



Fire Risk Assessment template

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.

You can download this checklist from [VisitEngland's Business Advice Hub](#).

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: 2 Cliff End, Monks Lane, Freshwater, Isle of Wight PO40 9XA

Number of floors: 1

Number of rooms: 4

Construction: Bricks and mortar with tiled roof

Assessor: Richard Forster

Date of assessment: **16/07/23**

Responsible person: **Richard Forster**

Fire hazards and controls

Are fixed electrical installations inspected and tested every 5 years?

Yes

Are electrical appliances periodically inspected and tested?

Yes

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

Yes

Are gas appliances periodically inspected and tested every 12 months?

N/a

Is smoking permitted on the premises?

No

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

N/a

Are the premises adequately secured to prevent unauthorised access?

Yes

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

Yes

Are fixed heating systems subject to periodic maintenance?

Yes

Are portable heaters subject to periodic inspection and used safely?

Yes

Are there adequate fire precautions in the use of open fires and log burners?

N/a

Are adequate measures taken to prevent fires from cooking?

Yes

Are filters and ductwork subject to regular cleaning?

Yes

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?

Yes

Are combustible materials kept separate from ignition and heat sources?

Yes

Is it ensured that all contractors who undertake work on the premises are competent and qualified?

Yes

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

N/a

Are there any other significant fire hazards in the premises?

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

Are all fire exits easily and immediately openable?

Yes

Are distances of travel considered reasonable?

Yes

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

N/a

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

N/a

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

N/a

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

Yes

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

No

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

provided?

N/a

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

No

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

Yes

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.

See risk assessment in folder located on the premises

Management of fire safety

Are procedures in the event of fire appropriate and documented?

No

Is the information on fire safety and the action to take in the event of a fire given to guests?

No

Are any staff members given regular instruction and training on the action to take in the event of a fire?

No

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

Yes

Are periodic checks carried out on fire doors to ensure they remain in good condition and close effectively?

Yes

Are domestic smoke and heat alarms tested monthly?

No

Where fitted, are weekly testing and six-monthly servicing routines in place for the fire detection and alarm system?

N/a

In self-catering premises, are all smoke/heat alarms (or fire detection and alarm systems, where fitted) tested at every changeover?

No

Where fitted, are monthly and annual testing routines in place for the emergency escape lighting?

N/a

Where provided are fire extinguishers subject to annual maintenance?

Yes

Are records of testing and maintenance maintained?

Yes

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.

See Fire Safety Risk Assessment, related policies and records of testing and maintenance will be located in folder on premises.

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
Smoke/heat detectors with adequate coverage	Not provided	Provide said detectors	By end March 2024	Richard Forster
Fire procedures	Not documented	Document and display said procedures	By end March 2024	Richard Forster
Fire safety information for guests	Not up-to-date	Update and display said information	By end March 2024	Richard Forster
Fire safety instruction and training for staff	None given	Provide said training	By end March 2024	Linstone Chine Letting Services
Domestic smoke and heat alarms	No schedule for testing	Test said alarms on every changeover and record this.	By end March 2024	Linstone Chine Letting Services