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: 172 Brambles Chine, Monks Lane, Freshwater, IOW, PO40 PO40 9SY

Number of floors: 1

Number of rooms: 3

Construction: brick

Assessor: Jacky Akam

Date of assessment: 5/12/2024

Responsible person: Claude Jacobs

Fire hazards and controls

Are fixed electrical installations inspected and tested every 5 years?

Yes / No

Are electrical appliances periodically inspected and tested?

N/a / Yes / No

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

N/a / Yes / No

Are gas appliances periodically inspected and tested every 12 months?

N/a / Yes / No

Is smoking permitted on the premises?

N/a / Yes / No

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

N/a / Yes / No Outside

Are the premises adequately secured to prevent unauthorised access?

N/a / 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

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

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

N/a / Yes / No

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

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?

N/a / Yes / No

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?

N/a / Yes / No

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

N/a / Yes / No

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

N/a / Yes / No

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?

N/a / Yes / No

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

N/a / Yes / No

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.

With change in legislation in 2023 there is no requirement for fire extinguishers. A fire blanket is however provided.

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?

N/a / Yes / No

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?

N/a / Yes / No

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

N/a / Yes / No

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

N/a / Yes / No

Where provided 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.

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