

Fire Safety Guidance - effective from 1st October 2023

As a result of changes to fire regulations and legislation for self catering accommodation in October 2023, although the following is common sense, in order to maintain compliance it is essential that all guests follow this guidance:

1. **Smoking / Vaping** We have a strict no smoking/ vaping policy for indoors, which includes the accommodation & communal areas. Smoking/ vaping is only permitted in the designated area out of doors. All butts disposed of need to be put in a fire-resistant bin.
2. **Electrical Advice to Prevent Fires.** Appliances should be switched off and unplugged when not in use. No extension leads are to be used. All appliances provided by ourselves are PAT tested.
3. **No appliances** (other than the fridge & the wifi) are to be left on overnight or when you are not in the holiday accommodation.
4. **No appliances**, e.g. cooker, washing machine are to be left unattended when in use. If using the communal washing machine & tumble dryer it is essential that you do not leave the site while they are in use. After use, leave the machines clean, especially with no fluff in the tumbler dryer, ready for the next guest.
5. **Care in the Kitchen.** Pans should be removed from the heat when you are not in the kitchen. Tea towels, oven gloves & cloths should be kept away from the cooker, hob & any source of heat. The oven, hob & grill must be switched off when not in use and should be cleaned after use because the buildup of grease can ignite a fire.
6. **Cooker instructions** can be found in the guest information file. The oven, hob & grill should be cleaned after use & fat not left in tins or on the oven bottom. Any fat spillage must be cleaned up immediately. The buildup of grease/fat can ignite & is a high-risk fire hazard.
7. **Heaters, Fireplaces & Candles.** Candles, except for birthday cake candles, are not permitted to be used indoors because they are a high fire risk. Cake candles should not be left unattended when lit. The cake should not be near a flammable substance & once blown out, the candles should be disposed of safely.
8. **Cards and decorations** must be kept away from heaters & fireplaces.
9. **The log burning stoves or BBQs out of doors** must not be left unattended. When no longer in use, log burning stoves must be extinguished safely. Log stoves must not be left to burn overnight. Fire pits

are not permitted in the garden and BBQing is only allowed in the designated BBQ areas using guests' own disposable BBQs. After use these should be left to cool completely, doused & completely soaked with water. Once completely cool, these should be placed in the general household waste bin inside a tied black bin bag.

10. **Flammable Substances.** The use of flammable substances must be kept to a minimum. They should never be left near any heat source. Clothes dried near heaters cause thousands of fires every year. You must not leave clothes to dry near a heat source unattended. Tumble dryers should not be left unattended when in use & the filter cleaned after every use.
11. **Mobile Devices.** These must not be left plugged in on charge when no one is in the accommodation or overnight in the property. No charging of devices or equipment is permitted overnight or when you are not in the cottage.
12. **Keys.** Latch locks have been fitted to exterior doors. Please supervise children when they are in proximity to exterior doors. These latches have been fitted to make it possible to open the exterior door from inside without a key in case of emergency to facilitate a quicker exit. When exiting your accommodation, always take your key with you, unless leaving the latch up and door unlocked.
13. **Escape Routes.** Upon arrival, make sure everyone knows the escape route(s) out of the accommodation and the location of the assembly place after exiting the property.
14. **Escape Routes & Exits** Doors should be kept closed & must be closed during the night. All passage ways & escape routes must be kept clear of obstruction at all times, including no clothing on the floor. This is to avoid anyone slipping over or sliding in an emergency.
15. **Combustible Objects** – These should not be stored near log stoves, cookers, radiators or fuse boxes.
16. **The fire safety equipment, extinguishers, blanket & signage** are checked at each changeover.
17. **Smoke & heat detectors + carbon monoxide detectors** are checked between guests & monthly during quiet periods. These must not be tampered with. As a safety measure if you think that the **Smoke / Heat / Carbon Monoxide Alarms** are not working, you must let us know immediately.
18. **Emergency torches** are to be left in the bedrooms at all times & kept charged & usable in case of emergency.
19. The last **5 year electricity safety check** was in 2023. The next check is

due in September 2028.

20. Rubbish & Recycling. Rubbish & Recycling are a high fire risk. All rubbish must be placed in the bins in the designated refuse area. Due to being a fire risk rubbish must not be left to accumulate in the cottage or outside the door. All recycling must be placed in the bags provided, emptied regularly & cleaned after use. Plastic recycling is hard plastic only.

In the unlikely event of a fire. Raise the alarm immediately.

The fire assembly point is down the drive, in the lower parking area, next to the barn. There is a red bell on the swimming pool building wall. To activate & warn other guests to vacate their accommodation, turn the handle.

Call the Fire Brigade by dialling 999. Call us using the provided contact numbers on the farmhouse front door / in the guest file.

DO NOT RETURN TO THE BUILDING UNTIL AUTHORISED TO DO SO BY THE FIRE BRIGADE.

A copy of the Fire Risk Assessment can be found in the Guest Information Folder in your cottage.

Any questions please ask. Thank you for your diligence in helping everyone at Triscombe Farm remain safe.

28/08/2026 Next Review 27/08/2027