

# Fire Risk Assessment

<b>Premises name</b> <b>The Seafront Inn</b>	
<b>Address:</b>	<b>4 Hibernia Terrace Holyhead LL65 1DL Tel: 07720055514</b>
<b>Responsible Person:</b>	<b>Howard A N Browes</b>
<b>Date Completed:</b>	<b>23-12-25</b>
<b>Review Date:</b>	<b>01-6-26</b>

# Contents

	Page
<b>Management Overview</b>	4
<b>Authorised Signatories</b>	5
<b>Section A</b> Building Construction	6
<b>Section B</b> Occupancy of Building	7
<b>Section C</b> Person's at Risk (Life Risk)	7
<b>Section D</b> Fire Safety Check	8
<b>Section E</b> Ignition Sources	11
<b>Section F</b> Hazardous Materials/Chemicals	12
<b>Section G</b> Fire Detection Systems	13
<b>Section H</b> Fire Suppression Systems	14
<b>Section I</b> Means of Escape	15
<b>Section J</b> Emergency Lighting	16
<b>Section K</b> Fire Service Operational Facilities	17
<b>Section L</b> Staff Training	18
<b>Section M</b> Corrective Actions (Recommendations)	19
<b>Summary</b>	22

# The Management Overview

<b>Property Profile</b>	
<b>Date FIRST risk assessment completed</b>	21st January 2018
<b>Risk factor</b>	Medium
<b>Tenants/occupiers</b>	<b>Premises are not occupied aside from guests.</b>
<b>Landlord name</b>	N/A
<b>Approximate age of building</b>	<b>120 years</b>
<b>Number of occupiers</b>	<b>Maximum 10 persons in the Guest House</b>
<b>Previous fire certificate/assessment and date</b>	N/A
<b>Responsible person</b>	<b>Howard Browes</b>
<b>Key Holders</b>	<b>Howard Browes Jason Clixby Steve Futcher Joan Jones</b>

## Authorised Signatories

Title	Signature	Date	Review Date
<b>Assessor</b>			
<b>Responsible person</b>			

You should review your fire risk assessment document at regular intervals and if there has been a significant change to your premises, e.g. building structure or occupancy level. If there have been no changes to your property, it is recommended that this document be reviewed 12 months after the initial report date as indicated on the previous page.

# Section A: Building Construction

The Property is three storey guest house and café. Details of its construction date and construction style are given below.

## Description

Three storey mid-terrace building of traditional construction, circa 1900. The property is of a solid masonry construction with rendered elevations incorporating retail display frontage and set below a pitched slate roof with front dormer projections.

To the rear there is a flat felt dormer projection to the main roof together with two storey and single storey extension. The rear extensions are of cavity block construction with rendered elevations below a flat felt roof.

The property has traditional timber glazing to the front with replacement UPVC double glazing to the rear.

The property has a solid ground floor and suspended timber first floors.

The property configuration comprises a retail frontage with entrance to the former café area, which is now used as a guest lounge. A separate entrance gives access to a lobby with stairs to the guest accommodation on the first floor and second floor.

Externally there is a paved rear yard accessed over a rear lane with boundaries formed in stone, wall and blockwork. To this yard there are store buildings including a block-built store below a flat roof and attached flat roof store used for laundry and storage. There are also two wooden sheds. None of these are for use by guests.

### The Ground Floor Accommodation comprises:

The former café which measures approx. 5.24m x 7.45m. There is a separate customer toilet and store area. To the rear of the café is a commercial kitchen measuring 2.92 x 6.16m. The kitchen is not currently in use and is locked. There is an external exit door through the kitchen to the rear yard with a thumb exit lock.

There is a key to the downstairs kitchen behind an Emergency Key Box. The café is used as a Guest Lounge. There is a key to the Guest Lounge (café) front door behind an Emergency Key Box.

### The first-floor accommodation comprises:

- Small rear kitchen 2.2m x 2.8m – used for housekeeping.
- Front living room 4.7m x 3.7m – used as an office.
- Rear bedroom 3.3m x 3.6m – this is Cabin 5, a large double room.
- Bathroom 2.2m x 2.4m – the ensuite for Cabin 5

### The letting/guest accommodation comprises:

- Room 1 – front 2.6m x 3.8m – double bed
- Room 2 – front 2.7m x 3.8m – double bed
- Room 3 – rear 3.2m x 3.5m – 2 single beds
- Room 4 – rear 3.2m x 3.4m – double bed

All room measurements include private ensuite facilities comprising shower, w.c. and wash basin.

The letting/guest rooms are all access from a single landing and flight of stairs.

## Section B: Occupants at Risk (Life Risk)

As the Property is used as guest accommodation, guests will be sleeping there.

Therefore, there is risk to life in the event of a fire. The following persons sleep at the property and normally sleep in the locations indicated. Those who have disabilities, are very young or old, or who have other circumstances which would reduce their ability to react promptly and evacuate the Property in the event of a fire or other emergency are also indicated.

<b>Ground Floor Space:</b>	
<b>Guest lounge</b>	Maximum 10 persons
<b>First Floor Accommodation:</b>	
<b>Room 5</b>	King size double room with separate bathroom – 2 guests + possible baby
<b>Second Floor Accommodation</b>	
<b>Room 1</b>	Double room - 2 guests
<b>Room 2</b>	Double room - 2 guests
<b>Room 3</b>	Twin room – 2 guests
<b>Room 4</b>	Double room - 2 guests

## Occupants at a higher risk

The traditional design of the building unfortunately makes it unsuitable for guests with restricted mobility. Guests are notified of this through the booking process and reminded prior to payment and check-in.

The relevant documents are as follows:

- **Guest information**
- **Access Statement**

## Disability Discrimination Act Statement

The owners recognise the legal requirement to make reasonable adjustments to ensure that no disabled guests are disadvantaged from the service provided. On detailed consideration of the design and layout of the building we submit that it is not reasonable or practical to make additional adjustments to accommodate guests with restricted mobility. All requests from disabled guests are treated with respect and they are referred to other accommodation providers in the vicinity with the necessary facilities.

# Duties of Responsible Persons for Provision of Information to Guests

The amendments made to the Fire Safety Order should make people feel safer in their homes and ensure that residents understand what you are doing to comply with your responsibilities. We have already mandated specific instructions that you must provide to your residents under the Fire Safety (England) Regulations 2022, but these new requirements go further to enhance the provision of information and help residents feel informed and involved. It is also important that you record your name and a UK address in the fire risk assessment to make it easier for enforcement authorities to identify you and, where necessary, take enforcement action.

You must provide residents with the following information:

- a) any risks to residents identified in the fire risk assessment.
- b) the fire safety measures provided for the safety of any or all occupants (such as the means of escape, the measures to restrict the spread of fire and what people should do in the event of a fire)
- c) the name and UK address of the Responsible Person
- d) the identity of any person appointed to assist with making or reviewing the fire risk assessment.
- e) the identity of any competent person nominated by the Responsible Person to implement firefighting measures.
- f) any risks to relevant persons throughout the building that have been identified by other Responsible Persons in the building.

## Section D: Fire Safety Check

Means of Escape		Action / Notes
Are fire exit routes clearly marked and free from obstructions?	Y	
Are fire exit doors fully serviceable and not edged/forced open?	Y	Fire upgraded Jan 24 to SP30 with new auto closes
Are escape routes adequately signed?	Y	
Are the devices on final exits capable of being opened immediately?	Y	With the exception of the exit through the café store room. This is not accessible to guests
Do fire exits lead to a place of safety?	Y	Exit out of Room 5 leads on to single storey flat kitchen roof
Are steps and stairs in a good state of repair?	Y	
Do doors on escape routes open in the direction of travel?	Y N	There are no doors from guest landing to ground floor. Door through to café opens outwards. Outside guest house door opens inwards
Are all call points serviceable and unobstructed?	Y	
Emergency Lighting		Action
Are escape routes adequately lit?	Y	Lights replaced March 24
Is the emergency lighting in working order?	Y	
Is the emergency lighting tested?	Y	Subject weekly test and 6 monthly service inspection.
Are records kept of testing/maintenance?	Y	

<https://www.gov.uk/government/publications/fire-safety-england-regulations-2022-fire-door-guidance/fire-safety-england-regulations-2022-fire-door-guidance>

## Section D: Fire Safety Check (cont.)

<b>Fire Alarm System</b>		<b>Action / Notes</b>
Do the premises have a fire alarm?	Y	
Is the fire alarm in working order?	Y	
Is it maintained and serviced?	Y	By Firemaster
Is the fire alarm tested regularly?	Y	Weekly
Is the alarm connected to a monitoring centre?	Y	Connected through auto dial to 3 key holders
Are records kept of alarm activation e.g false alarms?	Y	
<b>Fire Fighting Equipment</b>		<b>Action</b>
Are portable extinguishers located at identified fire points and adequate to risk?	Y	
Are portable extinguishers fully serviceable and within test date?	Y	By Firemaster
Is equipment maintained and tested where appropriate?	Y	By Firemaster
Are records kept of testing/servicing?	Y	By Firemaster
<b>Housekeeping</b>		<b>Action</b>
Is electrical equipment PAT tested and identified as in-date?	Y	Needs a re-test by Firemaster Jan 26
Is the use of extension leads and adapters kept to a minimum?	Y	
Is non-essential electrical equipment switched off at end of day?	Y	
Are portable heaters in use authorised and in-date?	Y	

## Section D: Fire Safety Check (cont.)

Housekeeping (cont.)		Action / Notes
Do gas appliances receive regular servicing and maintenance?	Y	Mon Maintenance Services
Is housekeeping satisfactory i.e. no rubbish or combustible waste?	Y	
Is a fire safety check carried out and recorded on a regular basis?	Y	
Are designated fire marshals for area appointed?	N/A	
Are grounds around building kept clear of combustible waste materials and foliage?	Y	
Are fire instruction notices clearly - displayed with correct information?	Y	
Is there a defined fire assembly point outside?	Y	
Is the no smoking policy enforced?	Y	
Are evacuation tests carried out and recorded regularly?	N/A	
Is there an evacuation plan highlighting the action to take in an emergency?	Y	

## Section E: Ignition Sources

ITEM	TYPE	NO.
<b>ELECTRICAL</b>	Guest TV's Guest Kettles Guest bed side lights Guest room fans Guest portable equipment Guest Lounge TV Guest Lounge kettle Guest Lounge Fridge Guest Lounge Microwave Café wifi Sky Hub/Router Lighting circuits Hive Hub and Smart Plugs	5 5 6 5 Various 1 1 1 1 1 1 1 Various 1
<b>GAS</b>	Gas Cooker – Café Kitchen Gas Grill – Café Kitchen Currently NOT in use.	1 1
<b>PORTABLE HEATERS</b>	Oil filled radiator	1
<b>HEATING INSTALLATIONS</b>	Boiler – Flat Kitchen Gas Central Heating	1
<b>COOKING FACILITIES</b>	Not currently used	
<b>ARSON</b>	The potential for arson is mitigated by secure access and the fire detection and alarm system	
<b>SMOKING</b>	The Property is Non- Smoking Throughout	

## Section F: Hazardous Materials/Chemicals

Substance	Existing control measures	Further control measures
Card and Paper Waste	Removed daily to storage outside away from the building.	

## Section G: Fire Detection Systems

ITEM	TYPE/LOCATION	NO.
ALARM SYSTEM	Bardic Fire Alarm Panel Guest House Porch (Ground Floor) Auto dial to 3 key holders	1
SMOKE DETECTORS	Each Guest Bedroom 2 <sup>nd</sup> Floor Landing 1 <sup>st</sup> Floor Landing Entrance to Room 5 Ground Floor Café	4 x 1 1 1 1 1
HEAT DETECTORS	Flat Kitchen Commercial Kitchen	1
CALL POINTS	2 <sup>nd</sup> Floor Landing 1 <sup>st</sup> Floor Landing Guest House Porch (Ground Floor)	1 1 1
BELLS	2 <sup>nd</sup> Floor Landing 1 <sup>st</sup> Floor Landing	1 1
NON-MAINTAINED EMERGENCY LIGHTS	2 <sup>nd</sup> Floor Landing 1 <sup>st</sup> Floor Landing Guest Entrance	1 1 1

## Section H: Fire Suppression Systems

ITEM	TYPE/LOCATION	NO.
HOSE REELS		0
WATER EXTINGUISHERS	Café	1
FOAM	2 <sup>nd</sup> Floor landing 1 <sup>st</sup> Floor landing	1 1
DRY POWDER EXTINGUISHERS		0
CARBON DIOXIDE EXTINGUISHERS	Café kitchen	1
WET CHEMICAL	Café kitchen	1
FIRE BLANKETS	Kitchen	1

# Section I: Means of Escape

## Commentary

All employees are trained in what actions to take on hearing the alarm or discovering a fire. There are no employees with disabilities that would be prejudice their evacuation from the premises.

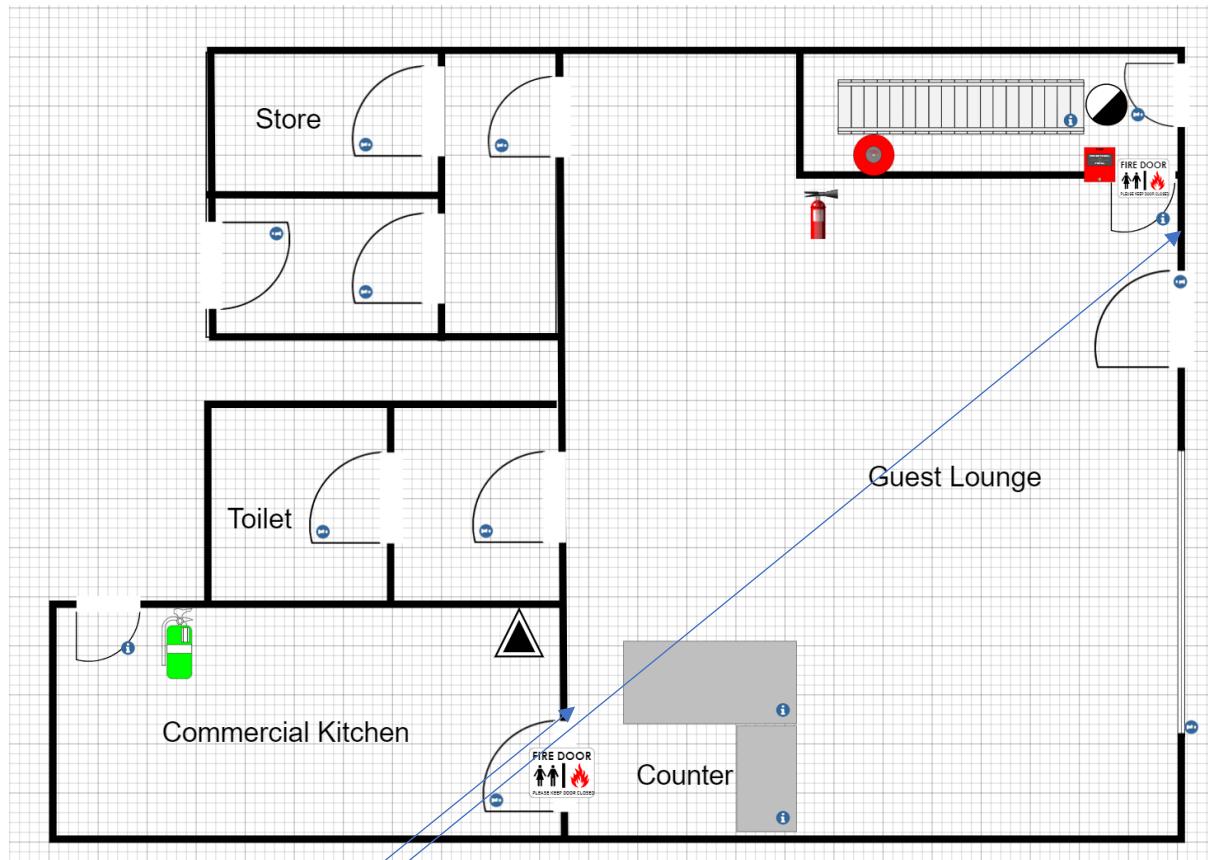
Guests are made aware of the fire procedures and how to minimises risks in the Guest Welcome Pack and Fire Action Sign in their room. Guests are made aware prior to booking that the accommodation is not suitable for persons with restricted mobility. Should guests with minor mobility impairments use the accommodation, they will be assisted to vacate the premises by staff and/or other guests.

**Please refer to the Floor Plans on Page 13, 14 and 15.**

AREA	LOCATION	NO.
Floor 2 – Guest Bedrooms	<p>Guests on Floor 2 will need to leave the building down the main staircase.</p> <p>The Travel Distances are:</p> <p>Cabin 1: 15m Cabin 2: 18m Cabin 3: 18.86m Cabin 4 15m</p> <p>Fire doors and building design restricts the spread of fire to allow sufficient time for this means of escape in the event of a fire. If this is not possible:</p> <p>1. If guests can escape to the 1<sup>st</sup> floor, there is a fire escape from the owner's flat bedroom which leads on to a flat roof</p> <p>The Flat Roof will sustain people's weight.</p> <p>The Travel Distance is maximum 18m</p> <p>2. If the main staircase is not accessible due to the fire, guests will need to await the Fire Service (station 5 minutes from the property) to exit the building through the second-floor windows at the front of the building - Rooms 1 and 2 and at the rear of the building Rooms 3 and 4. will need to</p> <p>Fire doors and building design restricts the spread of fire to allow sufficient time for this means of escape in the event of a fire.</p>	

AREA	LOCATION	NO.
Floor 1 – Room/Cabin 5	<p>Guests on Floor 1 can leave the building down the main staircase:</p> <p>The Travel Distance is 9.55m</p> <p>There is an escape from the owner's flat bedroom on to a flat roof at the rear of the property.</p>	
Ground Floor – Guest Lounge	<p>Guests using the can exit the property through the Guest House Door at the front or the Café Kitchen Door at the rear of the property.</p> <p>The Travel Distance to the Guest House Door is</p> <p>The Travel Distance to the Kitchen Door is</p>	

# Floor Plans – Ground Floor

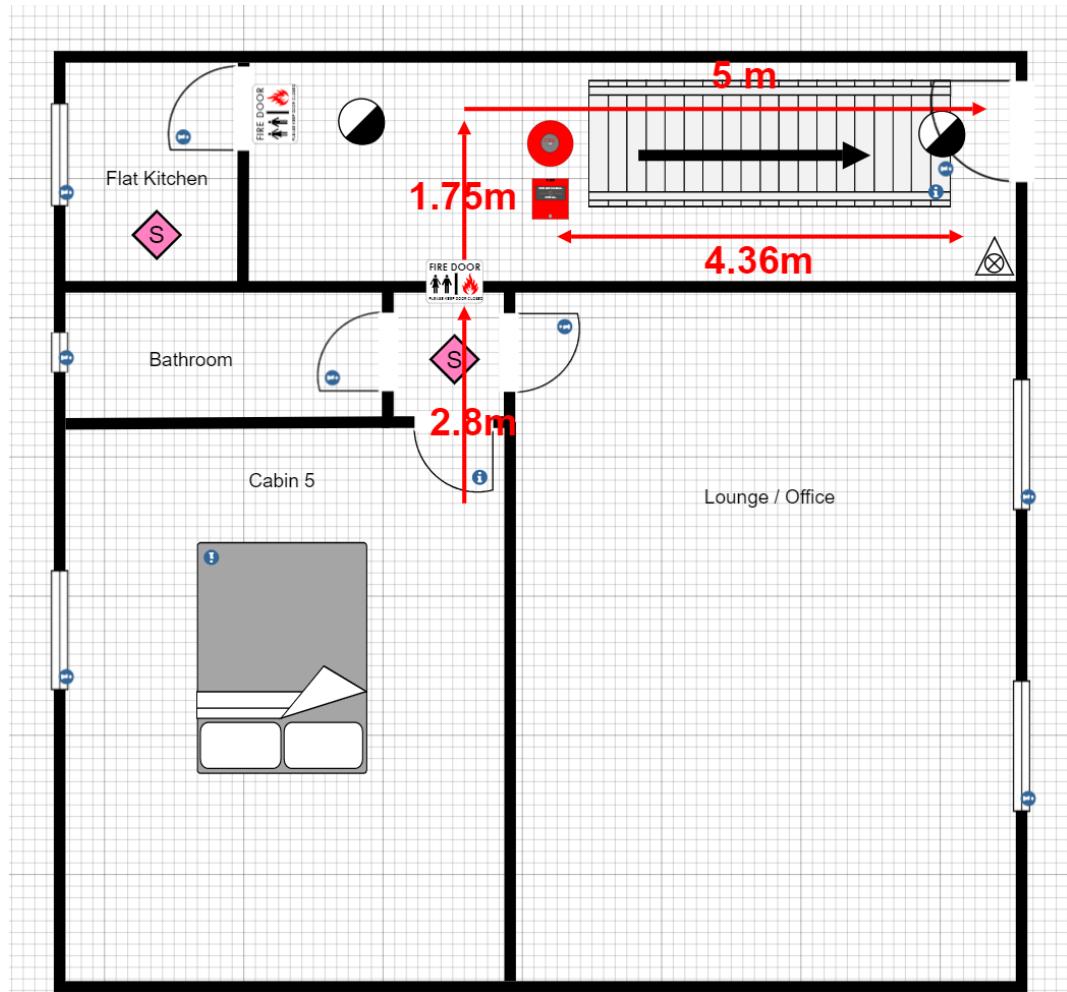


Fire Key Safes

## Key to symbols

	Smoke or Heat Detector		Alarm Bell
	Foam Extinguisher		Water Fire Extinguisher
	Emergency Lighting		Wet Chemical Fire Extinguisher
	Alarm Call Point		Travel Distance
	Fire Key Safe		

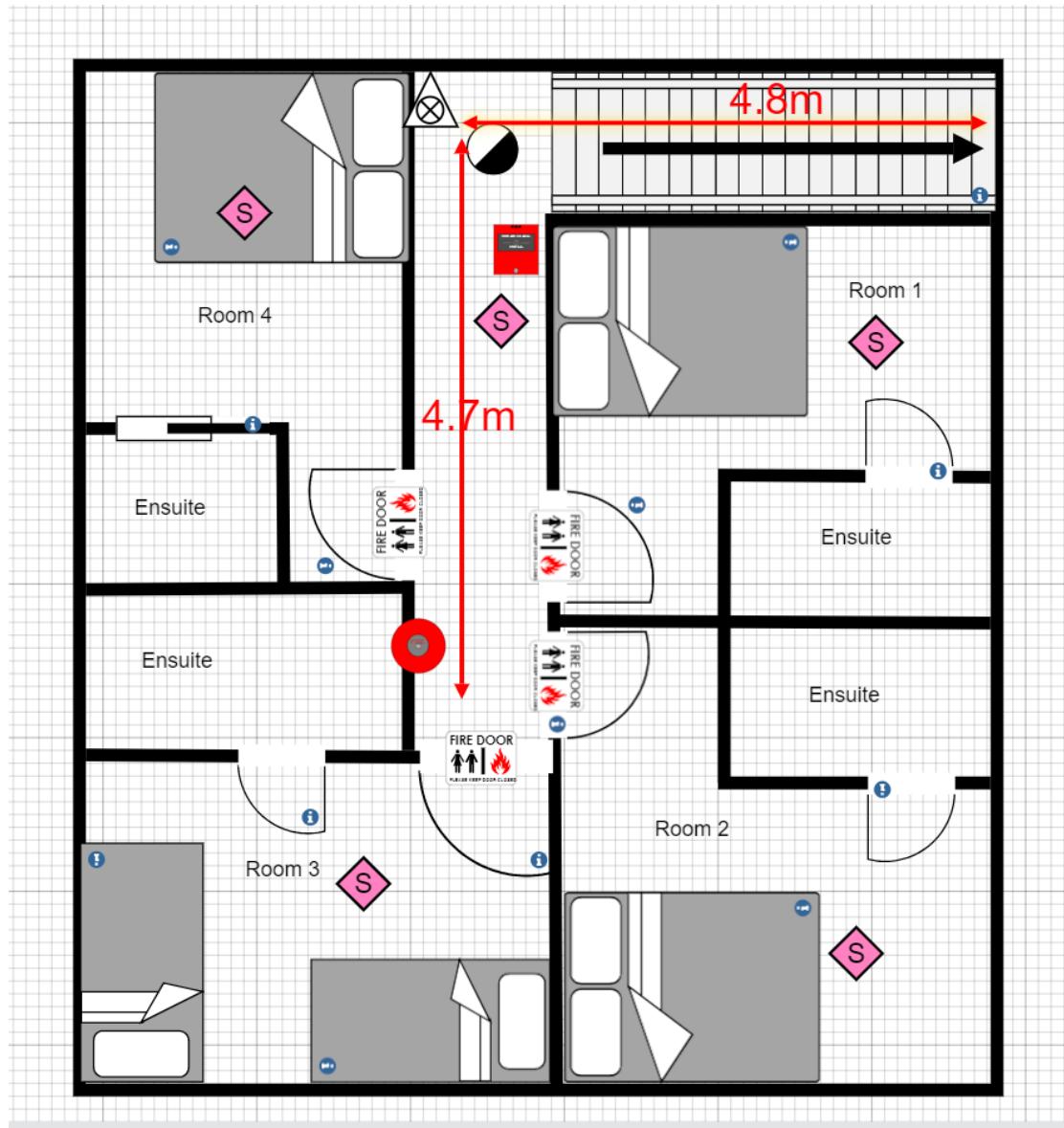
# Floor Plans – Second Floor



## Key to symbols

	Smoke or Heat Detector		Alarm Bell
	Foam Extinguisher		Water Fire Extinguisher
	Emergency Lighting		Wet Chemical Fire Extinguisher
	Alarm Call Point		Travel Distance

# Floor Plans – Second Floor



## Key to symbols

	Smoke or Heat Detector		Alarm Bell
	Foam Extinguisher		Water Fire Extinguisher
	Emergency Lighting		Wet Chemical Fire Extinguisher
	Alarm Call Point		Travel Distance

## Section J: Emergency Lighting

AREA	LOCATION	NO.
<u>Floor 2 Landing</u>	<ul style="list-style-type: none"><li>• Top of staircase</li></ul>	1
<u>Floor 1 Landing</u>	<ul style="list-style-type: none"><li>• Bottom of Floor 2 staircase</li><li>• Top of Floor 1 landing</li></ul>	1

## Section K: Fire Service Operational Facilities

ITEM		ACTION
<b>Vehicle access is available to the premises</b>	Y	Front of the premises
<b>Vehicle access is available on all sides of the building</b>	N	Only the front of the premises
<b>Adequate water supplies in the area</b>	Y	
<b>Hydrants and dry/wet water risers are available and unobstructed</b>	Y	
<b>Hydrants and dry/wet water risers signage visible</b>	Y	

# Section L: Occupier Training

<b>Do Occupiers Know:</b>		<b>Action</b>
The main risks within the Property?	Y	
The fire precautions to combat these?	Y	
What to do if the fire alarm is sounded?	Y	
How to operate the fire alarm?	Y	
Where the fire alarm call points are?	Y	
The location and number of exit routes?	Y	
The type, location and method of operation of firefighting equipment?	Y	
Assembly points?	Y	
The method of alerting the fire brigade?	Y	
Method of reporting any fire safety issues?	Y	
<b>Have Occupiers Received Training In:</b>		<b>Action</b>
Emergency evacuation?	Y	Howard Browes Steve Futcher
Fire extinguisher identification and operation?	Y	Howard Browes Steve Futcher
Fire safety?	Y	Howard Browes Steve Futcher Joan Jones
How to call the emergency services?	Y	Howard Browes Steve Futcher

## Section M: Corrective Actions (Recommendations)

Section	Action	Responsibility	Priority	Date Completed	Monitoring	Further Action
B, E, I, L	Additional and refresher staff training	Howard Browes	1	Ongoing	Annually	Ongoing
D	Maintain regular alarm and fire safety inspections	Howard Browes	1	Ongoing	6 monthly inspections	Ongoing
D	Update guest fire safety guidance to reflect new Fire Safety Regulations	Howard Browes	1	05-8-25	Annually	Ongoing
H	Maintain regular fire safety equipment inspections	Howard Browes	1	26-3-24 onwards	6 monthly inspections	Ongoing

## Section M: Corrective Actions (Recommendations) cont.

Section	Action	Responsibility	Priority	Date Completed	Monitoring	Further Action
L	<ul style="list-style-type: none"> <li>Maintain regular emergency lighting inspections</li> <li>Renew emergency lighting</li> </ul>	Howard Browes	1 2	All Emergency Lighting replaced Feb 24	6 monthly	Ongoing None
D	<ul style="list-style-type: none"> <li>Replace existing fire doors and locks to guest rooms, front door, and café door</li> <li>Replace Room 1 and 2 windows</li> </ul>	Howard Browes	1 1	All Fire Doors Replaced with new Fire Strips and Door Locks March 24  Windows replaced March 24	Completed	None
I	<ul style="list-style-type: none"> <li>Install Emergency Key Boxes for rear and front exits from Guest Lounge</li> </ul>	Howard Browes	1			
G	<ul style="list-style-type: none"> <li>Install additional camera monitoring to areas not covered.</li> </ul>	Howard Browes	2			

Section	Action	Responsibility	Priority	Date Completed	Monitoring	Further Action
ALL	Look into Fire alarm upgrade	HB	2 March 26			
G	Review responsible team members/key holders	HB	2 March 26			

# Emergency Evacuation Plan

(Aug 25)

<b>Hut Fire Alarm Activated – remote autodial (3 responsible team members)</b> (1) HB (2) JC (3) SF	
↓	
<b>Check cameras to confirm all guests have left the property</b> <i>Assembly point by Telephone Box</i>	
↓	
<b>Check each room using the CCTV cameras</b> <i>Imou system:</i> <ol style="list-style-type: none"><li>1. Guest lounge</li><li>2. Catering kitchen</li><li>3. Private lounge</li><li>4. Top corridor</li><li>5. Upstairs kitchen</li><li>6. Downstairs store</li><li>7. Front lobby – Fire alarm panel</li></ol>	
↓	
<b>1. False Alarm:</b> <i>If any doubt</i>	<b>2. Suspected Fire:</b> <i>Call 999</i>
↓	↓
<b>Leave for Hut</b> <i>(15 minute target arrival time from fire alarm activation)</i>	
↓	
<b>Reassure Guests</b> <i>Check all accounted for – check for any medical needs (Yes - Call 999)</i>	
↓	↓
<b>Check all rooms including guest rooms – look for activated fire sensor</b>	<b>Await Fire Brigade</b> <b>Do not tackle FIRE</b>
↓	↓
<b>Determine safe to re-enter the building, reset Fire alarm</b>	<b>Await Fire Brigade clearance to reenter the building</b>