

**The Stables**  
**At**  
**Black Hedges Farmhouse**

**FIRE RISK ASSESSMENT**

**DATE: 1<sup>st</sup> May 2018**

**INDEX**

1.	Premises Particulars
2.	General Statement of Policy
3.	Management Systems
4.	General Description of Premises
5.	Fire Safety System within the Premises
6.	Plan Drawing
7.	Fire Hazards
8.	People at Risk
9.	Means of Escape (Horizontal Evacuation)
10	Means of Escape (Vertical Evacuation)
11	Fire Safety Signs and Notices
12	Fire Warning System
13	Emergency Lighting
14	Firefighting Equipment
15	Maintenance
16	Method of Calling the Fire Service
17	Emergency Action Plan
18	Training
19	Action Plan - Record of Fire Safety Deficiencies
20	General Comments and/or Observations
21	Additional Hazards
22	Fire Safety Management Plan
23	Fire Action Notice for Premises

**FIRE RISK ASSESSMENT**

<b>FIRE RISK ASSESSMENT</b>	
<b>1. PREMISES PARTICULARS</b>	
<b>Premises Name:</b> <i>The Stables</i>  <b>Address:</b> <i>Black Hedges Farmhouse Lynch Lane West Meon Petersfield Hampshire GU32 1JH</i>	<b>Use of Premises:</b>  <i>1 Bedroom Furnished Holiday Let</i>
<b>Tel No:</b> <i>01730 829429</i>	<b>Owner/Employer/Person in control of Workplace:</b>  <i>Mrs Vanessa Wills Owner and Employer</i>
<b>Date of Risk Assessment</b> <i>1<sup>st</sup> May 2018</i>	<b>Date of Review:</b> <i>1<sup>st</sup> May</i>
<b>Name and relevant details of the person who carried out the Fire Risk Assessment and/or standard used for assessment:</b>  <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>	
<b>2. GENERAL STATEMENT OF POLICY</b>	
<b>Statement:</b> <i>A Health &amp; 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>	
<b>Signed:</b>	<b>Print Name:</b> V Wills  <b>Date:</b>

### 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.*

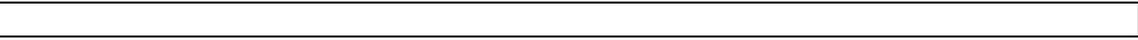
*Guests/ occupiers are informed of fire safety issues.*

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

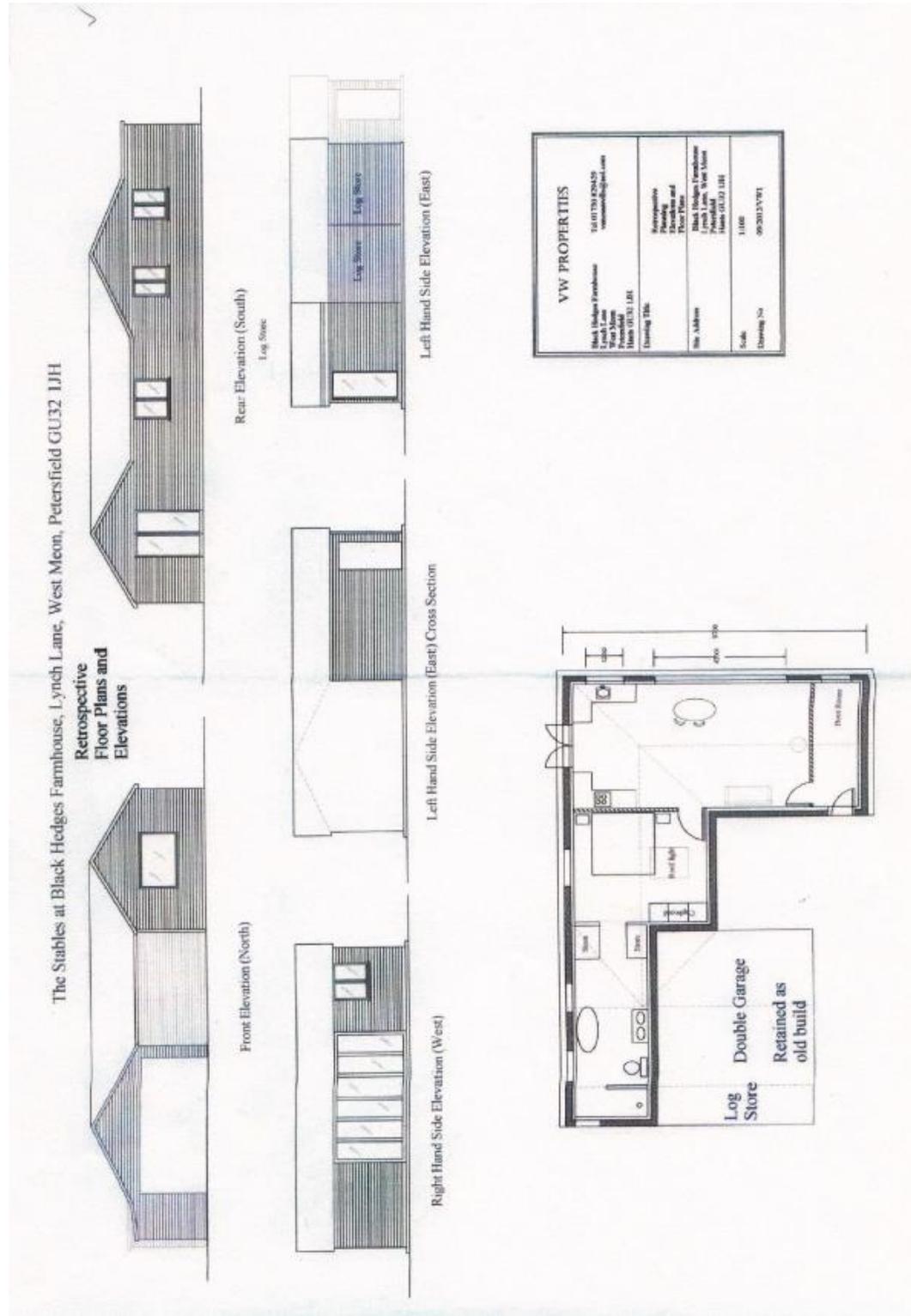
*Fire Drills are carried out every six months.*

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





6. (Single line) PLAN DRAWING OF PREMISES



FSTO910T

<p><b>7. IDENTIFY FIRE HAZARDS</b></p> <p><b>Source of Ignition:</b></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><b>Source of Fuel:</b></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><b>Source of Oxygen:</b></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><b>Work Processes:</b></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><b>Structural features that could promote spread of fire:</b></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><b>8. IDENTIFY PEOPLE AT RISK</b></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 6 monthly by A.N. Other Alarm Engineers Ltd 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.*

**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.*

<b>15. MANAGEMENT – MAINTENANCE</b>		
<p><b>Is there a maintenance programme for the fire safety provisions in the premises:</b>  <b>Commentary:</b>  <i>All plug-in type electrical equipment is PAT tested annually by Clemelec. and a register of all equipment kept in the general Health &amp; Safety file. Building electrical installation last tested in May 2018 by Clemelec. and due again in May 2019. The Electric boiler last serviced in October 2017 by Martin Nettle. Annual service not required as in oil or gas boiler. Monthly checks carried out on pressure valve and functionality. Last check 28 April 2018.</i></p>	<b>Yes</b>	<b>No</b>
<p><b>Are regular checks of fire resisting doors, walls and partitions carried out:</b>  <b>Commentary:</b> <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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>Are regular checks of escape routes and exit doors carried out:</b>  <b>Commentary:</b> <i>Monthly checks carried out by the Services Manager and recorded.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>Are regular checks of fire safety signs carried out:</b>  <b>Commentary:</b> <i>Quarterly checks carried out by the Services Manager and recorded.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>Is there a maintenance regime for the fire warning system:</b>  <b>Commentary:</b> <i>Monthly check carried out by the Services Manager. Weekly</i>  <i>Yearly test carried out by contractors and recorded. Six monthly</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>Is there a maintenance regime for the emergency lighting system:</b>  <b>Commentary:</b>  <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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>Is there maintenance of the firefighting equipment (by competent person?):</b>  <b>Commentary:</b> <i>Monthly check carried out by Services Manager and recorded. Monthly</i>  <i>Annual inspection carried out by contractors and recorded. Annually</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>Are records kept and their location identified;</b>  <b>Commentary:</b> <i>The Fire Log Book for all aspects relating to maintenance issues is kept in the Service Manager's office. All engineers' testing paperwork is kept at the rear of the Fire Log Book.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>16. METHOD FOR CALLING THE FIRE SERVICE</b>
<b>Specify:</b> 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>
<b>17. EMERGENCY ACTION PLAN (EAP)</b>
<b>Commentary:</b> <i>There is an Emergency Action Plan for fire, bomb threat and gas leak emergencies.</i>
<b>18. TRAINING</b>
<b>Commentary:</b> <i>Training is not applicable in this instance.</i>

<b>19. FIRE SAFETY DEFICIENCIES TO BE RECTIFIED</b>					
<b>See Section:-</b>	<b>Deficiency / Rectification</b>	<b>Priority</b>	<b>To be Completed within</b>	<b>To be Completed by - name</b>	<b>Date Rectified. Name and Signature</b>
1	<i>Fire extinguisher and blanket to be fixed on to wall of kitchen unit as per inspection on July 19<sup>th</sup> 2013 from Quality in tourism.</i>	1	ASAP	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
3	On May 29 2016 Smoke alarm activated for no apparent reason. Clemelec called out to check status. No obvious reason found for false alarm. Smoke detector changed and further tested. Possible lack of dusting in apex. Greater attention now given to high level dusting.	1	ASAP	Vanessa Wills	29 May 2016
4	Fire Extinguisher out of date in 2017 so replaced with new one with new date to 2019	1	ASAP	Vanessa Wills	1 May 2017
5	Glass door leading into main room was catching/not closing well. This was rectified by a local builder.	2	One month	Vanessa Wills	August 2017

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

**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 ASSMBLY 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 ASSMBLY 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.