

Belvue Guesthouse, Holy Island – Fire Risk Assessment

1. Purpose and overall assessment

This document is intended to assess and address any fire risks at Belvue Guesthouse, Chare Ends, Holy Island TD15 2SE – for the safety of our guests and to comply with the relevant fire regulations. Overall, we assess the risk to guests to be low, bearing in mind the alarms, fire doors, fire enclosure, escape routes and additional fire-fighting measures (fire extinguisher and blankets).

2. Review

This risk assessment has been initially carried out in December 2018, and is reviewed annually on or before December of every year.

3. Property description

Belvue is a bungalow built in the 1970s, split over two levels, with four steps leading from one level to the other. The guesthouse has three guest bedrooms, two on the lower level and one on the slightly elevated level. The owners' accommodation area at the back of the property comprises of one bedroom and kitchen and living areas. To our guests, we provide one en suite twin room and two en suite 'studios' which also have kitchenettes.

The external walls are of solid construction, the roof is an insulated bitumen felt construction newly installed in 2018. The floors are wood throughout, except the bathrooms and the porch area which are tiled. The underside of the floor is insulated.

The property is detached with no walls adjacent to neighbouring properties.

4. Building control

The property was renovated in 2018 to provide comfortable guest accommodation and to improve the owners' area. The Building Control department at Northumberland Council has specified several fire protection measures which were adhered to, including fire doors in guest rooms, a fire enclosure in the hall area, and escape compliant windows to guest rooms. Electric and heating work have both provided compliance certificated.

5. Guest areas –Assessment

5.1 Types of guests

There are three guest rooms (one twin and two doubles), allowing for a maximum occupancy of six guests. Our terms and booking instructions require that all children under the age of are accompanied by an adult. Our Access guide requests that guests notify us of any disabilities that may affect their mobility in a fire, or hearing impairments that might affect their ability to notice alarms.

As this is a guesthouse, guests will sleep in their rooms, and so this assessment tackles measures required for this scenario (i.e. fire alarms and escape routes).

5.2 Guest rooms – Risks and mitigation

Flammable materials

Each of the guest rooms has wooden furniture and curtains, wooden floor with rugs and mattresses. These are all standard furnishings, bought from reputable retailers and compliant with current standards. However, we have taken care to provide safety measures in case of a fire, as detailed below.

Heating

All rooms are heated using central heating radiators. In the bathrooms there is also electric underfloor heating (risk: low).

The oil boiler is located in the garage on the northern side of the property, which is not adjacent to any guest rooms. There is a CO2 alarm at the boiler's location. The heating oil tank is located in the garden, away from the property and is not accessible to guests.

Electric items

Each guest room has a kettle, a flat-screen television and lighting. The two studio rooms also have a microwave oven and mini-fridge. The bathrooms have electric Vent Axia extractor fans and mirror lighting with a shaver socket. There are no standard ovens or hobs in any of the rooms. All items are newly purchased and to a good standard.

No Smoking policy

Smoking is not permitted anywhere on the property.

5.3 Fire prevention measures

Although the risk of fire from the electric items described above, or other causes is low, we have taken the following steps to mitigate any risk of fire:

5.3.1 Fire doors and fire enclosure

- All guest rooms have been fitted with an FD30 fire door with fire seals and door closers.
- The hall (to which all guestroom doors lead) is a designated fire enclosure as specified by Building Control. All doors leading to it are fire doors and walls and glass are to fire enclosure standard (new hall glass partition has 30 mins fire rating).

5.3.2 Fire alarms

All guest bedrooms and areas have mains audible interconnected fire alarms fitted in them with battery backup. There are also fire alarms fitted in the owners' accommodation, as well as CO2 alarms next to the owners' accommodation fireplace and next to the heating boiler in the garage. All fire alarms are tested regularly.

5.3.3 Fire extinguisher

In the hall area, there is a 6kp powder fire extinguisher, easily accessible to all guest rooms and to the owners. Powder was chosen specifically to mitigate the risk of electric fires. The owners have reviewed the instructions for use of this extinguisher.

5.3.4 Kitchenette additional safety measures

Although the kitchenettes in the two 'studio' guestrooms have no hob or conventional oven (they are suited to light cooking with a microwave and have a fridge), we have installed **fire blankets** (which include clear instructions on how to use them) next to each, and they have easy access to the fire extinguisher noted above.

6. Escape routes

6.1 Guest bedroom 1 (small twin room)

The door to this room opens into the fire enclosure and is 3m from the porch door and another 2m from the front door. In case of emergency, guests may also be evacuated by emergency services through the windows.

6.2 Guest bedroom 2 (Priory Studio)

The door to this room opens into the fire enclosure and is 2.5m from the porch door and another 2m from the front door. In case of emergency, guests may also be evacuated by emergency services through the windows.

6.3 Guest bedroom 2 (Castle Studio)

The door to this room opens into the fire enclosure and is 4m from the porch door (including four steps down) and another 2m from the front door. In case of emergency, guests may also be evacuated by emergency services through the windows.

6.4 Escape route visibility and access

The doors to the guestrooms are all very near to the front exit, which is clear and obvious, and will be used by the guests to enter and exit the premises. As the exit is so simple and obvious, an exit sign will not be required. Guest rooms are locked from the inside using a thumb lock, so guests will not find themselves locked in. While there are guests in the property, the front door is only ever locked using a latch which does not require a key. Thus, in the case of a fire, there will not be any doors that require a key for the guest to unlock and escape.

There is emergency lighting in the hall which remains on at night and will operate in full illumination mode if there is a power cut.

Employees

The guesthouse is owner-occupied and does not have any employees.

Competent persons

The guesthouse is managed by the owners, who live onsite and are therefore the appointed Competent persons.

Evacuation procedure

Guests are advised to evacuate the property in case of a fire and meet outside the front gate.

Detailed list of risks and mitigations

Risk	Mitigation
Electrical fire from microwave (e.g. metal items entered into the microwave, or left too long)	Fire blanket positioned near location of microwave, and fire extinguisher in the hall. Escape routes are easy. Fire alarms located in room.
Other electrical fire (e.g. from kettle, TV, guest appliances)	All guest electrical items are of good quality and newly purchased. There is a fire extinguisher accessible to all rooms. Fire alarms located in room.
Smoking causing fire	Smoking is not allowed anywhere on the property,
Arson	Holy Island is a low crime area. Rubbish bins are located away from the property.
Fire in owners' accommodation (e.g. fire in owners' kitchen or fireplace)	1) There are fire alarms in the owners' accommodation to the same standard as the guest rooms, as well as a CO2 alarm near the fireplace and garage boiler. Fire alarms are interconnected with those of the guest rooms and have backup batteries. 2) There is a fire door between the owners' accommodation area and the guest area 3) there is an escape route through the back of the property, so owners need not open the fire door to the guest area in case of a fire.

