BJD FIRE SAFETY

FIRE RISK ASSESSMENT

Example Cottage

Self-catering holiday let, Monmouthshire

Conducted in accordance with the Regulatory Reform (Fire Safety) Order 2005
Aligned with the Welsh Government guide to making your guest accommodation safe from fire
Methodology: PAS 79-1:2020

Property	Example Cottage (address removed)
Responsible Person	Owner (name removed)
Type of premises	Self-catering holiday let, sleeping accommodation
Assessor qualifications	Level 5 Diploma, Fire Engineering Design; Level 5 Diploma, Fire Safety Management; Graduate Member, Institution of Fire Engineers
Report reference	BJD-SAMPLE-001

About this sample. This is an illustrative extract showing the layout and level of detail of a BJD Fire Safety report. The premises, findings and details are an anonymised example and do not describe a real property. A full report is considerably longer and includes a photographic record, door schedule and appendices.

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1. Executive Summary

Overall Risk Rating: MODERATE

Example Cottage is a two-storey converted stone barn let as a self-catering holiday let, with three bedrooms sleeping up to six guests on a first floor served by one staircase. The property is heated by an oil-fired boiler and has a wood burning stove in the lounge. Guests are unfamiliar with the layout and the means of escape, and children, older or vulnerable guests may be present.

The assessment identified a number of significant findings which, taken together, mean improvements are needed to bring the premises up to an acceptable standard. The most important are:

- **Final exit door cannot be opened without a key.** The main entrance door, the likely exit in an emergency, has no thumb-turn device.
- **Fire detection does not yet meet the expected standard.** Interlinked mains-powered alarms have been quoted for but not installed.
- **No fire-resisting or self-closing doors** between the ground floor rooms and the single staircase.
- **One bedroom has no viable secondary escape route** and relies solely on the staircase.
- **Guest fire safety information is incomplete.** The guest booklet does not say what to do in a fire or where to assemble.

Against this, there are positive features: the stove is HETAS-certified and swept annually, a working carbon monoxide alarm is present, the boiler is serviced annually, an extinguisher and fire blanket are provided in the kitchen, and a no-smoking and no-candles policy is in place.

Risk should be reduced within the timescales in Section 9, supported by the interim measures in Section 8, which should be put in place without delay.

How to read this report

Sections 2 to 4	Scope, premises details and the legal framework
Sections 5 to 7	Fire hazards, people at risk and the existing fire safety measures
Section 8	Interim measures you can take straight away
Section 9	Significant findings and a prioritised action plan
Sections 10 to 12	Risk evaluation, photographic record and assessor declaration

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9. Significant Findings and Recommended Actions (extract)

Priority 1: immediate action, to be completed before the next letting. **Priority 2:** action within a defined timescale, with interim measures acceptable meanwhile. **Priority 3:** improvement recommended within six months.

Ref	Significant finding and recommended action	Risk level	Priority	Timescale
1	**Final exit door has no thumb-turn device.** The main entrance door cannot be opened from the inside without a key. Change the lock so the door can always be opened from inside without a key. *Interim:* leave the key in the lock whenever the property is occupied, checked at every changeover.	Substantial	1	Interim now; permanent within 3 months
2	**Fire detection below the expected standard.** Install interlinked, mains-powered smoke alarms with battery back-up in the hall, landing, lounge and bedrooms, and a heat alarm in the kitchen, to BS 5839-6 Grade D1.	Substantial	1	Before the next letting
3	**No fire-resisting doors to the staircase.** Ground floor rooms open directly onto the single stair. Fit 30-minute fire doors with self-closing devices. *Interim:* fit self-closers to the existing doors and ask guests to close doors at night.	Moderate	2	Within 6 months
4	**Bedroom 1 has no secondary means of escape.** The window is too high for a safe drop. The protection of the staircase (items 2 and 3) is therefore critical for this room. Consider limiting occupancy of this room until item 2 is complete.	Moderate	2	With items 2 and 3
5	**Guest fire information incomplete.** Add a one-page fire action notice to the guest booklet and display it by the exit: how to raise the alarm, escape routes, assembly point and the property address for a 999 call.	Tolerable	3	Within 1 month

Appendix C. Risk Rating Methodology (extract)

Tolerable	No major additional fire precautions required. Keep measures under review.
Moderate	Efforts should be made to reduce the risk within a defined period; for sleeping accommodation, typically 3 to 6 months.
Substantial	Urgent action is required where the premises is in use. Not to be tolerated on an ongoing basis for sleeping accommodation.

The full report also includes the scope and limitations, premises details, hazards and persons at risk, an evaluation of each fire safety measure, interim measures, a photographic record, a door schedule and the assessor declaration.

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