

Fire Risk Assessment

Owner/responsible person	Isle of Bute jewellery Ltd	Address of premises audited	Flat 5 Boak Place, Inverkip. PA16 0AT
Date of assessment	07/07/2023	Assessor	Kenny McGillivray Argyll Safety Consultants
Premises (brief description)	First floor flat in 3 storey block of flats consisting of Entrance to hallway, 1 bedroom, lounge, kitchen and shower room. There is a small hall storage cupboard.		

Occupants (approx. numbers)	Employees	None	Others (customers/visitors)	Customers letting property
People at special risk (numbers/location)	Sleeping	4 persons <i>Guidance used - Premises used for self-catering holidays if occupied by not more than 10 persons.</i>		

Review date/Comments	Certification	Certification Cont'
	EICR – need record of EICR Gas safe/Boiler –Gas cert required for Boiler & gas fire PAT & FAT – Completed 09/2022 Fire alarm/detection -in place and correct Emergency Lights – none Fire extinguishers. – None in place Extraction clean – N/A Woodburner/Open Fire Certs – N/A	Downlighter fire safety – N/A Furniture safety records – No records CO Monitors - 1 in kitchen needs fixed to ceiling Solar Panels – N/A

Item	Yes	No	N/A	Comments
If the premises are used for sleeping purposes are there:				
Adequate arrangements to ensure that there is early warning of a fire?	x			
Short distances of travel to ensure rapid evacuation?	x			
Sufficient number of protected escape/evacuation routes?	x			
Sufficient trained staff to assist in an evacuation?			x	
Suitable notices of actions to be taken in the event of fire, e.g. delayed evacuation / full evacuation / partial evacuation etc?		x		No fire action notice or fire plan

Appropriate systems for communication?	x			
Exit routes of adequate width?	x			
If contractors are working on or at the premises:				
Are they made aware of fire risks and precautions that are in force?	x			
Are procedures in place for consultation over any increased fire risk as a result of the contractor's activities?	x			

1. Sources of Ignition

	Yes No NA	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Date to be completed	Actioned by and signed when completed
1. Smoking	N	L				
2. Naked flames	Y	H	Gas fire in use in lounge	Ensure service and maintenance records available for licence application	30/08/2023	
3. Hot work	N	L				
4. Contractors Activities	Y	M	Contractors work controlled by landlord			
5. Cooking	Y	H	Electric cooker in use	Ensure included in EICR and records are available	30/08/2023	
6. Boilers	Y	H	Gas boiler in place	Evidence of Gas safe certification required	30/08/2023	
7. Machinery	Y	L	Washer available for guest use,	. included in PAT testing		
8. Electricity	Y	H	Training electric cable over hall floor	Remove trailing cable Provide certification of EICR for licence application	30/08/2023	
9. Arson	N	L				
10. Hearth & Fire Guards	N/A	L				
11. Open Fires & ash Bin	N/A	L				

2. Sources of Fuel

	Yes No NA	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Date to be completed	Actioned by and signed when completed
1. Flammable liquids	N	L			31/03/2021	
2. Flammable chemicals	N	L				
3. Flammable gases	Y	L	Gas Boiler and fire	Gas safe records required	30/08/2023	
4. Paper and card	Y	L	Small amounts			
5. Plastics, Rubber and Foam	Y	L	Small amounts			
6. Wood	Y	L	General wood and timbers includes furniture			
7. Furniture, Fixtures, Fittings	Y	L	Furniture and mattresses in use	<p>a) ensure that all upholstered furnishings and mattresses within the parts of the premises which are for guest use, or to which guests are otherwise permitted to have access, comply with the Furniture and Furnishings (Fire Safety) Regulations 1988,</p> <p>b) keep records showing that all upholstered furnishings and mattresses within the premises comply with the Regulations.</p>	30/08/2023	
8. Textiles	Y	L		.		

9. Packaging materials	N	L				
10. Waste materials	Y	L	Small amounts of household waste to bin			
Notes						

3. Structure

	Yes No NA	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Date to be completed	Actioned by and signed when completed
1. Will any structural features allow rapid fire spread?	N	L				
2. Are there open stairwells?	N	L				
Notes						

4. Means of Escape

	Yes No NA	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Date to be completed	Actioned by and signed when completed
1. Can all occupants easily escape from fire?	N	H	Beds set in kitchen cupboard with no escape in event of kitchen fire	Remove beds and sleeping facilities from this kitchen cupboard.	immediately	
2. Can a place of safety be reached within 2/3 minutes from all areas?	N	H	As above			
3. Do all escape routes lead to a place of safety?	N	H	As above			
4. Are escape routes free from combustible materials?	Y	L				
5. Are all escape routes unobstructed?	Y	L				
6. Are escape routes of sufficient width?	N	H	As noted above regarding kitchen cupboard used for sleeping			

7. Do all escape doors open in the direction of travel?	N	L	All aware of means of escape			
8. Are all escape doors easy to use without the use of a key?	N	H	Exit door has key locks in use	Ensure guests are advised in emergency plan to leave keys in exit doors at night	At all times when occupied	
9. Are all self closing fire resistant doors functioning, with strips and seals in place and in good order	N	H	Doors not closing to latch and bedroom door has ball latch fitted	Doors in need of general repair to ensure closing to latch. Remove and replace ball latch and ensure door closes to latch	30/08/2023	
10. Are final exit doors routinely checked?	N	M	No record of premises fire safety checks held	Keep records of fire safety checks of premises and fire safety provision in log book	30/08/2023	
11. Is the lighting on the escape route adequate?	N	H	No lighting	Ensure that areas such as the hall and landing have one or more automatic plug-in night lights of a type which continue to operate if the mains electricity fails	30/08/2023	
12. Are escape routes signed with pictograms?	N	L	Guests aware of			
13. Are fire action notices posted?	N	L	No fire action or fire plan	Develop fire emergency plan and/or install fire action notice in kitchen	30/08/2023	

14. Are adequate escape measures in place for those with special needs?	Y	L				
Notes	<p>Emergency Lighting</p> <p>1. If a fire disrupts the normal lighting there should be sufficient illumination for occupants to find their way out of the property. Where an escape route does not receive adequate illumination from a street light or other external source, alternative lighting should be provided. This could be through ensuring that areas such as the hall and/or landing have one or more automatic plug-in night lights of a type which continue to operate if the mains electricity fails.</p> <p>Where additional lighting is provided, you should establish a system which ensures that the plug-in light or other lighting is present and in working order at the commencement of each let. Records should be kept.</p> <p>Emergency fire action plan</p> <p>2. You should prepare a plan of what action any occupier should take in the event of fire. This would include the route of escape, how to raise the alarm and how to call the Fire Service. This should be available for each party arriving at the premises. A simple notice could be fixed in an easily visible place such as the hall or kitchen and/or be provided within a welcome pack. You should also ensure that the occupier is advised of basic precautions such as closing doors at night to inhibit the spread of smoke, ensuring keys are in exit doors, and the need to inform the owner or agent if any equipment develops a fault (such as electrical or smoke alarm defects)</p>					

5. Fire Detection and Warning Systems

	Yes No NA	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Date to be completed	Actioned by and signed when completed
1. Are arrangements in place to detect fire?	Y	L				
2. Is a fire alarm installed?	N	L				
3. Is the fire warning adequate?	Y	L				
4. Does fire detection cover areas where a fire may develop unnoticed?	N	H	No detection in kitchen cupboard bedroom	Remove beds and sleeping facilities from this kitchen cupboard.	immediately	
5. Does the fire detection cover the escape routes?	Y	L				
6. Is the fire alarm routed to the fire brigade or call centre?	N	L				

7. Is the fire alarm tested regularly and recorded?	N	M	No records kept of detection testing	implement system of recorded checks of testing of detection – may be carried out between lets	30/08/2023	
8. Is the fire alarm maintained?	N/A					
9. Has portable appliance testing been carried out and electrical equipment in good order	Y	L	Tested 09/2022			
10. Has the premises electrical system been subject to periodic inspection at least 5 yearly and are records available	N	H	Not tested. Board is old type with no circuit breakers	Undertake EICR and make records available	30/08/2023	

Notes:

6. Fire Fighting Equipment

	Yes No NA	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Date to be completed	Actioned by and signed when completed
1. Are fire extinguishers provided?	N	H	No fire fighting equipment in place	Install fire fighting equipment and ensure fire extinguishers and blanket serviced annually as per BS5306. Install 1x multi chem and 1 x blanket	30/08/2023 annually	
2. Are fire blankets provided?	N	H	See above			
3. Is a sprinkler system installed?	N	L				
4. Is the fire fighting equipment sited correctly?	N	L				
5. Is there a fire suppressant system installed?	N	L				
6. Is the fire fighting equipment visible or signed?	N	L				

7. Are sufficient numbers of staff trained to use fire extinguishers?	N/A	L				
8. Is all fire equipment maintained?	N	H		Ensure all new firefighting equipment is serviced annually as per BS 5306 part 3	Annually	
9. Are fire hydrants available in vicinity of premises *Distance to Hydrant	?	M	Unable to verify			
10. Are measures in place to fight fire in event of lack of water/hydrant *Distance to open water	?	M				
Notes	Fire extinguishers should be serviced annually by a qualified engineer and they should be replaced at 5 early intervals except CO2 which has a 10 year life span.					

7. Management of Fire Safety

	Yes No NA	Risk (L/M/H)	Observations (include existing controls)	Control Measures Required	Date to be completed	Actioned by and signed when completed
1. Is there a fire emergency plan?	N	H	No fire action notice or fire plan	Install fire action notice and/or fire plan with copy in welcome pack	30/08/2023	
2. Are competent persons nominated to provide guidance on fire legislation?	Y	L				
3. Are staff made aware of the action to take in the event of fire?	N	L	No staff on site			
4. Are fire marshalls nominated?	N	L				
5. Are fire drills carried out?	N	L				
6. Is any special training required?	N	L				

7. Is there a fire assembly point?	N	M	Assembly point not identified	Assembly point to be identified in action plan	30/08/2023	
8. Are there arrangements for calling the fire brigade?	N	H				
9. Are there arrangements to liaise with the fire brigade if a fire occurs?	N	M				
10. Is any special information to be given to the fire brigade?	N	M				
11. Are checks completed of the fire precautions?	N	H	No recorded premises fire safety checks	Implement system of premises fire safety checks and record	30/08/2023	

Significant Findings – Action Plan and items requiring immediate management action or that fundamentally affect fire safety on the premises.

Section & Item number	Control Measures required	Date to be Completed	Sign once completed/actioned
1.Sources of ignition	Remove trailing electric cable which crosses hallway and ensure electrical installation condition certificated. Old board in use with no RCD protection	30/08/2023	
	Electrical Installation Condition report (EICR). ensure EICR completed and is available for licence application	30/08/2023	
	Gas boiler and gas fire in use - Gas safe records required.	30/08/2023	
2.Sources of fuel	Ensure that all upholstered furnishings and mattresses within the parts of the premises which are for guest use, or to which guests are otherwise permitted to have access, comply with the Furniture and Furnishings (Fire Safety) Regulations 1988, Keep records showing that all upholstered furnishings and mattresses within the premises comply with the Regulations.	30/08/2023	
3.Structural Features/Fire spread	Doors not closing to latch and bedroom door has ball latch fitted Remove and replace bedroom door ball latch and ensure door closes to latch	30/08/2023	
4.Means of Escape	Beds set in kitchen cupboard with no escape in event of kitchen fire - Remove beds and sleeping facilities from this kitchen cupboard.	Immediately	
	Develop fire emergency plan and/or install fire action notice in kitchen Ensure guests are advised in an emergency plan/notice to leave keys in door at night	At all times when occupied	
	Implement system of premises fire safety checks and keep records of fire safety provision. Include emergency light testing	30/08/2023	
	Doors not closing to latch and bedroom door has ball latch fitted Remove and replace bedroom door ball latch and ensure door closes to latch	30/08/2023	
5.Fire Detection and warning systems	Implement system of recorded checks of testing of detection – may be carried out between lets	30/08/2023	

	No detection in cupboard where main electrics sited. Consider installing detection in mains cupboard		30/08/2023	
6. Fire fighting equipment	Install fire fighting equipment and ensure fire extinguishers and blanket serviced annually as per BS5306. Install 1x multi chem and 1 x blanket		30/08/2023 & Annually	
7. Management of Fire Safety	Beds set in kitchen cupboard with no escape in event of kitchen fire - Remove beds and sleeping facilities from this kitchen cupboard.		immediately	
	Develop fire emergency plan and/or install fire action notice in kitchen Ensure guests are advised in an emergency plan/notice to leave keys in doors at night. An assembly point should be noted on the emergency plan		30/08/2023	
First Review Date	Review as actions completed and signed off	To be completed by	Owners/responsible persons	
Notes				



Beds in kitchen
cupboard boak place

Beds in Kitchen Cupboard

Appendix 1 Guidance

The scope of this annex is described in paragraph 13 of the main guidance as simple guidance 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 200 m² internal floor space.

Fire detection and warning

10. A smoke alarm(s) should be installed in the hall, or for a two-storey property to both ground floor hall and first floor landing, so that there is a smoke alarm within 3 m maximum of each bedroom door and no part of a hall or corridor is further than 7.5 m from an alarm. A smoke alarm should also be installed in each living room and separate dining room and a heat alarm should be installed in the kitchen.

11. Where a property has more than three bedrooms, smoke alarms should also be installed in each bedroom. (In such case, the smoke alarm(s) installed in the hall or corridor need not meet the 3 m requirement).

Doors

17. A door between a room (other than a bathroom or toilet) and any corridor, hall or stair which would be the route out in the case of a fire, need not be a fire door² but should be capable of holding back smoke and fire for sufficient time to allow occupants to escape. An example of a suitable door type is a solid timber door.

18. The following check list will help you decide if you need to repair, adjust or replace any door:

- The door should be close fitting to its frame with gaps of no more than 4 mm.
- The door should have no sizeable splits, gaps or cracks and should not be warped.
- Non-fire-rated glazing may fail early in a fire.

- Hollow type doors offer poor protection.

19. For a two-storey property with sleeping accommodation on the upper floor, it is important that if a fire occurs in a ground floor room off the escape route while persons are asleep, the door of the room on fire remains closed. Where there are more than three bedrooms on the upper floor of a two-storey property, these ground floor doors should be provided with self-closing devices³.

20. Occupiers should be advised of the benefit of keeping doors closed at night to hold back fire and smoke.

21. Doors will only be effective at holding back fire and smoke if the corridor or hall structure also has the ability to hold back fire.

Exit door locks

22. Although there may be a key operated lock on the door, to facilitate escape from fire the final exit door should be capable of being easily opened from the inside without the use of a key, although it remains the personal choice of the occupiers how to secure the door.

Lighting

40. If a fire disrupts the normal lighting there should be sufficient illumination for occupants to find their way out of the property. Where an escape route does not receive adequate illumination from a street light or other external source, alternative lighting should be provided. This could be through ensuring that in the hall and landing (if applicable) you have one or more automatic plug-in night lights of a type which continue to operate if the mains electricity fails.

41. Where additional lighting is provided, you should establish a system which ensures that the plug-in light or other lighting is present and in working order.

Emergency fire action plan

43. You should prepare a plan of what action you will take in the event of fire including raising the alarm, ensuring all guests are evacuated and calling the Fire Service. A simple notice should be displayed in a prominent place in each bedroom, so that the guests know what to do in the event of fire. You may also wish to give them any further advice, such as the regular emptying of ash trays (if smoking is permitted) and the use of their own portable electrical equipment, when they arrive.