

Fire Risk Assessment for the Travelling Post Office

Address of property assessed: The Travelling Post Office, Haparanda Station, St Germans, Cornwall. PL12 5LU

Number of floors: 1

Number of rooms: 4

Construction: Wood

Assessor: Lizzy Stroud

Date of assessment: 29.11.2024

Responsible person: David Stroud

General Observations

The Travelling Post Office measures 15m x 2.4m (36 sqm) and is an 1889 railway van converted by Railholiday Ltd into a self catering holiday let. There is one double bedroom, a 2 bed bunkroom and a double sofa bed in the lounge giving a total capacity of 6 guests. The van body is made entirely of wood and is mounted on a steel chassis with ramped access to the main door and stepped access to the other 2 doors.

Fire hazards and controls

Are fixed electrical installations inspected and tested every 5 years?

Yes

Are electrical appliances periodically inspected and tested?

Yes - in-house.

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

Yes

Are gas appliances periodically inspected and tested every 12 months?

N/A

Is smoking permitted on the premises?

No

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

Yes - there is a garden outside.

Are the premises adequately secured to prevent unauthorised access?

Yes

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

Yes

Are fixed heating systems subject to periodic maintenance?

Yes

Are portable heaters subject to periodic inspection and used safely?

Yes

Are there adequate fire precautions in the use of open fires and log burners?

Yes - fire retardant blind and curtains, and a metal hearth.

Are adequate measures taken to prevent fires from cooking?

Yes

Are filters and ductwork subject to regular cleaning?

Yes

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?

Yes

Are combustible materials kept separate from ignition and heat sources?

Yes

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

Yes

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

N/A

Are there any other significant fire hazards in the premises?

See detailed list of potential fire hazards below

Fire protection measures

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

Yes

Are all fire exits easily and immediately openable?

Yes – checked on every changeover

Are distances of travel considered reasonable?

Yes

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

N/A

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

N/A

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

N/A

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

Yes

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

Yes – borrowed light from platform + emergency torch provided

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

N/A

Are smoke and/or heat alarms/detectors provided and is the extent and coverage considered adequate?

Yes - Mains powered combined heat, optical (smoke) and carbon monoxide alarm in the lounge/diner/kitchen area and optical alarms in the bunkroom and bedroom.

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

Yes - Fire blanket and 2L water mist extinguisher located beside the main entrance door. This type of extinguisher is suitable for use on all the potential fire types identified in the risk assessment below. It is a P50 type installed in November 2024 and due for replacement in November 2034. It requires an annual check over which is performed by Railholiday staff in accordance with the instructions on the extinguisher and recorded thereon.

As the carriage is an isolated detached property, by far the greatest risk to life is to the guests staying in the carriage itself. Hence they are advised in the Information for Guests book that evacuation is the top priority and that any attempt to fight the fire should not jeopardise their safety.

Management of fire safety

Are procedures in the event of fire appropriate and documented?

Yes

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

Yes

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

Yes

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

Yes – every changeover

Potential Fire Hazards – Travelling Post Office

Potential fire hazards HIGH MEDIUM LOW	Potential causes of fire	People at risk	Measures in place to prevent fires	Fire protection measures to keep guests safe	Notes
Fridge	Electrical fault.	Guests staying in carriage	Pulled out and checked/ cleaned behind every 6 months	Equipment to be used in accordance with manufacturer's instructions. Do not use if defective & report to management. All clearly stated in guest information pack.	
Toaster	Electrical fault. Overcooking leading to ignition. Crumb buildup catching fire.	As above	External visual check at each c/o Cleaned out every c/o	As top + Not to be used unattended.	
Hairdryer	Electrical fault. Hot air igniting combustible materials.	As above	External visual check at each c/o	As above	

Electric hob	Electrical fault. Overcooking leading to ignition.	As above	As above	As above	
Microwave	Electrical fault. Overcooking leading to ignition.	As above	As above	As above	
Kettle	Electrical fault	As above	As above	As above	
Coffee Machine	Electrical fault	As above	As above	As top	
Television / DVD player / radios	Electrical fault.	As above	As above	As top	
Extension leads	Electrical fault	As above	As above	As top	
Electric oil filled heater (x3)	Electrical fault. Ignition of combustible materials placed in contact.	As above	As above	As top + Information for Guests states do not cover	

Air to air heat pump	Electrical fault	As above	As above	As top + Information for Guests states do not cover	
Electric shower	Electrical fault	As above	As above	As top	
Fixed lighting	Electrical fault	As above	As above	As top	
Bedside lamps	Electrical fault Combustible material ignited by proximity to hot bulb	As above	As above	As top + Guests are asked to turn off lamps when the room is not being used	
Standard lamp	Electrical fault	As above	As above	As top	
Vacuum cleaner	Electrical fault	As above	As above	As top	
Towel rail	Electrical fault	As above	As above	As top	
Shower fan	Electrical fault	As above	As above	As top	
Router	Electrical fault	As above	As above	As top	

Consumer unit	Electrical fault	As above	As above	As top	
Wood burner	Combustible material ignited by proximity to hot stove. Spark or burning ember gets out of the stove and ignites combustible materials.	As above	As above + Insulated metal surround and hearth + The stove is checked regularly + Fire retardant blinds fitted + Flue is swept twice a year	As top + To be closed down before being left unattended + Detailed instructions are provided in Information for Guests and on the fire lighters tin + A carbon monoxide alarm is fitted	
BBQ (Outside)	Sparks or embers igniting dry plant material or the carriage/ contents	As above	Checked for condition twice a year	As top + Only to be used with charcoal + To be used on a non-combustible base at least 3m from the carriage + Max windspeed for use 10mph	
Sewage pump	Electrical fault	As above	Cleaned annually	Guests requested to not put anything down the toilet that would jam the pump	

Guests own battery chargers	Electrical fault Battery fault	As above		Only to be used unattended when in the laundry and games room	