



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:

Manor House Farm Cottages
The Cowshed
Manor Farm
Bakewell
DE45 1QS

Number of floors: 1

Number of rooms: 5 (2 bedrooms, 2 bathrooms, & open plan living)

Construction: Stone build barn conversion

Assessor: John Hackett

Date of assessment: 25/01/24

Responsible person: John Hackett

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?

Yes

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?

Yes

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 – Fire-lighters and matches are kept in metal tins and kept off the fire hearth which defines the safe area around the fire.

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.
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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?

Yes – Solid Oak doors fitted in frame

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 – power failure rechargeable torches in every bedroom.

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

Yes – power failure rechargeable torches in every bedroom.

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.

A fire blanket and CO2 fire extinguisher are provided.
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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

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?

N/A

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.

Fire procedure is currently included in guest information book under 'essential reading' section along with a Fire Safety Notice. A Fire Safety Notice is also on display in the property. Domestic smoke alarms are tested on each changeover.

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	Smoke alarms are easily audible throughout the premises. Bedroom smoke alarms are currently battery powered.	As a short term measure (up to 3 years), we have installed battery powered smoke alarms in the bedrooms which are wirelessly interlinked to other hard wired smoke alarms in the premises. Hard wired alarms will be installed when the property is next decorated.	3 Years	John Hackett

Since the previous Fire Risk Assessment we have:

- PAT tested all electrical items
- Checked and recorded Extractor filters and established record keeping procedures.
- Changed both exits to thumb turn locks.
- Included floor plans for exit routes and displayed Fire Safety Notices in the Information book and in the property.
- Established record keeping for smoke alarm tested on each changeover.
- Created a link to the Fire Risk Assessment which can be accessed by guests. The link can be found on the Fire Safety Notice in the information book and on display in the property.
- Added 'no candles' to the house rules.
- All extension cables have been removed from the property.