

# Fire risk assessments for holiday lets

Property address and use:	Osprey Apartment, Feshiebridge Lodges, Feshiebridge, Kincaig, Scotland PH21 1NG
Name of Responsible Person/Duty holder/Owner:	Ross Perriam, CEO, RAF Central Fund

## STEP 1: IDENTIFY HAZARDS

**Sources of ignition** - sources of ignition include heaters, lighting, naked flames, electrical equipment, smokers' materials (cigarettes, matches etc), and anything else that can get very hot or cause sparks.

Hazard	Steps taken to remove the hazard	Steps taken to reduce hazard
Lighting of log burner	n/a	Instructions/rules provided for safe use of the log burner. This has been provided by the guest.
Lighting of chiminea	n/a	Instructions and guidance provided for safe use of the chiminea
Lighting of candles	Candles are not provided	Candles are not permitted
Electrical equipment	Electrical items bought from reputable provider and inspected after each stay for damage	PAT testing carried out annually once item is more than 1 year old.
Smoking (cigarettes, pipes, etc.)	Smoking is not permitted in the properties	A smoking area, away from the buildings and vegetation is provided
Oven	n/a	Oven gloves and instructions are provided. Guest is advised to read oven manual before using the oven.
Hob	n/a	Instructions have been provided. A warning sign displays on the hob when the hot. Items to be provided
Hairdryer	n/a	Item was purchased new from a reliable source. Item and cable is inspected frequently and PAT testing is carried out annually once item is > 1 year old.
Toaster	n/a	Item was purchased new from a reliable source. Item and cable is inspected frequently and PAT testing is carried out annually once item is > 1 year old.
Microwave	n/a	Item was purchased new from a reliable source. Item and cable is inspected frequently and PAT testing is carried out annually once item is > 1 year old.
Air Fryer	n/a	Item was purchased new from a reliable source. Item and cable is inspected frequently and PAT testing is carried out annually once item is > 1 year old. Item is only used as a temporary measure if main oven is not working.
Temporary hob	n/a	Item was purchased new from a reliable source. Item and cable is inspected frequently and PAT testing is carried out annually once item is > 1 year old. Item is only used as a temporary measure if main hob is not working.

## STEP 1: IDENTIFY HAZARDS

**Fuel Sources** - sources of fuel include wood, paper, plastic, rubber or foam, loose packaging materials, waste rubbish and furniture.

Hazard	Steps taken to remove the hazard	Steps taken to reduce hazard
Wood fuel – firewood, kindling, etc.	Wood fuel is not provided by the Fund (the landlord) at the properties, guests are permitted to purchase their own to use in the log burner or chiminea providing they follow the landlord's instructions/rules	Guests are provided with safety guidelines when using wood fuel in the log burner and/or chiminea.
Furniture		Furniture has been purchased from a reputable provider and include fire warning tags. All items are new rather than second hand.
Waste rubbish		Guests and cleaners are asked to dispose of waste in the exterior waste bin which is housed away from the properties.
<b>ACTION REQUIRED:</b>	Yes 🏹 (record at step 4)	No action required 🏹

## STEP 2: IDENTIFY PEOPLE AT RISK

People at risk (including employees, visitor's contractors and neighbours).

People at risk	Why are they at risk	Measures in place to reduce/remove risk
Guests	Staying at the site and in one of the properties as part of their holiday/visit	Instructions/safety guidance is provided to all guests. The properties meet the 2019 building regulations and materials have been used to reduce the spread of fire. Fire evacuation plan including location of exits and detectors has been included in the welcome pack which is distributed to guests in advance of their stay.
Contractors	Maintaining and cleaning the properties	Our contractors are given visibility of all instructions, manuals and safety guidance and are provided with health and safety training through their employer.
Employees	Visiting the site to check on the properties and items within the properties, carry out minor maintenance and improvement works	Individuals who carry out these reviews are trained in fire safety awareness and are supported by a professional Health & Safety body in order that they can identify and reduce risks.
<b>ACTION REQUIRED:</b>	Yes 🏹 (record at step 4)	No action required 🏹

**STEP 3: EVALUATE THE RISKS OF FIRE AND ASSESS EXISTING FIRE SAFETY MEASURES**

Accidental (e.g. smoking materials, candles or toasters)

Hazard	Severity of hazard (Slight, Moderate, High)	Risk of fire (Unlikely, Likely, Very Likely)	Overall risk rating (High, Medium, Low)
Chiminea	Moderate	Unlikely	Low. Safety guidance provided to guests.
Toaster	Moderate	Unlikely	Low
Hob	Slight	Unlikely	Low. Instructions provided to guest.
Oven	Moderate	Unlikely	Low. Instructions provided to guest.
Air Fryer	Slight	Unlikely	Low
Temporary Hob	Slight	Unlikely	Low
Iron	Moderate	Unlikely	Low
Hairdryer	Slight	Unlikely	Low
<b>ACTION REQUIRE:</b>	Yes <input type="checkbox"/> (record at step 4)      No action required <input type="checkbox"/>		

**STEP 4: RECORD SIGNIFICANT FINDINGS, ASSESS AND PLAN**

Significant finding:	Priority: Low, Medium or High	Details of remedial action: (if any)	Completion: Date & sign
No significant findings identified			

Assessment/review

Assessment/review date: 08 Jan 25

Completed by:  
K Hansford

Signature:

