# Examples of common layouts and

recommendations on fire protection measures

## Open plan studio flat

Self-contained studio flat with an open plan layout, located in a purpose-built block of flats. Cooking appliances are sited away from the flat front entrance door.

Fire-resisting,

Kitchen/ diner

self-closing entrance door

Fire-resisting door Smoke alarm

### Means of escape:

* + The flat front entrance door is a fire door fitted with a self-closing device
	+ Any cooking facilities should be located remote from (and not immediately adjacent to) the entrance door so as not to prejudice the escape from sleeping areas in the event of a fire

### Fire detection and alarm system:

* + Mains powered optical smoke alarm/s (with tamper-proof batteries) or

multi-sensor smoke alarm, fitted in sleeping/circulation area

### Lighting on escape routes:

* + No requirement for emergency escape lighting within studio flat

### Fire fighting equipment:

* + A multi-purpose fire extinguisher (not dry powder) and fire blanket located in kitchen

### Fire safety signs/notices:

* + Fire Action notice to provide information on the action to take in the event of a fire within the flat and on the action to take if a fire occurs elsewhere in the block. Note: some guests may not be familiar with the concept of a ‘stay put’ policy typical in purpose-built blocks of flats and the instructions not to use any lifts in the event of a fire. This should be clearly explained
	+ Instructions on how to contact the emergency services and the correct premises address, including the post code
	+ Barbecues or heaters should not be permitted on any balconies
	+ There should be a smoking policy with instructions to guests. If smoking is permitted, a means to properly dispose of smoking materials is required. Careless disposal of smoking materials can lead to fires

### Furniture:

* + Furniture should comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended). This is usually indicated by a label attached to the item

## Two bedroom flat with entrance hall

Two bedroom self-contained flat with an entrance hall, located in a purpose-built block of flats.

Fire-resisting,

self-closing entrance door

Fire-resisting door

Smoke alarm

Heat alarm

### Means of escape

* Notional 30-minute fire protected entrance hall within the flat
* Doors within the flat should be notional fire doors, but with no requirement for them to be self-closing
* Doors to bathrooms, toilets or cupboards are not required to be fire doors
* Guests should be instructed to close the doors when sleeping
* The flat front entrance door is a self-closing fire door

### Fire detection and alarm system:

* Mains powered (with tamper-proof batteries)
* Interlinked smoke alarms installed in the entrance hall, lounge and bedrooms, with an additional heat alarm installed

in the kitchen

### Lighting on escape routes:

* No requirement for emergency escape lighting within flat

### Fire fighting equipment:

* A multi-purpose fire extinguisher (not dry powder) and fire blanket located in kitchen

### Fire safety signs/notices:

* Fire Action notice to provide information on the action to take in the event of a fire within the flat and on the action to take if a fire occurs elsewhere in the block. Note: some guests may not be familiar with the concept of a ‘stay put’ policy typical in purpose-built blocks of flats and the instructions not to use any lifts in the event of a fire. This should be clearly explained
* Instructions on how to contact the emergency services and the correct premises address, including the post code
* Barbecues or heaters should not be permitted on any balconies
* There should be a smoking policy with instructions to guests. If smoking is permitted, a means to properly dispose of smoking materials is required. Careless disposal of smoking materials can lead to fires

### Furniture:

* Furniture should comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended). This is usually indicated by a label attached to the item

## Two storey house

Three bedroom, two storey house with a lounge and kitchen on the ground floor.

Entrance

Smoke alarm Heat alarm

### Means of escape:

* + The entrance hall and stairs should be a notional 30-minute fire protected escape route
	+ Doors opening onto the protected route should be notional fire doors but do not need to be self-closing. However, doors to bathrooms, toilets or cupboards are not required to be fire doors

### Fire detection and alarm system:

* + Mains powered (with tamper-proof batteries)
	+ Interlinked smoke alarms installed in the entrance hall, landing, living room and bedrooms and a heat alarm installed

in the kitchen

### Lighting on escape routes:

* + No requirement for emergency escape lighting within cottage/house, provided that there are torches in each bedroom, or plug-in night lights within the stairs and entrance hall
	+ Torches or plug-in night lights provided to the stairs and entrance hall

### Fire fighting equipment:

* + A multi-purpose fire extinguisher (not dry powder) and fire blanket located in kitchen

### Fire safety signs/notices:

* + No requirement for fire exit signs or door signage
	+ Fire action notice to provide information on the action to take in the event of a fire
	+ Instructions on how to contact the emergency services and the correct premises address, including the post code for access. If there is no landline

telephone, guests may need to use mobile telephones to call for emergency services

* + There should be a smoking policy with instructions to guests. If smoking is permitted, a means to properly dispose of smoking materials is required. Careless disposal of smoking materials can lead to fires

### Furniture:

* + Furniture should comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended). This is usually indicated by a label attached to the item

## Two storey cottage

Two storey, Grade II listed cottage converted to holiday let, with two upstairs bedrooms and

a bathroom, and a ground floor lounge and kitchen/dining room. The lounge has a log burner, and the kitchen cooker is LPG (liquefied petroleum gas, e.g. propane) powered with cylinders stored outside.

First floor

Kitchen/ diner

Entrance

Ground floor

Smoke alarm Heat alarm

### Means of escape:

* The entrance hall and stairs should be a notional 30-minute fire protected escape route
* Doors opening onto the protected route should be notional fire doors, but do not need to be self-closing. However, doors to bathrooms, toilets or cupboards are not required to be fire doors

### Fire detection and alarm system:

* Mains powered (with tamper-proof batteries)
* Interlinked smoke alarms installed in the entrance hall, landing, living room

and bedrooms and a heat alarm installed in the kitchen

### Lighting on escape routes:

* No requirement for emergency escape lighting within cottage/house, provided that there are torches in each bedroom, or plug-in night lights within the stairs and entrance hall.

### Fire fighting equipment:

* A multi-purpose fire extinguisher (not dry powder) and fire blanket located in kitchen

### Fire safety signs/notices:

* No requirement for fire exit signs or door signage
* Fire action notice to provide information on the action to take in the event of a fire
* Instructions on how to contact the emergency services and the correct premises address, including the post code for access. If there is no landline

telephone, guests may need to use mobile telephones to call for emergency services

* There should be a smoking policy with instructions to guests. If smoking is permitted, a means to properly dispose of smoking materials is required. Careless disposal of smoking materials can lead to fires

### Furniture:

* Furniture should comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended). This is usually indicated by a label attached to the item

### Additional precautions

* Carbon monoxide detection devices should be installed in the lounge and kitchen
* The LPG cooker should have cut-off devices installed on pipework

from external source to internal cooking appliance

* If mobile telephone signal is weak, consideration to providing a landline telephone for the purpose of contacting the emergency services

# 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

|  |  |  |  |
| --- | --- | --- | --- |
| Are gas appliances periodically inspected and tested every 12 months? | N/A | Yes | No |
| Is smoking permitted on the premises? |  | Yes | No |
| Are suitable arrangements in place for those who wish to smoke? | N/A | Yes | No |
| Are the premises adequately secured to prevent unauthorised access? |  | Yes | No |
| Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms? | N/A | Yes | No |
| Are fixed heating systems subject to periodic maintenance? | N/A | Yes | No |
| 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? | N/A | Yes | No |
| Are adequate measures taken to prevent fires from cooking? | N/A | Yes | No |
| Are filters and ductwork subject to regular cleaning? | N/A | Yes | No |
| Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste? |  | Yes | No |
| 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

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 suitableself-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 |  |  |  |  |