



## **FIRE RISK ASSESSMENT**

**Author – Graham Joy MIFireE**

**Premises:**

**The Granary at Mill House  
1 Walpole Close  
Broome  
Bungay  
NR35 2RP**

**DATE OF INSPECTION: 3rd March 2021**

**DATE OF REVIEW: March 2022**

## **SUMMARY**

The Granary has for several years been used by family members as additional sleeping accommodation. However, the intention in the future is to utilise the premises for short term holiday accommodation for visitors. Due to its size and layout for the sleeping area only slight upgrading to the fire detection system and the requirement for some basic emergency lighting will be required.

**Persons at Risk.** Residents and members of the emergency services in the event of a fire.

# **CONTENTS**

|  | Page Number |
|--|-------------|
| Summary  | 3           |
| Contents   | 4           |
| Details  | 5           |
| Building Description and Scope of Report             | 6           |
| Risk Rating  | 6           |
| Introduction   | 7           |
| Section 1      Fire Strategy                         | 8           |
| Section 2      Fire Alarm and Detection System       | 8           |
| Section 3      Escape Lighting System                | 9           |
| Section 4      Means of Escape in a Fire             | 9           |
| Section 5      Fire Doors                            | 9           |
| Section 6      Signs and Notices                     | 9           |
| Section 7      Firefighting Equipment/Water Supplies | 10          |
| Section 8      Management Procedures                 | 10          |
| Section 9      Staff Training and Awareness          | 10          |
| Section 10     Ignition Risks                        | 10          |
| Section 11     Electrical Ignition Risks             | 10          |
| Section 12     Compartmentation                      | 10          |
| Section 13     Documentation and Records             | 11          |
| Section 14     Premise User Continuity               | 11          |
| Section 15     Points for Action                     | 12 - 13     |
| Section 16     Action Plan                           | 13 - 15     |
| Review and changes                                   | 16 - 17     |
| Notes  | 17 - 18     |

## **DETAILS**

**ADDRESS**

**The Granary at Mill House  
1 Walpole Close  
Broome  
Bungay  
NR35 2RP**

**RESPONSIBLE PERSON/S CONSULTED**

**Isabel Lescure (Proprietor)**

**TELEPHONE**

**01986 896312**

**DATE OF ASSESSMENT**

**3rd March 2021**

**NUMBER EMPLOYED**

**0**

**USE OF PREMISES**

**Residential Holiday Let**

**OTHER LEGISLATION APPLICABLE N/A**

**SINGLE/MULTI OCCUPIED**

**Single**

**REVIEW DATE**

**March 2022**

**REPORT COMPILED BY**

**Graham Joy**

## **BUILDING DESCRIPTION**

The Granary is a small detached two storey building of traditional brick and timber construction with a pitched tile roof which dates from approx 1824. The premises will provide sleeping accommodation with ensuite facilities on the ground floor. A small sitting room and kitchen area are situated on the first floor, accessed by a single timber staircase. A steel external staircase from the first floor gives egress from the building in addition to the ground floor main entrance. Heating is provided by an externally located boiler and fuel (oil) tank.

## **SCOPE OF REPORT**

The Fire Risk Assessment has been compiled to satisfy the requirements of the Regulatory Reform Fire Safety Order 2005 (RRFSO).

The report is primarily concerned with the risk to life from fire and covers all areas including the roof. However, consideration is also given to the protection of the buildings from fire and in particular is concerned with the breaches to compartmentation walls, floors, and ceilings.

## **RISK RATING**

At the time of inspection The Granary was under refurbishment and therefore not trading. The anticipated Fire Risk when completed and trading will be -

The Risk of a Fire is considered to be **LOW**

## **INTRODUCTION**

The Risk Assessment has been completed in accordance with The Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005.

The following risk assessment is to determine whether or not serious harm could be caused in the event of a fire on the premises and what action should therefore be taken to safeguard the health, safety and welfare of the employees of the company and other persons on the premises.

This report is designed to reflect any changes in the design, construction and use of the premises and the assessment can be updated accordingly. All areas covered were correct at the time of inspection.

The Risk Assessment has been compiled as a site-specific assessment relevant to this particular building. The areas covered must not be regarded as exhaustive. It is important that all risks that were identified are to be dealt with in an appropriate manner. The relevant sections covered by this assessment are as follows:

- Section 1 Fire Strategy
- Section 2 Fire Alarm and Detection System
- Section 3 Escape Lighting System
- Section 4 Means of Escape in a Fire
- Section 5 Fire Doors
- Section 6 Signs and Notices
- Section 7 Firefighting Equipment/Water Supplies
- Section 8 Management Procedures
- Section 9 Staff Training and Awareness
- Section 10 Ignition Risks
- Section 11 Electrical ignition Risks
- Section 12 Compartmentation
- Section 13 Documentation and Records
- Section 14 Premise user Continuity
- Section 15 Points for Action
- Section 16 Action Plan

The final section contains the defect list of the Risk Assessment, all of which must be rectified. All areas of the Risk Assessment must be discussed with the Local Fire Authority in accordance with the Fire Safety Order when requested. All areas of non-compliance are indicated in red in the main document (ie **1.1**, **2.2** etc), with comprehensive details contained in Sections 15 & 16. All items are prioritized from **1 – 5** with **1** being a high priority item that needs dealing with immediately.

## **SECTION 1 – FIRE STRATEGY**

The Fire Strategy for The Granary will be one of – SIMULTANEOUS SELF EVACUATION by residents.

Upon discovery of a fire or if alerted to a fire by actuation of the fire detection system, persons residing in the premises are to self-evacuate to the fire assembly point (signed) and summon the emergency services by use of a mobile phone. The Granaries proprietor also lives on site and should also be contacted.

A domestic fire blanket has been provided in the kitchen area and can be used to extinguish a small fire at the discretion of the residents.

## **SECTION 2 – FIRE ALARM/DETECTION**

The premises is at present fitted with a basic fire detection system consisting of two interlinked smoke detectors (one in the bedroom and the other in the first floor sitting area) conforming to BS 5839 – Part 6. However, the smoke detector fitted to the ground floor bedroom does not conform to the British Standard regarding its location to the bedroom wall. The BS states that no detector head should be placed within 500 mm of a wall.

The responsible person (proprietor) must ensure the fire alarm system is tested weekly and records kept to evidence this. In addition, the system must be serviced at least annually by a suitably qualified electrical engineer.

**2.1** Relocate the smoke detector head in the ground floor bedroom in to the access lobby at the base of the stairs. Fit a single point battery operated optical smoke detector to the ground floor bedroom in a central location on the ceiling. This action will provide a BS 5839 – Part 6 LD3 system to the escape route and a BS 5839 – Part 6 Grade F system to the bedroom.



*Figure 1 Smoke detector head to close to wall.*



## **SECTION 3 – ESCAPE LIGHTING SYSTEM**

As the premise is relatively small it is not deemed necessary to fit a mains powered emergency lighting system. However, in order to allow persons residing in the premise who will be unfamiliar with its layout to safely egress in the event of a power failure, the following unit/s should be supplied.

**3.1** Supply and fit a mains operated LED motion and power failure operated rechargeable emergency light and torch. One unit per floor level should be fitted to a normal 13 amp power socket.

## **SECTION 4 – MEANS OF ESCAPE IN CASE OF FIRE**

The means of escape from the premises is primarily from the ground floor main entrance and exit door. A second exit point is located at first floor level via an external steel staircase. The travel distances from any point within the building is well within the 18m guidance distance for a single direction of travel.

## **SECTION 5 – FIRE DOORS**

Due to its relatively small footprint and layout and with the sleeping accommodation on the ground floor, the only door within the accommodation that can provide protection to the staircase will be fitted to the ground floor bedroom. It is recommended that this door is of good quality and solid construction but does not need to be a certified fire door.

**5.1** Fit a suitable good quality door of solid timber construction to the ground floor bedroom.

## **SECTION 6 – SIGNS AND NOTICES**

At present the number of signs and advice notices regarding fire are insufficient.

**6.1** Fire Action notices giving details of how to raise the alarm in the event of a fire, the location of the fire assembly point and how to summon the Emergency Services should be placed at the front of the guests welcome pack and also replicated on a notice placed within the premises in a prominent position.

**6.2** A suitable Fire Assembly Point sign should be affixed in a prominent position on the buildings opposite The Granary.

## **SECTION 7 – FIRE FIGHTING EQUIPMENT/WATER SUPPLIES**

At least two British Standard Domestic type Fire Blankets will be provided for emergency use in the kitchen area on the first floor.

Water for use by the Emergency Services (Hydrants) are commensurate with those found in a rural village location. Note - A lake of considerable depth of approx 1 acre in area is located to the rear of the premises.

## **SECTION 8 – MANAGEMENT PROCEDURES**

The premises will be under the control of the proprietor who will make regular inspections of the premises and ensure all passive and active Fire Protection Systems are in place and serviced if required by qualified engineers. Records to evidence this must be available for inspection in hard copy format. The proprietor will take remedial action where necessary to ensure the premise and staff comply with the Regulatory Reform Fire Safety Order 2005.

## **SECTION 9 – STAFF TRAINING AND AWARENESS**

No Action Required

## **SECTION 10 – IGNITION SOURCES**

Ignition sources are compatible for this type of premise with only a toaster and small domestic microwave oven provided in the first floor kitchen area.

## **SECTION 11 – ELECTRICAL IGNITION RISKS**

The electrical installation for the premises was inspected within the last five years by a qualified electrical engineer and will require a further inspection in 2022. It is advisable that all electrical equipment (including new) within the premises is subject to PAT testing.

## **SECTION 12 – COMPARTMENTATION**

No Action required.

## **SECTION 13 – DOCUMENTATION AND RECORDS**

The following records should be kept:

**Fire Alarm and Detection System** – Test weekly and service annually

**Emergency Lighting** (where fitted) – Weekly test by proprietor.

**Fire Extinguishers/ Blanket** – Annual test or inspection by a competent contractor/ person.

**Fire Drills** – N/A

**Staff Training** – N/A

**Risk Assessment** – Reviewed annually. A review will also be required for any structural or significant changes to occupancy.

The Risk Assessment and Records should be kept together with all other records by the proprietor for ease of access by the Inspecting Authority (1) if required.

(1). Norfolk Fire & Rescue Service

## **SECTION 14 – PREMISE USER CONTINUITY**

Provided the issues highlighted in the Fire Risk Assessment are actioned in a timely manner and the passive and active fire protection measures in place are maintained to a suitable and sufficient standard, the premises should meet or exceed the requirements as laid down in the Regulatory Reform (2005) Fire Safety Order.

## **SECTION 15 – POINTS FOR ACTION**

### **Section 1 Fire Strategy**

No action

### **Section 2 Fire Alarm and Detection System**

**2.1** Relocate the smoke detector head in the ground floor bedroom in to the access lobby at the base of the stairs. Fit a single point battery operated optical smoke detector to the ground floor bedroom in a central location on the ceiling. This action will provide a BS 5839 – Part 6 LD3 system to the escape route and a BS 5839 – Part 6 Grade F system to the bedroom.

### **Section 3 Escape Lighting System**

**3.1** Supply and fit a mains operated LED motion and power failure operated rechargeable emergency light and torch. One unit per floor level should be fitted to a normal 13 amp power socket.

### **Section 4 Means of Escape in a Fire**

No action

### **Section 5 Fire Doors**

**5.1** Fit a suitable good quality door of solid timber construction to the ground floor bedroom.

### **Section 6 Signs and Notices**

**6.1** Fire Action notices giving details of how to raise the alarm in the event of a fire, the location of the fire assembly point and how to summon the Emergency Services should be placed at the front of the guests welcome pack and also replicated on a notice placed within the premises in a prominent position.

**6.2** A suitable Fire Assembly Point sign should be affixed in a prominent position on the buildings opposite The Granary.

### **Section 7 Firefighting Equipment/Water Supplies**

No action

### **Section 8 Management Procedures**

No action

## **Section 9 Staff Training and Awareness**

No action

## **Section 10 Ignition Risks**

No action

## **Section 11 Electrical ignition Risks**

No action

## **Section 12 Compartmentation**

No action

## **Section 13 Documentation and Records**

On going

## **SECTION 16 – ACTION PLAN**

The areas identified in the following section have been given recommended prioritisation. You should action the points identified, preferably in the order identified, noting the completion date and action taken.

1. High Priority – To be dealt with immediately due to its hazardous nature.
2. High to Medium Priority – to be dealt with within 28 days of receiving the assessment.
3. Medium Priority – To be dealt with within 3 months of receiving the assessment.
4. Medium to Low Priority – to be dealt with within 6 months of receiving the assessment.
5. Low Priority – To be dealt with within 12 months of receiving the assessment.

## FIRE RISK ASSESSMENT – ACTION PLAN

| SITE     | ITEM | REF | RISK   | PRIORITY | FIRE ZONE | ACTION TAKEN | SIGNED OFF (DATE) |
|----------|------|-----|--|----------|-----------|--------------|-------------------|
| Complete | 1    | 2.1 | Relocate the smoke detector head in the ground floor bedroom in to the access lobby at the base of the stairs. Fit a single point battery operated optical smoke detector to the ground floor bedroom in a central location on the ceiling. This action will provide a BS 5839 – Part 6 LD3 system to the escape route and a BS 5839 – Part 6 Grade F system to the bedroom. | 2        |           |              |                   |
| Complete | 2    | 3.1 | Supply and fit a mains operated LED motion and power failure operated rechargeable emergency light and torch. One unit per floor level should be fitted to a normal 13 amp power socket.   | 3        |           |              |                   |
| Complete | 3    | 5.1 | Fit a suitable good quality door of solid timber construction to the ground floor bedroom.   | 3        |           |              |                   |

|          |   |     |  |   |  |  |  |
|----------|---|-----|--|---|--|--|--|
| Complete | 4 | 6.1 | Fire Action notices giving details of how to raise the alarm in the event of a fire, the location of the fire assembly point and how to summon the Emergency Services should be placed at the front of the guests welcome pack and also replicated on a notice placed within the premises in a prominent position. | 2 |  |  |  |
| Complete | 5 | 6.2 | A suitable Fire Assembly Point sign should be affixed in a prominent position on the buildings opposite The Granary.   | 2 |  |  |  |

## **FIRE RISK ASSESSMENT – REVIEWS AND CHANGES**

A Fire Risk Assessment at this level would only be carried out again if there were significant changes to the structure of the building or building use at the premise location.

These significant changes could include:

- Structural changes for example knocking through a wall or adding a conservatory
- Significant change to the use of the property or the activity carried out within the property
- If the local area and/or building became subject to arson attacks
- If there was a significant fire

The manager or delegated person should review this assessment annually or sooner if anything changes that affects the content of this document. They should then sign below to confirm that a review has taken place. This record can also be used to record the identity of a change to the Responsible Person. A record of when the new person took up the post should be noted.

| <b>DATE OF REVIEW</b> | <b>NAME AND JOB ROLE</b> | <b>ANY ACTIONS REQUIRED</b> | <b>RESPONSIBLE PERSON</b> | <b>SIGNATURE</b> |
|-----------------------|--------------------------|-----------------------------|---------------------------|------------------|
|                       |                          |                             |                           |                  |
|                       |                          |                             |                           |                  |
|                       |                          |                             |                           |                  |
|                       |                          |                             |                           |                  |
|                       |                          |                             |                           |                  |
|                       |                          |                             |                           |                  |
|                       |                          |                             |                           |                  |
|                       |                          |                             |                           |                  |
|                       |                          |                             |                           |                  |



|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**NOTES**

**NOTES cont...**