



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:

Number of floors: 1

Number of rooms: 4

Construction: Brick walls and felt black roof

Assessor: Herbert Wolverson

Date of assessment: May 30, 2026

Responsible person:

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?

Yes

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?

N/a

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?

N/a / Yes / No

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?

Yes

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?

Yes

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?

N/a

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?

Yes

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.

Hard wired interconnected smoke and heat alarms / Fire Blanket

Although not required, will take into consideration the benefits of providing a fire extinguisher to aide escape in the event of a fire and action if necessary. Possible

dangers blinds or curtains could catch on fire preventing escape.

Management of fire safety

Are procedures in the event of fire appropriate and documented?

Yes

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

Yes - In Guest Book

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

N/a

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?

There are no fire doors in the bungalow as it was not built with them.

Are domestic smoke and heat alarms tested monthly?

Yes

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?

Yes

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.

Change over smoke alarm testing and hand-held safety torches are done by cleaning team. There are no self-closing fire doors required for the escape route.

Testing records are held at the Linstone sight office.

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 |
|------|------------|-----------------|-----------|--------------------|
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