FIRE RISK ASSESSMENT



1 KINGSWOOD COTTAGES,
LAPWORTH, B94 6LX

FEBRUARY 2024

MADRIGAL-OS

Introduction

This document requires information that must be contained in a fire risk assessment record. When completed in accordance with all suggestions it may serve as a record of a fire risk assessment as required by the Regulatory Reform (Fire Safety) Order 2005. From the time these Regulations came into force in October 2006 it is a requirement for all employers, occupiers or owners of a property to:

- Carry out a fire risk assessment of the workplace/property taking into consideration employees and all other people who may be affected by a fire in the building.
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire.
- Provide and maintain such fire precautions as are necessary to safeguard those who use the property.
- Provide information, instruction and training to employees about the fire precautions in the property to ensure the safety of all persons who use the property.

This Fire Risk Assessment has been prepared in line with the PAS-79 part 2 for Housing document.
Once the actions outlined below have been undertaken, the overall risk from fire for the property will be:

Likelihood of fire = LOW
Consequences of a fire = MODERATE
Overall level of risk = TOLERABLE

1 Premises details

Name of site:	1 Kingswood Cottage		
Address:	Old Warwick Road, Lapworth, B94 6LX		
Telephone number:	07538 936649		
Use of premises:	Holiday lettings		
Person(s) in Control of the Property:	Sally-Ann Jarrett		
Name & relevant details of the person carrying out the Fire Risk Assessment:	Mat Clark, Senior Partner Madrigal-OS LLP		
Signature of person carrying out the Fire Risk Assessment			
Date of risk assessment:	15/02/2024	**Review date:**	Before February 2026

2 General description of the premises

Description:

1 Kingswood Cottages is a semi-detached, Grade II Listed, stone and brick-built 2-storey building with oak beams internally and externally. The property has undergone substantial refurbishment during 2023, including a new roof and removal of the previous roof void on the upper floor.

There is a drive to the property, and access to the front door, and kitchen door to the side are via this drive. The building itself consists of a kitchen, living room and toilet downstairs, and a single bedroom and bathroom upstairs. There are no doors between the upstairs area and downstairs.

There is no smoking permitted anywhere in the cottage.

Occupancy:	
Times the Premises are in use:	The property is a holiday cottage with potential for year-round occupancy.
The total number of persons employed within the premises at any one time:	Maximum of 2, normally only during cleaning and housekeeping times.
The total number of visitors who may be on site at any one time:	Up to 2 adults may be resident here at any one time, including overnight sleeping. There is no accommodation for children, but it is possibly that a baby or very young child could also be staying with parents.

3 Rectification of fire safety deficiencies and Action Plan

High = within 1 month
Medium = within 3 months
Low = within 6 months

Greyed-out items refer to issues which were identified during an inspection of the premises, and which have now been addressed/rectified.

Reference	Deficiency/Rectification	Priority	Action required by	Action completed	
			Name	Signed	Date
4. Fire doors	Consider installing a 60-minute fire door between the kitchen and living room. If this is not done due to the building's status, then fit smoke and heat seals to the door frame. **This has now been addressed.**	HIGH	SJ		
4. Fire warning	Ensure that smoke/heat detectors are tested on a regular basis and that results are recorded.	HIGH	SJ		
4. Fire Warning	Consideration should be given to providing some form of emergency lighting for the stairs/landing area to assist with evacuation from the upper floor. A flashlight should also be provided for use by persons upstairs. **This has now been addressed.**	HIGH	SJ		
4. Firefighting equipment	Fire blanket and CO2 extinguisher have been installed	HIGH	SJ		
5. Fire Hazards	Ensure that regular testing or inspection of electrical equipment takes place. This should include all white goods, hairdryers, toasters, heaters, microwaves and other portable cooking appliances	LOW	SJ		
6. Means of escape	Fire action notices should be on display adjacent to exit doors, and an evacuation guide be provided as part of the letting information. **Fire action notice is now on display in the living room.**	MED	SJ		

4 Fire safety systems within the premises

Fire Warning System:
Hardwired heat detection is in place in the kitchen, and hardwired smoke detection is present in the living room and bedroom. There is also a carbon monoxide detector in the main living room. These detectors should be subject to regular testing and before each let.

Emergency Lighting:
There is emergency lighting in place, to allow safe evacuation from the upper floor, and there is natural light in all rooms. There is no street lighting to provide illumination at night in the event of an evacuation, so the emergency lights should be tested before each let commences, and on a monthly basis. Emergency lighting runs from the main electricity and so there has been no need to make changes to the structure or appearance of the building, in keeping with its Listed status. For *illustrative purposes only*, an example of such products may be found here: https://safetlight.co.uk/ A flashlight should also be provided upstairs for use in the event of a power failure.

Fire doors:
There are 3 internal doors in the premises. 1 to the downstairs toilet, 1 from the bedroom to the bathroom and 1 from the kitchen to the living room. None of them are fire doors, however, they have been installed in line with the listed status of the property and can be considered to be ‘historical doors’ as defined by Historic England, although it was not possible to establish how the doors have been constructed. They may provide up to 15 minutes of protection should a fire start in the building, provided that doors are fully closed in the frame and have smoke/heat seals installed in the door frames. A heat and smoke seal has been fitted to the door between the living room and kitchen, and this will provide additional protection for thos upstairs or in the living room should the need to evacuate arise

Fire-fighting equipment
A fire blanket and CO2 fire extinguisher have been installed in the kitchen area.

5. Fire Hazards within the premises

Sources of ignition:

- **Wood burner**
- **Electric Water Heater**
- **Cooking** equipment – electric oven, microwave, toaster in kitchen
- **Lighting equipment** (general lighting throughout the building)
- **Washer/Dryer in kitchen**
- **Hairdryer on upper floor**
- **Arson**

Sources of fuel:

- **Wood /paper/cardboard/clothing etc.**
- **Furniture and furnishings** (throughout the premises)
- **Tumble dryer filter**
- **Textiles** (bedding, cushions etc)
- **Waste bins**

Comments:

- Fixed wiring was tested in January 2024 and is recommended for re-inspection in 2034. Meter cupboard was tested in November 2023.
- Although the majority of equipment in the property is new, portable and white electrical equipment should be subject to regular visual inspection for damage or defects on an ongoing basis.
- The electric water heater is installed in a cupboard under the stairs. This cupboard is normally locked but has no fire protection installed. Stop cock is in downstairs toilet.
- Furniture, fixtures and fittings appear in good condition throughout, and fire retardant where applicable.
- Arson risk is very low, considering the area, and further reduced with bins kept in a secure area to the side/rear of the property.
- There are no portable heaters or fans on site, and there is no evidence of electrical extension cables in use.
- The cooker hood is routinely cleaned to reduce the risk of fire starting.
- The tumble dryer filter is cleaning weekly and after each letting.
- There is an isolation switch present behind the drawers for the electric cooker/hob
- There are no gas appliances in the property.

6 Means of Escape

There are 2 means of escape from the property: Via the front door directly onto the drive, or out of the side/rear of the property though the kitchen, which leads both to the drive and the garden to the rear.
There is a single staircase to/from the upper floor, so it is vital that fire detection is maintained in good working order to provide as much early warning as possible to those sleeping upstairs. Residents should be reminded to close the door between the kitchen and living room at night to reduce the spread of fire through the property.

Maximum distances to a final exit door are less than 10m on both the ground floor and the upper floor.

Evacuation from the upper floor may also be possible through the upper storey windows if access to the ground floor is not possible, although currently there is no equipment provided to facilitate this.

There is currently no evacuation plan/strategy on display in the property indicating what actions are to be taken on discovering a fire or hearing the alarm. A draft plan has been provided in a separate document to this assessment.

Housekeeping appears satisfactory and would not present an additional hazard during an evacuation.

7 Fire safety signs and notices

If a fire door is to be installed, then suitable ‘Fire door keep shut’ signage should be applied to it

A general fire action notice is displayed adjacent to the front entrance to the premises stating what to do in a fire/emergency situation.

Firefighting equipment installed also has suitable signage indicating its safe use.

8 Fire warning systems

There are hardwired smoke or heat detectors fitted in the living area, kitchen and bedroom to provide early warning on a fire.

9 Emergency lighting system

There is a basic plug-in emergency lighting system in place to assist evacuation from the upper floor at night.

Consideration has been given to the level of ambient lighting entering the property at night and suitable emergency lighting on the landing/stairs area is in place.

10 Fire-fighting equipment

There are suitable firefighting equipment in place in downstairs areas. These should be subject to an annual inspection.

11 Maintenance schedule

The means of escape and other fire safety provisions must be maintained, at suitable intervals, by a competent person and the maintenance should be recorded to demonstrate compliance.

Testing of Protection Equipment	Test Frequency	Y/N/NA	Comment
Fire alarm control panel	Daily	N/A	
Fire alarm system and associated equipment	Weekly	No	Weekly tests of detection units should be carried out
	Annual	No	Annual servicing should be carried out
Emergency lighting	Monthly (battery)	N/A	Plug-in or hard-wired lighting should be subject to routine testing
	Annual	N/A	
Lightning conductors	Eleven Monthly	N/A	No lightning conductor on premises
Fire instruction		YES	Should be provided for each new letting
Fire drills	At least once per year	N/A	Not normally undertaken when the property is in use.
Fire Fighting Equipment	**Test Frequency**		**Comments**
Fire extinguishers	Weekly visual	No	Visual checks should be undertaken before each let as part of housekeeping
	Annual service	No	All FFE should be subject to an annual inspection
Sprinkler system	Annual service	N/A	No sprinkler system installed on site.
Fire hose reels	Annual service	N/A	No fire hose reels on site.
Fire Doors	Regular inspection	N/A	Regular visual inspections of any fire doors which are to be installed should take place to ensure their correct operation and full closure in the door frame.
Electrical Systems	**Test Frequency**		**Comments**
Electrical Hard Wiring	Every ten years*	Yes	retest due 2034
Equipment Testing (PAT)	Suitable intervals*	No	Higher risk items should be routinely inspected or tested and damaged/defective items removed.

*as per IET NIC EIC recommendations

12. Method of Calling the Fire Service

Residents would be expected to contact emergency services directly in the event of a fire or other emergency.

13 Training

The owner provides an induction pack for all hirers including an explanation of the emergency procedures.

14. Emergency Plan

A summary of any specific evacuation instructions may be included here.