

Fire Risk Assessment - Small premises with paying guests

Responsible person (e.g. employer) or person having control of the premises:	B Hull		
Address of premises:	Carreg Cottage 5. Llugwy Terrace, Capel Curig, Conwy. LL24 0RL		
Number of floors:	2	Number of rooms:	2 bedrooms Open plan living space & kitchen
Accessibility:	Carreg Cottage is not an accessible building due to the entrance steps and the stairs to access the bedrooms.		
Construction:	Stone built mid terrace with slate roof. Extension is block built with slate roof.		
Date of fire risk assessment:	26/6/24		
Date of previous fire risk assessment:	26/8/23		
Suggested date for review:	During 2024 when the Home Office publish the guidelines for 2 storey open plan properties.		

Fire hazards and controls

Are fixed electrical installations inspected and tested every 5 years?

Yes / No

The cottage was fully re-wired in 2017 by an NECEIC registered engineer and under Conwy County Council Building Control. The re-wire was given a 10 year first inspection date which is due in 2027. Following this 10 year inspection, inspections will be every 5 years.

Are electrical appliances periodically inspected and tested?

N/a Yes No

All electrical appliances are inspected and tested regularly. Appliances with sockets are checked annually, as a minimum, to check for any loose wires or connections. PAT testing is carried out by a qualified engineer a minimum of every 2 years with the last formal test in August 2022. Visual checks are carried out routinely at each changeover.

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

Yes No

There are no trailing leads or adaptors used in the cottage. Users of Electric Vehicles are prohibited from using any sockets in the property for charging their vehicles. Guests are requested to not charge items such as electric bikes unattended.

Are gas appliances inspected and tested every 12 months?

N/a Yes No

The boiler installation is serviced annually and a Landlord Safety check is completed. The last safety check was January 2024. A copy of the certificate is provided in the cottage.

Is smoking permitted on the premises?

Yes No

Carreg Cottage is a no smoking property and this information is provided to guests.

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

N/a Yes No

Guests must vacate the property to smoke including any outdoor spaces.

Are the premises adequately secured to prevent unauthorised access?

Yes No

All the doors and windows at the property are lockable and should be locked whilst not occupied. Only guests and the cleaning staff have access to the keysafe store.

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

Yes No

With the exception of small waste bins in the bathrooms and kitchen, all waste and refuse is stored outside at the rear of the property in Conwy County Council supplied refuse bins. Instructions for storing waste are provided.

Are fixed heating systems subject to periodic maintenance?

N/a Yes No

The heating is primarily gas central heating only. The gas boiler is serviced, inspected and tested annually. There is also a wood burning stove for additional comfort. Please see below for further information.

Are portable heaters subject to periodic inspection and used safely?

N/a Yes No

There are no portable heaters provided in the cottage.

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

N/a Yes No

There is a wood burning stove in the lounge which was installed by a HETAS qualified engineer. The stove has a large slate hearth to protect against any sparks or pieces of wood falling out when the stove door is opened. There is a stone chimney with stainless steel flue liner. The flue is swept annually by a competent engineer. The last chimney sweep was June 2024. There is information provided to guests on the correct usage of the stove and fire gloves and tools are provided for guests for tending the fire. Kindling and firewood is stored well away to the side of the hearth. A carbon monoxide alarm is installed according to HETAS.

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

N/a Yes No

The cooking facilities are a modern electric oven and hob, a microwave, toaster and kettle. Instructions on how to use the oven and hob and the microwave are provided for guests. All these appliances are thoroughly cleaned at each changeover.

There are no deep fat fryers of any sort provided.

Are filters and ductwork subject to regular cleaning?

N/a Yes No

The filter in the cooker hood is cleaned monthly to avoid build up of grease and flammable deposits.

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

Yes No

The standard of housekeeping is very high. A complete clean is done at the end of each stay. All domestic waste is removed from the property. The property is clutter free and all fire escape routes are clear of furniture. There is no tumble dryer at the cottage. The vacuum cleaner is emptied regularly.

Are combustible materials kept separate from ignition and heat sources?

Yes No

All cleaning products are stored in a cupboards away from ignition and heat sources. Similarly for any spare linen and towels. There are no ignition sources or plugged in electrical equipment stored in any cupboards.

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

Yes No

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

N/a Yes No

The only dangerous substance at the property is LPG for the gas central heating. This is stored in the correct safety tanks outside the property and are inspected each time the tanks are replaced by Cam Gas and are inspected and tested annually as part of the Landlord Safety Certificate inspections.

Furniture and Furnishings

All furniture and furnishings provided in in the property comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).

Are there any other significant fire hazards in the premises?

Yes No

It should be noted that there are no candles provided at the property and it is prohibited for guests to use their own candles.

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.

You should list each hazard, and any related control measure to reduce the risk of fire, in this space.

Fire protection measures

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

Yes No

All escape routes are left clear of furniture, clutter and other obstructions at changeover.

Please note that this cottage is not suitable for people who are unable to manage stairs and steps as per the property access guidelines.

Are all fire exits easily and immediately openable?

Yes No

There are 2 fire exit doors - one at the rear of the property and one at the front at the bottom of the stairs. Both doors are locked and opened internally using a thumb screw lock.

Are distances to final exits considered reasonable?

Yes No

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

N/a Yes No

The cottage has an open plan living space and kitchen on the ground floor. The stairs to the first floor which has 2 bedrooms and a bathroom are also open and come into the open plan living space. The bottom of the stairs is immediately opposite the front door to the property - the distance is around 1.5m. The external walls of all the escape routes are either stone or block work. The partition walls and ceilings are plasterboard on a timber frame. The stairs are solid wood with a carpet covering.

The main escape route from the bedrooms is down the open stairs to the front door. This does not have complete fire resistance due to it being open. However, this is

mitigated in exceptional circumstances by having bedroom windows that can be used to escape in the event of a fire. The rear bedroom window opens onto a pitched roof and then it is a short drop to a flat roof of the neighbouring property.

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

N/a Yes No

All the internal doors are hollow panel doors so are not classed as fire resistant. At the date of completing this assessment, the guidelines are that the bedroom doors should be 30 minute fire resistant. The new guidelines for 2 storey open plan accommodation is not yet available but is expected in 2024. The adequacy of the doors will be reviewed and an action plan put in place. However, both bedrooms have windows that can be used as escape routes as per Conwy Building Control Regulations in 2018.

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

N/a Yes No

Not currently considered necessary. To be reviewed.

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

Yes No

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

N/a Yes No

There are PIR operated rechargeable lights installed on the stairs. In addition, there is a rechargeable torch available in the utility room in case of emergency.

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

N/a Yes No

The ground floor fire exits are in common use by the guests.

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

Yes No

There are 4 mains operated interconnected smoke and heat alarms in the property to cover all areas where a fire may break out. These are located in the kitchen, utility room, living room and top of the stairs to provide full coverage for the property. The alarms emit a loud 85 dB and a red LED light will flash rapidly. The

fire alarms are cleaned regularly to remove dust. The fire alarms contain a sealed rechargeable battery in the case of a power failure. There are currently no fire alarms in the bedrooms although there is one immediately outside the bedrooms on the landing.

A CO alarm is also installed in the living room. The alarm will sound (90 dB at 1 metre) and a Red LED flash if the level of carbon monoxide is at a dangerous level. A Blue LED will give an early indication of a potentially dangerous CO condition. The detector is regularly tested by the test facility on the device.

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

Yes No

There is a multi-purpose fire extinguisher in the utility room next to the boiler and a fire blanket in the kitchen. There is also a fire blanket at the top of the stairs to be used for protection if exiting the building in the event of a fire.

Management of fire safety

Are procedures in the event of fire appropriate and documented?

Yes No

Procedures are documented and provided to guests in the Property Folder.

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

Yes No

Procedures are documented and provided to guests in the Property Folder.

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

N/a Yes No

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

Yes No

Checks are completed at every changeover.

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

Yes No

There are no internal fire doors currently in the property.

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

Yes No

Domestic smoke and heat alarms and CO alarms are tested monthly.

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

N/a Yes No

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

N/a Yes No

All smoke/heat alarms are tested monthly.

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

N/a Yes No

Where provided, are fire extinguishers subject to annual maintenance?

N/a Yes No

The installed fire extinguishers do not required annual maintenance.

Are records of testing and maintenance maintained?

Yes No

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the Action Plan.

You should write brief details of each of your management of fire safety measures here.

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	Fire doors. Nominal 30 minute fire doors are required for the bedrooms and may be required elsewhere.	Mitigation: The windows in the bedrooms were passed as suitable fire escapes by Conwy Building Regulations Inspector in 2018. Once the new guidance for open plan properties is available this will be reviewed.	1/10/24	B Hull
5	Fire Alarms – none in bedrooms	Mitigation: there is a mains operated interconnected smoke alarm immediately outside both bedrooms. Once the new guidance for open plan properties is available this will be reviewed.	1/10/24	B Hull
6	Protected escape routes. The escape route from the bedrooms is down an open staircase into the living room.	Mitigation: The windows in the bedrooms were passed as suitable fire escapes by Conwy Building Control Regulations in 2018. Once the new guidance for open plan properties is available this will be reviewed.	1/10/24	B Hull