

# Technical Bulletin – Small Sleeping Accommodation Premises

## **Standard Operating Procedure: TFS 035**

### **Document Overview: -**

This Technical Bulletin is provided as an interim guide to offer support and consistency of enforcement activities in this specific sector. However should there be lack of cooperation from the occupier, it may be necessary to default to the existing guide until the new CLG publication is available.

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This document has been Equality Impact Assessed in accordance with Wiltshire FRS procedure. To view the assessment click [here](#).

## **1.0 Introduction**

- 1.1 The RRO came into force for all premises, except single private dwellings, and requires the responsible person (RP) to carry out a fire risk assessment and take reasonable steps identified in the assessment to reduce the risk from fire and ensure people can safely escape if the event of fire.
- 1.2 For smaller short term holiday and letting accommodation, such as Bed & Breakfast establishments and self catering accommodation comparable to an averaged sized family home, the precautions necessary will be less multifarious than for larger or more complex premises as the Order requires the responsible person to undertake no more than is necessary to prevent death or injury in the event of fire. These protection measures will also go some way towards protecting the property and could improve business continuity.
- 1.3 There is a significant gap between “A short guide for making your premises safe” and the “Fire Safety Risk Assessment: Sleeping Accommodation” for such premises, and the CLG intend to publish a sector-specific guidance document known as “Do you have paying guests?” and will provide specific guidance on physical fire precautions, but is unlikely to be available until late 2008. This Technical Bulletin is provided as interim guidance to offer support and consistency of enforcement activities in this specific sector, however, should there be a lack of cooperation from the occupier, it may be necessary to default to the existing guide until the new CLG document is published.
- 1.4 It will, however, be necessary to balance the reduction in physical fire precautions by an increased emphasis of the management of the premises and on fire prevention.

## **2.0 Scope**

- 2.1 This guidance document is intended for the following premises:
  - The size of an average house where up to three rooms may be let as holiday or transit accommodation
  - Any form of self catering accommodation consisting of no more than 2 floors and less than 250m<sup>2</sup> total floor area
  - Bunk Houses or Small Hostels sleeping up to six persons and consisting of no more than 2 floors and less than 250m<sup>2</sup> total floor area

## **3.0 Risk Assessment**

- 3.1 The requirement to undertake a risk assessment is exactly the same for smaller premises falling within the scope of The Order, with additional emphasis on the significant findings and review process of the risk assessment, and it is highly recommended the risk assessment and significant findings are recorded irrespective of the number of employees due to the reduced levels of physical fire precautions.

#### **4.0 Fire Alarms**

4.0 It is anticipated most premises will require a system complying to BS5839 pt 6 Grade D LD3, however in small premises with short travel distances leading directly to open air, particularly single story buildings, a Grade F system may be acceptable. Radio linked smoke and heat detection may also offer the most cost effective and convenient solution, particularly in older or listed premises, but where radio linked systems are installed it would be expected detectors are fitted on each floor, bedroom and risk room opening onto an escape route. These systems may offer the added benefit of vibration units and flashing lights suitable for persons with specific needs.

#### **5.0 Protection of Escape Routes**

5.1 Escape routes include rooms, corridors and stairs passed through to escape from the building. Where rooms open on to escape routes the likelihood of a safe escape is reduced even with a complete fire detection system, as guests may not be warned early enough to make a safe escape if doors are left open. To further enhance protection, existing doors may be improved with the use of adhesive intumescent strips and seals to increase the performance of solidly constructed doors. Additionally, intumescent paints and varnishes can be applied to improve the performance of existing doors in older premises. Overhead self closing devices are the preferred option where such a device is required, however in areas of low risk "Perco" self closing devices may be an acceptable alternative where it can be demonstrated the door closes fully in to the rebate. Additionally, due to the reduced level of fire precautions, it will be necessary to maintain clear and unobstructed circulation areas.

#### **6.0 Emergency Lighting**

6.0 It could be over burdensome to require full emergency lighting systems in smaller premises, therefore the provision of rechargeable hand lamps in guest rooms may be an acceptable alternative.

#### **7.0 Fire Fighting Equipment**

7.1 In small premises, including self catering accommodation, an appropriate standard for fire-fighting equipment may be achieved with the provision of 2kg multi-purpose extinguishers located in circulation areas and in the kitchen, where a fire blanket should also be installed. Such fire fighting equipment should be easy to use without the need for training.

#### **8.0 Fire Exit Signage**

8.1 Where there is only a single entrance, it may be unreasonable for occupiers to provide fire exit signage, however where an alternative escape route exists this should be identified accordingly.

## **9.0 Instructions for Guests**

- 9.1 Businesses will be expected to have an emergency plan and notice identifying actions to be taken in the event of fire provided in guest rooms. Consideration should be given to guests who do not have English as their first language.

## **10.0 Maintenance, Staff Training and Recording Measures**

- 10.1 Due to the reduced standard of physical fire precautions it will be necessary to provide a robust maintenance policy with an accurate recording method for testing and maintenance of fire precautions measures and other relevant equipment, including portable electrical appliances. Employees must be provided with training to better understand the physical fire precautions as the potential risk is greater. This is particularly true if employees do not have English as their first language.