

FIRE SAFETY COMPLIANCE

Kellerstain Stables — STL Licence Action Plan

SFRS Ref: ESDA/EWWM/CF/906109401 | Letter dated: 19 March 2026

Dutyholder	Monica Zelada
Property	Kellerstain Stables, 9 Gogar Station Road, Edinburgh, EH12 9BS
Enforcement Officer	Mr C. Ferguson — christopher.ferguson@firescotland.gov.uk
SFRS Reference	ESDA/EWWM/CF/906109401
Letter Date	19 March 2026
Action Deadline	Before next STL licence renewal — review immediately

Summary of Required Actions

The Scottish Fire and Rescue Service identified three areas for improvement following review of your fire safety checklist. All three must be addressed and recorded in your fire risk assessment before your next STL licence renewal.

#	Area	Action Required	Document Produced	Status
1	Managing Fire Safety	<p>Create a Fire Action Notice for each unit covering:</p> <ul style="list-style-type: none"> • Escape routes from each room • How to raise the alarm (call 999) • Where to assemble outside • Basic precautions (close doors at night) • How to report equipment faults to host <p><i>Fix notice visibly in hall and each bedroom. Include in welcome pack.</i></p>	Fire Action Notice (Doc 2 in this pack)	ACTION REQUIRED
2	Means of Escape — Emergency Lighting	<p>Provide emergency lighting on escape routes where natural/street lighting is insufficient:</p> <ul style="list-style-type: none"> • Install automatic plug-in night lights in hallway and landings • Night lights must continue working if mains electricity fails (battery backup) • Check and record that night lights are present and working at start of each let <p><i>Recommended product: LED plug-in emergency night light with battery backup (e.g., Ansell, Eterna or similar).</i></p>	Emergency Lighting Check Log (Doc 3 in this pack)	ACTION REQUIRED

3	Escape Route Signage	<p>Where the direction to escape routes is not immediately obvious, add intermediate signs:</p> <ul style="list-style-type: none"> • Pictogram signs showing running figure + directional arrow (ISO 7010 E001/E002) • Comply with Health and Safety (Safety Signs and Signals) Regulations 1996 • Comply with BS 5499: Part 1 (current edition) • Check each letting — ensure signs remain in place and visible <p><i>Self-adhesive photoluminescent escape route signs available from safety suppliers (c. £2–5 each).</i></p>	Signage Checklist (Doc 4 in this pack)	ACTION REQUIRED
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What You Need to Buy / Install

Item	Qty Needed	Est. Cost	Notes
Auto plug-in night light with battery backup (mains-fail)	1 per hallway / landing (min. 4)	£8–20 each	Must illuminate on mains failure. Test before each let.
Photoluminescent escape route signs (pictogram + arrow)	2–4 per unit depending on layout	£2–5 each	Self-adhesive. ISO 7010 / BS 5499 compliant.
Fire Action Notice (printed, laminated)	1 per bedroom + 1 in hallway per unit	£1–3 each	Template in Doc 2. Print and laminate.

Ongoing Obligations

1. Update your fire risk assessment to record all three improvements.
2. Check emergency lighting is present and working at the start of every let — record in the check log.
3. Provide the Fire Action Notice to each guest on arrival (include in welcome pack or display in room).
4. Review the fire risk assessment after any significant property change or incident.
5. SFRS may revisit to confirm compliance. Retain all completed logs for at least 3 years.

Further Advice

Free technical advice from SFRS: 01 463 227 000 | firescotland.gov.uk/businesses-and-landlords/
 Contact officer: Christopher Ferguson — christopher.ferguson@firescotland.gov.uk Copy to Edinburgh City Council STL Team: Mariya.Koleva@edinburgh.gov.uk

☐ FIRE ACTION NOTICE

Kellerstain Stables, 9 Gogar Station Road, Edinburgh

1. IF YOU DISCOVER A FIRE

- Do NOT attempt to fight the fire
- Raise the alarm immediately — shout 'FIRE'
- Call 999 and ask for Fire Brigade
- Give the address: Kellerstain Stables, 9 Gogar Station Road, Edinburgh, EH12 9BS

2. IF YOU HEAR THE ALARM

- Leave the building immediately by the nearest safe exit
- Do NOT use the lift (if applicable)
- Close doors behind you as you leave — this slows fire spread
- Do NOT stop to collect belongings
- Proceed to the Assembly Point: Car park / gate at front of property

3. ONCE OUTSIDE

- Do NOT re-enter the building for any reason
- Call 999 if you have not already done so
- Inform the Fire Service of anyone still inside
- Contact the host: Karim / Monica — number on your booking confirmation

Night-time Precautions

- Close bedroom and living room doors at night — this can contain a fire for up to 20 minutes and save lives.
- Do not leave cooking unattended.
- Do not smoke inside the property.
- If any electrical equipment develops a fault, please report it immediately to the host.

Emergency Services: 999 | Property Address: Kellerstain Stables, 9 Gogar Station Road, Edinburgh, EH12 9BS

Print, laminate and display in hallway and in each bedroom. Also include a copy in the guest welcome pack.

Emergency Lighting — Check Log

SFRS Requirement (Action 2): Plug-in emergency night lights with battery backup must be present and working on all escape routes at the commencement of each let. Record each check below.

How to check

1. Locate each plug-in emergency light in hallways / landings. 2. Confirm it is plugged in and the pilot light is on. 3. Press the test button (if present) — light should illuminate on battery. 4. If any unit fails, replace immediately before the let commences. 5. Record the check in the table below.

Light Location Register

ID	Location	Make / Model	Installed Date	Next Replace By
L 1				
L 2				
L 3				
L 4				
L 5				
L 6				

Pre-Let Check Log

Let Start Date	Unit(s)	Checked By	Lights Checked (ID list)	Result	Action Taken

Escape Route Signage — Compliance Checklist

SFRS Requirement (Action 3): Where the direction to escape routes is not immediately apparent, intermediate signs must be provided incorporating pictograms and directional arrows, complying with the Health and Safety (Safety Signs and Signals) Regulations 1996 and BS 5499: Part 1.

Required Sign Standard

Signs must show the ISO 7010 'running man' pictogram (green background, white figure + arrow). Available as self-adhesive photoluminescent stickers from safety suppliers — approx. £2–5 each. Search: 'ISO 7010 E001 fire exit sign' or 'BS 5499 escape route sign'.

Room 6 (Studio)

Location / Sign Required	Sign Installed	Visible	Compliant	Notes / Action
Front door / main exit — visible from entrance hall				
Hallway — direction to exit where not obvious				
Upstairs landing (if applicable) — direction to stairs				
Bedroom 1 — direction to nearest exit				
Bedroom 2 — direction to nearest exit				
Bedroom 3 — direction to nearest exit (if applicable)				
Bedroom 4 — direction to nearest exit (if applicable)				
Kitchen / living room — direction to exit				

Room 7 (4-Bed)

Location / Sign Required	Sign Installed	Visible	Compliant	Notes / Action
Front door / main exit — visible from entrance hall				
Hallway — direction to exit where not obvious				
Upstairs landing (if applicable) — direction to stairs				

Bedroom 1 — direction to nearest exit				
Bedroom 2 — direction to nearest exit				
Bedroom 3 — direction to nearest exit (if applicable)				
Bedroom 4 — direction to nearest exit (if applicable)				
Kitchen / living room — direction to exit				

Room 8 (4-Bed)

Location / Sign Required	Sign Installed	Visible	Compliant	Notes / Action
Front door / main exit — visible from entrance hall				
Hallway — direction to exit where not obvious				
Upstairs landing (if applicable) — direction to stairs				
Bedroom 1 — direction to nearest exit				
Bedroom 2 — direction to nearest exit				
Bedroom 3 — direction to nearest exit (if applicable)				
Bedroom 4 — direction to nearest exit (if applicable)				
Kitchen / living room — direction to exit				

Room 9 (4-Bed)

Location / Sign Required	Sign Installed	Visible	Compliant	Notes / Action
Front door / main exit — visible from entrance hall				
Hallway — direction to exit where not obvious				
Upstairs landing (if applicable) — direction to stairs				

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