**Fire Risk Assessment Checklist**

**East Hilldrop Chalet**

Address of premises: East Hilldrop Chalet

Middletown

St Martins

Isles of Scilly

TR25 0QN

Number of floors: 1 Number of rooms: 4 Number of bedrooms: 2

Construction: Wooden clad cedar wood Chalet. Exterior walls internally are plasterboard. Kitchen cooker wall is plasterboard. All other internal walls and ceilings are hardboard.

Assessor: Jolene Williams

Date of Fire Risk Assessment: 30th November 2023

Responsible person: Jolene Williams

**Fire hazards and controls**

Are fixed electrical installations inspected Yes

and tested every 5 years?

Are electrical appliances periodically Yes

inspected and tested?

Is the use of trailing leads and adaptors Yes

avoided where possible?

Are any gas appliances periodically inspected N/A

and tested every 12 months?

Is smoking permitted on the premises? No

Are suitable arrangements in place for those N/A

who wish to smoke?

Are the premises adequately secured to Yes

prevent unauthorised access?

Are combustible materials, waste and refuse Yes

bins stored safely clear of the premises?

Are fixed heating systems subject to periodic Yes

maintenance?

Are portable heaters subject to periodic N/A

inspection and used safely?

Are there adequate fire precautions in the N/A

use of open fires and log burners?

Are adequate measures taken to prevent Yes

fires from cooking?

Are filters and ductwork cleaned regularly? Yes

Is the standard of housekeeping adequate Yes

to avoid the accumulation of combustible

materials and waste?

Are combustible materials kept separate from Yes

ignition and heat sources?

Is it ensured that all contractors who undertake Yes

work on the premises are competent

and qualified?

Are suitable measures in place to address the N/A

fire hazards associated with the use and storage

of dangerous substances?

Are there any other significant fire hazards in the No

premises?

Please list any hazards identified from the above and any control measures to reduce the risk of fire, in the box below. Include suitable action within the Action Plan.

**Fire protection measures**

Are all escape routes kept clear of obstructions Yes

to enable people to escape safely?

Are all fire exits easily and immediately openable? Yes

Are distances of travel considered reasonable? Yes

Do the walls and structures protecting the No

stairway and escape routes provide an

adequate level of fire resistance?

Is the fire resistance of doors to stairways and No

escape routes considered adequate?

Where necessary, are doors fitted with suitable N/A

self-closing devices that close the doors

effectively?

Are there adequate levels of artificial lighting Yes

provided in the escape routes?

Where necessary, has a reasonable standard Yes

of emergency escape lighting been provided?

Where necessary, is a reasonable standard of Yes

fire exit and fire safety signs provided?

Are smoke and/or heat alarms/ detectors Yes

provided and is the extent and coverage

considered adequate?

Is there a reasonable provision for firefighting Yes

equipment (fire extinguishers, fire blanket)?

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.

With the exception of the internal kitchen wall, which is plasterboard and therefore of fire-resistant construction, the internal walls and ceilings are of a hardboard construction and therefore not fire resistant. Internal doors are therefore also not fire rated. Should the emergency exit, via the kitchen, be blocked by fire, an emergency escape ladder is provided in the main bedroom with instructions for deployment from the bedroom window.

Escape via the twin bedroom window is also possible, a landing bench is located outside the window to ensure the distance to ground is less than 1.1m.

There is one emergency exit, via the kitchen, through the front door. Travel distances to the emergency exit are less than 8m.

Linked and wired smoke and heat alarms are fitted throughout the premises.

A fire extinguisher and fire blanket are provided in the kitchen. Additional fire blankets are provided in both bedrooms.

The emergency exit door is fitted with quick thumb release latch, no keys.

Torches are provided in both bedrooms and an emergency torch / night light, with internal battery, is plugged into the mains in the living area.

**Management of Fire Safety**

Are procedures in the event of fire appropriate Yes

and documented?

Is the information on fire safety and the action Yes

to take in the event of a fire given to guests?

Are any staff members given regular instruction Yes

and training on the action to take in the

event of a fire?

Are frequent checks carried out to ensure exit Yes

routes are kept clear and fire

exits remain easily openable?

Are periodic checks carried out on fire doors Yes

to ensure they remain in good condition and

close effectively?

In self-catering premises, are all smoke/heat Yes

alarms tested at every changeover?

Where fitted, are monthly and annual testing Yes

routines in place for the emergency

escape lighting?

Where provided, are fire extinguishers subject Yes

to annual maintenance?

Are records of testing and maintenance maintained? Yes

If the answer to any of the above is no, include suitable action within the Action Plan.

**Action Plan**

If any of the above highlight a deficiency, the deficiencies should be described below, along with proposed action for rectification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Deficiency** | **Proposed action** | **Timescale** | **Person responsible** |
| **1** | Internal walls and doors are of a non fire resistant construction. | An emergency fire ladder with deployment instructions is provided for escape via the bedroom window.  Additional fire blankets are provided for both bedrooms. | Emergency ladder and fire blankets are on site and immediately available for use.  ACTION COMPLETED | Jolene Williams |
| **2** | Only one emergency exit available in the property, via the kitchen. | An emergency fire ladder with deployment instructions is provided for escape via the bedroom window.  Additional fire blankets are provided for both bedrooms. | Emergency ladder and fire blankets are on site and immediately available for use.  ACTION COMPLETED | Jolene Williams |