



BARN

Fire Risk Assessment Note & Template

SMALL PREMISES

This Fire Risk Assessment (FRA) checklist is for **small premises** with paying guests.

It aligns with the [Making your small paying guest accommodation safe from fire guidance](#) published by the Home Office in March 2023, which has replaced the previous *Do you have paying guests?* guidance.

This checklist 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 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; for example, if you have a 2-storey property with an open plan ground floor,
- Is single storey and is open plan with the only exit from a bedroom passing a cooker, open fire or wood burner to get out of the building.
- The design of fire safety measures in your premises differs materially from those discussed and recommended in this Guide

In either of these two circumstances, you should base your fire safety measures, and the associated fire risk assessment, on other Government [guidance that applies to premises in which there is paying guest sleeping accommodation](#).

This checklist will take you through a logical **process of identifying and managing the fire risks** within your premises. **Each question needs to be considered** to see if applies to your premises. **Just ticking or placing a cross in a box is not enough.**

It's a Word document, so that you can fill in the document as described below and then save and date it.

If it's a tick, **why** is it a tick? If the question says, 'Are smoke and/or heat alarms/detectors provided and is the extent and coverage considered adequate?' If you think there is a suitable system, don't just tick 'yes', **expand on the answer** by adding in the comments section, what detection and alarm system there is, where the devices are located, and how they operate, and how often they are tested and maintained.

If the question is, 'Is there a reasonable provision of firefighting equipment (fire extinguishers, fire blanket)?', and you answer 'no' **explain why** you said 'no'. It might be that you don't provide firefighting equipment because no one is employed to work, or there are no cooking facilities, or you don't want your guests putting themselves at risk by trying to deal with a fire, because they are told leave the premises in the event of fire.

Your Fire Risk Assessment (FRA) should identify all fire hazards and what you do to control them. The best way is to remove them, but that is not always possible, so control measures should be applied. **You should explain what these are in your FRA.**

At the end, you have an **action plan**, to list particular items where you are taking action to rectify, and the timescale.

Keep a record of every fire safety measure you take, records tests, and keep invoices for maintenance.

You can find **further guidance** on many of the points in this checklist from:

- The Home Office 2023 guide: [Making your small paying guest accommodation safe from fire guidance](#) - this is the new official government guidance for small paying guest accommodation
- The PASC UK FAQs, which contain guidance on specific points:
https://www.pascuk.co.uk/fire_checks_and_safety/
- The PASC UK supplementary papers, and webinars, published on the PASC UK website:
https://www.pascuk.co.uk/fire_checks_and_safety/

Once you have completed this form, including full details in the boxes, you should make it available to your guests (print out or online).

You can download THIS checklist from:

https://www.pascuk.co.uk/fire_checks_and_safety/

Fire risk assessment checklist – Small premises with paying guests

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

Steven Booth

Address of premises:

The Barn
16 Uppergate
Hepworth
Holmfirth
HD9 1TG

Number of floors:

Two

Number of rooms:

Ten

Construction:

Stone

Date of fire risk assessment:

28 April 2024

Date of previous fire risk assessment:

August 2023

Suggested date for review:

April 2025

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 Appliances are checked and tested at each changeover.

Is the use of trailing leads and adaptors avoided where possible?

Yes No

Are gas appliances inspected and tested every 12 months?

N/a Yes No

Is smoking permitted on the premises?

Yes No This property is non smoking

Are suitable arrangements in place for those who wish to smoke?

N/a Yes No n/a this property does not permit smoking

Are the premises adequately secured to prevent unauthorised access?

Yes No The property contains secure locks on each door as well as window locks

Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?

Yes No . All waste and refuse bins are stored clear of the premises

Are fixed heating systems subject to periodic maintenance?

N/a Yes No . The heating system undergoes periodic servicing

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? e.g. regular chimney sweeping

N/a Yes No The property has a log burner which has its chimney swept annually. The size of the hearth is adequate to prevent the rug from touching any hot surfaces. Wood and kindling is kept away from heat. Appropriate instructions are provided in the welcome pack regarding the use of the fire.

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

N/a **Yes** **No** The property does not contain a deep fat fryer. Cooking appliances are kept clean and are maintained in a good condition. Gas appliances are checked and serviced annually

Are filters and ductwork subject to regular cleaning?

N/a **Yes** **No** Regular cleaning takes place as part of the changeover process.

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste e.g. from tumble dryers?

Yes **No** Regular cleaning takes place as part of the changeover process.

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** Not applicable

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.

N/a

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 Thumb latches are installed

Are distances to final exits 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?
Consider also CO alarms.

Yes No

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

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.

You should write brief details of each of your fire protection measures here.

Internal doors are solid conventional doors that are a good fit in their frames. Front door is fitted with a thumb latch and leads directly to a place of safety, clear of restrictions. Normal light switches are easy to find. Additional emergency lights are provided in both the upstairs and downstairs hallways. Torches are provided in each bedroom. Guests are not expected to use firefighting equipment, however, a small multi purpose fire extinguisher is provided in the kitchen and on the upstairs landing. A fire blanket is provided in the kitchen. Smoke alarms are installed in the downstairs hallway, lounge, and on the upstairs landing outside each bedroom. Carbon Monoxide detectors are installed as well as a heat alarm in the kitchen.

Management of fire safety

Are procedures in the event of fire appropriate and documented?

Yes No . In the welcome pack

Is the information on fire safety and the action to take in the event of a fire given to guests?

Yes No A fire action plan notice is provided in the property including the WHAT3WORDS location

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 At each changeover.

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 at least monthly? Include CO alarms in testing.

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.

You should write brief details of each of your management of fire safety measures here.

Procedures in the event of a fire are provided in the welcome pack folder. A fire action notice is provided including contact details of the owner and the WHAT3WORDS location of the property

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	Easy openable fire exits	Thumb latch installed on fire exit door	Complete	Steven Booth
2	Heat alarm	Completed - integrated	Complete	Steven Booth
3	Carbon Monoxide detector	Carbon Monoxide detector to be installed in the "red room" bedroom in the vicinity of the chimney breast	Complete	Steven Booth
4	Fire Doors	An oak rebated 35 mm nominal fire door with an intumescent strip will be installed between the living room and hallway and between the kitchen and hallway	End Dec 2024	Steven Booth
5	Multi-purpose powder Fire Extinguisher	Whilst guests are not expected to use a fire extinguisher one will be provided. The existing fire extinguisher type will be change from multipurpose powder to multi-purpose foam	End June 2024	Steven Booth
6	Oak Lintel above the fire place	A protective layer will be added to the underside of the oak lintel to stop fire from spreading from the log burner	End Dec 2024	Steven Booth