

FIRE RISK ASSESSMENT

The Winery, Higher Wiscombe, East Devon.



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Fire risk assessment – Larger premises with paying guests

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

Alistair & Lorna Handyside MBE

Assessor:

Paul Bray GFireE

Address of premises:

The Winery, Higher Wiscombe Holiday Cottages, Southleigh, Colyton EX24 6JF

Number of floors:

3 floors (split level)

Number of bedrooms:

10 bedrooms maximum of 20 adults sleeping

Construction:

This property, known as 'Winery' is a split level detached holiday cottage over 3 levels.

There are two distinct areas of accommodation which provide sleeping accommodation in 10 en-suite bedrooms for up to 20 persons.

The Winery is a of traditional construction, with stone and cement render walls and slate tiled pitched roof. The roof has several window lights fitted. There is a small amount of cedar cladding installed on the upper walls of single storey flat roofed extension on the North elevation, this extends to the full height of the Western elevation of this extension. This extension houses a very large open plan lounge dining and kitchen area. It has a large patio/sun deck area on the flat roof.

The main entry to the Winery from the drive, is across a small, gravelled area leading to a level paved area.

The door opens into a hallway giving access ground floor. On the right-hand side (East) is a large lounge. To the left are two spiral staircases providing access to the lower ground and first floor levels.

There is a bedroom (1) just beyond the stairs to the lower ground floor.

The stairs to the first-floor lead to ensuite bedrooms 5 and 7.

The stairs to the lower ground floor lead the large open plan socialising area, which includes the kitchen, lounge, dining table, bar, log burner, a utility room, a wall of glass sliding doors, and a hinged door to the enclosed gated garden. En-suite bedroom 10 is accessed from this area. The bedroom has an external exit to the garden, with a ramped access. This room may be suitable for someone with limited mobility.

Back on the ground floor, just inside the lounge from the entry hall, there is another external door, which is also available as an entrance exit. The lounge has a log fire.

Doors from the lounge lead to the large sun deck. This is enclosed with a glass balustrade. An opening on the East wall leads via three downward steps into another part of the cottage which could be considered as separate part of the accommodation. This has another spiral staircase. This staircase leads to first floor of the East part of the cottage. Beside the staircase is an entry/exit door leading to the front elevation (South) of the cottage.

Further on this level, is a corridor leading to en-suite bedrooms 2,3 and 4, cloakroom/wc, boiler cupboards.

On the first floor above this are en-suite bedrooms 5, 6 and 7.

The travel distance from this furthest point in any bedroom is approximately 18m. The en-suites increase this to about 22m.

Other than the opening from the lounge on the ground floor, there are no other internal access points between the East and West side of the Winery.

Therefore, for purposes of this FRA and all the actions contained within, this part of the cottage (East side) where appropriate, will be treated as two storey building, for means of escape.

Internal construction features - The internal side of the roof is vaulted 'A' frame, with a hatch in the ceiling of bedroom 6 and in the ceiling outside bedrooms 8 and 9. The roof space was not inspected. The owners confirmed there were no electrical installations in the roof space.

All the internal ceilings are plasterboard and plastered ceilings.

The internal walls are predominately plastered with some areas left un-plastered exposing brickwork for decorative effect.

The floors are fitted with ceramic and slate tiles, in the living areas and the main hallway with carpet in bedrooms.

The lounge on the ground floor is varnished wood boards.

There is underfloor heating throughout the building.

The overall length of the Winery is approximately 25m with a width of 12m.

The premises is provided with mains wired fire alarms.

Carbon monoxide detection has been installed in accordance with the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 (As amended).

Each exit door is fitted with thumb turn locks and lever handles.

The doors to all 10 bedrooms are FDS30 fire doors.

Date of fire risk assessment:

27 October 2023

Date of previous fire risk assessment:

30th September 2023

Suggested date for review:

27th October 2024

This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (As amended) (the “Fire Safety Order”), which requires that a risk assessment be carried out.

The Fire Risk Assessment ‘Sleeping Accommodation’ guide published in 2006 is the primary source for the standards required in this property, but where higher standards are now required, this have been adopted.

Fire hazards and controls

Are fixed electrical installations inspected and tested every 5 years?

Yes / No

Are electrical appliances periodically inspected and tested?

N/a Yes No

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

Yes No

Relevant information

The business owners have a strict policy for guests in respect of;

Use of untested electrical appliances, this is clearly outlined in the general information provided to all guests via the bespoke app. Guests are advised to download this using a QR code.

The information for guests says the following – ‘Under no circumstances are you to bring electrical appliances to Higher Wiscombe, 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.’

Trailing leads were not being used at the time of this assessment and are not allowed.

Electrical installations are inspected and tested every 5 years, the last test was completed in December 2022

The last portable appliance tests were completed January 2023.

Are gas appliances inspected and tested every 12 months?

N/a Yes No

Relevant information

Gas appliances are inspected annually – the most recent test was 08/03/2023.

Is smoking permitted on the premises?

Yes No

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

N/a Yes No

Relevant information

The owners have a no smoking policy which is made known on the booking website. 'These are smoke-free cottages, no smoking of any substance including vaping should take place inside any of the properties or by the swimming pool and games room. Buckets are provided outside each of the properties for cigarette butts. Please do not drop them on the ground.'

Are the premises adequately secured to prevent unauthorised access?

Yes No

Relevant information

Access to the site is via a long single-track road, and there is CCTV and good nighttime lighting to deter unauthorised access.

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

Yes No

Relevant information

There was no external fire loading noted at the time of this assessment.
All combustible storage is kept in defined areas away from buildings and ignition sources.

Are fixed heating systems subject to periodic maintenance?

N/a Yes No

Relevant information

Underfloor heating via biomass boiler

Are portable heaters subject to periodic inspection and used safely?

N/a Yes No

Relevant information

Portable heaters or air conditioning units are not permitted to be brought on site by guests.
The heating is checked and serviced as part of the annual service.

The last service was completed on 10/10/2023.

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

N/a Yes No

Relevant information

There are two log burners in the Winery. The chimneys are swept annually. The chimney was last swept in February 2023.

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

N/a Yes No

Are filters and ductwork subject to regular cleaning?

N/a Yes No

Relevant information

All cookers and filters are subject to a thorough clean at every changeover.
Deep fat fryers are not provided.
Electrical equipment is serviced as part the annual PAT testing.
The last portable appliance tests were completed January 2023.

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

Yes No

Are combustible materials kept separate from ignition and heat sources?

Yes No

Relevant information

The premises are maintained to an exceptionally high standard.
Tumble dryer dust filters are cleaned at every changeover and guests are reminded to clean the filters after every use.
All waste is taken away and kept in a suitable storage area away from other occupied buildings.
Spare linen is kept in a storage cupboard in the corridor of the ground floor on the East side, this also houses the hot water tank and boiler. New FD30S doors have been installed.

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

Yes No

Relevant information

All works should be completed by authorised and competent persons.

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

N/a Yes No

Are there any other significant fire hazards in the premises?

Yes No

Other Significant Fire Hazards That Warrant Consideration

Ignition of thatch of adjoining property – permit to work scheme will always be required for any hot works.

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

Are distances to final exits considered reasonable?

Yes No

Relevant information

The travel distance from bedrooms 8 and 9 are approximately 18m from the bedrooms and from the en-suites this is more than 22m.

The maximum single direction travel allowed in the Sleeping Risk Guide is 18m. The en-suites will only be in use when persons are awake and able to respond without undue delay in the event of a fire alarm, so are not included as part of the travel distance calculation.

The premises were designed and constructed in accordance with Building Regulations.

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

N/a Yes No

Relevant information

Action 1

The Winery has 3 spiral staircases. The staircases are open throughout the height of the floors they serve. In the West side (unit one), one staircase begins in the lower ground floor next to the open plan kitchen and lounge area. A fire in this area will result in products of combustion (toxic smoke, heat, and flames) entering the ground and first floors. It could also spread into the ground floor lounge and the East side.

To resolve this the staircase will be enclosed with fire resisting construction at the lower ground floor level. This will contribute to providing a protected route for all persons on the ground and first floors. An expert company has been commissioned to design a suitable fire resisting enclosure. Works are expected within weeks following approval from Building Control Authority.

All works will be supported with documentation, detailing the specification for each element of the structure. Works will be certified as part of the consultation with the local authority.

To further protect the means of escape additional fire doors have been installed at the entrance to the lounge near the main entrance, all bedrooms and the boiler room doors.

The staircase on the ground floor of the West side unit 1 will not need to be enclosed because the kitchen and cooking facilities that were there have been removed.

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

N/a Yes No

Relevant information

The doors to the bedrooms were ledged and braced doors. They have all been replaced with FD30S fire doors.

The door to the boiler room in the ground floor corridor on the East side was a ledged and braced door. This door has been replaced with an FD30s door.

The door to the lounge from the West side was not a fire door. The door has been replaced with self-closing FD30S fire door.

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

N/a Yes No

Relevant information

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

Yes No

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

N/a Yes No

Relevant information

There are mains wired emergency lights installed in throughout the Winery,

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

N/a Yes No

Relevant information

It is not necessary to install fire exit signs throughout this property. However, fire action notices are present and all exits are illuminated by emergency lighting.

Emergency procedure signage is covered elsewhere in this report.

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

Yes No

Relevant information

The premises is provided with mains wired fire alarms. The provision of fire alarms and detection system is installed to comply with BS 5839-6:2019+A1:2020, Grade D1 LD1 standard.

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

Yes No

Relevant information

Firefighting equipment is not required for self-catering accommodation, however a fire blanket is provided and fixed to a suitable location near the kitchen.

Management of fire safety

Are procedures in the event of fire appropriate and documented?

Yes No

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

Yes No

Relevant information

There is clear instruction on what to do in case of fire contained in the information for guests which is downloadable when making a booking.

A fire action notices have also been fixed to a prominent locations in the Winery.

To ensure all guests can be accounted for and have a safe place to await arrival of the emergency services in the event a fire, as suitable fire assembly point has been provided, in the 'parking barn' towards the rear of the complex, this is outside and away from the premises. The covered open sided garage area provides shelter in the event of inclement weather.

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

N/a Yes No

Relevant information

Staff are given verbal instruction on emergency procedures and what to do in the event of a fire.

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

Yes No

Relevant information

Staff complete a thorough check of all fire precautions at each changeover.
All checks that are completed are recorded on a fire safety checklist.

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

N/a Yes No

Relevant information

All fire doors, including the ones with self-closers will be subject to checks at changeover and as necessary.

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

Yes No

Relevant information

Fire alarms are checked at every changeover or weekly whichever is sooner.

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

N/a Yes No

Re – servicing - The fire alarm system is subject to a maintenance regime as required in BS 5839 part 6 2019.

The British Standard for domestic fire alarms (BS 5839 part 6) does not specifically recommend that Grade C, Grade D and Grade F systems are maintained by a competent person, unless identified in the manufacturer’s instructions. This says there should be a visual inspection, cleaning, and functional testing. This should be done as part of a regular maintenance regime.

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

Relevant information

The owner maintains a changeover checklist where the checking the fire alarms is required by staff.

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

N/a Yes No

Relevant information

The owner maintains a changeover checklist where the checking the emergency escape lighting is required by staff.

Where provided, are fire extinguishers subject to annual maintenance?

N/a Yes No

Relevant information

Fire extinguishers are not provided, the fire blanket is subject to a visual check as part of the changeover routine.

Are records of testing and maintenance maintained?

Yes No

Relevant information

Records of fire safety arrangements should be kept and available for inspection as necessary, it is understood that testing of fire alarms and checking emergency lighting units/torches is completed at changeover. This is recorded on a changeover checklist.

Records of all testing and maintenance is kept in the health and safety folder.

Other matters

Recommendation

The local fire and rescue service visited the premises several years ago and have an operational plan for dealing with emergencies at this location. It is recommended that DSFRS are contacted to revise their plan to ensure any changes are included.

Risk Assessment outcome

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is: **Medium**.

That is – there are **Normal fire hazards** (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be: **Moderate harm**:

Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants but is unlikely to result in multiple fatalities.

Completing works will reduce this to: **Slight harm**.

That is an outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Accordingly, it is considered that the risk to life from fire at these premises is **Moderate**.

It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.

Completing works will reduce this to:

Tolerable.

That is - No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.

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.

It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level: Tolerable

Item	Deficiency	Proposed action	Timescale	Person responsible
1.	<p>The Winery has 3 spiral staircases. The staircases are open throughout the height of the floors they serve.</p> <p>In the West side (unit one), one staircase begins in the lower ground floor next to the open plan kitchen and lounge area. A fire in this area will result in products of combustion (toxic smoke, heat, and flames) entering the ground and first floors. It could also spread into the ground floor lounge and the East side.</p>	<p>To resolve this the staircase will be enclosed with fire resisting construction at the lower ground floor level. This will contribute to providing a protected route for all persons on the ground and first floors.</p> <p>An expert company has been commissioned to design a suitable fire resisting enclosure. Works are expected within weeks following approval from Building Control Authority. All works will be supported with documentation, detailing the specification for each element of the structure. Works will be certificated as part of the consultation with the local authority.</p> <p>To further protect the means of escape additional fire doors have been installed at the entrance to the lounge near the main entrance, all bedrooms and the boiler room doors.</p>	3 months	Owner

		The staircase on the ground floor of the West side unit 1 will not need to be enclosed because the kitchen and cooking facilities that were there have been removed.		
Future Considerations (where appropriate)				
1.	The local fire and rescue service visited the premises several years ago and have an operational plan for dealing with emergencies at this location. It is recommended that DSFRS are contacted to revise their plan to ensure any changes are included.			

Confirmation of understanding of the findings and action required of this FRA.

The above findings and action plan have been discussed with the business owner.



Signed:

Paul Bray GIFireE

We Alistair Handyside and Lorna Handyside, agree with the findings of the fire risk assessment and will be taking appropriate action to implement changes or improvements, within the timescales as detailed in the action plan.

Signed:

Signed:




Alistair Handyside MBE

Lorna Handyside

