

# Fire risk assessment

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This Fire Risk Assessment checklist for premises with paying guests aligns with the **Making your small paying guest accommodation safe from fire guidance** published in March 2023, which has replaced the previous **Do you have paying guests? Guidance**.

This template is intended for:

- **single premises of ground floor, or ground and first floor, providing sleeping accommodation for a maximum of 10 persons, with no more than four bedrooms on the first floor, such as houses, cottages, and chalets;**
- **individual flats (whether within a 7 purpose-built block of flats or a house that has been converted into flats), other than unusually large flats (e.g. as often found in mansion blocks in London).**

This template is not appropriate if:

- **your premises fall outside the scope described above; or**
- **the design of fire safety measures in your premises differs materially from those discussed and recommended in this Guide. (e.g. a 2 storey property with an open plan ground floor or a flat with a bedroom accessed only through another room).**

In either of the above circumstances, you should base the fire safety measures in properties that are used to accommodate paying guests, and the associated fire risk assessment, on other Government **guidance that applies to premises in which there is paying guest sleeping accommodation**.

<b>Address of property assessed:</b>	
Name of assessor:  Date of assessment:	Responsible person:
No. floors:  No. rooms:	Construction:

## Fire hazards and controls

- Are fixed electrical installations inspected and tested every 5 years? Yes  No
- Are electrical appliances periodically inspected and tested? Yes  No  n/a
- Is the use of trailing leads and adaptors avoided where possible? Yes  No  n/a
- Are gas appliances periodically inspected and tested every 12 months? Yes  No  n/a
- Is smoking permitted on the premises? Yes  No  n/a
- Are suitable arrangements in place for those who wish to smoke? Yes  No  n/a
- Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms? Yes  No  n/a
- Are fixed heating systems subject to periodic maintenance? Yes  No  n/a
- Are portable heaters subject to periodic inspection and used safely? Yes  No  n/a
- Are there adequate fire precautions in the use of open fires and log burners? Yes  No  n/a
- Are adequate measures taken to prevent fires from cooking? Yes  No  n/a
- Are filters and ductwork subject to regular cleaning? Yes  No  n/a
- Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste? Yes  No
- Are combustible materials kept separate from ignition and heat sources? Yes  No
- Is it ensured that all contractors who undertake work on the premises are competent and qualified? Yes  No
- Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances? Yes  No  n/a
- Are there any other significant fire hazards in the premises? Yes  No

If the answer to the above question is Yes, please list each hazard and any control measure to reduce the risk of fire, in the box below.

If the answer to any question is No, include suitable action within the Action Plan.

If applicable, list each hazard and any control measure to reduce the risk of fire here

## Fire protection measures

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

Yes  No

Are all fire exits easily and immediately openable?

Yes  No

Are distances of travel considered reasonable?

Yes  No

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

Yes  No  n/a

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

Yes  No  n/a

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

Yes  No  n/a

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

Yes  No

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

Yes  No  n/a

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

Yes  No  n/a

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

Yes  No

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

Yes  No

Record brief details of the above measures in the box below. If the answer to any question is No, include suitable action within the Action Plan.

Write brief details of your fire protection measures here

## Management of fire safety

- Are procedures in the event of fire appropriate and documented? Yes  No
- Is the information on fire safety and the action to take in the event of a fire given to guests? Yes  No
- Are any staff members given regular instruction and training on the action to take in the event of a fire? Yes  No  n/a
- Are frequent checks carried out to ensure exit routes are kept clear and fire exits remain easily openable? Yes  No
- Are periodic checks carried out on fire doors to ensure they remain in good condition and close effectively? Yes  No
- Are domestic smoke and heat alarms tested monthly? Yes  No
- Where fitted, are weekly testing and six-monthly servicing routines in place for the fire detection and alarm system? Yes  No  n/a
- In self-catering premises, are all smoke/heat alarms (or fire detection and alarm systems, where fitted) tested at every changeover? Yes  No  n/a
- Where fitted, are monthly and annual testing routines in place for the emergency escape lighting? Yes  No  n/a
- Where provided are fire extinguishers subject to annual maintenance? Yes  No  n/a
- Are records of testing and maintenance maintained? Yes  No

Record brief details of the above measures in the box below. If the answer to any question is No, include suitable action within the Action Plan.

Write brief details of your management of fire safety here

## Action plan

If any of the above boxes are ticked with a 'No', the deficiencies should be described below, along with proposed action for rectification.

Item:	Deficiency:	Proposed action:	Timescale:	Person responsible: