

Fire Risk Assessment For Burnbrae Holiday Cottages

Address of property assessed:	Mungo's Well cottage Begrum Cottage Thairn Cottage Burnbrae Holidays, Nenthorn, Kelso, Scottish Borders TD5 7RY
Name and position of person undertaking the assessment:	Yvette Lewis Owner/ Manager
Date of assessment:	26/10/2022 Updated 13.3.23
Number of floors/area:	Ground floor only
Use of property:	Self catering holiday cottage FHL

People at risk

Guests at risk. Max 2 sleeping overnight.
<i>Add information on those potentially at risk here.</i> No employees

Identify fire hazards and fire risks

Sources of ignition

Hob cooker / cooking in kitchen
Wood burning stove in living room
Guests lighting candles
Guests are asked not to smoke inside the cottage

Guests are warned of the risks of the above on a notice left on the table when they arrive.

Electrical wiring and appliances

Visual electrical check is carried out at each changeover.

EIPC carried out 15.12.2022

Trailing cables are removed.

Filter in bathroom fans are checked & cleaned if necessary monthly

Cooking

Cooker, hob & microwave cleaned each changeover.

Instruction manuals are in the info folder

Extractor above hob cleaned each changeover and filter replaced when greasy.

Smoking

No smoking allowed inside any building at Burnbrae Holidays. Written information to remind guests.

Candles

Tealight candles are provided with stable glass candle holders (low ones).

Guest advised not to leave candles lit when unattended, especially when retiring to bed at night.

Heaters and boilers

- i. What sort of heating is there in the property?
- ii. Are all heaters in good condition?
- iii. It is recommended that if freestanding heaters are provided, they are low risk (oil-filled radiators, convector, halogen or fan heaters) due to the risk of fire.
- iv. Is the boiler regularly serviced by a qualified person?
- v. Carbon monoxide detectors must be provided where living accommodation contains a gas or solid fuel burning appliance.

Central heating within each cottage is provided by biomass boiler (located in a separate building) and piped hot water into radiators.

Carbon monoxide detector checked at least monthly

Boiler serviced annually. By Border Eco Systems

Open fires and burners

Fireguard is available upon request.

Chimney is swept annually.

Instructions for the safe and efficient use of wood burning stove are provided in the information folder, located in each cottage. Guests advised to leave ash inside the stove.

Added 13.3.23 For the ash to be removed from the stoves into a metal bucket once the ash is cold by myself.

Carbon monoxide detector located above the fire place and checked monthly.

Tiled hearth to prevent hot ash, or sparks coming into contact with flammable furnishings.

Dry wood and kindling are kept to the side of the stove.

Long matches are provided as safer than short ones, to be used to light the stove.

Elements of structure

Wood cladded ceiling in the living room is covered with fire retardant.

Furniture and furnishings

All furniture complies with the furniture and furnishings (Fire Safety) Regulations 1988.

Domestic waste

All waste is removed from the cottage at each changeover. Guests are also encouraged to remove waste during their stay into the bins in the refuse area, which is located away from the cottages.

Other items – e.g. petrol for lawnmowers, cleaning materials etc.

BBQ area is in cottage garden, away from cottages, fuel is kept in separate building.
Petrol for chain saw stored in locked room away from guests.
Biomass pellets are stored in metal bins in locked room away from guests.
Dry fire wood and kindling is stored in boiler room separate building from cottages.

Activities that might cause a fire, including work processes and procedures

Add information on activities that might cause a fire here.

None

Other

Are there any other sources of ignition in your property?

Add information on any other sources of ignition here.

None

Evaluate the risks

The fire detection and alarm system

Smoke detectors are located in the living room, the bedroom, and the hall in the cottage. A ceiling mounted heat detector & a fire blanket are located in the kitchen. The smoke detectors and heat detector are hard wired with a battery backup and linked. They were replaced in 2018.

Update 13.3.23 The living room smoke detector location was discussed with the fire officer. If it is moved to the highest point in the ceiling, as recommended, then the testing of it becomes hazardous as it would be so high up.

The smoke detectors in the bedrooms ideal location is further away from the wall in Begrum & Mungo's Well cottages. They are not required by Practical Fire Safety Guidance For Existing Premises with Sleeping Accommodation as the accommodation has less than 3 bedrooms.

Means of escape – detail the type of property

The cottage is a single storey terraced stone building, on ground level with 2 walking escape routes.

Means of escape – detail the number of exit doors and where they are

The cottage has 2 doors/ fire escape routes, leading directly outside. the front door leading out to the driveway /carpark and the conservatory door leading into the cottage garden.

The front door can be unlocked from the inside without a key. The conservatory door needs a key to unlock it. The key is kept on a hook in the conservatory. Guests are informed of its location upon arrival.

Evacuation procedures

The fire action notice is left on the table for guests to read upon their arrival at Burnbrae Holidays.

Escape lighting

There is escape lighting in the hall of the cottage.

Emergency lighting replaced 2.3.23 by electrician, Kevin of K.S. Electrics.

Outside areas are not lit as the cottages are located in a rural/ natural area. This has been risk assessed and we have decided to be aware of the small risk of harm to our cottage guests.

Firefighting equipment

There is a fire blanket located in the kitchen of the cottage. Guests are advised only to use the fire blanket if they are competent to do so and it does not put them at risk of harm by stopping to use it.

Signed	
Print name	Yvette Lewis
Date	Nov 2022.
Updated	13.3.23