



# Fire Risk Assessment Note & Template

## SMALL PREMISES

### Fire risk assessment checklist – Small premises with paying guests

Responsible person (e.g. employer) or person having control of the premises:

Tiana Ricketts

Address of premises:

Swingletree Cottage, Maugersbury, Cheltenham, GL54 1HP

Number of floors:

1

Number of rooms:

4

Construction:

Cotswold stone walls with Redland tiled roof

Date of fire risk assessment:

11 January 2024

Date of previous fire risk assessment:

1 October 2023

Suggested date for review:

11 January 2025

### Fire hazards and controls

**Are fixed electrical installations inspected and tested every 5 years?**

Last tested 2014 and an EICR will be carried out in 2024.

**Are electrical appliances periodically inspected and tested?**

Portable and fixed appliances are tested annually.

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

There are no trailing leads and adaptors.

**Are gas appliances inspected and tested every 12 months?**

Not applicable

**Is smoking permitted on the premises?**

Smoking is not permitted in the cottage.

**Are suitable arrangements in place for those who wish to smoke?**

Smoking is allowed in the garden.

**Are the premises adequately secured to prevent unauthorised access?**

Yes

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

Refuse bins are located at least 50 meters from the cottage

**Are fixed heating systems subject to periodic maintenance?**

Heaters are inspected visually at every changeover.

**Are portable heaters subject to periodic inspection and used safely?**

There are no portable heaters.

**Are there adequate fire precautions in the use of open fires and log burners? e.g. regular chimney sweeping**

The chimney is swept every year.

**Are adequate measures taken to prevent fires from cooking equipment? e.g. prohibiting deep fat fryers**

No deep fat fryer is provided in the cottage.

**Are filters and ductwork subject to regular cleaning?**

All cooking equipment and the extractor fan is regularly cleaned.

**Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste e.g. from tumble dryers?**

An excellent standard of housekeeping prevents accumulation of combustible material. The

washer/drier does not have a means of lint collection as the fibres are washed away during the wash program.

**Are combustible materials kept separate from ignition and heat sources?**

Logs and kindling wood are kept a safe distance from the woodburner in the sitting room.

**Is it ensured that all contractors who undertake work on the premises are competent and qualified?**

All contractors are carefully selected.

**Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?**

There is no fire hazard associated with the wood shed.

**Are there any other significant fire hazards in the premises?**

No

## **Fire protection measures**

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

The route from the sitting room through the kitchen and hall to the main door is kept clear and available for use. There are also French doors which open outward on to the patio from the sitting room.

**Are all fire exits easily and immediately openable?**

The front door and the French door have thumb-turn locks.

**Are distances to final exits considered reasonable?**

The maximum distance necessary to travel to one or other of the doors is 10 meters.

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

There is no staircase.

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

There is no staircase.

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

Not necessary

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

There is a night light in the hall to guide guests from the kitchen and bedroom to the main door. There is also a torch permanently plugged into the mains in the kitchen which comes on automatically should there be a power cut.

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

I believe the above to be sufficient.

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

A fire notice has been posted in the kitchen.

**Are smoke and/or heat alarms/detectors provided and is the extent and coverage considered adequate? Consider also CO alarms.**

The provision of the following alarms is considered adequate: -

Kitchen: Heat alarm  
Sitting room: Heat and CO alarm  
Bedroom: Smoke alarm  
Hall: Smoke alarm

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

A fire extinguisher and fire blanket are located in the hall.

## **Management of fire safety**

**Are procedures in the event of fire appropriate and documented?**

This can be viewed on the fire notice in the kitchen.

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

The Fire Safety Risk Assessment is placed as a hard copy in the cottage file and placed on our website and TouchStay digital information.

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

There are no full-time staff members on site.

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

Yes, at every changeover.

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

There are no proprietary “fire doors”. The current doors in the cottage are considered suitable due to the small size of the property.

**Are domestic smoke and heat alarms tested at least monthly? Include CO alarms in testing.**

The heat alarm, CO alarm and smoke alarms are tested monthly, according to the manufacturer’s instructions.

**Where fitted, are weekly testing and six-monthly servicing routines in place for the fire detection and alarm system?**

Kitchen: Heat alarm  
Sitting room: Heat and CO alarm  
Bedroom: Smoke alarm  
Hall: Smoke alarm

All alarms will be kept clean and dust-free and will be replaced in 2034 as instructed by the manufacturer.

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

They are tested every month.

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

Not fitted.

**Where provided, are fire extinguishers subject to annual maintenance?**

Yes, annually

**Are records of testing and maintenance maintained?**

Fire extinguisher, fire blanket and PAT testing is recorded.  
A record is kept of monthly alarm testing.  
Chimney sweeping is recorded.

## **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
EICR	Not up to date	To be carried out	2024	Tiana Ricketts