



# GROVE

## 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/](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/](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:**

## 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:

GROVE COTTAGE  
20 Uppergate  
Hepworth  
Holmfirth  
HD9 1TG

Number of floors:

Two

Number of rooms:

Seven

Construction:

Stone

Date of fire risk assessment:

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 . The property contains no portable heaters.

**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**

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 latch 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. Exit 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 light 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 upstairs hallway, living room, and bedrooms. 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 GROVE

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 to be installed to the front door (fire exit)	Compete	Steven Booth
2	Heat alarm/smoke alarm	Heat alarm to be installed in the kitchen. Smoke alarms to be fitted in the living room and in the three bedrooms. All to be hard wired	Complete	Steven Booth
3	Carbon Monoxide detector	Carbon Monoxide detector to be installed near to the gas fire and near to the oven/hob	Complete	Steven Booth
4	Fire Doors	An Oak rebated 35 mm nominal fire door with an intumescent strip will be installed between the kitchen and living room.	End December 2024	Steven Booth

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