

# Littlefields & Gaerfields

## FIRE RISK ASSESSMENT



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**Contents**

1.	Statutory Duty .....	3
2.	Aim & Method .....	4
3.	Fire Risk Assessment – Hazards .....	5
4.	Fire Risk Assessment – Evaluation .....	6
5.	Fire Risk Assessment – Recommendations .....	7
6.	Appendix 1 – Building Diagrams .....	8
7.	Appendix 2 – Fire Procedures .....	12
8.	Appendix 3 – Fire Checklist Summary .....	14

## **Statutory Duty**

The Regulatory Reform (Fire Safety) Order 2005, replaces a large majority of previous United Kingdom legislation appertaining to fire safety. The current requirement is that all workplaces where more than 1 person is employed is required to undertake a fire risk assessment and in all premises where there are more than 5 employees, there is a duty to keep formal records of the risk assessment and control measures.

### Requirements of Fire Safety Regulations

The regulations place a personal duty on the employer to provide minimum safety standards of fire safety for places where people work.

The employer is required to:

- Carry out a fire risk assessment of the workplace, this means that you have to assess the fire risks in the workplace this also means any 'identifiable ignition sources', either as part of a general health and safety review or as a specific exercise.
- Consider 'who is at risk', this means all employees, occupants of the premises and all other people who may be affected by a fire including a duty to protect fire service personnel and to make adequate provision for any disabled people with special needs.
- Check that in the event of a small fire, the fire can be structurally contained and prevented from spreading to neighbouring buildings and the environment surrounding the affected premises.
- Check that a fire can be detected in a reasonable time and that people can be warned.
- Check that people who may be in the building can get out safely.
- Provide reasonable fire-fighting equipment.
- Check that people in the building know what to do if there is a fire.
- Identify the significant findings of the risk assessment and the details of anyone who might be at risk.
- Check and maintain such fire equipment.
- Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace.
- Provide information, instruction and training to all employees about the fire precautions in the workplace.

## **Aim**

The aim of the risk assessment is to ensure that Littlefields & Gaerfield is safe in all respects of Fire Hazards and that the guests will be safe at all times.

## **Method**

A systematic approach will be used to identify the fire hazards within the business of Littlefields & Gaerfield.

All aspects of the business were assessed with the different parts of the building and the different uses of the premises. A diagram will be provided to demonstrate the different aspects of the premises.

All fire hazards were identified and suitable precautions recommended to reduce the hazards. The fire risk assessment will decide what physical fire precautions and management arrangements are necessary to ensure the safety of people on the premises if a fire starts.

A Hazard is anything that has the potential to cause harm.  
A Risk is the chance of that harm occurring.

There are five steps that were used to assess the risks and these are:

- Identify the fire hazards
- Identify the people at risk
- Evaluate, remove, reduce and protect from risk
- Record, plan, inform, instruct and train
- Review

## **Littlefields & Gaerfield** **Fire Risk Assessment**

Littlefields & Gaerfield is a modern barn conversion that has been adapted to provide self catering accommodation for up to 20 people on a working farm. The accommodation comprises of a two floored barn that can be separated into two separate letting accommodations. There are no employees in the business apart from Mr & Mrs S Jones.

Due to the nature of the business all aspects must be taken into consideration especially the fact that there are members of the public sleeping on the premises and that they are responsible for their own cooking provisions.

There is a strict smoking policy of only allowing smoking to take place downstairs where there is limited sleeping accommodation.

From the diagrams (see appendix 1) it is possible to see that the accommodation is located on two floors.

### **Hazards**

There are two fully functional kitchens in the accommodation, the larger kitchen contains an open fire and the smaller kitchen three beds so in turn harbouring their own hazards. Other hazards included the large number of people that are able to accommodate the building and the fact that they will be sleeping.

Having assessed the rest of the building it has been possible to come up with the following fire hazards:

- Oil tanks, fully banded and inaccessible to guests.
- Open fire in the larger kitchen.
- The boiler and water tanks are not accessible to the guests.
- The doors leading to outside are having to be locked with a 5 lever mortice lock due to insurance purposes and the keys are kept in the locks.

The nature of the business ensures that there are numerous sources of ignition of a fire which include:

- The soft furnishings throughout the building.
- The use of wood furnishings due to the age and nature of the building.
- Waste storage and disposal.
- Wall and ceiling hangings.
- Guest possessions.

Due to the fact that the business is open to the general public there is the issue of the fact that these could include guests of all ages, old and young, and of all abilities, both able and disabled people. The owners do not advertise as being suitable for disabled guests, however, there is always the possibility that they could receive disabled guests.

There will be sleeping guests who when woken will be disorientated and slow to respond. There is a strict no-smoking policy within the accommodation.

Due to the nature of the business there should not be any unaccompanied children and young people.

New guests will not be familiar with the layout of the building and in an emergency will become disorientated.

## **Evaluation**

Having inspected the premises it has been possible to determine that Littlefields & Gaerfield is complying with the statutory duty according to the Regulatory Reform (Fire Safety) Order 2005. There are smoke detectors in all of the rooms and public areas.

The following areas are of concern and precautions to be put into place.

- **Emergency Notices**  
Emergency notices are going to be placed on the back of all the bedroom doors to ensure that all guests are aware of what to do in the event of a fire.
- **Sleeping Accommodation**  
There are a number of access routes to the upstairs areas and this should allow sufficient choice in routes of escape in an emergency. It is the guests responsibility to be aware of the different escape routes and during their stay to ensure that they remain clear and accessible.

The rooms all have windows that are easily opened and safe for emergency services access.

- **Kitchen Area**  
The kitchen areas are not a particular hazard due to the fact that they are both open areas, however one does accommodate some beds and the other contains a log burner. There is no gas on the premises. The cooking appliances are powered by electricity.

All the appliances are checked regularly.

At present there is only a fire blanket in the kitchen.

- **General Fire Procedures**

There has been a procedure put into place in the case of an emergency (see appendix 2). This displays the verbal method of communicating a fire alarm when a bell is deemed unnecessary.

The procedure has been displayed at the entrance of the accommodation and it is the leader of the party to ensure everybody is aware of the procedure.

The servicing and maintenance of the fire alarm and detection system will be carried out according to the log book and all details recorded and kept for a minimum of 3 years.

There is a Building Floor Plan Risk Folder to be made available for fire brigade use in the case of an emergency.

## **Recommendations**

From the assessments of the risks it has been possible to determine the following recommendations to ensure the safety of the guests.

- Install an arrangement for disabled guests. It is understood that guests are made aware of the practicalities of being immobile and staying in the accommodation. There should be provision made for sensory impaired guests ie deaf or blind. There are visual warning systems available (flashing lights etc.) It is the guests and employees responsibility to inform the management about any necessary disabilities.
- To provide sufficient fire fighting equipment. A minimum of 1 x extinguisher in each kitchen, 3 x Upstairs
- To ensure that all tests and maintenance is carried out at regular intervals and the results recorded.
- To monitor and record any new circumstances, equipment and practices that might constitute a new fire hazard and to assess the risk. Amendments to be made to this document as necessary.
- To put signs up over hot equipment, such a hot towel rails.
- To ensure all fire exits are clear at all times.
- To ensure all electrical equipment is tested regularly and test results recorded.
- To ensure that guests are fully aware of all fire regulations and precautions when staying at Littlefields and Gaerfields.

# **Appendix 1**

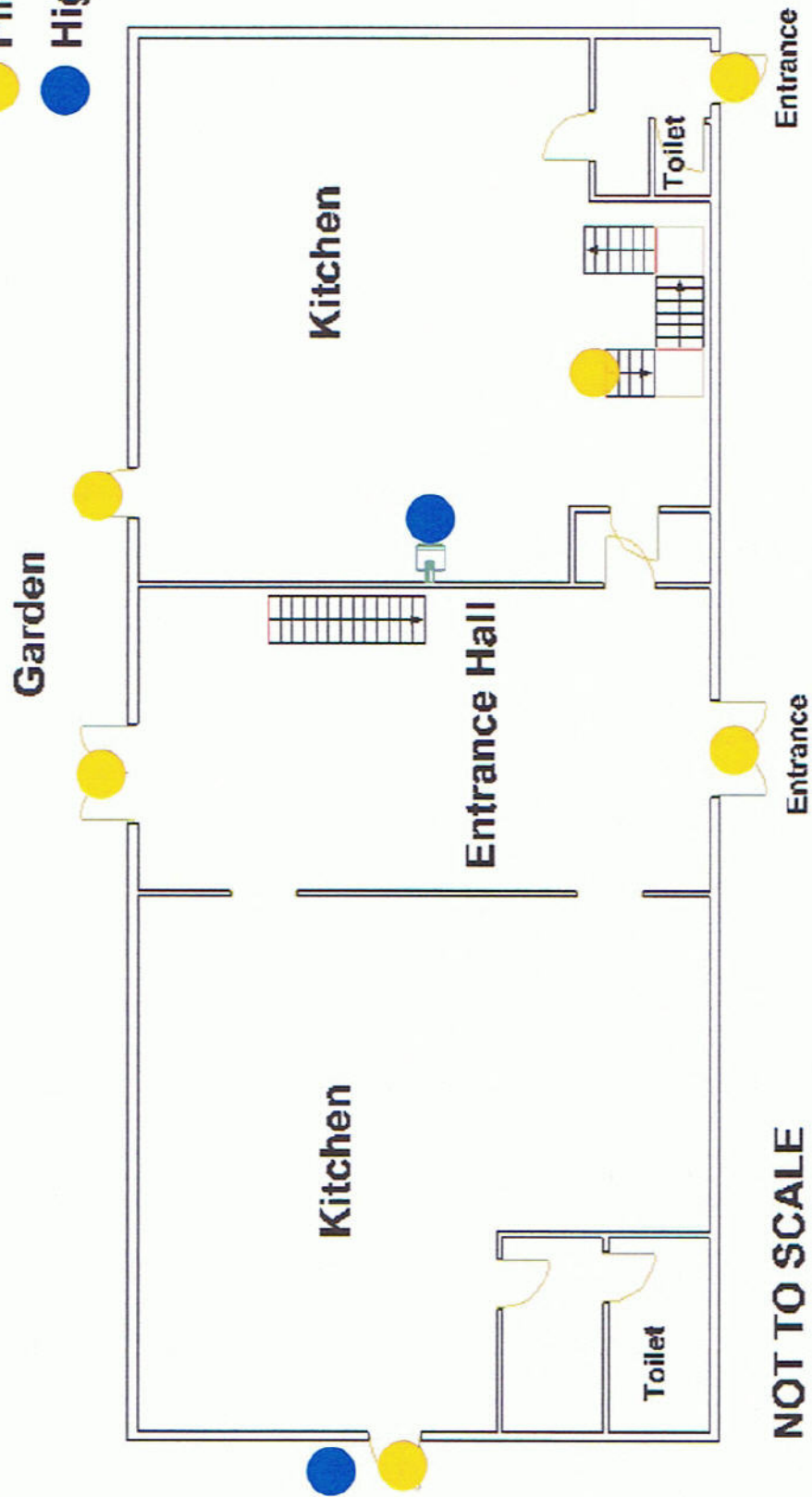
## **Building Diagrams**

Displaying hazardous areas and fire fighting equipment position

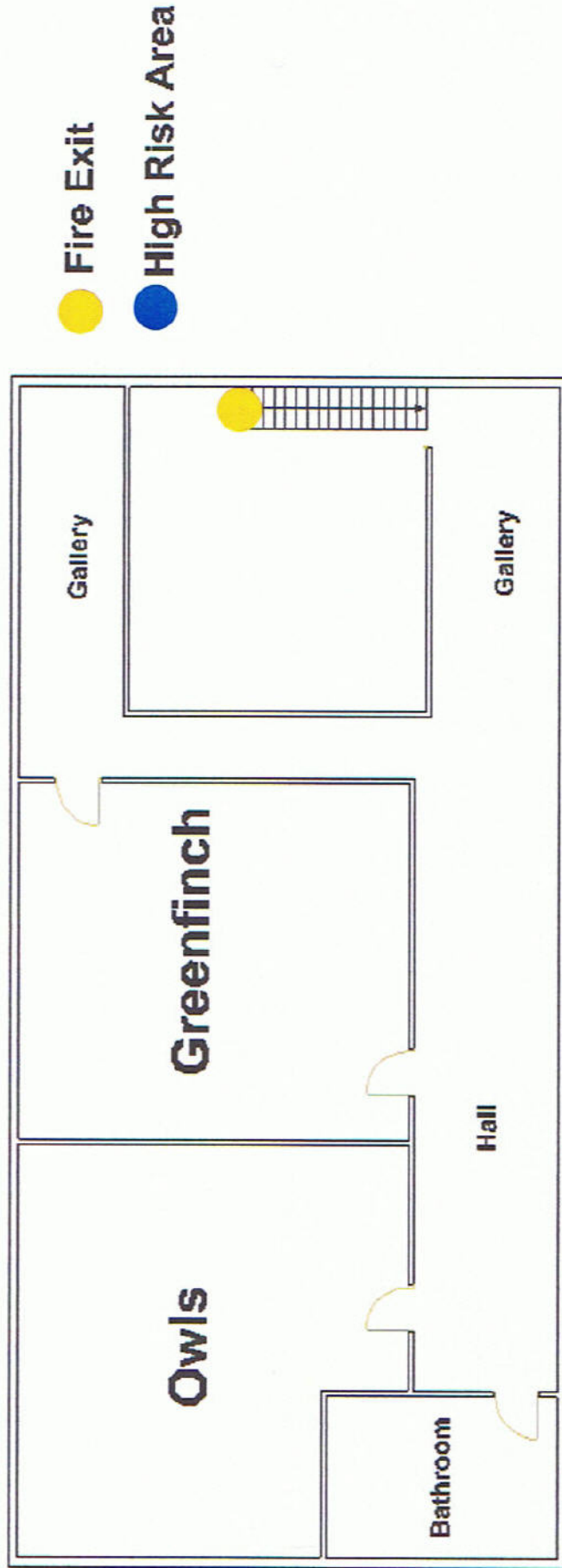


# Littlefields & Gaerfield Downstairs

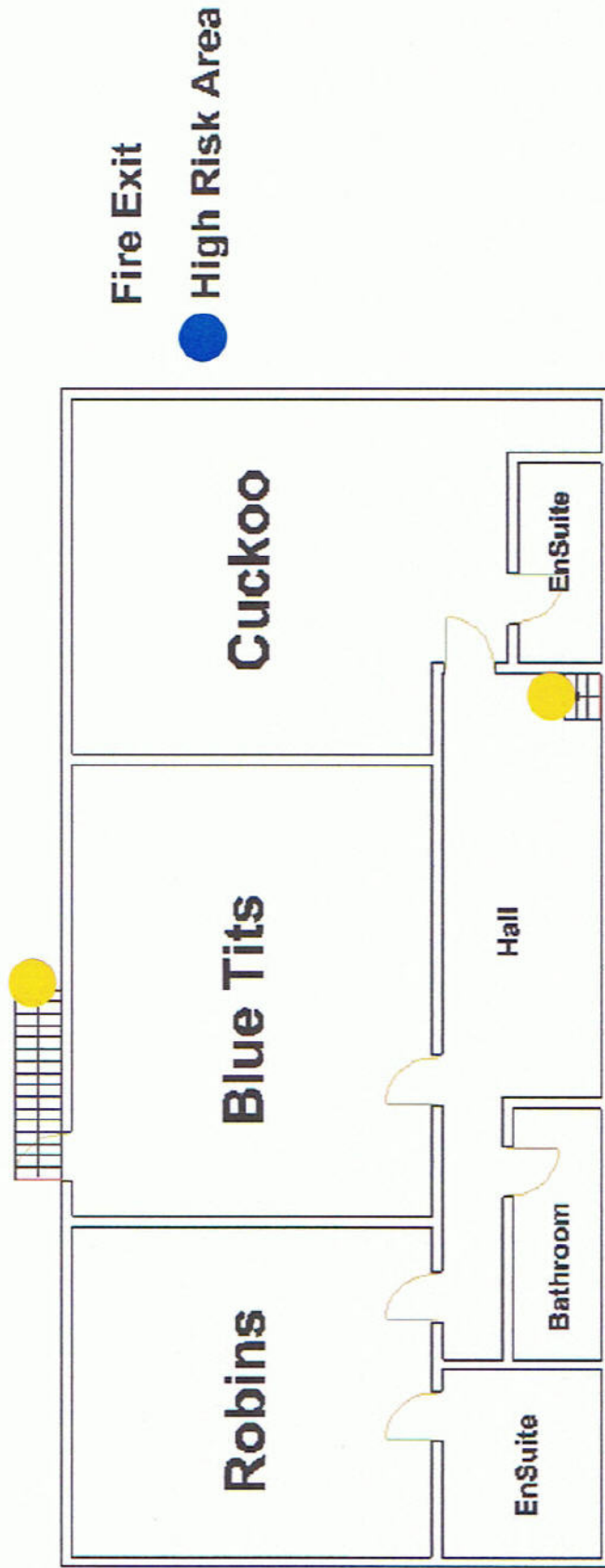
- Fire Exit
- High Risk Area



# Littlefields & Gaerfields Upstairs



# Littlefields & Gaerfields Upstairs



**NOT TO SCALE**

# **Appendix 2**

## Fire Procedures

# FIRE

**In the unlikely event of a fire the following procedure must be followed.**

- 1. The party organiser is responsible for all residents in their party and for their safe evacuation.**
- 2. If a fire occurs the owner must be informed. The owner should now alert the fire brigade.**
- 3. The owner must then quickly assess the situation and if unable to extinguish the fire must quickly start the evacuation procedure.**
- 4. The owner will delegate areas of the house for herself and the rest of the team to check and clear. The first point of call must be the rooms upstairs.  
Again the rooms must be checked first. Knock on each door starting with the furthest away from the fire exit, if there is no immediate response enter the room, check thoroughly including bathrooms before moving onto the next room and work your way back towards the fire exit.**
- 5. Once everyone has been evacuated and ALL areas have been checked the owner must exit the house and gather at the meeting point in the courtyard DO NOT waste time gathering possessions. Leave quickly and safely. The party leader must then conduct a head count to ensure all have left the building.**
- 6. Do not re-enter the building until a fire marshal says it is safe to do so.**

# **Appendix 3**

## Fire Checklist Summary

## **LITTLEFIELDS & GAERFIELD FIRE CHECKLIST SUMMARY**

### **WEEKLY CONTROL MEASURES**

These checks should be carried out on a daily basis:

1. Rubbish bins, ashtrays and waste paper bins should be emptied on a regular basis, waste should never be allowed to accumulate;
2. Flammable liquids (where authorised) are to be secured away in approved containers and protected from ignition sources;
3. All heat producing appliances, equipment or identifiable ignition sources should have appropriate fire resistant/non-combustible receptacles and be kept separated from combustible material, and isolated after use;
4. Fire alarm points, fire extinguishers and fire hydrants are to remain unobstructed at all times;
5. The use of Portable heaters must only be authorised by the Fire Safety Manager, where heaters are supplied they are to be maintained and operated in accordance with the user manual. Heaters are to be kept well clear of all combustible material at all times, portable heaters are never to be left on unattended.
6. Means of escape doors are to remain unlocked and be able to be operated without the use of a key, under no circumstances is the access to escape doors to be blocked;
7. Light fittings are to remain clear of combustible materials and isolated after use;

### **WEEKLY CLOSE-DOWN CONTROL MEASURES**

1. Ensure all windows, internal doors and fire doors are closed;
2. Electrical equipment should be isolated;
3. Check that smoking materials have been safely disposed of to an outside waste location area;
4. Areas of the Company premises occupied by visitors and contractors are to receive a fire safety check, and doors to rooms and storerooms secured.

### **BI-MONTHLY CONTROL MEASURES**

Items to be checked on a weekly basis are as follows:

1. Access routes for fire brigade equipment and personnel is to maintained;
2. Check all fire equipment is in place and appears to be in good condition;
3. Fire detection and fire-warning systems including self-contained smoke alarms.
4. Emergency hand torches;
5. Flammable liquids are kept to a minimum and stored in appropriate storage containers in accordance with current regulations;
6. Site security fencing and external areas.

### **LESS FREQUENT CONTROL MEASURES**

1. Fire-fighting equipment to receive a full annual inspection and test by a service engineer;
2. Smoke alarms and detection systems to be tested and maintained annually by a service engineer;
3. Company buildings checked for build up of combustible materials;
4. Annual review of the fire management plan and building plan, Fire Brigade given an update of hazardous materials stored on the premises and invited as far as reasonably practical to visit and familiarise themselves with the premises layout;
5. Ensure that the building and installed plant maintenance records are checked and maintained in accordance with current regulations and standards.

## **DISCLAIMER**

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