



# Fire Risk Assessment

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

Becky Snaith

**Address of premises:**

Blackberry Cottage, New Greenfields, Newport Road, St. Mellons, Cardiff, CF3 5TW

**Number of floors:**

1

**Number of rooms:**

4

**Construction:**

Brick/stone with tile roof

**Date of fire risk assessment:**

July 2025

**Date of previous fire risk assessment:**

N/A

**Suggested date for review:**

July 2026



## Fire Hazards and Controls

### **Are fixed electrical installations inspected and tested every 5 years?**

Yes. Electrical installations are inspected and tested by a qualified electrician every 5 years.  
Last test date 18 March 2024. Next test due March 2029.

### **Are electrical appliances periodically inspected and tested?**

Yes. Annual PAT testing carried out in November each year. Next test due November 2024. All electrical appliances are checked for wear and tear once a month and check recorded.

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

Yes. Only one extension lead is used in the property in the store cupboard.

### **Are gas appliances inspected and tested every 12 months?**

N/a. There are no gas appliances in the property.

### **Is smoking permitted on the premises?**

No. Our smoking policy doesn't allow smoking or vaping inside the property. Vaping is permitted outside only. Our smoking policy is clearly stated on our website and in our guest book.

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

No. Our smoking policy doesn't allow smoking or vaping inside the property. Vaping is permitted outside only. Our smoking policy is clearly stated on our website and in our guest book.

### **Are the premises adequately secured to prevent unauthorised access?**

Yes. All doors and windows are secure and lockable. Keys are held by owners and guests only for the duration of their stay.

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



Yes. Outdoor waste bins are stored away from the property. These are emptied at least once weekly. No waste is stored at the property.

**Are fixed heating systems subject to periodic maintenance?**

N/a. There are no fixed heating systems appliances in the property.

**Are portable heaters subject to periodic inspection and used safely?**

Yes. Annual PAT testing carried out in November each year. Next test due November 2026. All electrical appliances are checked for wear and tear once a month and check recorded.

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

N/a. There are no open fires or log burners.

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

Yes. No deep fat fryer is provided. Electric glass hob. Cooking appliances are kept clean and in good working order.

**Are filters and ductwork subject to regular cleaning?**

Yes. Extractor hood cleaned regularly and filter in bathroom extractor fan cleaned regularly.

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

Yes. Extractor fan in bathroom cleaned regularly. Bins emptied and rubbish removed at every changeover. No waste is stored at the property.

**Are combustible materials kept separate from ignition and heat sources?**

Yes. No combustible materials are kept near oven and hob.

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

Yes. All contractors are competent and qualified.



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

N/a. No dangerous substances are stored on the premises.

**Are there any other significant fire hazards in the premises?**

No. All fire hazards have been addressed in this assessment.

## Fire Protection Measures

**Are all escape routes kept clear of obstructions to enable people to escape safely?**

Yes. Escape routes are clear and guests are advised not to store anything in fire exits/doorways.

**Are all fire exits easily and immediately openable?**

Yes. The external door is fitted with a turn latch.

**Are distances to final exits considered reasonable?**

Yes. Guests would always be within 10 metres of a fire exit.

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

N/a. Ground floor property.

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

N/a. Ground floor property.

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

N/a. Due to the size and layout of the property self-closing doors are not necessary. All doors to rooms are fire doors.



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

Yes. Rechargeable socket light/torch is provided in the hallway. This is located to provide light to the fire escape route or be used as a torch.

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

Yes. Rechargeable socket light/torch is provided in the hallway.

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

Yes. Fire Escape Route plan provided in guest folder. Fire Action notice displayed.

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

Yes. Smoke detectors/alarms fitted in hallway, lounge and bedroom. Heat alarm and CO detector in kitchen. Smoke detectors/alarms and heat alarm are hard-wired.

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

Yes. Fire blanket and multi-purpose fire extinguisher provided in kitchen and are checked at each changeover. Guests are instructed not to try to put a fire out but to leave the building as per our Fire Action Notice.

## Management of Fire Safety

**Are procedures in the event of fire appropriate and documented?**

Yes. Procedures are appropriate to the building and documented in this assessment and full records kept.

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

Yes. Information on fire safety is available on our website and provided to guests in our guest book. Fire Action Notice displayed in the property.



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

N/a. No staff are employed.

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

Yes. Checks are carried out at every changeover and guests advised to keep fire exits clear of belongings.

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

Yes. Fire doors are checked at each changeover to ensure they remain in working order.

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

Yes. Regular tests are performed on the alarm system and documented.

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

N/a. No commercial fire detection and alarm system. Only domestic smoke and heat alarms.

**In self-catering premises, are all smoke/heat alarms (or fire detection and alarm systems, where fitted) tested at every changeover?**

Yes. Alarms are checked at each changeover. These are in all rooms except the bathroom.

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

Yes. Emergency socket lights/torches are checked monthly.

**Where provided, are fire extinguishers subject to annual maintenance?**

Yes. Fire extinguisher is checked annually.

**Are records of testing and maintenance maintained?**

Yes. Testing and maintenance records are maintained.