

Fire risk assessment addendum 2024

Address of premises: **Patchwork, 13 New Street, Appledore EX39 1QJ**

Number of floors: **Two**

Number of rooms: **Seven plus one en-suite bathroom**

Construction: **Traditional stone with some modern standard blockwork construction additions**

Assessor: **Owner**

Date of fire risk assessment: **2 December 2024**

Responsible person: **Owner**

Fire hazards and controls

Are fixed electrical installations inspected and tested every 5 years?

Yes

Are electrical appliances periodically inspected and tested?

Yes

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

Yes

Are gas appliances periodically inspected and tested every 12 months?

Yes

Is smoking permitted on the premises?

No

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

N/A

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?

Yes

Are fixed heating systems subject to periodic maintenance?

Yes

Are portable heaters subject to periodic inspection and used safely?

N/A

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

Yes

Are adequate measures taken to prevent fires from cooking?

Yes

Are filters and ductwork subject to regular cleaning?

Yes

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

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

N/A

Are there any other significant fire hazards in the premises?

No

If the answer to the above question is yes, please list each hazard and any control measure to reduce the risk of fire, in the box below. If the answer to any question is no, include suitable action within the Action Plan.

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

Yes. Guests are requested to keep escape routes clear when staying

Are all fire exits easily and immediately openable?

Yes and guests are advised not to lock the fire escape window that leads on to the garden terrace. Other means of escape are via the back door leading to the garden and rear service road, Backfield and the front door giving access to the street. Guests are advised to ensure they have keys in the locks/readily available if they lock the doors from the inside.

Are distances of travel considered reasonable?

Yes

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

N/A - the property is a period cottage

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

There are no doors as a result of the construction of the property, a period cottage.

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

N/A

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

Yes

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

N/A

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

N/A

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

Yes

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

Yes. There is a fire extinguisher in the kitchen and a fire blanket. Both are on display and easily accessible.

Management of fire safety

Are procedures in the event of fire appropriate and documented?

Yes

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

Yes and a summary is on display at the premises.

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

N/A

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

Yes

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

N/A – the property is a period cottage.

Are domestic smoke and heat alarms tested monthly?

No

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

N/A

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

No but they are regularly tested/inspected for damage.

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

N/A

Where provided are fire extinguishers subject to annual maintenance?

No but they are inspected and replaced when necessary

Are records of testing and maintenance maintained?

Yes

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	Front and back doors do not have thumb-turn locks on interior as they are domestic/original doors.	Replacement will be planned when all external render works scheduled for Spring 2024 are complete.	Within 12-18 months	Owner