

Fire risk assessment

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.

Address of property assessed: Barcud Lodge, Llangennith, Swansea, SA3 1HU	
Name of assessor: Philip and Hilary	Responsible person: Philip and Hilary Derbyshire
Date of assessment: 27/06/2025	
No. floors: 2	Construction: Timber frame, rendered blockwork walls, slate roof
No. rooms: 7	

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

Alarms provided in all bedrooms, living rooms, landing and hallway. Front and back doors have turn knobs for ease of escape. Battery operated lights provided near top of the stairs and by front and back doors. Small extinguisher and fire blanket in the kitchen.

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

A fire safety notice is on the noticeboard. Instruction on the use of the extinguisher and fire blanket is next to the equipment in the kitchen. The local contact (who lives within approx. 100 metres) checks the alarms and emergency lights etc during changeover and does a 'meet and greet' visit to the incoming guests. He advises owners that the checks have been carried out.

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:
Answer no: Is smoking allowed	This is not a deficiency	None required		
Answer no: are there any other significant hazards	This is not a deficiency	None required		