

Fire risk assessment for Bank Top Cottage

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

Ewa Sikorski

Address of premises:

Bank Top Cottage, South side, Cresswell,
Morpeth, Northumberland, NE61 5LD

Number of floors:

1

Number of rooms:

4

Construction:

Stone walls, Pantile roof

Date of fire risk assessment:

13 January 2025

Date of previous fire risk assessment:

30 September 2024

Suggested date for review:

January 2026

Fire hazards and controls

Are fixed electrical installations inspected and tested every 5 years?

Yes No - Qualified electrician will carry out an inspection during the winter months every few years.

Are electrical appliances periodically inspected and tested?

N/a Yes No - PAT testing is carried out annually by a qualified electrician.

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

Yes No - The majority of electrical appliances are plugged directly into wall sockets, and adaptors/leads are kept neat and orderly if in use.

Are gas appliances inspected and tested every 12 months?

N/a Yes No - The property is all electric, with no gas supply.

Is smoking permitted on the premises?

Yes No Smoking is not permitted.

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

N/a Yes No - Smoking is outdoors on the shared parking area.

Are the premises adequately secured to prevent unauthorised access?

Yes No - Yes, all opening windows and doors have multi-lock systems.

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

Yes No - Internal bins are fireproof, and the external bins are kept in a non-combustible area.

Are fixed heating systems subject to periodic maintenance?

N/a Yes No - Yes, annual services are carried out on the boiler/cylinder system.

Are portable heaters subject to periodic inspection and used safely?

N/a Yes No - Portable heaters are not provided.

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

N/a Yes No - There are no open fires or log burners.

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

N/a Yes No - Regular checks are carried out during changeovers as well as deep cleaning of the ovens/hob area to prevent fat build-up. Deep fat fryers/cooking equipment is not permitted.

Are filters and ductwork subject to regular cleaning?

N/a Yes No - The air filters in the kitchen are checked at every changeover. They are replaced as needed during changeovers.

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

Yes No - Yes, it is. The property undergoes a full in-depth clean at least weekly.

Are combustible materials kept separate from ignition and heat sources?

Yes No - Yes they are.

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

Yes No - Yes, anyone undertaking work in the cottage is competent and qualified.

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

N/a Yes No - Dangerous substances are not stored.

Are there any other significant fire hazards in the premises?

Yes No - Electric fire, electric oven. Both are cleaned regularly and positioned away from potentially flammable furniture, and both are subjected to bi-annual checks by a competent and qualified person.

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 - Yes, there are no obstructions.

Are all fire exits easily and immediately openable?

Yes No

Are distances to final exits considered reasonable?

Yes No - Yes, the cottage has a small footprint and all rooms have direct access to a designated exit.

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

N/a Yes No - Walls provide adequate protection. There is no staircase in the property.

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

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 Yes, there are emergency lights above both fire exits which will automatically come on should there be a power cut or fire.

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

N/a Yes No

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

Yes No

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

Yes No - A fire blanket is provided in the kitchen area.

Management of fire safety

Are procedures in the event of fire appropriate and documented?

Yes No

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

Yes No

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

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

Yes No

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

Yes No

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 No, not tested at every changeover, but tested at least weekly.

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

Are records of testing and maintenance maintained?

Yes No - Certificates and receipts are kept for PAT testing and all other maintenance requiring a qualified person.

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

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