

Fire risk assessment checklist

Responsible Person
(Employer or person
having control of premises)

Philip and Hilary Derbyshire

Address of premises:

**Barcud Lodge
Llangennith
Swansea
SA3 1HU**

Assessor:

Philip and Hilary Derbyshire

Date of assessment:

25/06/2026

Use of premises:

Holiday Let

Number of floors:

2

Construction:

Timber Frame, rendered blockwork walls,

Maximum number of
employees/visitors:

8

Electrical installations and equipment

Are fixed installations periodically inspected
and tested every five years?

Yes ☒

No ☐

Are electrical equipment and appliances periodically
inspected and tested?

N/A ☐

Yes ☒

No ☐

Is the use of trailing leads and adaptors avoided
where possible?

N/A ☐

Yes ☒

No ☐

Smoking

Are adequate measures in place to stop people
from smoking on the premises?

Yes ☒

No ☐

Are 'No smoking' signs provided?

Yes ☒

No ☐

Are suitable arrangements in place for those
who wish to smoke outside the premises?

N/A ☒

Yes ☐

No ☐

Arson

Are the premises adequately secured to prevent unauthorised access?

Yes ☒

No ☐

Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?

N/A ☐

Yes ☒

No ☐

Heating systems and portable heaters

Are fixed heating systems subject to periodic maintenance?

N/A ☐

Yes ☒

No ☐

Are portable heaters subject to periodic inspection and used safely?

N/A ☒

Yes ☐

No ☐

Cooking

Are adequate measures taken to prevent fires from cooking?

N/A ☐

Yes ☒

No ☐

Are filters and ductwork subject to regular cleaning?

N/A ☐

Yes ☒

No ☐

Housekeeping

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 ☐

Dangerous substances

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?

N/A ☐

Yes ☒

No ☐

Other significant fire hazards

Are there any other significant fire hazards in the premises?

Yes ☐

No ☒

If the answer to the above questions is yes, please list each hazard and any control measures to reduce the likelihood of fire in the box below.

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

Means of escape

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 ☐

Are suitable precautions in place for all inner rooms?

N/A ☒

Yes ☐

No ☐

Is adequate fire protection provided to stairways, including the provision of self-closing, fire-resisting doors?

N/A ☒

Yes ☐

No ☐

Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises?

N/A ☒

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.

Escape routes via front and back doors fitted with turn knobs for ease of opening. Property not suitable for disabled guests.

Means of giving warning in case of fire

Is there a suitable electrical fire alarm system? N/A ☒ Yes ☐ No ☐

Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate? N/A ☐ 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.

Alarms provided in all bedrooms, living rooms, landing and hallway. Front and back doors have turn knobs for ease of escape.

Manual fire extinguishers

Is there reasonable provision of fire extinguishers? N/A ☐ Yes ☒ No ☐

Emergency escape lighting

Is there a reasonable standard of emergency escape lighting to illuminate escape routes and areas without natural lighting? N/A ☐ 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.

Battery operated lights provided near top of the stairs and by front and back doors. Emergency torches in bedside cupboards. Small fire extinguisher and fire blanket in kitchen with associated notice.

Fire safety signs and notices

Is there a reasonable standard of fire exit signage and fire safety signs?

N/A ☒

Yes ☐

No ☐

Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations?

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.

Notices by fire extinguisher in kitchen and on noticeboard in utility room.

Management of fire safety

Has someone been appointed to manage fire safety?

Yes ☒

No ☐

Are procedures in the event of fire appropriate and properly documented?

Yes ☒

No ☐

Are all employees given regular instruction and training on the action to take in the event of a fire?

Yes ☐

No ☒

Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles?

N/A ☒

Yes ☐

No ☐

Are daily checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?

Yes ☐

No ☒

Are monthly and annual testing routines in place for the emergency escape lighting?

N/A ☐

Yes ☒

No ☐

Are weekly testing and periodic maintenance and servicing routines in place for the fire alarm system and any automatic detectors?

N/A ☐

Yes ☒

No ☐

Are fire extinguishers subject to annual maintenance?

N/A ☒

Yes ☐

No ☐

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.

No employees on site but the local contact checks the alarms and emergency lights etc. during changeovers. She does a 'Meet and Greet' visit and invoices owners once checks and Meet and Greet have been done.

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
1	Other Significant Hazards - No	None required - not a deficiency		
2	Instruction of Employees - No	No employees on site - Holiday Let		
3	Daily Inspections - No	No employees on site - Holiday Let		
4				
5				
6				
7				
8				
9				
10				