Fire risk assessment

For small paying guest accommodation, under the Regulatory Reform (Fire Safety) Order 2005 (England and Wales), the Fire (Scotland) Act 2005 or the Fire and Rescue Services (NI) Order 2006. Since 1 October 2023 the whole assessment must be recorded, not only the significant findings.

Property name

Address and postcode

Responsible person (name)

UK address of the responsible person

Assessment date

Review due (at most 12 months)

Assessed by (name and organisation if helped)

Maximum occupancy

Description of the property: floors, layout, construction, number of bedrooms, sleeping arrangements, outbuildings

Step 1: fire hazards

Tick what is present and note anything that raises the risk.

- ☐ Cooking (hob, oven, air fryer, barbecue)
- ☐ Open fire, wood burner or stove
- ☐ Gas appliances or bottled gas
- ☐ Oil boiler or oil tank
- ☐ Portable heaters
- ☐ Candles, tea lights or incense provided
- ☐ Tumble dryer
- ☐ Electric blankets
- ☐ Hot tub, sauna or pump room
- ☐ Electric vehicle charging
- ☐ Smoking permitted anywhere
- ☐ Rubbish or combustible storage near the building

Notes on hazards, sources of ignition and fuel

Step 2: people at risk

- [ ] Sleeping guests, who may be unfamiliar with the layout
- [ ] Children or infants
- [ ] Guests with limited mobility, sight or hearing
- [ ] Cleaners, contractors and anyone working alone
- [ ] Neighbours in attached properties

Notes on who is at risk and where

Step 3: evaluate, remove, reduce and protect

For each line, record what is in place and whether it is adequate. Anything not adequate goes in the action plan.

Precaution	In place (what and where)	Adequate?
Smoke alarms (interlinked, mains with battery		
Heat alarm in kitchen		
Carbon monoxide alarms by fuel-burning		
Escape routes kept clear, doors open without a		
Fire doors or sound doors on escape routes		
Emergency lighting or automatic torches		
Fire blanket in kitchen		
Extinguisher(s) where assessed as needed		
Fire action notice visible to guests		
Furniture meets the 1988 fire regulations		
Electrical installation (EICR) and appliances		
Gas safety record current		
Chimney swept and stove serviced		
Guest instructions for stoves, hobs and hot		
Housekeeping: bins, storage, lint traps		

Step 4: action plan

Action needed	Who	By when	Done (date)

Action needed	Who	By when	Done (date)

Step 5: record, plan, inform and review

How guests are told what to do in a fire (notice, welcome folder, safety page, host briefing)

Review record: date, what changed, reviewed by

Signed by the responsible person

Date