

Fire risk assessment checklist – Small premises with paying guests

Responsible person (e.g. employer) or person having control of the premises:

Nicola Yerrill

Address of premises:

Rookery barn holidays
Goshawk barn
Mill common road
Ridlington
NR28 9TY

Number of floors:

1

Number of rooms:

4 bedrooms

Construction:

Brick, Flint and tile

Date of fire risk assessment:

19/09/23

Date of previous fire risk assessment:

N/A

Suggested date for review:

19/09/24

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 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 unauthorized 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? e.g. regular chimney sweeping

N/a

Are adequate measures taken to prevent fires from cooking equipment? e.g. prohibiting deep fat fryers

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 e.g. from tumble dryers?

Yes

Are combustible materials kept separate from ignition and heat sources?

Yes

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?

Yes

Are there any other significant fire hazards in the premises?

Yes

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.

Wood burner. Chimney swept annually. Full instructions supplied. Fire alarm and co2 alarm in place. Fire extinguisher and fire blanket in room.

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 to final exits 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

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

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

Yes

Where necessary, is a reasonable standard of fire exit and fire safety signs provided?

Yes

Are smoke and/or heat alarms/detectors provided and is the extent and coverage considered adequate? Consider also CO alarms.

Yes

Is there a reasonable provision of firefighting equipment (fire extinguishers, fire blankets)?

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.

Linked mains fire alarms throughout property

Fire extinguisher and fire blanket provided

Fire safety signs displayed

Co2 alarm next to the boiler

All electrical appliances safety checked

Wind up torches in all bedrooms

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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?

Yes

Are domestic smoke and heat alarms tested at least monthly? Include CO alarms in testing.

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 alarms, Fire doors. Fire exits checked and tested each changeover
Fire action plan and escape route displayed for guests**

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

