

Fire Risk Assessment

Hawthorn Lodge

Responsible person (e.g., employer) or person having control of the premises:

Julia Rice

Address of premises:

Hawthorn Lodge, Blackthorn Meadow, off Darren Road, Coed Y Paen, Pontypool, Monmouthshire. NP4 0SY

Number of floors:

1

Number of rooms:

4

Construction:

Exterior - Rendered block with cavity and slate roof.
Interior - Skimmed 'dot and dab' plasterboard onto block

Date of fire risk assessment:

02 January 2024

Date of previous fire risk assessment:

18 November 2023

Suggested date for review:

Next review September 2024 at the latest. This is a living document so will be frequently updated throughout the year as changes or issues present themselves.

Fire hazards and controls

Are fixed electrical installations inspected and tested every 5 years?

N/a ☐ Yes ☒ No ☐

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| POTENTIAL HAZARD | Potentially faulty electrical sockets, electric plugs, damaged or loose wiring and light switches |
| RISK | Potential injury to guests, cleaners, owners due to electrocution (electric shock, loss of life. fire damage to property. |
| ACTION TAKEN | EICR Check every 5 years and check electrical sockets for signs of damage and/or overheating, plugs, damaged cables etc. during changeovers. |

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| ADDITIONAL NOTES | Most recent EICR Test and remedial electrical work carried out by Bright Sparx Electrical on 25/08/2023 |
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Are electrical appliances periodically inspected and tested?

N/a ☐ Yes ☒ No ☐

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| POTENTIAL HAZARD | Potential Fire hazard caused by damaged cables, faulty electric plugs |
| RISK | Injury to guest, cleaners, owners due to electrocution (electric shock, loss of life. fire damage to property. |
| ACTION TAKEN | <ol style="list-style-type: none"> 1. Electrical appliances inspected for damaged plugs, loose wiring, signs of overheating and tested at changeover 2. Ask guests to inform us immediately if they notice any potential issues with any electrical appliances. |
| ADDITIONAL NOTES | |

Is the use of trailing leads and adaptors avoided where possible?

Yes ☒ No ☐

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| POTENTIAL HAZARD | Trailing leads and adaptors |
| RISK | Injury to guest due to trip hazard and potential fire hazard from overheating cables, adaptors and Lithium-ion batteries |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Removed all non-essential electric extensions 2. Check adaptors for signs of damage and/or overheating when tested at changeover 3. Provide USB ports in bedrooms to reduce the fire risk caused by incompatible or faulty adaptors 4. Ask guests not to leave any lithium-ion powered items including laptops, mobile phones, cameras etc., charging in the building when it is empty. 5. We do not permit the charging of e-vehicles including e-cars, e-bikes, e-motorbikes, e-scooters etc., – the only exception being electric wheelchairs. 6. Unfortunately, we are unable to permit the charging of large external use mobility scooters as we do not have the 'specially designated, well-ventilated area suitable for mobility scooter storage and charging' that would be required. |
| ADDITIONAL NOTES | No trailing leads are used inside the building. The only exception is at Christmas when a surge protected trailing lead on an electric extension is used for the LED fairy lights. It is kept close to the skirting board and behind furniture to reduce the risk of trips. |

Are gas appliances inspected and tested every 12 months?

N/a ☒ Yes ☐ No ☐

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| POTENTIAL HAZARD | Not applicable as there is no gas supply within the building or within the grounds |
| RISK | N/A |
| ACTION TAKEN | N/A |
| ADDITIONAL NOTES | |

Is smoking permitted on the premises?

Yes ☐ No ☒

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| POTENTIAL HAZARD | Cigarette Smoking, vaping, e-cigarettes |
| RISK | Guest at risk of burns, risk of fire damage to property/contents (from discarded cigarettes and charging vapes and e-cigarettes) and potential loss of life to guests and fire fighters due to house fire. |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Smoking cigarettes and e-cigarettes and/or vaping not permitted in the premises 2. A 'No smoking or vaping' sign is located on the glass of front entrance door. 3. Guests are prohibited from smoking within the property, on doorways or out through windows. 4. The bungalow is marketed as being non-smoking within the house rules and on the listing description. 5. Consequences of unauthorised smoking are outlined in the listing's letting policy and house rules |
| ADDITIONAL NOTES | Consequences for non-compliance include termination of the guest's stay without refund |

Are suitable arrangements in place for those who wish to smoke?

N/a ☐ Yes ☒ No ☐

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| POTENTIAL HAZARD | Guests and Visitors smoking inside the building |
| RISK | Guests and visitors at risk of burns, fire damage to property / contents and potential injury or loss of life to guests and fire fighters. |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Guests and/or guests' visitors are asked to request the provision of an ashtray and only smoke whilst in the rear garden 2. Guests and/or Visitors are asked to dispose of their cigarette ends safely by emptying the contents of the ashtray into a metal sand bucket and not in with the combustible general waste. |
| ADDITIONAL NOTES | We have been running out holiday lets for over 13 years and have found that – although we do not live on site – most are happy to follow our wishes with regards to smoking. |

Are the premises adequately secured to prevent unauthorised access?

Yes ☐ No ☐

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| POTENTIAL HAZARD | Unauthorised Access into premises |
| RISK | Arson, damage to property, antisocial behaviour, theft. |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Guests are asked to close the main metal entrance gate after arrival and departure, to secure the property when going out and to lock the wooden entrance gate that leads to the private garden (which gives access to the side and rear of the building) when they leave the building. 2. To prevent unauthorised access when the building is unoccupied the main metal entrance gate is secured using a thick metal chain and round metal padlock 3. The surrounding perimeter hedge consists mainly of blackthorn and hawthorn (nature's barb wire) and are reinforced with 6ft Heras metal fencing. 4. Ring video cameras are used when both properties are unoccupied for surveillance purposes. |
| ADDITIONAL NOTES | Geese are kept at the premises and this has deterred strangers from entering the grounds due to the noise that they make and for fear of being chased. The premises is visited at least once a day (365 days) |

Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?

Yes ☒ No ☐

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| POTENTIAL HAZARD | Fire risk from ignition of combustible waste |
| RISK | Arson, fire damage to property and injury to guests, cleaners, owners and fire fighters |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Metal bins for general waste and ash are stored at a short but safe distance from the building and emptied on a regular basis along with any food waste and recycling boxes. 2. Waste and recycling are moved to a locked compound adjacent to the main gate entrance where it is sorted, bagged and stored within a locked compound until collection day. 3. Smaller pedal bins have been provided to guests to encourage them to recycle and to encourage the frequent removal of combustible waste from inside the premises. |
| ADDITIONAL NOTES | As our guests are from areas and countries that have different recycling capabilities, we sort the recycling out for them. |

Are fixed heating systems subject to periodic maintenance?

N/a ☐ Yes ☒ No ☐

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| POTENTIAL HAZARD | Risk of the multi-fuel stove which drives the central heating system and/or flue overheating and causing fire due to soot, ash and tar |
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| | build-up in the chimney flue (despite only burning well-seasoned logs and dry anthracite) and to prevent overheating of the cast iron fire griding |
| RISK | Fire damage to fire and property and potential injury to guests, cleaners, owners and fire fighters |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Multi-fuel flue is swept every 3 months when in use 2. Central heating system checked for air at every changeover and prior to every check in 3. Radiators checked for leaks and any potential damage 4. When fire is in use, check daily for ash build up inside the ashpan when replenishing the fuel 5. Ash carriers provided for guests to regularly take ash outside safely to metal bin to prevent the overheating of the cast iron fire griding. 6. Guests are asked to only burn the dry and seasoned logs, anthracite, kindling and newspapers that we provide |
| ADDITIONAL NOTES | Guests are provided with a visual step-by-step guide to using the heating the system and are asked not to use the fire guard to dry their clothes or other items on – an outdoor clothes line and an independent clothes airer are provided for this. They are also asked not to use any fire igniter liquids when lighting the fire and to keep combustible items and matches away from the heat source and children. |

Are portable heaters subject to periodic inspection and used safely?

N/a ☐ Yes ☒ No ☐

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| POTENTIAL HAZARD | Risk from the unauthorized use of portable heaters |
| RISK | Guests bringing their own portable heaters from home with them to use |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Guests are prohibited from bringing their own portable heaters with them 2. We supply a safe and inspected portable electric heater to them should there be any issues with the heating system provided. |
| ADDITIONAL NOTES | Guests who refuse to comply with the fire safety house rules and policies stated in the Welcome Pack and on the listing's website risk the immediate termination of their stay without refund. |

Are there adequate fire precautions in the use of open fires and log burners? e.g., regular chimney sweeping

N/a ☐ Yes ☒ No ☐

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| POTENTIAL HAZARD | Potential of inadequate fire precautions for log /multifuel burners use |
| RISK | Chimney and potentially house fire caused by ash, soot and tar build-up in the chimney flue (from the burning of well-seasoned logs and dry anthracite) and overheating of the cast iron fire griding |

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| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Log/multifuel burner flue is swept every 3 months when in use. 2. Guests are provided with a visual step-by-step guide to using the heating system and are given one-to-one, face-to-face support should they need it. 3. Guests are prohibited from using the fire guard to dry their clothes or other items on – an outdoor clothes line and an independent clothes airer are provided as an alternative. 4. Guests are prohibited from using any fire igniter liquids when lighting the fire and asked to keep combustible fuel and matches away from the heat source. 5. The stove is checked for ash build up inside the ashpan when replenishing the fuel 6. Guests are asked to only burn the dry and seasoned logs, anthracite, kindling, newspapers that we provide them 7. Ash carriers are provided for guests to safely take cold ash outside and empty it into the metal ash bin to prevent the overheating of the cast iron fire griding. 8. A Stovax Stove Flue pipe thermometer is provided so that the guests can operate the fire at a safe temperature and know when to reduce the airflow to prevent the flue pipe from getting over heated. 9. Stovax gauntlets are provided for use by guests to prevent heat damage to their hands when adding logs to the fire. |
| ADDITIONAL NOTES | Only logs that have been thoroughly seasoned and (using a Digital Wood Moisture Meter Detector) showing as having a moisture content of 20 or lower are provided for guests use. The anthracite we provide is in the form of Ovids which are easier for guests to use safely. |

Are adequate measures taken to prevent fires from cooking equipment? e.g., prohibiting deep fat fryers

N/a ☐ Yes ☒ No ☐

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| POTENTIAL HAZARD | Deep fat frying in or on a non- thermostatically controlled appliance e.g., in a saucepan on an electric hob |
| RISK | Potential burn injuries to guests and firefighters, loss of life. fire damage to property. |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. The use of deep fat fryers inside the property is prohibited. 2. We do not provide guests with bottles of cooking oil 3. We provide non-stick frying pans that do not require cooking oil 4. Guests are provided with a suitable thermostatically controlled device - single basket Air fryer 5. Guests are asked to ensure that the ceramic hob isolating switch is turned to the off position when the hob is not in use to reduce the risk of accidental fires. 6. Ensure that guest is aware of relevant house rules, |

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| | terms and conditions and potential consequences of non-compliance e.g., immediate termination of stay without refund. |
| ADDITIONAL NOTES | The majority of our guests eat out in the evenings and are more than happy to use the electric oven or the Air Fryer to cook frozen chips. |

Are filters and ductwork subject to regular cleaning?

N/a ☐ Yes ☒ No ☐

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| POTENTIAL HAZARD | Extractor fan over ceramic hob in kitchen |
| RISK | Guests using the appliance at risk from extractor fan fat residue |
| ACTIONS TAKEN | 1. Extractor fan wiped over during changeover 2. Extractor fan filter checked during changeover |
| ADDITIONAL NOTES | |

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste e.g., from tumble dryers?

Yes ☒ No ☐

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| POTENTIAL HAZARD | Fire hazard due to accumulation of combustible materials and waste |
| RISK | Fire risk to property and guests |
| ACTIONS TAKEN | 1. Properties are cleaned by a professional cleaning company and checked prior to check in. 2. Smaller pedal bins that fit under the kitchen sink have been provided to guests to encourage frequent recycling and the removal of combustible waste from inside the premises. 3. Metal bins for general waste and ash are stored at a safe distance from the building and emptied on a regular basis along with any food waste and recycling boxes. 4. Waste and recycling taken to a compound adjacent to the main entrance where it is sorted, bagged and stored within a locked compound until collection day. |
| ADDITIONAL NOTES | We do not provide a tumble dryer |

Are combustible materials kept separate from ignition and heat sources?

Yes ☒ No ☐

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| POTENTIAL HAZARD | Fire hazard due to combustible materials stored close to heat sources |
| RISK | Fire risk to property, guests, owners and fire fighters |
| ACTIONS TAKEN | 1. Kindling, newspapers and matches are kept away from |

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| | <p>ignition and heat sources.</p> <ol style="list-style-type: none"> 2. Provided smaller pedal bins that fit under the kitchen sink for guests to encourage frequent removal of combustible waste from inside the premises. 3. Waste and recycling is removed and taken to a compound adjacent to the main entrance where it is sorted, bagged and stored within the locked compound until collection day. 4. We do not permit the use of deep fat fryers in our properties. Single basket Air Fryers are provided as an alternative. 5. Guests are asked to supervise children under the age of 18 at all times. 6. Multifuel/log burner is sited on large hearth and surrounded by a free standing solid heavy duty metal fire guard standing on ceramic / porcelain tiles. 7. Guests are prohibited from drying combustible items including clothing on the free-standing fire guard 8. Mats, cushions and the sofa are safely kept at a safe distance from the fire hearth |
| ADDITIONAL NOTES | We limit the quantity of logs, kindling, and anthracite that are stored inside the property for guests use and replenish them on a daily basis. |

Is it ensured that all contractors who undertake work on the premises are competent and qualified?

Yes ☒ No ☐

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| POTENTIAL HAZARD | Incompetent contractors and use of contractor's tools and equipment |
| RISK | Risk to property, injury to contractor, guests, owners and fire fighters |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Check contractor's website for previous experience in the field required, qualifications, membership of nationally recognized associations and bodies such as HETAS etc. 2. Check Facebook and other social media sites for honest reviews and feedback |
| ADDITIONAL NOTES | |

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?

N/a ☐ Yes ☒ No ☐

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| POTENTIAL HAZARD | Fire hazards associated with the use and storage of dangerous substance |
| RISK | Risk of fire acceleration caused by heating, mixing and burning of chemicals to property, guests and firefighters |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. All Jacuzzi Spa hot tub chemicals are stored on high |

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| | <p>shelves in a locked shed which is a safe distance from the property.</p> <p>2. Petrol to fuel the ride on mower and/or petrol strimmer is purchased in small quantities on a 'need to have' basis and the equipment is used until all of the petrol has been used up.</p> |
| ADDITIONAL NOTES | |

Are there any other significant fire hazards in the premises?

Yes ☒ No ☐

If the answer to the above question is yes, please list each hazard and any control measure to reduce the risk of fire, in the box below. If the answer to any question is no, include suitable action within the Action Plan.

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| POTENTIAL HAZARD | Outdoor brick built static BBQ - Use of accelerants to start the BBQ and discarded disposable BBQ trays. |
| RISK | Risk of serious burns to guests |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Use of the BBQ prohibited when risk of grass fires 2. BBQ permanently sited at a safe distance from the property 3. Guests prohibited from using liquid accelerants 4. Disposable BBQ trays are supervised by guests until they have cooled down and can safely be disposed of. 5. Guests are not allowed to leave used disposable BBQ trays unattended until they no longer pose a fire risk 6. BBQ tools that enable guests to keep a safe distance from the hot BBQ are available for guests to use on request |
| ADDITIONAL NOTES | Having a brick built static BBQ prevents guests from moving it closer to the buildings or the hedge which could pose a fire risk. Encouraging guests to use their disposable BBQ trays at a safer height rather than on the ground reduces the risk of it being fallen or stepped on whilst it is still hot which could result in serious burns. |

Fire protection measures

Are all escape routes kept clear of obstructions to enable people to escape safely?

Yes ☒ No ☐

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| POTENTIAL HAZARD | Fire escape route obstruction |
| RISK | Guests unable to escape safely |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Ensure that guests are aware that fire escape routes both inside and outside the building (to get to the fire assembly point) must be kept clear of obstructions at |

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| | all times 2. Ensure that any obstructions caused by guest's belongings are moved whilst replenishing fuel and/or carrying out Jacuzzi spa hot tub chemical checks |
| ADDITIONAL NOTES | Failure to comply with the Fire Safety regulations may result in immediate termination of the guests' stay without refund |

Are all fire exits easily and immediately openable?

Yes ☒ No ☐

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| POTENTIAL HAZARD | Potential for Fire exits to not be immediately openable |
| RISK | Fire risk to property and guests |
| ACTION TAKEN | <ol style="list-style-type: none"> 1. All external doors have been fitted with fire rated thumb turn locks that are suitable for commercial use so are immediately openable. 2. Guests are asked not to block the fire exits with their belongings. |
| ADDITIONAL NOTES | Mortice locks have been removed from front door and French Doors and replaced with thumb turn locks. Although not considered suitable to be used as an escape route, the keys for the window locks have also been removed |

Are distances to final exits considered reasonable?

Yes ☒ No ☐

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| POTENTIAL HAZARD | Potential for unreasonable distance to final fire exit |
| RISK | Fire hazard to guests |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. There are fire exits to the front of the property at both ends of the building which means that guests have a very short walk to access either one of them 2. Hawthorn Lodge is a single floor bungalow so there are no stairs or long corridors to negotiate to vacate the building. |
| ADDITIONAL NOTES | Single story bungalow so no stairways or long corridors to negotiate |

Do the walls and structures protecting the stairway and escape routes provide an adequate level of fire resistance?

N/a ☐ Yes ☒ No ☐

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| POTENTIAL HAZARD | Potential for inadequate level of wall and structure fire resistance |
| RISK | Fire hazard to property and guests |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. All walls are 'dot and dab' skimmed plaster board on block. 2. Ceilings are 'dot and dab' skimmed plaster board 3. Fire doors have fire rated hinges, latches and handles (and intumescent strips) fitted to both bedrooms and the bathroom door (as on fire exit route) |
| ADDITIONAL NOTES | There is no wallpaper on the walls. The property is a single-floor |

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| | bungalow so there are no stairways or long corridors for guests to negotiate to vacate the building |
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Is the fire resistance of doors to stairways and escape routes considered adequate?

N/a ☐ Yes ☒ No ☐

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| POTENTIAL HAZARD | Inadequate fire resistance of doors to stairways and escape routes |
| RISK | Fire hazard to property and guests |
| ACTIONS TAKEN | 1. Fire doors with fire rated hinges, latches, handles and intumescent strips fitted to both bedrooms and the bathroom door (due to fire risk from electric shower and being on fire exit route) |
| ADDITIONAL NOTES | The property is a single-story bungalow so there is no stairway for guests to negotiate. Guests are asked to turn off the power to the ceramic hob by using the isolating switch when not in use to reduce the risk of accidental fires |

Where necessary, are doors fitted with suitable self-closing devices that close the doors effectively?

N/a ☒ Yes ☐ No ☐

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| POTENTIAL HAZARD | Self-closing devices |
| RISK | Fire hazard to property and guests |
| ACTIONS TAKEN | 1. N/A as under the current guidelines for Wales, Fire doors in single story properties do not require self-closing devices |
| ADDITIONAL NOTES | Self-closing door devices can become a fire hazard as it encourages guests to try to wedge them open for the length of their stay. Self-closing door devices can make it difficult for wheel chair uses, those with reduced mobility and those with reduced strength in their hands - due to conditions such as osteoarthritis, MND and frailty - to open fire doors fitted with self-closing devices |

Are there adequate levels of artificial lighting provided in the escape routes?

Yes ☒ No ☐

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| POTENTIAL HAZARD | Insufficient levels of artificial lighting in escape routes |
| RISK | Could delay or prevent the safe evacuation of guests |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Rechargeable torches in the bedside drawers 2. Rechargeable PIR bedside lamp on top of the bedside drawers 3. Small PIR lights in hall way, PIR Solar lighting outside the building and one above the Fire Assembly Point. <ol style="list-style-type: none"> 1. Plug in 'Power Failure Light' torch provided in the lounge and one in the main bedroom |
| ADDITIONAL NOTES | Note needs to be left for guests to ensure that they understand that these lights and torches are for emergency use only |

Where necessary, has a reasonable standard of emergency escape lighting been provided?

N/a ☐ Yes ☒ No ☐

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| POTENTIAL HAZARD | Unreasonable standard of emergency escape lighting provided. |
| RISK | Could delay or prevent the safe evacuation of guests |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Plug in 'Power Failure Lights' Provided (main bedroom and lounge) 2. Rechargeable torches in the bedside drawers 3. Motion detected rechargeable bedside lamp on top of the bedside drawers 4. Small PIR light in hall way, PIR Solar lighting outside the building and one above the Fire Assembly Point. |
| ADDITIONAL NOTES | |

Where necessary, is a reasonable standard of fire exit and fire safety signs provided?

N/a ☐ Yes ☒ No ☐

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| POTENTIAL HAZARD | Lack of fire exit and fire safety signs |
| RISK | Could delay or prevent the safe evacuation of guests |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Fire exit 'glow in the dark' sign over the front door exit with arrow pointing down 2. Large metal 'Fire Assembly Point' sign situated opposite the bungalow at safe distance from the property so that guests know where to go in the event of a fire breaking out. 3. Laminated Fire Action Notices detailing what should be done in the event of a fire is on the wall by the front door which is by the front door and other hard copies of it can be found inside the Welcome Pack |
| ADDITIONAL NOTES | |

Are smoke and/or heat alarms/detectors provided and is the extent and coverage considered adequate? Consider also CO alarms.

Yes ☒ No ☐

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| POTENTIAL HAZARD | Lack of adequate smoke and/or heat alarms/detectors and CO alarms |
| RISK | Could delay or prevent the safe evacuation of guests |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Smoke alarms are situated in both bedrooms on the ceiling above the door 2. A heat alarm is situated on the ceiling in the kitchen/dining area. 3. As required by Monmouthshire County Council's Building Regulations Department, both smoke alarms and the heat alarm are hard wired and interlinked which means that if one goes off, they all do. 4. A sealed battery-operated carbon monoxide alarm is situated on the wall in the lounge close to the log |

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| | burner/multi-fuel stove. A back-up battery operated carbon monoxide alarm is also in the room. |
| ADDITIONAL NOTES | |

Is there a reasonable provision of firefighting equipment (fire extinguishers, fire blankets)?

Yes ☒ No ☐

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the Action Plan.

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| POTENTIAL HAZARD | Insufficient provision of firefighting equipment |
| RISK | Could delay or prevent the safe evacuation of guests |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Fire extinguishers have been removed from the building as they are not required in holiday lets in Wales as guests should be encouraged to evacuate the property and alert the fire and rescue service to the fire and not attempt to fight the fire 2. A standard size fire blanket is situated on the wall in the gallery kitchen area and can be used to protect guests during the evacuation process. 3. An extra-large fire blanket that is suitable for use when extinguishing a clothing fire is situated on the wall in the main bedroom. 4. The extra-large fire blanket can also be used to protect guests from heat and flames during the evacuation procedure |
| ADDITIONAL NOTES | Welsh Government does not require guests to try to fight the fire. |

Management of fire safety

Are procedures in the event of fire appropriate and documented?

Yes ☒ No ☐

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| POTENTIAL HAZARD | Lack of awareness of fire procedures in the event of a fire |
| RISK | Could delay correct procedures from being carried out |
| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Laminated Fire Action Notice detailing what should be done in the event of a fire can be found on the wall by the front door (which is in close proximity to the front door) and other hard copies can be found inside the Welcome Pack |
| ADDITIONAL NOTES | Guests should not try to put the fire out but leave the room where the fire started and keep the door closed. They should raise the alarm by shouting 'Fire'. They should get everyone out and close the door |

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| | behind them. They should make their way to the 'Fire Assembly Point' which is a safe distance from the building. They should then Dial 999 and provide the Fire and Rescue service with the address, if possible, as written on the 'Fire Action Notice' and then, and only then, notify the owners. |
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Is the information on fire safety and the action to take in the event of a fire given to guests?

Yes ☒ No ☐

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| ACTIONS TAKEN | 1. Laminated Fire Action Notice detailing what should be done in the event of a fire can be found on the Fridge Freezer door (which is in close proximity to the front door) and other hard copies can be found inside the Welcome Pack. Guests are also provided with a paper copy that they can either keep in their car or on their person. |
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Are any staff members given regular instruction and training on the action to take in the event of a fire?

N/a ☒ Yes ☐ No ☐

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| ACTIONS TAKEN | 1. No staff members apart from the cleaners from the professional cleaning company who carry out the changeovers. We do however advise the cleaners on any site-specific fire safety procedures that they need to carry out for us as out as part of the changeover process such as notifying us of any concerns regarding electrical equipment etc. |
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Are frequent checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?

Yes ☒ No ☐

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| ACTIONS TAKEN | <ol style="list-style-type: none"> 1. Fire exit routes are checked for obstructions on a regular basis during the guests' stay. 2. Thumb turn locks are checked prior to guests' arrival and after their departure. They will be checked immediately should the guests or cleaners notify us of any issues or concerns. |
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Are periodic checks carried out on fire doors to ensure they remain in good condition and close effectively?

Yes ☒ No ☐

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| ACTIONS TAKEN | 1. Fire doors are checked prior to guests' arrival and again |
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| | after their departure |
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Are domestic smoke and heat alarms tested at least monthly? Include CO alarms in testing.

Yes ☒ No ☐

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| ACTIONS TAKEN | 1. Hard wired smoke/heat alarms and battery-operated CO alarms are checked prior to guests' arrival and after departure |
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Where fitted, are weekly testing and six-monthly servicing routines in place for the fire detection and alarm system?

N/a ☐ Yes ☐ No ☒

| | |
|---------------|---|
| ACTIONS TAKEN | 1. Smoke and heat alarms are tested monthly 2. The Co (carbon monoxide) alarm is also checked for dust and tested monthly 3. Currently in the process of arranging six-monthly servicing routines |
|---------------|---|

In self-catering premises, are all smoke/heat alarms (or fire detection and alarm systems, where fitted) tested at every changeover?

N/a ☐ Yes ☒ No ☐

| | |
|---------------|--|
| ACTIONS TAKEN | 1. The hard wired and interlinked smoke and heat alarms are tested at every changeover 2. The battery-operated Co (carbon monoxide) alarm is also checked for dust and tested at every changeover |
|---------------|--|

Where fitted, are monthly and annual testing routines in place for the emergency escape lighting?

N/a ☐ Yes ☒ No ☐

| | |
|---------------|---|
| ACTIONS TAKEN | 1. The emergency escape lighting is checked prior to every changeover |
|---------------|---|

Where provided, are fire extinguishers subject to annual maintenance?

N/a ☒ Yes ☐ No ☐

| | |
|---------------|--|
| ACTIONS TAKEN | 1. There are no fire extinguishers in the building |
|---------------|--|

Are records of testing and maintenance maintained?

Yes ☒ No ☐

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the Action Plan.

1. Fire exit routes are checked for obstructions on a regular basis during the guests' stay.
2. Smoke / Heat and CO alarms are checked after checkout and prior to the next guest's arrival

Action plan

If any of the above boxes are ticked with a 'No', the deficiencies should be described below, along with proposed action for rectification.

| Item | Deficiency | Proposed action | Timescale | Person responsible |
|---|---|--|-----------|--------------------|
| Where fitted, are weekly testing and six-monthly servicing routines in place for the fire detection and alarm system? | Six-monthly servicing routines are not yet in place for the fire detection and alarm system | Need to arrange six-monthly servicing routines for the fire detection and alarm system but battery-operated alarms will be used to 'back up' the current alarm system while this is being arranged | 3 months | Julia Rice |
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