



VisitEngland™

# Fire Risk Assessment Template

This Fire Risk Assessment Template has been developed in collaboration with the National Fire Chiefs Council.

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

This template is to help a responsible person carry out a Fire Risk Assessment for smaller domestic-type accommodation that:

- is not to be occupied by more than ten people
- does not act as the principal residence for paying guests
- does not have a single storey area over 200m<sup>2</sup>
- has an escape travel distance of no more than 18 metres
- has an escape route from bedrooms that is via a hall or stairway with at least one direct exit to the outside

It applies to single properties with sleeping accommodation on only the ground and/or first floors (such as houses, cottages and chalets), or single flats (whether within a block of flats or a house that has been converted into flats).

It also applies to smaller types of outdoor accommodation, such as holiday cottages, caravans, camping and glamping pods, bothies, lodges, shepherds' huts, tents, tree houses and yurts.

If your property is outside any of these limited categories, this basic Fire Risk Assessment template may not be appropriate. You should instead refer to the [detailed guidance for sleeping accommodation](#).

**Address of property assessed: 3 Crawford Terrace, Morpeth, Northumberland, NE611UA**

**Name and position of person undertaking the assessment: Lisa Silcock, Owner**

**Date of assessment: 1<sup>st</sup> March**

**Number of floors/area: 2**

**Use: Holiday Let**

## Step 1 - Identify fire hazards and fire risks

For a fire to occur, three key components need to be present:

1. Heat - this is an ignition source, such as a flame from a match or spark from defective wiring
2. Fuel - this is something that can burn, such as wooden furniture, paper etc.
3. Oxygen - this is in the air that is all around us

It is useful to keep this in mind when carrying out a fire risk assessment.

Of course, there will always be various forms of fuels, heat and oxygen present somewhere in a building or unit. However, in certain circumstances, particular combinations will present a greater fire hazard.

You can spot fire hazards in most buildings if you systematically list both the sources of ignition and fuel that are there. Apply your own good judgement in deciding whether or not there is a real risk of an unwanted fire.

1. What are the sources of ignition in your premises? Identify what might cause a fire in your property.
2. What fuels are present and where are they? Identify what there is to burn in your property.
3. With the combinations of fuels and ignition sources, is there a risk of an unwanted fire and are there any particular activities that could give rise to an increased risk of fire?

To the best of your knowledge, answer the questions relating to relevant items. To assist you, a number of common sources of ignition are listed below. For more detailed information, look through Section 1 of the [Fire Safety Risk Assessment: Sleeping Accommodation guide](#).

If you do not have the time, relevant expertise or confidence to carry this out adequately, seek advice from an accredited fire risk assessor.

### Electrical wiring and appliances

- i. Has electrical wiring been checked by a qualified contractor within the last five years? Are there any signs of damage?
- ii. Have trailing cables, overloaded sockets / adaptors / extension leads, damage to cables and scorched, cracked or loose sockets and switches been eliminated?
- iii. Are the fuse board and circuit breakers in good condition and correctly labelled?
- iv. Are all appliances in good condition and subject to a suitable test and inspection regime?
- v. Are washing machines, tumble dryers and other white goods clean and in good working order? Are lint filters cleaned regularly?
- vi. Have the appliances been registered with the manufacturer or checked against current recall lists? You can [register your appliances online](#).
- vii. Are appliances checked between lets, to ensure no damage happened during the

previous let?

Guidance on electrical safety, including FAQs on maintaining portable appliances, is available on the [HSE website](#).

Fixed wire electrics have been checked by a qualified contractor. Extension leads are checked after each guest stay for damage, they are removed if any damage is observed. All appliances have been checked.

### **Cooking – especially deep-fat frying**

- i. Are there instructions for the safe use of cooking equipment?
- ii. Have gas appliances been checked and serviced by a Gas Safe registered engineer?
- iii. Is equipment (particularly where fitted with extraction hoods and vents) regularly cleaned and free from grease?
- iv. The National Fire Chiefs Council recommends that deep fat fryers should only be permitted if they are thermostatically controlled.

No gas appliances in the kitchen. No fryer's.

Quarterly clean of the extraction hood and filters.

### **Smoking**

- i. Smoking is a regular cause of fire and results in more fatalities than any other cause.
- ii. Is there a strict 'no smoking' policy, or is smoking allowed in some bedrooms in serviced accommodation or in bedrooms and public areas of self-catering units? Is this limited to vaping or e-cigarettes?
- iii. Are sufficient ashtrays available and are they regularly emptied into a safe bin (for example, a metal one)?
- iv. The National Fire Chiefs Council recommends that smoking is not permitted or is only allowed in well-defined and protected smoking areas.

We have a 'no smoking' policy indoors. This includes vaping and e-cigarettes.

Smoking is only permitted outside of the property.

## **Candles**

- i. Candles and tea lights are a regular cause of fire and fatalities.
- ii. The National Fire Chiefs Council recommends that candles, tea lights and ethanol burners are not provided and that there is a policy prohibiting their use.

Candles are present in the property, guests advised on the places that they can be used.

## **Heaters and boilers**

- i. What sort of heating is there in the property?
- ii. Are all heaters in good condition?
- iii. The National Fire Chiefs Council advises that if freestanding heaters are provided, they are low risk (oil-filled radiators, convector, halogen or fan heaters) due to the risk of fire.
- iv. Is the boiler regularly serviced by a qualified person?
- v. Carbon monoxide detectors must be provided where living accommodation contains a gas or solid fuel burning appliance.

Centrally heating at the property. All radiators are in good condition. The boiler and gas fire are serviced annually. Carbon Monoxide Detectors are beside the gas fire and boiler.

## **Open fires and burners**

- i. Is a fireguard provided?
- ii. Is the chimney regularly swept?
- iii. Are spark arrestors or bird guards provided, where needed (for example, properties with a thatched roof)?
- iv. Is the hearth adequate to prevent rugs and fabrics touching hot surfaces?
- v. Are dry wood, kindling and firelighters provided and stored a safe distance from heat and hot surfaces?
- vi. Are metal ashbins provided?
- vii. Are appropriate instructions given and procedures in place?

Fire Guard provided. Chimney swept annually. Instructions are given in the handbook on how to start the gas fire. Two Carbon Monoxide detectors are provided.

### **Elements of structure**

- i. Are there any wall or ceiling lining materials, other than wallpapers, that might burn (such as polystyrene ceiling tiles, wood effect or wooden cladding)?
- ii. If downlighters have been provided in ceilings, do they have inbuilt intumescent protection?
- iii. Consider thatch roof coverings and increased risk of fire and damage to the building from wood burners, lightning, bonfires and so on.
- iv. Consider other combustible materials associated with any provided glamping pods, camping materials, tree houses, balconies etc.

No materials that are a higher risk of combustible.

### **Furniture and furnishings**

- i. Does it comply with the Furniture and Furnishing (Fire) (Safety) Regulations 1988 (as amended)? For more information see [VisitEngland's Pink Book](#), which sets out legislation relevant to tourist accommodation.

All furniture and furnishings comply with this.

### **Domestic waste**

- i. Is it removed from the property regularly?
- ii. Is it kept away from sources of ignition?
- iii. Is it stored away from premises, especially away from windows and exits?
- iv. Are further measures required, such as locks or metal bins?

Domestic waste is removed from the premise after each stay. The external bins are away from any sources of ignition, windows and exits.

### **Other items – e.g. petrol for lawnmowers, cleaning materials etc.**

- i. Are any highly flammable liquids or substances kept on the premises? If so, they must be stored outside in locked metal bins or storage. Guests must either be restricted from using these or instructed on their safe use.
- ii. Are liquid propane gas barbecues or patio heaters provided? If so, they must only be used outdoors (not on balconies) and instructions for their use must be provided.
- iii. Are there any linen stores or towel closets near heat sources?

No highly flammable liquid stored on site.

No propane gas barbecues onsite.

### **Activities that might cause a fire, including work processes and procedures**

The most common causes of fire are: cooking, electrical cabling, domestic appliances, smoking materials (including matches and lighters) and heaters.

While some of these issues will have already been considered above, it is worth spending a few moments to think about your particular circumstances and what else might create a risk of fire in your premises. Consider what you could do to either remove or reduce these risks. For example, many owners of heritage buildings prohibit contractors using tools such as blowlamps on their premises.

In addition, you need to remember that guests are not familiar with the premises, nor the particular appliances and equipment on site.

N/A

### **Other**

Are there any other sources of ignition in your property?

Write information on any other sources of ignition here.

## **Step 2 - Identify people at risk**

The next step in the fire risk assessment process is to consider the people who might

be at risk from a fire in your premises and record this information.

## Number of guests

Consider both the numbers and types of guests you would expect to accommodate.

- i. How many guests can your premises safely accommodate?
- ii. Do you anticipate that children will stay in the property and, if so, how many and where will they be?
- iii. Do you anticipate accommodating people who require assistance to escape the property (e.g. disabled people, those with a respiratory condition, physical injury or other temporary impairments)? The Gov.uk website provides [guidance on providing an adequate means of escape for disabled people](#).
- iv. Are any staff on site to oversee or assist in an evacuation? If not, consider any additional measures that may be required for those not familiar with the premises.

Accommodation can safely accommodate 6 adults. A different combination of 2 adults and up to 4 children plus travel cot can be accommodated. Property not suitable for wheelchair users.

## Number of staff and employees

- i. Consider the number of employees and their ability to escape.
- ii. Consider other people who may work on the site, such as contractors and cleaners.
- iii. Are there any employees under 18? If so, the risk assessment will need to take into consideration the inexperience, lack of awareness of risks and potential immaturity of young people.

No employees on site.

## Step 3 – Evaluate the risks

With all the aforementioned aspects considered, the levels of risk can be established and simple 'common sense' measures taken to reduce them. However, the law still expects you to plan for a fire occurring, ensure that it is detected and people are warned and then able to escape.

For most small buildings the fire precautions should be fairly basic. You should note,

however, that buildings built to domestic requirements have different standards to those built for commercial purposes (e.g. emergency lighting, open plan layout, escape windows), so you may need to factor in additional measures if a private dwelling is being used for short-term accommodation lets.

## **The fire detection and alarm system**

Describe what fire detectors and alarm systems have been provided.

- i. Is the fire detection and alarm system in the premises adequate to provide sufficient early warning?
- ii. Have you considered detection and audibility in high-risk and sleeping rooms?
- iii. How will deaf people or people with hearing loss respond to a fire alarm?
- iv. How regularly is your fire detection and alarm system tested and maintained?

Domestic smoke alarms are fitted upstairs and downstairs.

Test the smoke alarms after each stay.

## **Means of escape – detail the type of property**

- i. What sort of building is it?
- ii. How many levels does the premises have?
- iii. Is the premises part of a multi-occupied building?

Two-bedroom terraced house with a ground and first floor. Exits at the front and rear of the property.

## **Means of escape – detail the number of exit doors and where they are**

- i. Are doors on the escape route always easy to open without the use of a key?
- ii. Are escape routes always kept clear and available for use?
- iii. Do the doors opening onto the escape routes provide adequate protection?
- iv. Does the escape route rely on any open plan areas? If so, can all people still escape safely without placing themselves at risk from fire?
- v. How often do you check the escape routes?



There are 3 exit doors at the property. All routes are kept clear and available for use. This is checked after every stay. Keys are left in the doors to be able to exit quickly.

## Evacuation procedures

- i. Describe the evacuation procedures.
- ii. Is the location remote and might this leave guests with difficulty in calling the emergency services?
- iii. Have you recorded the evacuation procedures and ensured guests are aware of them? E.g. have they been provided in the form of a fire action notice or via a welcome folder?
- iv. Have you considered the range of needs guests may have?

Evacuation procedures in the welcome pack.

## Escape lighting

Detail areas covered by emergency escape lighting (if any). For small premises, it might be acceptable to simply provide a rechargeable torch.

- i. Do you need to install any additional emergency escape lighting to help those unfamiliar with the premises to escape in an emergency?
- ii. Where you have provided torches, do you need to provide information to your guests?
- iii. How regularly do you test your emergency lighting?
- iv. Are outside areas well lit?

Torch provided upstairs and downstairs.

## Firefighting equipment

Detail what fire extinguishers and blankets are provided and where they are.

- i. Where provided, is all firefighting equipment inspected and maintained regularly?
- ii. If fire extinguishers are provided, have staff been trained how to use them?
- iii. Guests should not be expected to use them. However, you may wish to provide a small multi-purpose fire extinguisher, or a fire blanket for the kitchen area.

Fire extinguisher and fire blanket are available in the kitchen.