

Risk Assessment - Record of Significant Findings

Risk assessment for:

Building: The Mill

Address: Woodsaws Farm
Lanreath
Looe
PL132NT

Assessment carried out by:

Date: 13th April 2019

Completed by: Mrs. A Wills
Signature

Floor Area:

A two-story barn conversion with four bedrooms. Downstairs is a kitchen/diner, lounge, hallway, one bedroom and a bathroom. Upstairs there's three bedrooms, all en-suite, and a large landing.

Use:

A barn conversion used solely for holiday let purposes.

Fire Hazards and Fire Risks:

Sources of ignition:

- heat from cooking
- smoking materials
- tumble dryer
- wood-burner/chimney
- candles
- electrical - wiring and appliances
- heating and boilers

Sources of fuel:

- cooking oils
- furniture and furnishings
- domestic waste
- logs and coal
- woodchip
- petrol, for lawnmowers

Sources of oxygen:

- cleaning materials

People at Risk:

Those who are elderly, disabled or very young are particularly at risk. Number of guests is up to eight including babies and small children.

Evaluate, Remove, Reduce and Protect from Risk:

Heat from cooking:

- full instructions for cooking equipment are provided in the guest information folder, situated in the lounge.

- kitchen equipment is checked and cleaned, if necessary, at each changeover.

Smoking materials:

- smoking is NOT permitted in the cottage.
- all guests must smoke outside.
- buckets of sand are provided to extinguish live cigarettes and matches.

Woodburner and chimney:

- the Woodburner stands on an incombustible surface.
- guests should ensure that a good space is left around the Woodburner.
- any flammable materials should not be placed near or on the Woodburner.
- the wood ash in the Woodburner should be left until changeover, to be removed by the owner; alternatively, there are metal fire buckets to place the ash in when cooled.
- chimney is swept/cleaned at least once a year.

Candles:

- candles are NOT provided.
- candle holders are provided in the cottage however they have a large glass dome over them to minimize fire risk.
- if candles are used they must be extinguished before leaving the room.

Electrical - wiring and appliances:

- any faulty appliances are immediately removed from the cottage for repair or replacement.
- all electrical appliances are checked regularly (PAC tested)

Heating and boilers:

- woodchip provides the central heating.
- the boiler is serviced by Clean Earth Ltd.

Woodchip for bio-mass boiler:

- woodchip is stored in an external barn outside the cottage.

Cooking oils:

- no cooking oils are provided in the cottage.
- no chip pan or deep fat fryer available at the cottage.

Furniture and furnishings:

- all furniture complies with the furniture and furnishings fire safety regulations.

Domestic waste:

- guests are invited to empty bins frequently.
- bins should be kept separate to sources of ignition.

Logs and coal:

- a small number of logs and coal are provided in the cottage for guest use.

- main supply stored away from the cottage and from any sources of ignition.

Petrol for lawnmowers:

- this is stored away from the cottage in an approved plastic container.

Cleaning materials:

- no cleaning materials are supplied in the cottage.

- all cleaning materials are stored away from the cottage and away from sources of ignition.

Activities that may cause fire

A barbeque of brick construction is no longer available for use in the garden of the cottage.

Means of escape

The Mill is a two-story semi-detached stone-built barn conversion, with one inward opening front door on the ground floor. There is also one set of French doors, outward opening from the lounge to the front garden and a second set of outwards opening French doors from the kitchen/diner into the rear gardens. On the first floor, there is an outward opening door, leading down the steps to ground level. In the ground floor bedroom, there is a fire door giving access to the property next door (Rumsdale). The outside door locks have been changed to open from inside without a key.

The fire alarm and fire detection

The cottage is provided with two carbon monoxide alarms, in the lounge and hallway, and seven fire/smoke alarms; one in the downstairs hallway, two in the upstairs hallway and one in each bedroom. They are electric operated with battery backup in case of power failure.

Firefighting equipment

1 x power extinguisher, in the hallway at the bottom of the stairs.

1 x powder extinguisher, on the upstairs landing.

1 x fire blanket, in the kitchen.

Escape lighting

A torch is provided in all bedrooms, beside the bed.

Evacuation procedure

In case of fire, all guests should leave without delay and dial 999 from any nearby phone and inform the fire brigade. Guests should remain in the parking area until escorted to the orchard. Everyone MUST remain here until the Fire Officer confirms it is safe. Any attempt to extinguish the fire should only be done if it is entirely safe to do so, with the equipment provided and without risk to personal safety. A copy of the evacuation procedure can be found in the guest information folder in the lounge.