

Fire Risk Assessment

Basel Cottage Holidays

This Fire Risk Assessment (FRA) checklist is for **small premises** with paying guests.

It aligns with the [Making your small paying guest accommodation safe from fire guidance](#) published by the Home Office in March 2023, which has replaced the previous *Do you have paying guests?* guidance.

This checklist is intended for:

- Single premises of ground floor, or ground and first floor, providing sleeping accommodation for a maximum of 10 persons, with no more than four bedrooms on the first floor, such as houses, cottages, and chalets
- Individual flats (whether within a purpose-built block of flats or a house that has been converted into flats), other than unusually large flats (e.g. as often found in mansion blocks in London)

Responsible person (e.g. employer) or person having control of the premises:

JONATHAN MACGILL

Address of premises:

**Basel Cottage Holidays
Little Hall
Llandovery
Carmarthenshire
SA20 0YW**

Number of floors:

2

Number of rooms:

**6 Rooms
(incl. 2
Bedrooms)**

Construction:

Stone & Slate

Date of fire risk assessment:

28 Nov 23

Date of previous fire risk assessment:

12 Feb 23

Suggested date for review:

Annually (next in November 2024) or on change of any major item, renovation, upgrade, incident or change in legislation.

Fire Hazards and Controls

Are fixed electrical installations inspected and tested every 5 years?

Yes / No .

Are electrical appliances periodically inspected and tested?

N/A Yes No *All portable appliances are checked annually by certified contractor. Weekly visual checks are carried out by owners during changeover. An EV Charging Point is provided for use by guests with Electric or Hybrid Motor Cars and this is subject to mandatory fixed appliance checks. The charging of guests "E-Bikes" on site is prohibited but this can be conducted locally. Storage of such equipment on site is allowed and discussions with guests with E-Bikes will take place prior to arrival with reference to the risk of fire associated with the batteries.*

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

Yes No . *Guests are encouraged to unplug chargers (phones etc.) when not in use and are advised to not leave items unattended when on charge and to not charge them overnight.*

Are oil / gas appliances inspected and tested every 12 months?

N/A Yes No . *No gas, but oil fired. All oil appliances checked and serviced annually.*

Is smoking permitted on the premises?

Yes No ***There is a NO Smoking Policy in Wales.*** *Smoking is **not** permitted internally but safe smoking areas are provided away from the house.*

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

N/A Yes No . *Metal Buckets of Sand are provided and disposed of by the owners and these are placed away from the buildings.*

Are the premises adequately secured to prevent unauthorised access?

Yes No *The two main access points to the property are secured and windows are lockable.*

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

Yes No *Rubbish Bins (recyclable, non-recyclable, dog waste) are external to the property and cleared routinely by the owners.*

Are fixed heating systems subject to periodic maintenance?

N/A Yes No . *Oil fired heating provided (combination boiler system) which is located externally is serviced annually and on an as-required basis in the event of any faults. One electric shower is provided and checked together with other fixed electrical appliances. (New system installed in 2023).*

Are portable heaters subject to periodic inspection and used safely?

N/A Yes No . *Portable Heating / Air Conditioning Systems/Electric Fans are not provided or permitted. Guests are prohibited from using Candles or Tea Lights on the premises due to the high risk of fire.*

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

N/A Yes No . *Chimney Sweeping takes place every year and includes checking of installed wood burner and fittings (Certification is provided). A Fireguard and Metal Ash Bucket is provided together with Fire Gloves and a Fire Companion Set. Written Instructions on the use of the wood burner are provided and practical instruction and support is always available from the owners. Only seasoned firewood is permitted and provided by the owners.*

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

N/A Yes No *Guests are not permitted to bring items such as Deep Fat Fryers or similar. Guests are also not permitted to use Candles or Tea Lights.*

Are filters and ductwork subject to regular cleaning?

N/A Yes No . *Every week, the filters are checked and replaced as necessary.*

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 cleanliness is rated "exceptional" by guests and provided electrical goods are thoroughly checked. We **DO NOT** provide a Tumble Dryer. All furniture and furnishings comply with the Furniture and Furnishings (Fire Safety) Regulations 1988.*

Are combustible materials kept separate from ignition and heat sources?

Yes No . *Small amounts of firewood and ignition (matches) material are provided for guests but are stored a safe distance from the heat source. Guests who may be unfamiliar with Wood Burners are offered support and advice (as the owners live next door). Instructions on how to use the Wood Burner safely is provided in the Cottage Handbook. Guests are also **not** permitted to use Candles or Tea Lights.*

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

Yes No . *All contractors have previously provided proof of qualification and where necessary proof of checks are provided on payment of invoices.*

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

N/a Yes No . *Limited domestic cleaning materials are provided for guest use but do not include hazardous materials.*

Are there any other significant fire hazards in the premises?

Yes 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.

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** . *No furniture or fittings are placed in such a way to cause an obstruction. Guests are shown routes and warned about trip / fall hazards (arising from steps etc). The stairgate is fixed in such a way to enable it to collapse in an emergency.*

Are all fire exits easily and immediately openable?

Yes ✓ **No** . *External doors are all fitted with thumb latches to enable egress without use of a key whilst retaining the integrity of the security functions.*

Are distances to final exits considered reasonable?

Yes ✓ **No** . *This is a small cottage with 2 bedrooms and only a few steps are required to reach an exit point. The back door is directly opposite the stairs from the 2 bedrooms.*

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

N/a **Yes** ✓ **No** . *The walls between the stairs and living rooms are stone and the doors are FD30 Fire Doors fitted in Oct 2023.*

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

N/a **Yes** ✓ **No**

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

N/a ✓ **Yes** **No** . *Guests will be advised to ensure that Fire Doors downstairs are closed before they go to bed.*

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

Yes ✓ **No** . *Lighting is provided via automatically illuminating (re-chargeable) battery powered led lights which come on in the event of a power failure and can also be used as "night lights". (The "SafeTLights" used conform to the Regulatory Reform (Fire Safety Order 2005) that includes the provision of emergency lighting). The SafeTLights are sited in the downstairs hall at the bottom of the stairs, on the upstairs landing at the top of the stairs and in both of the two bedrooms. A reasonable degree of ambient lighting is also provided from the fitted smoke alarms which have a green "function" light lit at all times.*

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

N/a Yes No . *As previous question.*

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

N/a Yes No . *No "internal" rooms exist and exit points are clearly identifiable. In the Kitchen, a Fire Action Notice is secured next to the provided Fire Blanket and the All Purpose Fire Extinguisher.*

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

Yes No . *Every Living Room and Bedroom is fitted with a linked Smoke Detection System. Additionally, the Kitchen and Utility Room (where a washing machine is installed) have Heat Detection Systems fitted (also linked into the Alarm System). CO Alarms are also fitted as required.*

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

Yes No . *Guests are encouraged NOT to fight fires although Fire Blankets (one in the kitchen and one on the first floor) and an All Purpose Fire Extinguisher are provided in the event of an emergency.*

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.

As stated, FD30 Fire Doors have been fitted in Oct 23.

Management of fire safety

Are procedures in the event of fire appropriate and documented?

Yes No . *Nothing has been required in the past and all legally required checks are recorded. A purpose-created log has been introduced to record all owner checks and incidents.*

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

Yes No . *The guests are briefed on arrival and a clearly marked Fire Action Notice is displayed next to the front door.*

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

N/a Yes No . *The only permanent "staff" are the owners who live next door. An additional Cleaner has been trained on the action to take in the event of fire but she only ever works in the property alongside the owners.*

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

Yes No . *Weekly checks are carried out by the owners and if any obstructions are noticed during occupation, this is brought to the attention of guests.*

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

effectively?

Yes No . *Weekly checks are carried out.*

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

Yes No . *All checks are weekly (or on changeover if guests stay for longer).*

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

N/a Yes No . *All checks are weekly (or on changeover if guests stay for longer).*

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 checks are weekly (or on changeover if guests stay for longer).*

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

N/a Yes No . *All checks are weekly (or on changeover if guests stay for longer).*

Where provided, are fire extinguishers subject to annual maintenance?

N/a Yes No *Welsh Legislation does not require a fire extinguisher, but a new All Purpose Fire Extinguisher is provided and visually checked on a weekly basis.*

Are records of testing and maintenance maintained?

Yes No . *All mandatory checks (legally imposed) have always been recorded with the relevant certificates being obtained. Owner checks of weekly alarm tests etc. are being introduced as it was previously simply a function of every changeover and not recorded. Fire Safety Log Book being extended to include weekly testing of smoke / heat alarms.*

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