



# Fire Risk Assessment



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: Oaks Barn Farm Shepherd's View Knowle Fields Alcester Warwickshire B49 5LS**

**What 3 Words Shepherd's View: ///gossiped.started.shortens**

**What 3 Words Emergency Service access via A422: ///employ.door.equipment**

**Number of floors: 1 (2 Shepherd Huts Linked)**

**Number of rooms: 3 Bedrooms 2 Bathrooms Lounge Kitchen Diner**

**Construction: Tin MDF Cellotex**

**Assessor: Wayne Smith**

**Date of assessment: Wednesday, 14 June 2023**

**Next Assessment Due: on or before 14 June 2024**

**Responsible person: Sue Smith Director**

## **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 smoking only designated disposal units

**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 at each changover

**Are fixed heating systems subject to periodic maintenance?**

N/a / Yes  / No biomass district Heating system last serviced 17 December 2022

**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 (Electric hob and cooker no fat frying facilities)

**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 at each changover

**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  /

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

N/a / Yes  / No hard wired emergency lighting to lounge and Single Bedroom Hut

**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 Wired linked system Required

**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.

Write brief details of your fire protection measures here.

## Management of fire safety

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

Yes  / No add in What 3 words Emergency Grab Sheet External to Property

**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 upon each changover

**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 upon each changeover

**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.
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## 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
Heat detection	Smoke detection only	To replace smoke alarm with hard wired linked heat and smoke alarm		Wayne
Emergency lighting	Power down solution	Emergency power down lighting to supplement off grid battery backup	October 23	Wayne


# Fire Roll Call

## *Farm House*

1. Wayne Smith

2. Sue Smith

## The Coach House

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_ (infant)

## The Granary

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_ (infant)

## Shepherd's View

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

