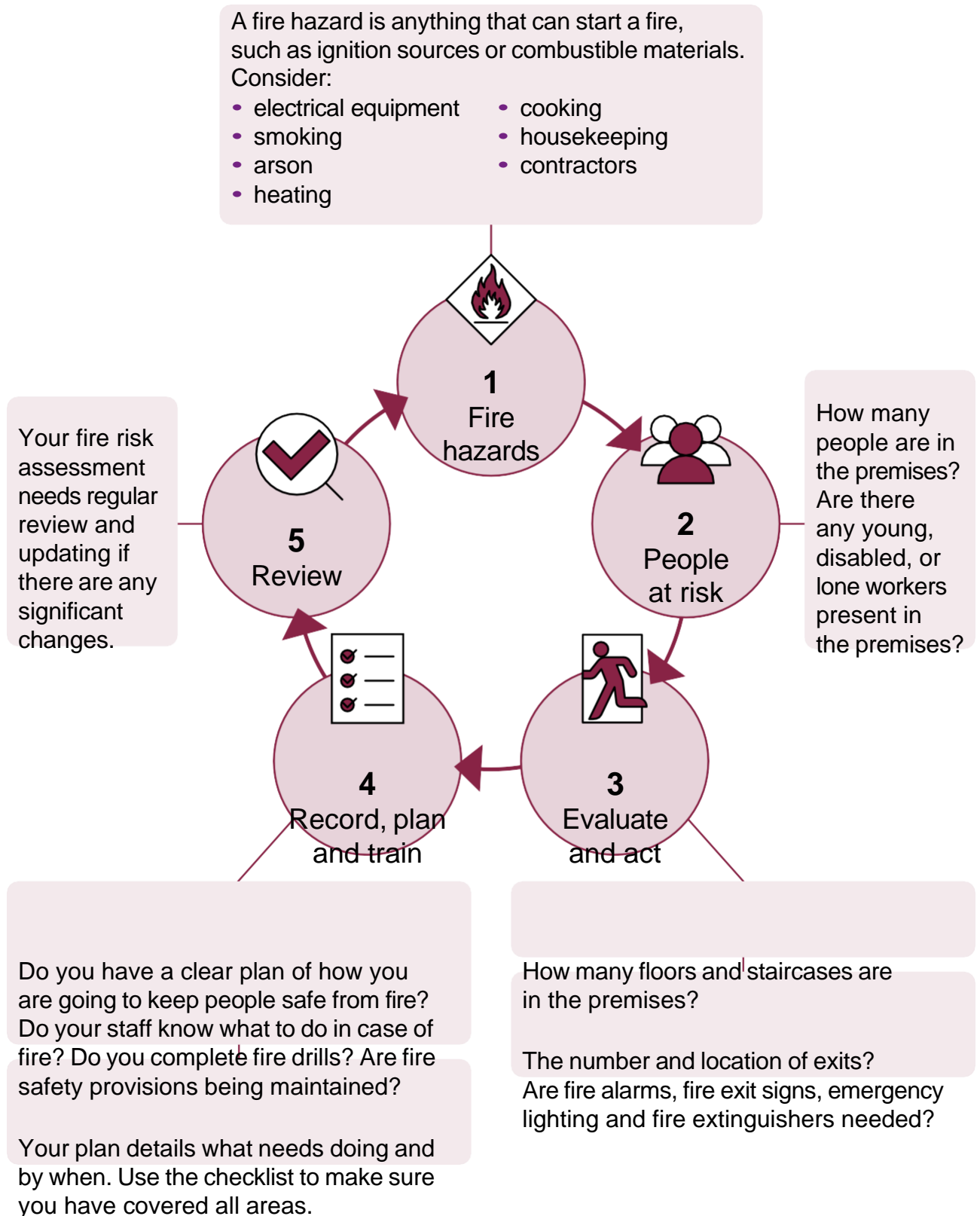
Responsible person (employer or person having control of premises):	Jane Thorpe-Codman
Address of premises:	The Lily Pad Frog Hall Northfield Lane Nassington Peterborough PE8 6QJ
Assessor:	S Archbold CMIOSH
Date of assessment:	8 th September 2023
Use of premises:	Self-catering cottages
Number of floors:	two
Brief description of property:	The Lily Pad is a small cluster of self-catering holiday cottages in the village of Nassington. The cottages and apartments range from one to five bedrooms, with accessible bedrooms and bathrooms in most accommodation. At full capacity they are able to sleep 50 guests across the property.

If you are responsible for the premises, you are legally responsible for making sure you comply with the law. The Regulatory Reform (Fire Safety) Order 2005

Risk assessment - 9.— (1) The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions.

Fire safety risk assessment

The risk assessment process involves an inspection of the premises to identify potential fire hazards, to ensure adequate measures to stop fire starting and that adequate fire protection measures are in place to protect everyone in the building.



1 Fire hazards

- Have you found anything that could start a fire?
- Have you found anything that could burn?
- How could a fire start?
- Think about heaters, lighting, electrical equipment and hot works
- Have you considered smoking and the use of matches?
- Hot processes, welding and grinding should also be taken into account

2 People at risk

- Everyone is potentially at risk from fire
- Think about night staff or people not familiar with the premises, such as visitors or customers
- Children, the elderly or disabled people are especially vulnerable
- Who could be at risk?
- Who could be especially at risk?

3 Evaluate and act

- Have you assessed the risks in the workplace?
- Do you have enough escape routes?
- Have you planned escape routes?
- Have you made sure people will be able to safely find their way out, even at night?
- Is a fire alarm system needed?
- Are signs, such as fire exit signs, needed?
- Is emergency lighting required?
- Are fire extinguishers needed and, if so, where should they be located?
- Have you kept sources of ignition away from fuel sources?
- Have you made sure that everyone is safe in case of fire?
- Do you have a fire safety plan?
- Who will call the fire and rescue service?
- Could you put out a small fire and stop it spreading?

4 Record, plan and train

- Have you planned what everyone will do if there is a fire?
- Do all your staff know the plan?
- Have staff had up-to-date training and completed a fire drill?
- Have you included temporary staff?
- Are you maintaining everything that is provided or required to keep people safe from fire?
- Formulate your action plan to reduce the fire hazards. The plan is an inventory of actions, normally prioritised and time constrained to devise, maintain or improve controls. Remember, where appropriate, this can be eliminating or controlling hazards (e.g. better separation of combustible materials from ignition sources)

5 Review

- Keep your assessment under regular review. Remember to update it as risks or hazards change. If you make any significant changes, you should review your risk assessment. Have you made any changes to the building since the last assessment?
- Have you had a fire or a near miss?
- Have stock levels changed significantly?
- Have you started to store chemicals or dangerous substances?

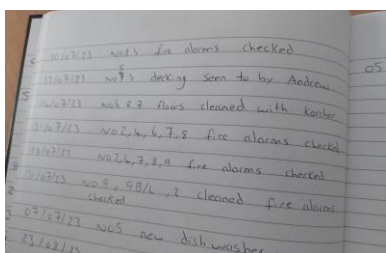
Fire hazards and controls

Are fixed electrical installations inspected and tested every 5 years?

- Yes, all electrical work carried out by Tradelink Services Ltd

Are electrical appliances periodically inspected and tested?

- Visual checks are carried out on each changeover.
- Maintenance logbook kept and updated as per below
- PAT testing not carried out. (Action 1)



Maintenance logbook up to date

Is the use of trailing leads and adaptors avoided where possible?

- N/A none seen during site inspection.

Are gas appliances periodically inspected and tested every 12 months?

- N/A, old gas boiler decommissioned



Is smoking permitted on the premises?

- Smoking not allowed within the buildings.
- Designated smoking area in the garden.
- Signage is located throughout the premises.

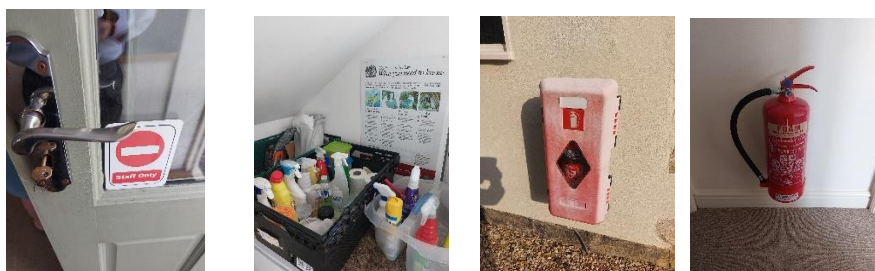


Are the premises adequately secured to prevent unauthorised access?

- Yes, main access gate locked after hours

Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?

- Yes, combustible materials stored away from guests in a locked room only accessible to staff.
- Waste material stored in designated waste bins on site.
- Firefighting equipment available / located around the site.



Are portable heaters subject to periodic inspection and used safely?

- N/A, no portable heaters found on site

Are there adequate fire precautions in the use of open fires and log burners?

- N/A, no open fires log burners located within the cottages

Are adequate measures taken to prevent fires from cooking?

- Existing control measures include, Fire Blankets installed in every cottage and checked annually by 3rd party suppliers (Blazetech); Fire Extinguishers available in every kitchen; smoke and heat sensors installed in every kitchen; signage; oven filters cleaned: no deep fat fryers allowed on site; change over checks completed



Are filters and ductwork subject to regular cleaning?

- Yes, checked on changeover and included in Maintenance logbook

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?

- Cleaning team on site daily

Are combustible materials kept separate from ignition and heat sources?

- Yes, stored in lockable room only accessible to staff

Are there any other significant fire hazards in the premises?

- None identified during site inspection.

Fire protection measures

Are all escape routes kept clear of obstructions to enable people to escape safely?

- Yes

Are all fire exits easily and immediately openable?

- Yes, thumb turn locks installed on all front doors



Are distances of travel considered reasonable?

- Yes, close proximity to all cottages



Do the walls and structures protecting the stairway and escape routes provide an adequate level of fire resistance?

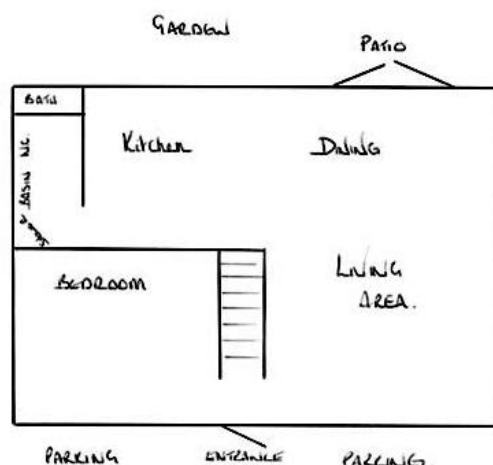
- Very low risk, due to existing control measures and size of each cottage
- No evidence of performance tests

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

- Yes, although notional fire doors have not undergone these performance tests and so do not carry any evidence of fire door resistance or a certificate of approval. They therefore carry a greater risk of fire resistance, but would have complied with the latest regulations when originally installed

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

- No, cottages are open plan area as per below, so there are no doors (apart from bedroom / bathroom) leading onto a hallway or potentially preventing easy access to the fire exit.
- *Fire Doors & Fire Exits are different.....A fire exit door's primary purpose is to facilitate a quick and easy escape in the event of a fire or other emergency. It's primary purpose is not to stop the spread of fire (although some fire exit doors are designed to do both). In contrast, a fire door's primary purpose is to prevent or slow down the spread of fire between different rooms*



Fire Exit Door Specifications

Fire exit doors do not have to be manufactured to withstand and stop the spread of fire. Their main purpose is to be able to open quickly and easily so that people can escape the building in the shortest time possible in the event of an emergency. The Regulatory Reform (Fire Safety) Order (RRFSO), states that the following requirements must be adhered to:

- Fire exit doors must open in the direction of escape and sliding or revolving doors must not be used for exits specifically intended as emergency exits.
- Fire exit doors must not be locked or fastened in a way that they cannot be easily and immediately opened by any person in an emergency situation.
- If the door is also to provide security, a fire exit door can be locked from the outside, but must be fitted with an emergency push bar (or other emergency access device) to allow a quick escape.
- Fire exits must be clearly marked and identifiable using adequate lighting and/or signage

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

- Yes, both internal and external lighting



Where necessary, is a reasonable standard of fire exit and fire safety signs provided?

- Fire Action Notices on display on doors and kitchen
- *Recommend existing signage replaced with 'glow in the dark' photoluminescent fire exit signage installed in each cottage*



Are smoke and/or heat alarms/detectors provided and is the extent and coverage considered adequate?

- Yes, each cottage has detectors installed in the kitchen and the upstairs hallway.
- Detectors are checked and tested during changeover.



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

- Yes, checked annually by Blazetech and also at each Changeover



Management of fire safety

Are procedures in the event of fire appropriate and documented?

- Yes, Change Over checklist in place
- Safety Information available on website
- Client a member of PASC UK

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

- Fire Action Notice on display
- Client a member of Touch Stay (Digital guidebook / App) with site information

Are any staff members given regular instruction and training on the action to take in the event of a fire?

- Yes, additional training sent to client

Are frequent checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?

- Yes, daily checks and Changeover

Are periodic checks carried out on fire doors to ensure they remain in good condition and close effectively?

- Yes, checked on Changeover

Are domestic smoke and heat alarms tested monthly?

- Yes, tested on Changeover

In self-catering premises, are all smoke/heat alarms (or fire detection and alarm systems, where fitted) tested at every changeover?

- Yes

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

- No

Where provided are fire extinguishers subject to annual maintenance?

- Yes, checked by Blazetech

Are records of testing and maintenance maintained?

- Yes, maintenance record book on site

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.

Item	Deficiency	Proposed action	Timescale	Person responsible
1	PAT Testing of cottage electrical appliances	Arrange PAT testing to be carried out	31 Oct 2023	JTC
2	Additional Fire Awareness Training to be carried out	SA to send Fire Warden training (ROSPA & IOSH Approved) to JTC & AC	30 Sept 2023 Completed	SA
3	Assembly point signage / instruction	Assembly point signage to be placed by main gate	31 Oct 2023	JTC
4	Fire Action Notice does not state location of Assembly Point	Amend Fire Action Notice	31 Oct 2023	JTC
Recommendations				
<ol style="list-style-type: none"> 1. emergency escape lighting to be reviewed especially in common areas 2. glow in the dark' photoluminescent fire exit signage to be installed in all cottages 				