



GLAN MORFA HOLIDAYS – FIRE RISK ASSESSMENT - SYCAMORE

SHEPHERDS HUT Fire Risk Assessment Introduction: SMALL PREMISES with paying guests

This Fire Risk Assessment (FRA) checklist is for small premises with paying guests. It aligns with the Making your small paying guest accommodation safe from fire guidance published by the Home Office in March 2023, which has replaced the previous Do you have paying guests? guidance. This checklist is intended for: Single premises of ground floor, or ground and first floor, providing sleeping accommodation for a maximum of 10 persons, with no more than four bedrooms on the first floor, such as houses, cottages, and chalets.

Fire Risk Assessment Checklist

Responsible person (e.g. employer) or person having control of the premises:	Sarah Blake
Address of premises:	Glan Morfa Farm, Llangaffo, Gaerwen, LL60 6LY
Name of Accommodation Unit	Sycamore - Shepherd Hut
Number of floors:	ONE
Number of rooms:	TWO
Construction:	METAL/WOOD
Electrics:	Battery and External Solar Panel
Gas:	External 15kg LPG gas bottle
Outside Fire:	Chiminea with wire mesh closure
Date of fire risk assessment:	14 April 2024
Date of previous fire risk assessment:	N/A
Suggested date for review:	01 April 2025

FIRE HAZARDS AND CONTROLS

Are fixed electrical installations inspected and tested?

Yes / No - 12 volt lighting inspected and tested as required.

Are electrical appliances periodically inspected and tested?

N/a Yes No - *There are no electrical appliances.*

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

Yes No - *There are no electrical appliances in the shepherds hut.*

Are gas appliances inspected and tested every 12 months?

N/a Yes No - *Gas inspection due April 2024.*

Is smoking permitted on the premises?

Yes No - *This property is non smoking and this is documented in the welcome pack.*

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

N/a Yes No - *This property does not permit smoking.*

Are the premises adequately secured to prevent unauthorised access?

Yes No - *The property contains a secure lock on the door.*



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

Yes No – *There is a metal waste bin in hut which is emptied after each check out (usually 2 days) or three days for longer bookings. No combustible materials or waste bins are stored near the property.*

Are fixed heating systems subject to periodic maintenance?

N/a Yes No .

Are outside heaters subject to periodic inspection and used safely?

N/a Yes No – *There is a chiminea on slabs 4 metres from the hut. Detailed instructions on how to use are provided in the welcome pack. Emptied, checked and cleaned at changeover.*

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

N/a Yes No .

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

N/a Yes No – *The property does not contain a deep fat fryer. Cooking appliances are kept clean and are maintained in a good condition. Gas appliances are checked and serviced annually.*

Are filters and ductwork subject to regular cleaning?

N/a Yes No .

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

Yes No – *Regular cleaning takes place as part of the changeover process all waste is removed.*

Are combustible materials kept separate from ignition and heat sources?

Yes No – *There are no combustible materials near the gas hob and there is a heat resistant glass panel for added security.*

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

Yes No – *Gas engineers are from the Gas Safe register.*

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

N/a Yes No . – *No dangerous substances are stored in or near the hut.*

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 a box below.

If the answer to any question is no, include suitable action within the Action Plan.



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FIRE PROTECTION MEASURES

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

Yes No .

Are all fire exits easily and immediately openable?

Yes No Easy to use handle with lock – *Guests are advised to leave the key in the lock when inside the property.*

Are distances to final exits considered reasonable?

Yes No - *The hut is small and the distance to walk to exit door is less than 2 metres.*

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

N/a Yes No

Is the fire resistance of doors to stairways and escape routes considered adequate?

N/a Yes No

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

N/a Yes No

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

N/a Yes No

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

N/a Yes No

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

Yes No - *The hut has a carbon monoxide and smoke alarm installed. Which is checked before all guests arrive.*

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

Yes No - *There is a fire blanket and foam fire extinguisher by the door which are visible and easily accessed. Outside the hut approx. 6 meters away there is a fire sand bucket and mains water tap for the extinguishing of small fires.*

You should write brief details of each of your fire protection measures here.

The Exit door has a downward handle which is easy to use and is not blocked by any items and is kept clear of restrictions. Normal light switches are easy to find. A rechargeable torch is provided. Guests are not expected to use firefighting equipment, however, a multi purpose fire extinguisher and a fire blanket is provided in the main kitchen area. A smoke and Carbon Monoxide alarm is installed in the main kitchen/living area.



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MANAGEMENT OF FIRE SAFETY

Are procedures in the event of fire appropriate and documented?

Yes No . – *Procedures in the event of fire are documented. Fire risk assessment will be available to be downloaded from the website. A dual language (Welsh and English) fire action notice is displayed.*

In the welcome pack Is the information on fire safety and the action to take in the event of a fire given to guests?

Yes No - *Fire evacuation procedures and the assembly point are outlined in the welcome pack with a WHAT3WORDS location.*

Are any staff members given regular instruction and training on the action to take in the event of a fire?

N/a Yes No - *Sarah Blake has a QA Level 2 Award in FIRE SAFETY.*

Are frequent checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?

Yes No - *At each changeover.*

Are periodic checks carried out on fire doors to ensure they remain in good condition and close effectively?

Yes No - *The main door and lock are checked on changeover.*

Are domestic smoke and heat alarms tested at least monthly? Include CO alarms in testing.

Yes No - *At each changeover.*

Where fitted, are weekly testing and six-monthly servicing routines in place for the fire detection and alarm system?

N/a Yes No

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

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

N/a Yes No

Where provided, are fire extinguishers subject to annual maintenance?

N/a Yes No - *A foam fire extinguisher is provided with a visual serviceable indicator. Regular visual inspections for damage and corrosion carried out, Fire extinguishers to be replaced after 5 years.*

Are records of testing and maintenance maintained?

Yes No



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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.

You should write brief details of each of your management of fire safety measures here.

Procedures in the event of a fire are provided in the welcome pack folder.

A fire action notice is provided by the exit door including the WHAT3WORDS location of the property and assembly point.

A record of date of purchase and inspections maintained for all firefighting equipment.

Action plan SHEPHERDS HUT

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
Fire action Notice	Not in the property	Install a dual language notice by exit door.	End April 2024	Sarah Blake
Risk Assessment Documentation	Accessibility	Guests can access full report online – upload to glanmorfaholidays.co.uk website	End May 2024	Sarah Blake