

Open Fire and Solid Fuel Stove Fire Risk Assessment

Complete this risk assessment and file it with the main hotel fire risk assessment

Hotel:

Assessor:

Date:

This risk assessment is to identify the risks involved in the use and maintenance of open grate fire and solid fuel burners (e.g. wood burning and multi-fuel stoves)

This risk assessment should be read in conjunction with the general hotel fire risk assessment

Examples of Use

- Lounge areas where open fires are lit
- Guest rooms where 'wood burners' are installed

Record where further action is necessary

Fire Risk Identified	List existing Precautions
Use of incorrect fuel	<ul style="list-style-type: none"> Only fuel designed for the grate or stove to be used. Paper may only be used to initially light a fire, not as main fuel. Where possible coal must be of the smokeless variety and must always be smokeless where local regulations require this. Wood must be dried seasoned and untreated. Under no circumstances must unseasoned wood be used. Only solid accelerants (fire starters) designed for use with open and stove fire may be used. Liquid starters are not permitted. Fuel must be able to fit the grate or stove. No overhanging or protruding fuel.
Incorrect storage of fuel	<ul style="list-style-type: none"> Fuel stored for immediate use must be kept away from the open fire or stove. Coal for immediate use must be kept in metal containers such as a scuttle
Poor maintenance and chimney fires	<ul style="list-style-type: none"> Use of seasoned wood and smokeless coal Chimney swept at least annually to remove tar and creosote
Improper handling of embers	<ul style="list-style-type: none"> Fire must be completely out before removing embers Ashes (even if they appear cold), must be removed using metal implements into a metal container with correct PPE being worn. Embers must be wetted and left until completely cold before final disposal remaining in the metal container throughout which must be visible at all times during this time such as a regularly used back room or outside away from combustible items. It must not be shut away in an unoccupied room or cupboard.
Guest Abuse	<ul style="list-style-type: none"> A fire guard will discourage guests tending a fire Companion sets should not be within easy reach. Signage to encourage guests to ask staff to tend the fire or stove

Record what further action needs to be taken

Risk Requiring Further Control	Revised Control Measures	Confirm Completed

In addition to the details and checks in the template document, members will want to review the following recommendations arising for the Fatal Accident Inquiry into the fire at Cameron House in December 2017.

These points relate specifically to managing open fires and are broken down into four clear areas.

Preparation and risk assessment:

- Specific risk assessment carried out in relation to open fires, disposal of ash and storage of combustibles for fires (wood, kindling, briquettes etc).
- Documented instruction and training of all relevant employees on the clearing and disposal of ash from open fires including but not limited to monitoring ash temperature to inform safe removal.
- Written Standard Operating Procedure (based on Jensen Hughes Report to West Dunbartonshire Council) for open fires and in particular the clearing and disposing of ash from open fires to outside of all buildings.

Extinguishing the fire:

- Fire to be completely extinguished before removing embers.
- Access to safe fireside tools for use by employees trained in clearing and disposal of ash from open fires. Tools to include metal ash can with lid, metal ash shovel, brush, gauntlets, (and as an optional addition) dust mask.
- Ashes even if they appear to be cold must be removed using metal tools.
- Embers must be wetted until completely cold before disposal.

Moving and storing ashes:

- No ash ever to be put anywhere near electrical units.
- No ash ever to be put anywhere near combustibles e.g. kindling and newspapers, particularly in an enclosed space.
- No ash ever to be transferred from an open fire to a cupboard or enclosed space.
- Ash always to be taken out of the building in a designated metal receptacle to an outside designated metal container with a lid, marked for ash disposal only and located away from the building and other combustible materials.

Supervision:

- Supervision of night porters or equivalent to ensure written procedure for open fires and disposal of ash complied with.