



## Fire Risk Assessment Template

This template is designed to help a responsible person carry out a Fire Risk Assessment for well-managed small bed and breakfast and self-catering premises and applies to:

- premises used for self-catering holidays if occupied by not more than 10 persons
- bed and breakfast premises in the home of a resident operator (for not more than 8 guests)

and which in either case, have a means of escape from bedrooms via a traditional 'hall' with at least one exit directly to the outside; do not have letting or guest accommodation below a ground floor or above a first floor; do not act as the principal residence for paying guests; and do not have any storey area over 200m<sup>2</sup> internal floor space.

It also applies to holiday cottages, caravans, camping and glamping pods, bothies, lodges, shepherds' huts, tents, tree houses and yurts.

The responsibility for complying with the fire safety duties in premises which provide sleeping accommodation sits with the employer and/or other persons who operate or have control of the premises to any extent. This might include managers, landlords, owners and staff

If you feel unable to interpret this guidance, you should seek assistance from someone with technical knowledge. The SFRS as an enforcer of the legislation, cannot undertake a duty-holder's risk assessment obligation. Though it has a statutory requirement to provide general advice on request about issues relating to fire safety and should be able to provide information and advice which will assist duty-holders to understand their obligations under the law.

If you do not have the time, relevant expertise or confidence to carry this out adequately, seek advice from an accredited fire risk assessor.

This should be read in conjunction with

- [Fire safety guidance for existing premises with sleeping accommodation](#)
- [Fire safety guidance for existing premises with sleeping accommodation: Small Bed and Breakfast and Self-catering Premises](#)
- [Do You Have Paying Guests Guide](#). This utilises English legislation, however the guidance and principles can still be applied to meet Scottish legislation.

**A Risk Assessment should be reviewed annually, or at an earlier time if there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.**



### Fire Safety Risk Assessment Process<sup>1</sup>

Walk around your premises. Look at them from a fire risk point of view<sup>2</sup>: -

1. Who could be harmed? Consider the risk to people, particularly any vulnerable groups such as young persons, the elderly or visitors unfamiliar with the premises
2. Identify hazards and how people could be harmed e.g. by being overcome or trapped by fire or smoke, burned, unable to escape due to locked fire exit doors etc
3. What existing fire safety measures are provided? Compare existing fire safety measures against recognised benchmarks contained in guidance documents, such as those published by the Scottish Government, and decide whether your existing fire safety measures for the premises are adequate or are additional measures necessary?
4. Record the significant findings of your fire risk assessment. Prepare an action plan, prioritise actions, and allocate deadlines and responsibilities for implementation.
5. Make arrangements for regular review of the risk assessment.

<sup>1</sup> <https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2018/06/practical-fire-safety-guidance-existing-premises-sleeping-accommodation/documents/00536681-pdf/00536681-pdf/govscot%3Adocument/00536681.pdf?forceDownload=true>

<sup>2</sup> <https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2014/10/fire-safety-risk-assessment-forms-and-guidance/documents/guide-to-carrying-out-and-recording-a-fire-safety-risk-assessment/guide-to-carrying-out-and-recording-a-fire-safety-risk-assessment/govscot%3Adocument/FIRE%2BSAFETY%2BRISK%2BASSESSMENT%2B-%2BSeptember%2B2021.pdf>

## Fire Risk Assessment

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

### Identify people at risk

The next step in the fire risk assessment process is to consider the people who might be at risk from a fire in your premises and record this information.

### Identify people at risk

List all of the people potentially at risk from fire, including staff, guests and contractors.

#### Guests

Consider both the numbers and types of guests you would expect to accommodate.

- i. How many guests can your premises safely accommodate?
- ii. Do you anticipate that children will stay in the property and, if so, how many and where will they be?
- iii. Do you anticipate accommodating people who require assistance to escape the property (e.g. disabled people, those with a respiratory condition, physical injury or other temporary impairments)?
- iv. Are any staff on site to oversee or assist in an evacuation? If not, consider any additional measures that may be required for those not familiar with the premises.

Guests at risk. Max 2 sleeping overnight.

#### Number of staff and employees

- i. Consider the number of employees and their ability to escape.
- ii. Consider other people who may work on the site, such as contractors and cleaners.
- iii. Are there any employees under 18? If so, the risk assessment will need to take into consideration the inexperience, lack of awareness of risks and potential immaturity of young people.

*Add information on those potentially at risk here.*

No employees

### Identify fire hazards and fire risks

For a fire to occur, three key components need to be present:

1. Heat - this is an ignition source, such as a flame from a match or spark from defective wiring
2. Fuel - this is something that can burn, such as wooden furniture, paper etc.
3. Oxygen - this is in the air that is all around us

It is useful to keep this in mind when carrying out a fire risk assessment.

To the best of your knowledge, answer the questions relating to relevant items. To assist you, a number of common sources of ignition are listed below.

#### Identify sources of ignition in your premises

You can spot fire hazards in most buildings if you systematically list both the sources of ignition and fuel that are there. Apply your own good judgement in deciding whether or not there is a real risk of an unwanted fire. With the combinations of fuels and ignition sources, is there a risk of an unwanted fire and are there any particular activities that could give rise to an increased risk of fire?

- i. What are the sources of ignition in your premises? Identify what might cause a fire in your property.
- ii. What fuels are present and where are they? Identify what there is to burn in your property (including furniture, textiles and fabric).
- iii. Are other heat sources such as light bulbs or lamps situated close to combustible materials?

#### 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

- i. Has electrical wiring been checked by a qualified contractor within the last five years? Are there any signs of damage?
- ii. Have trailing cables, overloaded sockets / adaptors / extension leads, damage to cables and scorched, cracked or loose sockets and switches been eliminated?
- iii. Are the fuse board and circuit breakers in good condition and correctly labelled?

- iv. Are all appliances in good condition and subject to a suitable test and inspection regime?
- v. Are washing machines, tumble dryers and other white goods clean and in good working order? Are lint filters cleaned regularly?
- vi. Have the appliances been registered with the manufacturer or checked against current recall lists? You can [register your appliances online](#).
- vii. Are appliances checked between lets, to ensure no damage happened during the previous let?

Guidance on electrical safety, including FAQs on maintaining portable appliances, is available on the [HSE website](#).

Visual electrical check is carried out at each changeover.

Update EIPC carried out 15.12.2022

Trailing cables are removed.

Filter in bathroom fans are checked & cleaned if necessary monthly

### **Cooking**

- i. Are there instructions for the safe use of cooking equipment?
- ii. Have gas appliances been checked and serviced by a Gas Safe registered engineer?
- iii. Is equipment (particularly where fitted with extraction hoods and vents) regularly cleaned and free from grease?

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**

- i. Smoking is a regular cause of fire and results in more fatalities than any other cause.
- ii. Is there a strict 'no smoking' policy, or is smoking allowed in some bedrooms in serviced accommodation or in bedrooms and public areas of self-catering units? Is this limited to vaping or e-cigarettes?
- iii. Are sufficient ashtrays available and are they regularly emptied into a safe bin (for example, a metal one)?
- iv. It is recommended that smoking is not permitted or is only allowed in well-defined and protected smoking areas.

No smoking allowed inside any building at Burnbrae Holidays.

## **Candles**

- i. Candles and tea lights are a regular cause of fire and fatalities.
- ii. It is recommended that candles, tea lights and ethanol burners are not provided and that there is a policy prohibiting their use.

Tealight candles are provided with 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 monthly

Boiler serviced annually.

## **Open fires and burners**

- i. Is a fireguard provided?
- ii. Is the chimney regularly swept?
- iii. Are spark arrestors or bird guards provided, where needed (for example, properties with a thatched roof)?
- iv. Is the hearth adequate to prevent rugs and fabrics touching hot surfaces?
- v. Are dry wood, kindling and firelighters provided and stored a safe distance from heat and hot surfaces?
- vi. Are metal ashbins provided?
- vii. Are appropriate instructions given and procedures in place?
- viii. Working carbon monoxide detectors must be provided where living accommodation contains a solid fuel burning fire.

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 to be used to light the stove.

#### **Elements of structure**

- i. Are there any wall or ceiling lining materials, other than wallpapers, that might burn (such as polystyrene ceiling tiles, wood effect or wooden cladding)?
- ii. If downlighters have been provided in ceilings, do they have inbuilt intumescent protection?
- iii. Consider other combustible materials associated with any provided glamping pods, camping materials, tree houses, balconies etc.

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

#### **Furniture and furnishings**

- i. Does upholstered furniture within the premises comply with the Furniture and Furnishing (Fire) (Safety) Regulations 1988?
- ii. Is any upholstered furniture damaged with internal filling exposed?

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

#### **Domestic waste**

- i. Is it removed from the property regularly?
- ii. Is it kept away from sources of ignition?
- iii. Is it stored away from premises, especially away from windows and exits?
- iv. Are further measures required, such as locks or metal bins?

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.**

- i. Are any highly flammable liquids or substances kept on the premises? If so, they must be stored outside in locked metal bins or storage. Guests must either be restricted from using these or instructed on their safe use.
- ii. Are liquid propane gas barbecues or patio heaters provided? If so, they must only be used outdoors (not on balconies) and instructions for their use must be provided.
- iii. Are there any linen stores or towel closets near heat sources?

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**

The most common causes of fire are: cooking, electrical cabling, domestic appliances, smoking materials (including matches and lighters) and heaters.

While some of these issues will have already been considered above, it is worth spending a few moments to think about your particular circumstances and what else might create a risk of fire in your premises. Consider what you could do to either remove or reduce these risks. For example, many owners of heritage buildings prohibit contractors using tools such as blowlamps on their premises.

In addition, you need to remember that guests are not familiar with the premises, nor the particular appliances and equipment on site.

*Add information on activities that might cause a fire here.*

**Other**

Are there any other sources of ignition in your property?

*Add information on any other sources of ignition here.*

**Evaluate the risks**

With all the aforementioned aspects considered, the levels of risk can be established and simple 'common sense' measures taken to reduce them. However, the law still expects you to plan for a fire occurring, ensure



that it is detected and people are warned and then able to escape.

For most small buildings the fire precautions should be fairly basic. You should note, however, that buildings built to domestic requirements have different standards to those built for commercial purposes (e.g. emergency lighting, open plan layout, escape windows), so you may need to factor in additional measures if a private dwelling is being used for short-term accommodation.

### **The fire detection and alarm system**

Describe what fire detectors and alarm systems have been provided.

- i. Is the fire detection and alarm system in the premises adequate to provide sufficient early warning?
- ii. Have you considered detection and audibility in high-risk and sleeping rooms?
- iii. How will deaf people or people with hearing loss respond to a fire alarm?
- iv. How regularly is your fire detection and alarm system tested and maintained?

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**

- i. What sort of building is it?
- ii. How many levels does the premises have?
- iii. Is the premises part of a multi-occupied building?

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**

- i. Are doors on the escape route always easy to open without the use of a key?
- ii. Are escape routes always kept clear and available for use?
- iii. Do the doors opening onto the escape routes provide adequate protection?
- iv. Does the escape route rely on any open plan areas? If so, can all people still escape safely without placing themselves at risk from fire?
- v. How often do you check the escape routes?

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

- i. Describe the evacuation procedures.
- ii. Is the location remote and might this leave guests with difficulty in calling the emergency services?
- iii. Have you recorded the evacuation procedures and ensured guests are aware of them? E.g. have they been provided in the form of a fire action notice or via a welcome folder?
- iv. Have you considered the range of needs guests may have?

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

### Escape lighting

Detail areas covered by emergency escape lighting (if any). For small premises, it might be acceptable to simply provide a rechargeable torch.

- i. Do you need to install any additional emergency escape lighting to help those unfamiliar with the premises to escape in an emergency?
- ii. Where you have provided torches, do you need to provide information to your guests?
- iii. How regularly do you test your emergency lighting?
- iv. Are outside areas well lit?

There is escape lighting in the hall of the cottage.

Emergency lighting replaced 2.3.23 by electrician, Kevin.

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

Detail what fire extinguishers and blankets are provided and where they are.

- i. Where provided, is all firefighting equipment inspected and maintained regularly?
- ii. If fire extinguishers are provided, have staff been trained how to use them?
- iii. Guests should not be expected to use them. However, you may wish to provide a small multi-purpose fire extinguisher, or a fire blanket for the kitchen area.
- iv. If so, have they been adequately instructed in their use?

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.

|                   |                     |
|-------------------|---------------------|
| <b>Signed</b>     |                     |
| <b>Print name</b> | <b>Yvette Lewis</b> |
| <b>Date</b>       | <b>Nov 2022.</b>    |
| <b>Updated</b>    | <b>13.3.23</b>      |