

Fire Risk Assessment of

Budding - Lower Ledge Farm Doynton Lane Dyrham Chippenham Wiltshire SN14 8EY

Carried out : 31st May 2024

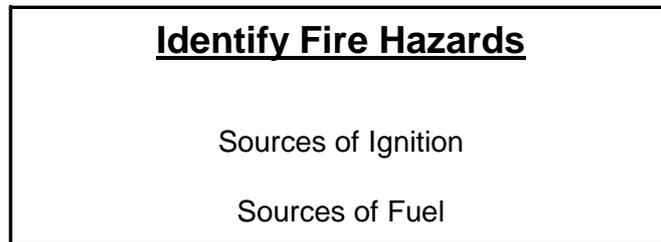
Assessor : Colin Powney MIFSM

Review Assessment Due : May 2025

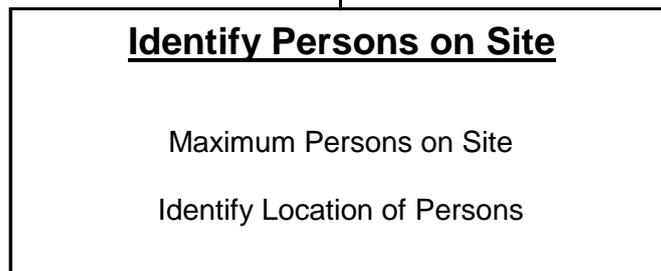


Fire Risk Assessment Flow Chart

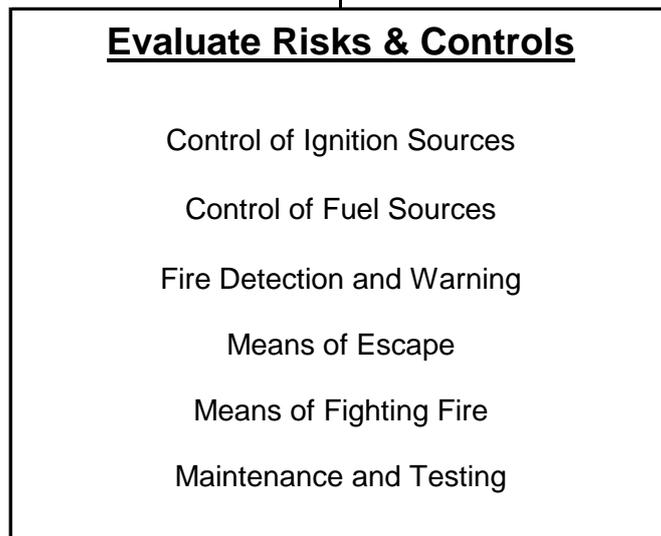
Step 1



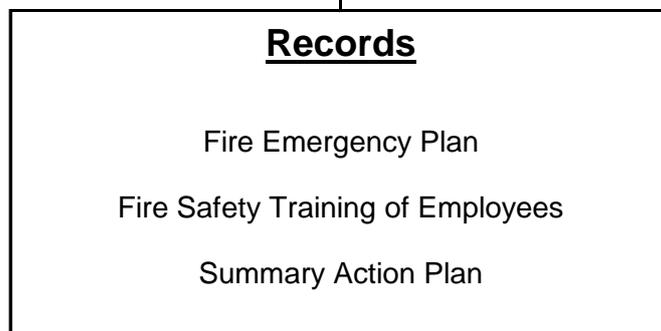
Step 2



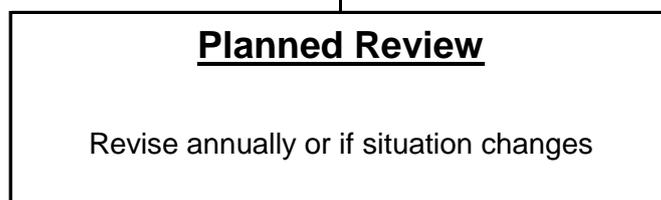
Step 3



Step 4



Step 5



General Information

Responsible Person :	Dyson Farming Ltd
Designated Persons :	James Dawson / Mairead Kelleher / Veronica Sanders
Address of Premises :	Budding - Lower Ledge Farm, Doynton Lane, Dyrham, Chippenham, Wiltshire, SN14 8EY
Assessor :	Colin Powney MIFSM
Date of FRA :	31st May 2024

Premises Information

Number of floors in building (including basements)	2 - Ground & First Mainly Ground Floor - 1 x Bedroom On First Floor
Approximate floor area (m2)	185 m ₂
Brief details of construction	Converted Masonry Farm Building With Pitched, Tiled Roof Wooden Internal Structure
Primary Usage	Holiday Let Cottage (4 Bedroom)
Secondary Usage	None
Provisions for Fire Brigade	Access : Off Doynton Lane Fire Hydrant : Unable To Locate Main Gas Shut Off : Gas Meter Box - External Side Of Building

FIRE RISK ASSESSMENT

STEP 1- IDENTIFY HAZARDS

1.1	Sources of Ignition	YES/NO	LOCATION
1	Hot processes (grinding, cutting)	NO	
2	Naked flames (e.g. welding, cooking, boilers)	YES	Gas Boiler - Boiler Cupboard Wood Burner - Lounge
3	Machinery (e.g. motors, bearings, belts)	NO	
4	Ventilation obstructions	NO	
5	Faulty or misused electrical equipment (e.g. multipoint adapters, damaged sockets, wiring appliances)	NO	
6	Unprotected electrical extension leads	NO	
7	Light bulbs/fluorescent tubes near combustible materials	NO	
8	Static electricity	NO	
9	Smoking (cigarettes, matches)	NO	
10	Arson	NO	
11	Any other potential source of ignition	YES	Electrical Appliances - Throughout Electric Cooker - Kitchen Electric Hot Tub - Patio (Not In Use) Toaster - Kitchen

FIRE RISK ASSESSMENT

STEP 1- IDENTIFY HAZARDS

1.2	Sources of Fuel Combustible Materials	YES/NO	LOCATION
1	Any buildings in close proximity which could affect or be affected by a possible fire	YES	Joining & Surrounding
2	Wood (extensive storage/use of)	YES	Wooden Internal Structure Wood - Wood Burner
3	Storage or use of paper, card, plastic, polyurethane e.g.		
	3.1 Packaging	NO	
	3.2 Stationery	NO	
4	Accumulated combustible raw materials	NO	
5	Congested storage area	NO	
6	Flammable gases (LPG, acetylene, oxygen)		
	6.1 Bulk	NO	
	6.2 Cylinders	NO	
	6.3 Natural Gas	YES	Gas Boiler - Boiler Cupboard
7	Flammable liquids (paints, solvents, spirits, petrol, paraffin)		
	7.1 Bulk	NO	
	7.2 Portable containers	NO	
8	Fuel Oil		
	8.1 For plant	NO	
	8.2 For vehicles	NO	
9	Accumulated waste materials (e.g. paper shavings, off-cuts, packaging, waste oil, waste chemicals)		
	9.1 Internal	NO	
	9.2 External	NO	
10	Dust, powdered ingredients	NO	
11	Any other combustible materials	YES	Furnishings etc - Throughout
12	Any substances which could cause harm to the environment if involved in a possible fire	NO	

FIRE RISK ASSESSMENT - Carried Out 31.05.2024

STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq? Y or N	Risk H/M/L	Action Required / Risk Details
NO	ITEM					
	<u>Control of Ignition Sources</u>					This fire risk assessment is based on the information provided.
1	An adequate permit to work system is in use for any hot works, which details necessary precautions, including external contractors.	Y	No Hot Works	Y	L	Contractors are required to provide a risk assessment and method statement for any hot works.
1.1	The hot works area is inspected at a ½ hour and 1 hour intervals after completion of task.	N/A		Y	L	
2	Are other naked flames in use (e.g. heaters, cookers, ovens, boilers, toasters, fat fryers, shrink wrap tunnels, high intensity lighting).	Y	Gas Boiler Wood Burner	Y	L	The gas boiler is serviced annually (with gas safety certificate), with records being kept - March 2024.
2.1	A suitable shut down procedure is in place for gas appliances.	N/A		Y	L	
3	Planned maintenance (especially motors, bearings, flues, ventilation ducts).					
3.1	A system exists and includes inspection and cleaning.	Y	Chimney Sweeping - Wood Burner	Y	L	The chimney is swept on a regular basis (annually), with records being kept - Nov 2023.
3.2	Is followed records are kept.	Y		Y	L	

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STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq?	Risk	Action Required / Risk Details
NO	ITEM			Y or N	H/M/L	
4	New and replacement machinery and services are designed to minimise risk of fire and explosion.	Y		Y	L	
	Electricity					
5	All fuses and circuit breakers are correct and suitable for intended use.	Y		Y	L	
5.1	Power points are overloaded.	N		Y	L	
5.2	There are signs of damage to electrical equipment.	N		Y	L	
5.3	Appropriate suppression systems exist for static electricity.	N/A		Y	L	
5.4	Suitable limitation on management of trailing leads and adaptors.	N/A		Y	L	
5.5	A policy exists regarding the use of personal electrical appliances.	N/A		Y	L	
5.6	Portable electrical appliances are correctly tested regularly.	Y	Completed March 2024	Y	L	
5.7	Electrical installation condition report has been completed within the last 5 years.	Y	Completed June 2019	Y	L	Electrical installation condition report due this year - June 2024 (last record June 2019).
	Smoking					
6	A policy exists clearly defining designated smoking areas and prohibition elsewhere.	Y		Y	L	Smoking ban enforced.
6.1	Is smoking permitted in appropriate areas.	N	Externally	Y	L	

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STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq?	Risk	Action Required / Risk Details	
NO	ITEM			Y or N	H/M/L		
7	All potential ignition sources are left in a safe condition at the end of shifts and working day.	N/A		Y	L	The hot tub is empty and not in use.	
8	Security of the site is adequate to prevent arson or vandalism at any time.	Y	External Post Box	Y	L		
9	Any other potential sources of ignition identified in step 1.1 (item 11) are under adequate control. Having considered the above ignition sources can any be:	Y	Electrical Appliances Electric Cooker Hot Tub Toaster	Y	L		
9.1	Eliminated. or	N		Y	L		
9.2	Substituted by a safer alternative. Give details in the Action Required column.	N		Y	L		
Lightning							
10	Does the building have a lightning protection system.	N		Y	L		
10.1	The lightning protection system is inspected on a regular basis, with records being kept.	N/A		Y	L		

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STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq? Y or N	Risk H/M/L	Action Required / Risk Details
NO	ITEM					
	<u>Control of Fuel Sources</u>					
11	All fuel sources are handled, transported, stored and used properly.	Y		Y	L	
12	Highly flammable substances are:					
12.1	Kept in fire resistant stores or cabinets in the work areas.	N/A		Y	L	
12.2	They are adequately separated.	N/A		Y	L	
13	The building structure is non-flammable or has been treated to reduce flame spread.	Y		Y	L	
14	Standards of housekeeping are good and do not permit build-up of flammable materials.	Y		Y	L	
15	Waste storage areas are adequate and are regularly cleared to prevent spread of combustible materials.	Y		Y	L	
16	During non-working hours, doors, windows, and other openings are closed and ventilation systems are shut down.	N/A		Y	L	

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STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq?	Risk	Action Required / Risk Details	
NO	ITEM			Y or N	H/M/L		
	<u>Fire Detection and Warning</u>						
18	There are no parts of the premises where fire could spread undetected and therefore require a detection system.	N	BS5839-Part 6 (Grade D1 - LD1) Detection : With Battery Back Up (Replace By 2034)	N	M	An additional interlinked grade D1 alarm is needed at the top of the stairs to replace the grade F1 alarm.	
19	Remote transmission of alarm signals to a monitoring station or other.	N		Y	L		
20	The fire alarm warning system can be heard throughout all parts of the site when operated from any single point.	Y		Y	L		
20.1	Operation of the fire alarm system is tested regularly from different call points.	Y	Fire Log Book	N	M		The fire alarms should be tested on each change of guests, with records being kept.
20.2	Call points are easily accessible.	Y		Y	L		
21	The alarm system has an effective backup power supply.	Y	Battery Back Up	Y	L		
22	All employees and non-employees know what to do if they discover a fire or hear the alarm.	Y		Y	L		

FIRE RISK ASSESSMENT - Carried Out 31.05.2024

STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq? Y or N	Risk H/M/L	Action Required / Risk Details
NO	ITEM					
	<u>Means of Escape</u>					
23	Instructions for means of escape are:					
23.1	Comprehensive and adequate.	Y	Displayed In Lobby	Y	L	
23.2	The subject of thorough training.	N/A		Y	L	
23.3	Regular escape drills.	N/A	Simultaneous Evacuation	Y	L	
24	Escape is quick, safe and unobstructed via:					
24.1	Normal day to day access points.	Y		Y	L	All bedroom windows are fully openable and could be used as escape windows.
24.2	Special Fire Exits.	N/A		Y	L	
24.3	Escape staircases and gangways are inspected regularly.	N		N	L	The escape routes should be inspected on each change of guests, and recorded in the fire log book.
24.4	Electronic lock emergency override green break glasses are tested regularly.	N/A		Y	L	

FIRE RISK ASSESSMENT - Carried Out 31.05.2024

STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq?	Risk	Action Required / Risk Details
NO	ITEM			Y or N	H/M/L	
25	Length of escape route(s) do not exceed the following distances:					
25.1	Where more than one route is provided: 18m-High fire risk area 35m-Normal fire risk area 45m-Low fire risk area	N/A		Y	L	
25.2	Where only a single route is provided: 9m-High fire risk area 18m-Normal fire risk area 25m-Low fire risk area	N		Y	L	
26	Designated escape routes are:					
26.1	Clearly indicated by suitable signs (pictogram style).	N		N	M	An 'Exit' (arrow up) sign is needed over the front door.
26.2	Are illuminated including emergency back-up lighting.	Y		Y	L	
27	There are enough available exits of adequate width from every room, storey or building.	Y		Y	L	
28	Inner rooms with sole escape through one access room are not of a high fire risk and have measures in place to alert occupants to the fire.	N/A		Y	L	

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STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq?	Risk	Action Required / Risk Details
NO	ITEM			Y or N	H/M/L	
29	Corridors and stairways are to adequate standards (e.g. dimensions, fire resistant partitions and self-closing doors are kept shut).	N		N	M	Smoke seals and 'Fire Door Keep Shut' signs are needed on the new fire door from the kitchen.
29.1	Are fire doors and ironmongery inspected regularly.	N		N	M	The fire door should be inspected on each change of guests, and recorded in the fire log book.
29.2	Tenants of residential buildings are given information on the importance of fire doors to a building's fire safety upon occupation and annually thereafter.	N/A		Y	L	
30	Disabled persons (mobility, hearing, vision) can escape unaided or an effective support system exists.	Y		Y	L	
30.1	Personal Emergency Evacuation Plans (PEEP's) are in place where required.	N/A		Y	L	
30.2	A suitable policy for lone workers is in place.	N/A		Y	L	
31	Once people are on a designated escape route all doors open in the flow of travel.	Y		Y	L	
31.1	Any fire exit doors required to be kept locked are fitted with a single form of release device (e.g. push bar).	Y	Thumb Turns	Y	L	

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STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq? Y or N	Risk H/M/L	Action Required / Risk Details
NO	ITEM					
	<u>Means of Fighting Fire</u>					
32	Suitable and adequate portable fire extinguishers are provided and maintained throughout the premises. Where required blankets and hose reels are also provided.	N		N	M	A multi purpose fire extinguisher (not dry powder) is needed by the entrance - it should be wall mounted with identification (once fitted the fire extinguisher should be serviced annually, with records being kept).
33	Where it is necessary to protect means of escape and/or contents of the building, suitable fixed fire fighting systems are installed.	N/A		Y	L	
34	Fire fighting equipment is stored on unobstructed wall brackets or floor stands sited close to but not obstructing exit routes.	Y	Fire Blanket	Y	L	
35	Personnel designated to fight fires have been instructed, trained and are given follow-up training.	N/A		Y	L	

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STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq?	Risk	Action Required / Risk Details
NO	ITEM			Y or N	H/M/L	
	<u>Maintenance and Testing</u>					
36	All emergency lighting, fire fighting equipment, detection and warning systems are checked regularly by a competent person and maintained in good working order.	N		N	M	Emergency lighting should be tested on each change of guests, with records being kept. The fire blanket should be visually inspected on each change of guests, with records being kept.
37	General and technical fire check lists (see H & S manual) are completed regularly. Together with normal line management this ensures that fire fighting equipment and systems are always operating correctly.	Y	Fire Log Book - Cleaning Container	Y	L	Emergency lighting testing is recorded in the fire log book. Emergency lighting servicing - April 2024 (awaiting certificate).
	<u>Other</u>					
38	A suitable fire safety and risk management policy is in place.	Y	Head Office	Y	L	
39	A suitable number of employees are sufficiently first aid trained.	N/A		Y	L	
40	A suitable contingency plan is in place for when re-entry to the building is not possible (where required).	N/A		Y	L	
41	External wall systems are present that may require a fire risk appraisal of external walls of residential buildings.	N/A		Y	L	

FIRE EMERGENCY PROCEDURE

See Existing Procedure - Displayed In Lobby

Name of Company	
Address of premises	
Date Produced and/or Amended	
Name of Person producing (print name) Signature	
1	Action to be taken by person discovering a fire:
2	How the Fire Brigade (and any other Emergency Services) are to be called and who is responsible:
3	Fire Warning system (description of bell/sirens/voice etc. Also types of signals and location of system panels)
4	Evacuation procedures (description of procedures to be followed):
5	Key escape routes (how access can be gained, where they lead to, how they are protected from fire):

FIRE EMERGENCY PROCEDURE

6	Assembly points:
7	A suitable contingency plan is in place for when re-entry to the building is not possible (where required):
8	Duties and identities of employees with specific responsibilities:
9	Arrangements for safe evacuation of persons identified as being at risk from Fire:
10	Fire fighting equipment provided (location and details):
11	Specify arrangements for high risk areas:
12	Procedures for liaison with Fire Brigade on arrival (who, where, what etc):
13	Training needed by employees and arrangements for giving such training:

FIRE SAFETY TRAINING OF EMPLOYEES

N/A

	YES/NO	ACTION REQUIRED
<p>1 Training is carried out and recorded:</p> <ul style="list-style-type: none">1.1 On induction1.2 refresher1.3 when the system changes		
<p>2 Training includes:</p> <ul style="list-style-type: none">2.1 Action to take on discovering a fire2.2 How to raise the alarm and what happens next2.3 Action to take upon hearing the fire alarm2.4 Procedures for alerting members of the public, contractors, and visitors, including, where appropriate, directing them to exits.2.5 Arrangements for calling the fire brigade2.6 Evacuation procedures for everyone in the building2.7 Location and, when appropriate, the use of fire fighting equipment2.8 Location of the escape routes, especially those not in regular use.2.9 How to open all escape doors, including the use of any emergency fastenings.2.10 Importance of keeping fire doors closed to prevent spread of fire, heat and smoke2.11 Where appropriate, how to stop machines and processes and isolate power supplies in the event of fire2.12 Reasons for not using lifts (except those specifically installed for evacuation of disabled people)2.13 Importance of general fire safety and good housekeeping		
<p>3 Practical fire drill evacuations are carried out at least 6 months and recorded using different sources for the alleged fires.</p>		
<p>4 Those working in high risk areas receive specific training.</p>		

SUMMARY ACTION PLAN

Comp No.	Brief Comments and Action Needed to Eliminate or Control	By Whom	Target Date	Date Comp
3.18	An additional interlinked grade D1 alarm is needed at the top of the stairs to replace the grade F1 alarm.	Management	1 month	
3.20.1	The fire alarms should be tested on each change of guests, with records being kept.	Management	1 month	
3.24.3	The escape routes should be inspected on each change of guests, and recorded in the fire log book.	Management	1 month	
3.26.1	An 'Exit' (arrow up) sign is needed over the front door.	Management	1 month	
3.29	Smoke seals and 'Fire Door Keep Shut' signs are needed on the new fire door from the kitchen.	Management	1 month	
3.29.1	The fire door should be inspected on each change of guests, and recorded in the fire log book.	Management	1 month	
3.32	A multi purpose fire extinguisher (not dry powder) is needed by the entrance - it should be wall mounted with identification (once fitted the fire extinguisher should be serviced annually, with records being kept).	Management	1 month	
3.36	Emergency lighting should be tested on each change of guests, with records being kept.	Management	1 month	
	The fire blanket should be visually inspected on each change of guests, with records being kept.	Management	1 month	

STEP 5 PLANNED REVIEW

A review assessment should be carried out in 12 months time, unless specific changes occur in the meantime.

Risk Matrix

Consequences of Fire →	Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire ↓			
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

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

Medium

In this context, a definition of the above terms is as follows:

Low	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Medium	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with hazards generally subject to appropriate controls (other than minor shortcomings).
High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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

In this context, a definition of the above terms is as follows:

Slight harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant in a room in which a fire occurs).
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.
Extreme harm	Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Moderate Risk