

8. Fire risk assessment checklist – premises with paying guests

Address of premises:

Number of floors:

Number of rooms:

Construction:

Assessor:

Date of fire risk assessment:

Responsible person:

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

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Are gas appliances periodically inspected and tested every 12 months?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is smoking permitted on the premises?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are suitable arrangements in place for those who wish to smoke?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the premises adequately secured to prevent unauthorised access?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are fixed heating systems subject to periodic maintenance?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are portable heaters subject to periodic inspection and used safely?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there adequate fire precautions in the use of open fires and log burners?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are adequate measures taken to prevent fires from cooking?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are filters and ductwork subject to regular cleaning?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are combustible materials kept separate from ignition and heat sources?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

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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.

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 No

Where necessary, has a reasonable standard of emergency escape lighting been provided? N/A Yes No

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

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.

Management of fire safety

Are procedures in the event of fire appropriate and documented? Yes No

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

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

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.

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				
2				
3				
4				
5				