

Patchwork, New Street, Appledore EX 39 1QJ (the Property)

Fire risk assessment

General summary

The Property is a period, three-bedroom mid-terrace cottage. It is principally of stone construction and has two floors. On the ground floor there is a small entrance lobby leading to the sitting/dining room which, in turn, leads to the kitchen and utility room. Upstairs, the first floor comprises the master bedroom, two further bedrooms (one with an en-suite shower room) and family bathroom. All of the upstairs rooms lead directly off a corridor-style landing.

External access and egress points are as follows:

- **via the front door** which leads directly on to New Street – this is step free, except for a standard height door threshold;
- **via the back door in the kitchen** which leads onto an open courtyard – from the courtyard there are steps (with a balustrade and handrail) up to the garden giving escape to Backfields; and
- **via the window in the back bedroom** which opens fully to serve as an additional fire escape – as the property is built into a hill, this window has a short drop on to the upper terrace giving an alternative means of emergency escape via the garden.

All the doors and windows have security locks, but the occupants of the Property will have access to the keys. The window in the back bedroom is left unlocked so that it may be opened at all times from the inside.

Stairs and landings **must** be kept free of furniture and other obstacles. There is sufficient space around all furniture in other areas to give easy access to the doors and windows.

The upper part of the garden and New Street itself provide safe refuge space in case of emergency, although in the case of fire it would be prudent, if escaping onto New Street, to turn left and walk down to the main road as New Street is quite narrow and all the houses are terraced.

There is also a brick store at the Property which is located at the end of the garden and so well away from the cottage itself. It is locked and used as personal storage for some usual household items by the cottage owner. It does not contain significant amounts of flammable products. Guests are not given access to the store.

Guests have access to the instruction manuals for all electrical and gas installations at the Property. All installations are regularly cleaned and checked for damage.

There are smoke alarms, CO₂ alarms and a fire blanket at suitable points in the Property.

Guests have access to two sets of keys to the Property during their stay and are responsible for having easy access to them if they lock the doors at night.

The window in the rear bedroom must not be locked or blocked with luggage etc.

A detailed analysis of the risks and mitigation is contained in the full, current fire risk assessment. This may be inspected at <https://www.patchworkappledore.com>

Specific risks

Induction hob and built-in oven: these are located in the kitchen. They were installed by a registered installer in 2023 as part of a kitchen refit, although the oven was part of the original kitchen and was bought in 2013. An annual inspection and testing of all gas installations is carried out each Spring by a registered heating and gas engineer. No safety issues have been identified.

Toaster, kettle, coffee grinder, pod coffee machine, microwave and slow-cooker: small electrical items of the type usually found in a kitchen. These are located on flat worktops well away from the hob and sink. They are cleaned and checked regularly and replaced when showing signs of significant wear and tear.

Wood-burning stove in the sitting room: the installation is checked by a professional sweep with suitable registrations each year in January/February and the chimney is swept at the same time. There is a CO₂ alarm in the sitting room as well as in the utility room.

Gas boiler/heating system: newly installed by a registered heating engineer in June 2020 and gas safety check carried out before its installation. It is located in the utility. Flues and vents were checked to ensure they were compliant with current regulations. An annual inspection and safety check is carried out.

Washer-dryer, dishwasher and fridge-freezer: all located in the utility room. All are of reputable makes and are checked regularly for wear and tear. The dishwasher and fridge-freezer were bought new in 2023. The washer-dryer was bought new in 2021. All are reputable brands.

Persons at risk

Family, friends and paying holiday guests using the Property from time to time as are our housekeeping service personnel when cleaning and checking the Property. All are warned about the character of the Property (its age and that there are steps to and from some access points). It is advertised as unsuitable for children under 5 because of the terraced garden and absence of child safety features. We advise people seeking to book the Property that it is not suitable for people with mobility issues because of its character and the steps to and from the garden.

Fire risk assessment checklist

Responsible person	Sara Bartolozzi – property owner
Address of premises:	Patchwork, 13 New Street, Appledore EX39 1QJ
Assessor:	Owner self-assessment
Date of assessment:	26 November 2024
Use of premises:	Second home and holiday cottage
Number of floors:	2
Construction:	Stone and brick

Maximum number of employees/visitors:	When offered for letting, a maximum of 4 guests are permitted. There are no employees at the property.
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Electrical installations and equipment

Are fixed installations periodically inspected and tested every five years?	Yes
Are electrical equipment and appliances periodically inspected and tested?	Yes
Is the use of trailing leads and adaptors avoided where possible?	Yes

Smoking

Are adequate measures in place to stop people from smoking on the premises?	N/A although the house rules issued to each guest prohibits smoking at the Property.
Are 'No smoking' signs provided?	No. Guests are informed of the no smoking rule.
Are suitable arrangements in place for those who wish to smoke outside the premises?	There is a garden, but smoking is not permitted at the Property.

Arson

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?	This is a second home/holiday cottage. A standard domestic waste wheelie bin is provided and located in a suitable area of the garden and is not visible from the road.

Heating systems and portable heaters

Are fixed heating systems subject to periodic maintenance?	Yes.
Are portable heaters subject to periodic inspection and used safely?	N/A

Cooking

Are adequate measures taken to prevent fires from cooking?	Yes.
Are filters and ductwork subject to regular cleaning?	N/A

Housekeeping

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?	Yes.
Are combustible materials kept separate from ignition and heat sources?	Yes.
Is it ensured that all contractors who undertake work on the premises are competent and qualified?	Yes.

Dangerous substances

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances? **Not applicable.**

Other significant fire hazards

Are there any other significant fire hazards in the premises? **No.**

Means of escape

Are all escape routes kept clear of obstructions to enable people to escape safely?	Yes, although we cannot be liable for any changes to the position of furniture made by guests when they are at the Property.
Are all fire exits easily and immediately openable?	Yes. Guests have their own sets of keys to use during their stay and will be responsible for ensuring they have access to them if they lock the doors at night.
Are distances of travel considered reasonable?	Yes.
Are suitable precautions in place for all inner rooms?	N/A
Is adequate fire protection provided to stairways, including the provision of self-closing, fire-resisting doors?	No but this is a period cottage and it would not be reasonable/possible to include these features.
Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises?	N/A. The Property is advertised as unsuitable for rental by any persons with mobility issues because of its character, location and age.

Means of giving warning in case of fire

Is there a suitable electrical fire alarm system?	No. This is a three-bedroomed cottage and a commercial system is not considered necessary.
Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate?	Yes.

Manual fire extinguishers

Is there reasonable provision of fire extinguishers? Yes

Emergency escape lighting

Is there a reasonable standard of emergency escape lighting to illuminate escape routes and areas without natural lighting? N/A

Fire safety signs and notices

Is there a reasonable standard of fire exit signage and fire safety signs? **The means of escape are obvious as this is a cottage.**

Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations? **N/A.**

Management of fire safety

The property is a holiday cottage/second home. The owner has taken reasonable precautions to ensure that there are the usual domestic fire safety measures in place.

Action plan

The owner will review requirements at least annually and make reasonable adjustments when needed so far as it is practicable, given the age and character of the Property. When any works or repairs are carried out to the Property, the owner will use reputable specialist tradespeople who will adhere to any building or other relevant health and safety regulations.