

Fire Risk Assessment – Wynd Cottage

Address of Property Assessed: Wynd Cottage 45 Cliff Street, Whitby
YO213DD

Assessor and responsible person: A.G. Bell (co-owner)

Date of Assessment: 14/09/2024

Forward

This risk assessment has been compiled to identify and manage the overall risk and provide fire safety measures that are appropriate for the risks in this property and the guests that may stay here.

It is noted that current official guidance is not appropriate to this specific building or this type of building commonly used as small scale self-catering holiday accommodation in the local area. Any further guidance relating to protection of exit routes will be assessed when appropriate. Currently It is considered that this assessment shows measures that are appropriate for the risks in this property.

General description of property

Stone and brick built over three floors. Origins of the building are believed to be early 17th century.

Ground floor - kitchen, dining room (with external door) and lobby with main entrance (final exit) door and stair to 1st floor.

1st floor - Living room, Bathroom and Bedroom 1, Door to winder stair to 2nd floor.

2nd floor - landing bedrooms 2 and 3

The property is of historical significance with many internal features and structures surviving from the mid 18th century. The building is being considered for Listing. Features include timber room partitions, 4 panel doors, plank and ledged doors and floor structures with exposed beams. Renovations completed in 2015 had consideration to reduce fire risks where appropriate. The property has been Holiday let by the owners since 2016 with no fire related incidents, there is no evidence of previous fire damage over the life of the building.

The cottage is marketed, managed and maintained directly by the owners.

Guests Staying at Wynd Cottage

Wynd Cottage is marketed towards and attracts guests who appreciate staying in a property of this nature. Bookings tend to be made by those between 40 – 65 years old. Approximately half of bookings are for couples, the rest are for groups of couples or multi-generational families, a few are for families with children. Single sex groups, hen/ stag groups are not permitted.

Persons at Risk

Number of guests - Max 6 all booked under same contract, may include elderly and less mobile adults and children

Others – Owners (+family), Cleaner / House Keeper, Trades people

Mitigations:

Elderly, infirm or disabled guests, full information is given on the website including an “Accessibility” page to allow potential guests to determine suitability. Further advice or information is given by the owners as required. Guests who may have mobility issues are advised to use bedroom 1.

Bookings are only possible direct with the owners. Booking requests and the guest list are vetted prior to acceptance. Further enquiries are made if guests do not seem suitable.

Pricing is set at a level that discourages those seeking basic budget accommodation.

Remotely accessed external CCTV can be monitored on arrival to confirm guest occupation. Action would be taken if not compliant with the booking.

Minimum stay 3 nights, check in 4pm, guests will be familiar with layout for the majority of their stay.

Others – Cleaner / House Keeper, currently only one person occasionally who is familiar with the cottage and safety procedures

Others – Trades people, check competence, qualifications, safety inductions if required.

Fire Hazards and Fire Risks

Sources of ignition:

Electrical - wiring and appliances

Mitigation: Modern wiring tested every 5 years. Appliances inspected & PAT

Visual inspection of appliances accessible plugs and leads at changeover

Washing machine / dryer located in external wash house.

Appliance instructions are all available to guests in the information pack.

One four way adapter supplied in Bedroom 1. As only 1 available socket (**Action: consider possible alternatives to allow charging of phones**)

One adapter in cupboard off living room. Mitigation: wall mounted plus cable management

Gas appliances and installation

Mitigation: Tested / Serviced Annually, Boiler located in external wash house.

Cooking

Mitigation: Cooker with flame detect control. No deep fat fryer provided. Toaster away from food storage area no shelf directly above. Fire blanket wall mounted next to cooker.

Smoking & Candles

Mitigation: Not permitted in cottage (contract & instructions), for smoking - outside space,

ashtray available.

Chargers and Battery Operated Devices

Mitigation: Fire safety sign includes “**Charging phones etc.** : Batteries and chargers are a fire risk. Follow manufacturer’s instructions, especially: Don’t leave devices charging on or near fabrics and soft furnishings. Don’t leave charging while unattended.”

Solid fuel stoves

Mitigation: First floor stove use not permitted, notice plate in stove and latch disabled shut. Ground floor stove. Full safety/operating instructions supplied, notice to read instructions fixed to door latch, Flue swept annually

Guest actions

It is considered that actions of guest are a risk with all other factors having been mitigated. The occupancy of the property will be similar to any domestic setting with the exception of lack of familiarity with the building and appliances.

Mitigation: Fire safety instructions in the information pack and fitted in key cupboard. (copy attached). Note to read the instructions on check in email.

Others

Road front. Public accessible passageway and rear, although technically this is servient easement to Mission Hall Yard. So potential risks associated with public accessibility to building.

Mitigation: Exterior to be kept clear as possible of easily combustible materials ref. waste, Metal gate to passage fitted with automatic closer to deter access. 10w PIR lantern in passage. CCTV in passage and over front door, CCTV warning sign on gateway.

Unauthorised Access

Mitigation: Guest keys secured in approved key safe, doors locked with rim and mortice locks

Fuel present

Stove Fuel

Logs, kindling, fire lighters, newspaper, matches, lighters. One basket of logs and kindling supplied

Mitigation: Details of safe storage given in instructions, Supplied logs and kindling stored separated from fire and other ignition by brick walls. **(Action: Consider safe storage of matches and fire lighters out of reach of children)**

Elements of structure - Painted timber partition walls. Timber floors, dining room & bathroom. Exposed timber beams.

Mitigation: Ignition sources (except mitigated electrical) distanced from structure. Walls – spread of fire, mitigation limited by historical nature of structures. Bed 1 timber partition one wall plaster boarded and skimmed. 1st floor staircase timber partition wall to living room plaster boarded and skimmed. Ceilings between beams plaster boarded and / or plastered. **(Action: Consider resealing contraction gaps in panelling with intumescent caulk)**

Furniture and furnishings

Mitigation: Soft furnishings, curtains, carpets - purchased 2015-16 hence to relevant fire safety standards.

Timber furniture- solid wood. Beds and mattresses to current standards. Bedding to current standards. Extra bedding items stored in trunk on top landing away from ignition sources. Linen Stored in locked cupboard with no ignition sources.

Domestic waste

Mitigation:

All internal waste cleared at changeover, excessive external waste also removed from the property.

Internal- Kitchen- Limited volume, double bin provided in kitchen located away from ignition sources

Room bins – Away from ignition sources.

(Action – Consider replacing basket type bins with metal or plastic on renewal)

External – 2 Dustbins with lids located in passage way, bag supplied by council for excess bagged waste. Full refuse instruction available to guests. Sign to discourage others from leaving their rubbish, area covered by CCTV and PIR light to discourage inadvertent or deliberate ignition. No ignition sources in vicinity.

Other Fuel items

Mitigation:

Small quantities of Solvents and solvent paints moved to wash house stored on high shelf away from ignition sources.

Food stuffs and packaging, storage spaces away from ignition sources.

Books literature etc. stored away from ignition sources.

Cleaning products and equipment stores kept in under stair cupboard, no ignition sources

Filters and Ducts inspected regularly and cleaned if required.

Fire Protection Measures

Escape Route

From 2nd floor, via landing - stairs - living room corner - stairs - front door. Horizontal distance approx. 14m, max people 4

From 1st floor, living room corner - stairs - front door. Horizontal distance approx. 7m, max people 2

Route kept clear of obstructions.

Front door secured with rim type night latch

Lighting, 3 non maintained emergency lights fitted along the route to facilitate rapid egress.

Both routes pass a short distance through the corner of the living room. The living room is considered as lower risk. Mitigation: Stove use not permitted, no candles or smoking allowed. P50 2 litre foam extinguisher located at foot of 2nd floor stair.

The ground floor hallway partition wall is historical. It offers some protection to the stairway. With the other mitigations, early alarm from heat and smoke detectors and short escape route this would be adequate for the vast majority of potential incidents.

Door to Dining Room is historical plank and ledged with no self-closer.

(Action- investigate options to upgrade stability, add smoke / intumescent seals and self closer)

Fire Alarm

Mains interlinked smoke alarms located in escape route on all floors (3). Ten year battery RF interlinked alarms fitted in bedrooms, dining room and cupboard in living room, heat alarm in kitchen all RF linked to mains alarms.

Fire Fighting Equipment

Fire blanket in kitchen

Fire extinguisher dining room (2 litre foam P50)

Fire extinguisher 1st floor, bottom of 2nd floor stairs (2 litre foam P50)

Management of Fire Safety

Information on fire safety and actions for Guests

House Keeper, Informed of relevant updates and changeover checklist

Exit routes and doors smoke and heat alarms checked/ tested at changeovers

Emergency escape lighting checked monthly, see fire safety log + check list

Fire extinguishers visual inspected monthly, see fire safety log + check list

Records of testing and maintenance, see fire safety log + check list

Fire Safety Log

Chimney Swept annually - 19/09/24 :

Electrical EICR ever 5 years – 29/11/23 :

Gas Safe annually – 20/9/23:

Fire Risk Assessment – Review annually

Pat Test annually – 19/9/23 :

Fire and Smoke Alarms – Installation 27/03/24 replace 10 years max. Test at every change over.

Emergency lighting – Installation 29/8/24. Test monthly, see check list

Extinguishers – Installation 25/8/24, P50 maintenance free replace 10 years max. Visual inspection monthly, see check list

Carbon Monoxide detectors – Installation 25/9/23 replace 10 years max.

Change Over Check List

Check for damages, general housekeeping, cleaning.

Check keys are in safe and spares in cupboard.

Parking scratch cards.

Fire Safety Change Over Checks

Check emergency route is clear and doors operate properly.

Test smoke alarms. Press and hold for 20 seconds to check alarms are interlinking, test from different alarms on different weeks.

Check extinguishers are present.

Visual check: appliances, plugs, socket and leads for damage.

Monthly Check List

Emergency lighting + Extinguishers

Date:



Fire Action Notice



DO NOT TRY TO PUT THE FIRE OUT.*
Leave the room where the fire started and keep the door closed!



RAISE THE ALARM - SHOUT "FIRE!".



GET EVERYONE OUT.
Closing the door behind you, but make sure it does not lock.



WAIT OUTSIDE.
A safe distance away from the building.



CALL THE FIRE SERVICE - DIAL 999.
Provide the address :
45 Cliff Street, Whitby, YO21 3DD



NOTIFY THE OWNER.
Contact details are on the front door or on the website

Your Fire Safety

Please take a moment to read this and be responsible for everyone in your group.

- **Smoking, Candles etc:** Not permitted inside the cottage.
- **Cooking:** Take care, don't leave cooking unattended.
- **Woodburning Stove:** Read the instructions. Keep fuel / combustible materials well distanced. Keep any matches / lighters safe and away from children. Don't leave it burning while out or overnight.
- **Charging phones ect:** Batteries and chargers are a fire risk. Follow manufacturers instructions, especially: Don't leave devices charging on or near fabrics and soft furnishings. Don't leave charging while unattended.
- **Doors:** Keep the kitchen, hall and stairs doors shut (*not locked*) overnight.
- **Fire Extinguishers*:** Primary use is to help you get everyone out safely, they can be used on small fires if it doesn't put you at any risk. The fire blanket in the kitchen can be used on pan/oil fires.

How you would get everyone out quickly? Think:

- Front door - **Use the night latch at night** so there's no need to find a key.
- **Slower on stairs?** First floor bedroom will be the best option to sleep in.
- **Difficult to wake up!** Make sure someone is able to alert and assist them.
- Be familiar with the **Fire Action Notice** instructions.
- **Don't waste time** getting all your belongings together.

Other Emergencies

Electrical – A fault should cause the fuse board trip, if necessary the power can be switched off or trips reset on the board in the cupboard next to sink.

GAS – If you smell gas, evacuate, leave the doors open. Turn the mains gas off at the meter next to the gate in the passageway. Call the emergency number on the meter.

Carbon Monoxide – Alarms are located in the dining room and living room, evacuate and ventilate the cottage.

Water – The stopcock is located at the left hand side of the cooker. Individual appliances are fitted with quarter turn isolation valves.

Any emergencies, please call us as soon as it's safe: Home 01246 450884, Wendy Mobile 07913 265380, Andy Mobile 07952 663223

File: fire notice for in cupboard.pdf