

FIRE RISK ASSESSMENT

Harbourside Apartment



Harbourside is an open plan two bedroom, both en-suite apartment. Both bedrooms have access to the outside decked area. The property is accessed down a flight of stairs.

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

Jon & Jill May

Address of premises:

Harbourside Apartment, The Bank, St Marys, Isles of Scilly, TR21 0HY

Number of floors:

2

Number of
bedrooms:

2

Construction:

Granite and timber with fire resistant MDF internally. Fibreglass and slate roof.

Date of fire risk assessment:

January 2024

Date of previous fire risk assessment:

March 2018

Suggested date for review:

January 2027

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

Are gas appliances inspected and tested every 12 months?

N/a Yes No

Is smoking permitted on the premises?

Yes No

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

N/a Yes No

Are the premises adequately secured to prevent unauthorised access?

Yes No

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

Yes No

Are fixed heating systems subject to periodic maintenance?

N/a Yes No

Are portable heaters subject to periodic inspection and used safely?

N/a Yes No

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

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

Are combustible materials kept separate from ignition and heat sources?

Yes No

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

Yes No

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

If the answer to the above question is yes, please list each hazard and any control measure to reduce the risk of fire, in the box below. If the answer to any question is no, include suitable action within the Action Plan.

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

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?

Yes No

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

N/a Yes No

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

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

Yes No

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.

Linked smoke alarms are fitted in each room along with mains power failure torches in each bedroom. The front door has a thumb turn lock and is a self-closing fire door. Both bedrooms have solid doors and direct access to the outside decking area and beach below. A fire extinguisher & fire blanket are provided and there is a 'Fire Action Plan' poster on the wall. PAT testing is undertaken annually and electrical inspections every 5 years.

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

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

N/a Yes No

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

Yes No

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

Yes No

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

Yes No

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

Are records of testing and maintenance maintained?

Yes No

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.

Alarms & torches are tested on each changeover & training is given to staff on how to do so.
Records are kept of when periodic testing is required and when smoke alarms need replacing.
This FRA is available on our website for guests to read prior to arrival as well as in the information pack in the property. Guests are advised prior to booking that the bedroom escape route is via the decked area and onto the beach below and so those with limited mobility can decide if the property would be suitable for them.

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
Bedroom Doors	Not of solid construction	Replacement	12 months	Jon May