

Torlinnhe Guest House - Fire Risk Assessment

Address of Property Assessed: Torlinnhe Guest House
Achintore Road
Fort William
PH33 6RW

Person Undertaking the Assessment - Name: Andy Keen

Position: Partner

Date of Re-assessment: 18th April 2018

Step 1 - Identify Fire Hazards and Fire Risks.

1.1 Sources of ignition

a) Electrical - wiring and appliances

All Electrical wiring was subject to testing and certification by **Patrick Cassidy Electricians** on **25th July 2008** on completion of major upgrades. All subsequent changes to wiring have been completed, tested and where appropriate certified by professional tradesmen to standards approved by local Building Control Inspectors under various building warrants and electrical standards.

There are no permanently fitted/used trailing cables or multiple socket adapters in use within the building. A number of short trailing sockets are available for short term use by guests/staff. All are visually checked before being issued and again on return.

Original fuseboards etc were all replaced with new consumer units fitted with circuit breakers in 2008. All circuit breakers are fully labelled. Two Consumer units are located in the downstairs boiler cupboard off the utility room in the owner's accommodation (also known as the "drying room"). A third unit is located in the garage and protects sockets and lighting in that area.

All appliances are visually checked prior to use and, where located in guest areas, are checked during room servicing/cleaning operations.

All small/portable appliances within areas accessible to guests are regularly tested according to PAT testing regulations. Last full test was **18th April 2018** by **Andrew Keen, Owner of Torlinnhe Guest House using Seaward Prime Test 50 PAT testing equipment**. Any electrical item showing signs of undue wear and tear or other damage are removed from use immediately until tested and if necessary repaired or replaced. All passed tested items were labelled and records of all tests are maintained in the Guest PAT Test record book.

b) Cooking - especially deep-fat frying

There is no specialist cooking equipment within the premises. No external staff are employed

and all cooking equipment is of a domestic nature so no special instructions are relevant.

Ovens and hobs etc are regularly tested and professionally repaired as necessary. All equipment, including ovens, hobs and cooker hoods etc are regularly cleaned and free from build up of grease and food residue.

All appliances are electric so no naked flame cooking is carried out within the premises.

c) Smoking

There is a strict no smoking policy operating within all areas of the premises (including owners accommodation). Externally, enclosed metal ashtrays are provided for the use of guests who wish to smoke. A sign confirming the no smoking policy is displayed in the entrance vestibule and no smoking signs are displayed in each guest bedroom.

d) Candles

Candles, tea lights and other naked flame devices are not permitted within the premises.

e) Heaters and boilers

Central heating is provided by radiators connected to two interconnected boilers, One oil the other a wood pellet stove. Both boilers are regularly serviced and tested.

The oil boiler was last serviced **25th October 2017 by Andrews Heating Services.**
The wood pellet stove was last professionally serviced on **28th February 2015 by Highland Wood Energy Ltd.** The wood pellet stove is cleaned and visually checked after each use.
The pellet boiler is rarely used when guests are in the house as the business is seasonal and the wood pellet boiler is not suitable for use in the summer months.

Both boilers are fully enclosed and no naked flames are exposed or accessible to accidental fuel sources, furniture or fabrics.

Additional heating can be provided by small electric fan heaters but these are only provided when specifically (and rarely) requested by guests. When issued, instructions for safe use are provided and rooms are checked to ensure heaters are off when guests leave the premises. It is obviously possible for guests to move portable heaters to inappropriate, even dangerous positions but the risk of this is judged to be very small and there really isn't a sensible way to prevent it.

f) Open fires

There are no open fires/hearths within the premises.

g) Others

There are no other permanent sources of ignition within the property. Guests may well have lighters etc but as smoking and cooking in rooms is banned there should be little risk of their

use.

1.2. Fuel present

There is no gas supply to the building.

Heating oil is stored in an external tank located 3metres from the building and fed to the oil boiler via a metal pipe as per normal building standards.

Wood pellets are purchased by the ton in 10kg bags and are stored externally away from the house walls. No more than 2x10kg bags are stored temporarily within the kitchen prior to loading into the pellet boiler situated in the guest lounge.

Small (domestic) quantities of cooking oils and other flammable ingredients and cleaning products are held within the kitchen cupboards and upstairs within a locked linen cupboard. None of these items are purchased or stored in bulk anywhere within the premises.

h) Elements of structure

The building is two storeys and constructed of brick and block with timber framed dormers at roof level. Internally rooms and ceilings are clad with a double layer of plaster board over a wooden stud frame. Most walls within the building are finished in standard matt vinyl paint with only two feature walls papered.

All internal doors are fire rated according to normal building standards.

i) Furniture and furnishings

All upholstery is labelled as fire retardant and met legal requirements at the time of purchase. Fabrics used were either factory certified as fire retardant or have been treated at Torlinhe with suitable fire retardant spray. There is wooden furniture throughout the house but this is in no greater quantity than that which would be found in any large house. There is no discernable unusual or significant risk from the furniture and furnishings used.

j) Domestic waste

Domestic waste is stored in bins outside the premises and guest bedrooms, public areas and private accommodation are all checked daily and accumulated rubbish is cleared. There is some filing of small volumes of accounts and administration papers stored in cupboards in the private areas. These are not significant and no practical additional risk has been determined.

k) Other items - e.g. petrol for lawnmowers, cleaning materials etc

There are no bulk chemicals of a flammable nature stored within the premises. Two small green, approved plastic containers of petrol are stored in the garage for use with garden

strimmers etc. A small stock of wood pellets for the boiler is also held in the garage adjacent to the house.

1.3. Activities that might cause a fire, including work processes/procedures etc.

There are no specific additional fire risks which would arise from any normal activities within the building. The property is completely no smoking and cooking/naked lights are not allowed in the guest bedrooms. The risk of electrical fire has been assessed and the steps taken to minimise the risk have been detailed elsewhere in this document. There should be no other risks from operations upstairs unless imported by guests without the proprietor's knowledge or consent. Any resultant fire should be detected by the fire systems in place within each guest room.

Downstairs, there are no additional potential causes of fire arising from normal activities in the guest areas of the building. Within the private areas some electrical equipment is left running whilst the house is unattended (eg washing machine/tumble dryer etc) but these appliances are all protected by the circuit breakers fitted at the consumer units. There are no children resident in the premises so fire risk associated with their activities do not exist.

Step 2 - Identify Persons at Risk.

2.1 Number of guests

The premises allow a maximum of 13 sleeping guests in six rooms. All rooms are upstairs and therefore the premises are not suitable for mobility impaired guests and such guests are not accepted. We do not take babies or children under 12 at any time. Children over 12 must be accompanied by at least one responsible adult from their own party at all times. The building is detached so there is little or no immediate risk to any persons or property in adjacent buildings.

2.2. Number of staff/employees

There are no employees.

Step 3 - Evaluate the Risks.

3.1. Means of escape

a) Detail the type of property:

The building is two storeys and constructed of brick and block with timber framed dormers at roof level. Internally rooms and ceilings are plaster boarded over a wooden stud frame. Most walls within the building are finished in standard matt vinyl paint with only two feature walls (one in each lounge) papered.

There is a single central wooden staircase leading from the upstairs landing to the ground

floor hallway. This stairway is the principle means of escape from the upper floor. The staircase is set against a brick wall on one side. The other is a stud wall separating the private and public accommodation areas. This stud partition is double boarded with fire retardant plasterboard to provide additional fire protection to the escape route.

b) Detail the number of exit doors and where they are:

There are two exit doors from the property, the main front door at the bottom of the stairs in the guest area and the back door in the utility room off the back hall in the private area of the building. The main door is accessible from the upstairs floor via the stairs and also to the guest lounge via the hallway. The main door leads to a small vestibule and thence to the outer door to the car parking area. The outer door is NEVER locked. The main door is locked when the premises are unoccupied and at night. From the inside all external doors are easily opened when locked by use of the thumbwheels provided.

Access to the back door is available through the separating door in the hallway or between the guest lounge and the kitchen into the private areas of the house. As the main front door is at the bottom of the stairs and right next to the guest lounge, guests will normally exit via this route in an emergency. Persons in the private areas will escape through either door.

There are no specific separate fire escapes from the upstairs floor of the property although from rooms 2 and 3 there is easy access through the window to the garage roof and thence to the ground. Room 1 has access through the window to the lower level of the roof in front of the dormer. The windows to room 4 & 6 are in the back and the side of the building respectively and a ladder would be required to reach the ground. The Velux window in room 5 opens fully allowing access to the lower roof at the back of the house. **Ideally, a retractable escape ladder could be provided to assist exit from rooms 4 & 6 in the event of an emergency.**

3.2. The fire alarm and fire detection

c) Describe what fire alarm and fire detectors have been provided:

The fire alarm system is a hard wired system with combined detectors/sounders located in each guest bedroom, the upstairs landing, the downstairs hallway, guest lounge, kitchen, private hallway and private lounge. Two further detectors have been installed in the garage and attached storeroom/office. There is an exit "break glass" box beside the main front door of the premises. All detectors/sounders are wired back, in two zones, upstairs and downstairs, to a central control panel located in the private hallway. Replacement of faulty detectors/sounders is done by ourselves as necessary.

The fire alarm system is under contract with Logic Alarm Systems, Shore Street, Beaulieu, IV4 7DB. Maintenance and testing are carried out by Logic every six months with the last test having taken place on **8th February 2018**. Replacement of faulty detectors/sounders is done by ourselves as necessary. Electrical maintenance and repair of system faults is done by qualified tradesmen when required.

3.3. Fire fighting equipment

d) Detail what fire extinguishers/blankets are provided and where they are.

Fire extinguishers are provided at various locations within the property as advised by the extinguisher maintenance company. The equipment is covered by an annual inspection/maintenance agreement. The last visit was **29th January 2018** by Macgregor Fire & Security limited, 19 Harbour Road, Longman Industrial Estate, Inverness IV1 1SY.

The extinguishers are located as follows:

Kitchen – 2kg CO2, wall mounted.

Guest Hallway – 6litre Water, wall mounted

Upstairs Landing – 6litre Water, wall mounted

No naked flame cooking or deep fat frying takes place in the kitchen so no fire blanket is necessary.

3.4. Escape lighting

e) Detail areas covered by emergency lighting (if any):

Battery backed automatic emergency lighting is provided in 3 locations within the property:

Above the inner front door thus lighting the immediate exit route from the premises

At the top of the stairs enabling safe exit from the first floor

In the private hallway allowing lighted access to both front and back doors

Emergency lighting is regularly tested via the test point located in the boiler cupboard.

3.5. Evacuation procedure

f) Describe the evacuation procedures

In the event of a fire, the proprietors will ascertain, from the fire panel, which zone alarm has been triggered. Proprietors will then endeavour to ensure that all guests are aware of the alarm (especially those who have registered with a disability such as deafness) and to assist where possible evacuation of the building. As long as it is safe to do so the proprietors will finally identify the exact location of fire and try to extinguish if possible. Once the fire is located, and in the event it cannot be extinguished by use of the equipment provided the proprietors will call the fire brigade for assistance. Guests will assemble on the front lawn away from the building until the building can be declared safe and the alarms are silenced. Fire notices are displayed at the front of each guest folder in the bedrooms detailing the evacuation procedures and indicating the assembly point. See Appendix 1 to this document for an example.

FIRE

On discovering a fire, please sound the fire alarm via the break glass located at the bottom of the stairs by the front door. Please do not delay your exit or put yourself at risk by attempting to fight the fire.

On hearing the Fire Alarm please leave the house immediately by the front door and assemble on the lawn well away from the house.