

THE STABLES

**At
Black Hedges Farmhouse**

FIRE RISK ASSESSMENT

DATE: 1st May 2016

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FIRE RISK ASSESSMENT

FIRE RISK ASSESSMENT	
1. PREMISES PARTICULARS	
Premises Name: <i>The Stables</i> Address: <i>Black Hedges Farmhouse Lynch Lane West Meon Petersfield Hampshire GU32 1JH</i>	Use of Premises: <i>1 Bedroom Furnished Holiday Let</i>
Tel No: <i>01730 829429</i>	Owner/Employer/Person in control of Workplace: <i>Mrs Vanessa Wills Owner and Employer</i>
Date of Risk Assessment <i>1st May 2016</i>	Date of Review: <i>1st May 2016</i>
Name and relevant details of the person who carried out the Fire Risk Assessment and/or standard used for assessment: <i>Mrs Vanessa Wills</i> <i>The Government Guide to Fire Safety Risk Assessment for Offices and Shops has been used as the standard for this assessment.</i>	
2. GENERAL STATEMENT OF POLICY	
Statement: <i>A Health & Safety policy is issued to each of our guests and employees. This includes a section on 'Fire Safety'.</i> <i>It is the policy of The Stables to protect all persons including guests, employees, contractors and members of the public from potential injury and damage to their health which might arise from work activities.</i> <i>The company will provide and maintain safe and healthy working conditions, equipment and system of work for all employees and provide such information, training and supervision as they need for this purpose.</i> <i>The company will give a high level of commitment to health and safety and will comply with all statutory requirements.</i>	
Signed:	Print Name: <i>V Wills</i>
Date:	

3. MANAGEMENT SYSTEMS

Commentary:

The Fire Safety Management Plan is contained with the Health and Safety file and it kept in the Health and Safety manager's office.

The plan confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the five step approach detailed in the HM Government fire safety risk assessment guide.

The significant findings will be recorded.

Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters, Vanessa Wills is responsible for fire safety matters, which include the fire risk assessment and all matters appertaining to it.

The Health and Safety Manager is responsible for:

- *Deciding the fire safety protective and preventative measures*
- *Ensuring they are implemented and communicated to other employees*
- *Routine periodic checks of all systems*

Fire Safety is an agenda item for annual review.

Guests/ occupiers are informed of fire safety issues.

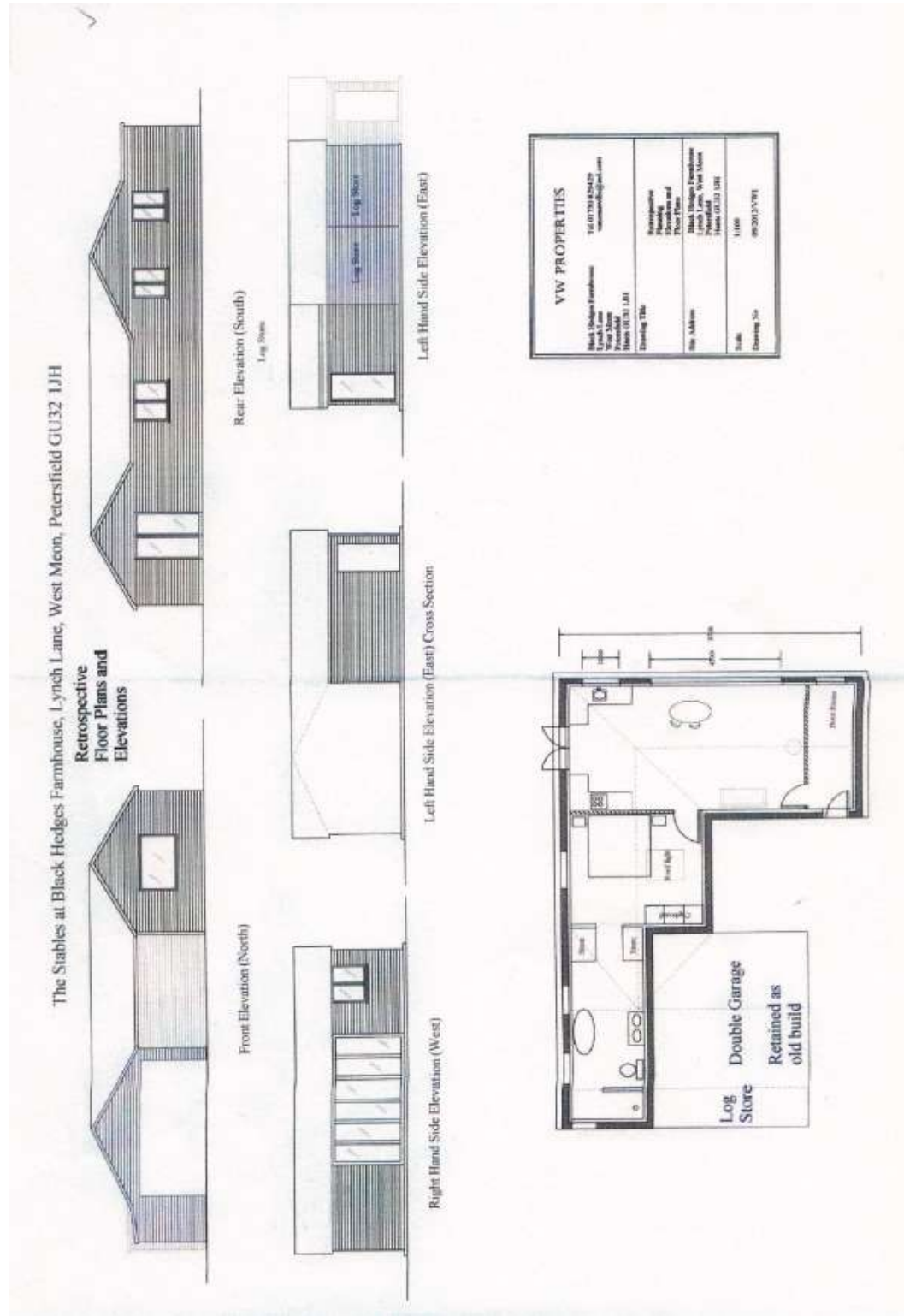
The Health and Safety Manager (Vanessa Wills) is responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

Fire Drills are carried out every six months.

All fire training, routine checks and engineers tests of fire safety equipment are recorded in the Fire Log sheet.

<p>4. GENERAL DESCRIPTION OF PREMISES</p>	
<p>Description: <i>The building comprises of a single storey stable conversion, approximately 75 square meters, all on one floor, traditionally timber framed and timber clad. Built 2012.</i></p> <p><i>The premises are considered to be of medium risk taking into account the likelihood of fire and likely consequences. In the event of fire there is little chance of anyone being placed at risk due to the fire safety measures in place.</i></p> <p><i>The building consists of an entrance hall, a kitchen diner, bedroom and bathroom. The wall in WC accommodation backs on to a double garage and has fire resistant walls.</i></p> <p><i>There is an escape exit in the entrance hall and two escapes exits in the kitchen diner. There is a ground floor window in the bedroom and two ground floor windows in the bathroom which could be used as exits.</i></p> <p><i>All plasterboard has been built to Building Regulation Standards and are fire-resistant skimmed plasterboards.</i></p>	
<p>Occupancy: Times the Premises are in use: <i>Friday from 3.00pm to the Following Friday until 10.00am by the guest. The remaining period will be occupied by cleaners and handipersons</i></p> <p>The total number of persons employed within the premises at any one time: 3</p> <p>The Total Number of other persons who may resort to the premises at any one time. 5</p>	<p>Size:</p> <p>Building footprint (Metres x Metres): 75 square ms</p> <p>Number of Floors: single floor</p> <p>Number of Stairs: none</p>
<p>5. FIRE SAFETY SYSTEMS WITHIN THE PREMISES</p>	
<p>Fire Warning System: (ie automatic fire detection, smoke detector BS 5446) <i>Electrical system complying to BS 5446 : Smoke detectors have been provided in the kitchen diner area and all entrance room except WCs. The provision is in accordance with the recommendations in the Hotel Guide.</i></p>	
<p>Emergency Lighting (ie maintained/non-maintained, 1hr/3hr duration to BS 5266) <i>Non-maintained type to 3 minutes complying with BS 5266 : Part 1 provided for night light security on the external areas in accordance with the recommendations in the Hotel Guide.</i></p>	
<p>Other: (e.g. Sprinkler System to LPC rules BS 5306) <i>Portable Fire-Fighting Equipment to BS EN3 provided in accordance with the Guide.</i></p>	

6. (Single line) PLAN DRAWING OF PREMISES



<p>7. IDENTIFY FIRE HAZARDS</p>
<p>Source of Ignition:</p> <p><i>The ignition sources are mainly those commensurate with domestic premises, being electrical equipment such as toasters, ovens and hobs and microwave etc. There is also a electric boiler in adjoining garage on the ground floor. There are matches provided for candles. Smoking is not allowed in the building. There are no other significant ignition sources within the workplace.</i></p>
<p>Source of Fuel:</p> <p><i>The sources of fuel are those commensurate with domestic premises being furniture, stationery and combustible kitchen equipment. Waste bins are emptied weekly and the waste is stored outside away from the building in bins. There is no 'mains gas' supplying the gas boiler.</i></p>
<p>Source of Oxygen:</p> <p><i>There is no air-conditioning and air is not ducted through the building. There is therefore, no relevant hazard with oxygen supply for a potential fire. There are no additional sources of oxygen other than normal air.</i></p>
<p>Work Processes:</p> <p><i>The work processes are commensurate with normal domestic premises. There are no processes that pose a significant fire hazard. A competent electrician maintains all the portable electrical equipment by PAT testing and the installed electrical systems are inspected periodically in accordance with Institute of Electrical Engineers (IEE) recommendations.</i></p>
<p>Structural features that could promote spread of fire:</p> <p><i>This is a new building, built 2012.</i></p> <p><i>All services and compartments have been inspected by a building surveyor in June-October 2012 and confirmed as adequately fire stopped at wall/floor penetrations and there are no voids or false ceilings.</i></p> <p><i>There have been no building alterations since that inspection in October 2012.</i></p>
<p>8. IDENTIFY PEOPLE AT RISK</p>

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

Guests staying at the Stables, typically a couple at a time, are made aware of the fire escapes and have an opportunity to read the Fire Risk Assessment prior to arrival. Details of each guest is recorded in the main house, and include names and addresses of all visitors.

Guests with disabilities will, from time to time, visit the premises but are also made aware of the fire escape routes. The property is on a single level only and is therefore appropriate for such persons. Wide doorways, no less than 838mm have been installed to allow for ease of movement, particularly in the event of a fire.

The cleaner, typically Vanessa Wills, is aware of the Fire Hazards and Fire Exits.

9. MEANS OF ESCAPE – HORIZONTAL EVACUATION

Commentary:

All employees are trained in what actions to take on hearing the alarm or discovering a fire. There are no employees with disabilities that would prejudice their evacuation from the premises.

There are sufficient fire exits from the premises of suitable width and within acceptable travel distances in accordance with the Hotel Guide. These will allow all persons in the premises to evacuate safely in the event of fire. Emergency exits open outwards in escape direction. There are no 'dead-end' conditions.

It is anticipated that a fire in the building would be a slow to medium growth fire involving paper and wood type materials. It is also anticipated that any fire would be noticed fairly soon after ignition by persons, due to the working practices of the building. Furthermore, some areas and escape routes are covered by automatic smoke detectors. This automatic smoke detection provides early warning for employees or cleaners who may be isolated e.g. working late.

It is anticipated that all guests and persons resorting to the building would have evacuated the building in less than two minutes, before any escape route becomes untenable. This has been demonstrated in fire drills.

All door fastenings can be easily opened at all material times without the use of any keys and all escape routes lead to a place of safety in the open air.

All escape routes internal and external, are covered by Emergency Lighting which operates automatically if the power to the lighting circuits fails.

10. MEANS OF ESCAPE – VERTICAL EVACUATION

Commentary:

First Floor -

Exit door to outdoors opens easily.

The two doors in the living area have keys permanently kept in the locks and are easy to open.

11. FIRE SAFETY SIGNS AND NOTICES

Commentary:

There are adequate fire safety signs and notices in the premises in accordance with the Guide.

All emergency exit routes and doors are adequately signposted with green 'running-man'.

Fire doors to cupboards/store display 'Fire Door – Keep Locked Shut' signs.

Fire extinguisher positions are marked by appropriate signs showing the type.

12. FIRE WARNING SYSTEM**Commentary:**

The system is described in section 5 of this assessment and is a continuous bell. It is a manual / electric fire warning system comprising manual call points and automatic smoke detection. It is audible in all areas and will warn all persons resorting to the building when operated.

This is serviced annually by Clemelec in accordance with British Standard 5839.

It is tested monthly for each test.

This is all in accordance with the Guide.

13. EMERGENCY LIGHTING SYSTEM**Commentary:**

The system is described in section 5 of this assessment.

It is an adequate non-maintained type emergency lighting system in accordance with the Guide.

It is serviced annually by Clemelec West Meon Electricians.

It is checked monthly by simulating a lighting power failure for 10 minutes to make sure all lighting units work correctly.

One unit on the second floor landing is not working correctly. (SEE ACTION PLAN)

14. FIREFIGHTING EQUIPMENT**Commentary:**

There are a sufficient number of fire extinguishers correctly mounted on wall brackets and located throughout the premises in accordance with the Guide. They are adequate for the risks within the premises and have been serviced within the last twelve months.

15. MANAGEMENT – MAINTENANCE		
<p>Is there a maintenance programme for the fire safety provisions in the premises: Commentary: <i>All plug-in type electrical equipment is PAT tested annually by Clemelec. and a register of all equipment kept in the general Health & Safety file.</i> <i>Building electrical installation last tested in April 2016 by Clemelec. and due again in April 2017</i> <i>The Electric boiler last serviced in February 2016 and is serviced annually by a 'Giles Gas' a registered contractor.</i></p>	Yes	No
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p>Are regular checks of fire resisting doors, walls and partitions carried out: Commentary: <i>Self-closing doors and door seals checked monthly by the Services Manager and recorded. Damage or faults on doors or walls reported for repair.</i></p>	Yes	No
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p>Are regular checks of escape routes and exit doors carried out: Commentary: <i>Monthly checks carried out by the Services Manager and recorded.</i></p>	Yes	No
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p>Are regular checks of fire safety signs carried out: Commentary: <i>Quarterly checks carried out by the Services Manager and recorded.</i></p>	Yes	No
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p>Is there a maintenance regime for the fire warning system: Commentary: <i>Monthly check carried out by the Services Manager. Weekly</i> <i>Yearly test carried out by contractors and recorded. Six monthly</i></p>	Yes	No
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p>Is there a maintenance regime for the emergency lighting system: Commentary: <i>Monthly checks carried out by the Services Manager and recorded. Monthly</i> <i>Annual check carried out by contractors and recorded. Annually</i></p>	Yes	No
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p>Is there maintenance of the firefighting equipment (by competent person?): Commentary: <i>Monthly check carried out by Services Manager and recorded. Monthly</i> <i>Annual inspection carried out by contractors and recorded. Annually</i></p>	Yes	No
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	
<p>Are records kept and their location identified; Commentary: <i>The Fire Log Book for all aspects relating to maintenance issues is kept in the Service Manager's office.</i> <i>All engineers' testing paperwork is kept at the rear of the Fire Log Book.</i></p>	Yes	No
<p><input checked="" type="checkbox"/></p>	<input type="checkbox"/>	

16. METHOD FOR CALLING THE FIRE SERVICE
Specify: Guests have records of telephone numbers to call in emergency and in addition Vanessa Wills calls 999 from her house (35 yards away from guest house) <i>alarm sounds unless any obvious hazard from fire or smoke.</i>
17. EMERGENCY ACTION PLAN (EAP)
Commentary: <i>There is an Emergency Action Plan for fire, bomb threat and gas leak emergencies.</i>
18. TRAINING
Commentary: <i>Training is not applicable in this instance.</i>

19. FIRE SAFETY DEFICIENCIES TO BE RECTIFIED					
See Section:-	Deficiency / Rectification	Priority	To be Completed within	To be Completed by - name	Date Rectified. Name and Signature
1	<i>Fire extinguisher and blanket to be fixed on to wall of kitchen unit as per inspection on July 19th 2013 from Quality in tourism.</i>	1	ASAP	Vanessa Wills	Vanessa Wills 5 August 2013
2	Fire Extinguisher out of date in 2015 so replaced with new one with new date to 2017	1	ASAP	Vanessa Wills	16 September 2015

20. GENERAL COMMENTS AND/OR OBSERVATIONS	
Item	Control Measure/Action
None	

21. ADDITIONAL HAZARDS

Specify:

Need to consult Fire Service

Yes

No x

Fire Service notified in writing about 'Smoke Cloak' security system.

FIRE SAFETY MANAGEMENT PLAN

FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY
FOR FIRE SAFETY

RESPONSIBLE PERSON
Name: **Mrs Vanessa Wills**
POSITION
Role: **Owner / Employer**

FIRE RISK ASSESSMENT

PERSONS RESPONSIBLE FOR
CARRYING OUT AND REVIEW

RESPONSIBLE PERSON
Name: **Mrs Vanessa Wills**
POSITION
Role: **Owner**

MAINTENANCE PROGRAMME

- MAINTENANCE OF FIRE SAFETY PROVISIONS
- FIRE ALARM
- EMERGENCY LIGHTING
- FIREFIGHTING EQUIPMENT
- ESCAPE ROUTES
- FIRE SAFETY SIGNS/NOTICES

RESPONSIBLE PERSON
Name: **Peter
Clements/Vanessa Wills**
POSITION
Role: **Electrician/owner**

EMERGENCY ACTION PLAN – FIRE

ASSEMBLY POINT

REAR CAR PARK

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING) OR NEIGHBOUR'S PHONE
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM – FIRE ALARM SIGNAL IS A CONTINUOUS BELL

- LEAVE THE BUILDING BY THE NEAREST EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- GUEST/OWNER WILL CALL THE FIRE BRIGADE BY PHONE (AFTER LEAVING THE BUILDING) OR NEIGHBOUR'S PHONE
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY

ALTERNATIVE ACCOMMODATION

- IN THE EVENT OF BEING UNABLE TO RETURN TO THE BUILDING IN A SHORT TIME, ARRANGEMENTS HAVE BEEN MADE WITH THE OWNER.