



## Rough Top Cottage - Fire risk assessment checklist

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

Sandra + Brian McNeill

Address of premises:

Rough Top Cottage  
Kebs Rd  
Todmorden  
Lancashire OL14 8SB

Number of floors:

2

Number of rooms:

8

Construction:

Initially built as one farmhouse + barn but has since been divided into two separate properties. It was constructed in the mid 1600's and built externally of stone block and timber joists with a pitched and slate tiled roof. Internally the walls are a combination of load-bearing stone walls and stud-partitions. Large timber joists are used in holding the first-floor level in place. Double glazed windows installed throughout.

Date of fire risk assessment:

5<sup>th</sup> October 2023

Date of previous fire risk assessment:

Annually by owner during winter closed session

Suggested date for review:

October 2024

## Fire hazards and controls

**Are fixed electrical installations inspected and tested every 5 years?**

Yes x / No

**Are electrical appliances periodically inspected and tested?**

N/a  Yes x No

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

Yes x No

**Are gas appliances inspected and tested every 12 months?**

N/a NO GAS ON SITE Yes  No

**Is smoking permitted on the premises?**

Yes  No x

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

N/a  Yes x Outside metal bucket No

**Are the premises adequately secured to prevent unauthorised access?**

Yes x No

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

Yes x No

**Are fixed heating systems subject to periodic maintenance?**

N/a  Yes x No

**Are portable heaters subject to periodic inspection and used safely?**

N/a x There are no portable heaters on site Yes  No

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

N/a  Yes x No

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

N/a  Yes x Deep fat fryers are not supplied or allowed on site No

**Are filters and ductwork subject to regular cleaning?**

N/a  Yes x No

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

Yes x No

**Are combustible materials kept separate from ignition and heat sources?**

Yes x Logs stored outside No

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

Yes x No

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

N/a  Yes x No

**Are there any other significant fire hazards in the premises?**

Yes x Oil boiler regularly maintained No

**The oil boiler is regularly maintained and the oil tank is outside in the garden.**

**Logs for the lounge open fire are kept outside in log store**

**Under no circumstances are guests to bring electrical appliances to Rough Top Cottage, other than laptops and phone chargers, without explicit written permission. This includes air conditioning units. Guest appliances have not been PAT tested and could invalidate our insurance. We will levy a charge if we find they have been operating without consent.**

**The charging of electric vehicles is strictly prohibited as the electricity supply will not take the voltage required causing electricity cuts and will void our insurance. If guests are found charging vehicles they will be told to stop and an estimated cost charged.**

## **Fire protection measures**

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

Yes x No

**Are all fire exits easily and immediately openable?**

Yes x Thumb turn locks fitted to the 2 main exit doors No

**Are distances to final exits considered reasonable?**

Yes x No

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

N/a  Yes x No

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

N/a  Yes x No

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

N/a x Yes  No

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

Yes x Emergency lights fitted in Utility, Kitchen and top of the stairs No

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

N/a  Yes x No

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

N/a  Yes x No

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

Yes x New linked fire and CO Alarms fitted and tested at each changeover No

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

Yes x In kitchen No

**The staircase was open tread and has been boarded in as our Fire Risk Assessor advised.**

**Fire extinguisher and fire blanket in the kitchen**

**Thumb turn locks fitted on both main exit doors and the ground floor bedroom window opens fully to exit.**

**Emergency lights/torches are in the utility, kitchen and top of the stairs these must not be removed or turned off**

## **Management of fire safety**

**Are procedures in the event of fire appropriate and documented?**

Yes x No

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

Yes x No

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

N/a  Yes x No

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

Yes x Checked at every changeover No

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

Yes x No

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

Yes x Checked at every change over No

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

N/a  Yes x 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 x No

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

N/a  Yes x No

**Where provided, are fire extinguishers subject to annual maintenance?**

N/a  Yes x No

**Are records of testing and maintenance maintained?**

Yes x No

**Fire extinguisher is maintained by registered company and certificate issued**

**Emergency lights are replaced if found to be faulty**

**New linked fire and CO Alarms fitted and tested at each changeover**

## 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
