

Fire Safety Risk Assessment Guidelines

Here are five easy steps to help you complete your fire risk assessment:

Step 1 – Identify the fire hazards in your home

- Things that might ignite such as plug-in convector heaters or candles
- Things that can burn such as refuse and stacks of paper, magazines, combustibles
- Things that can accelerate a fire such as ceiling/desk fans and air conditioning units

Step 2 – Identify those at risk

- Children
- Parents with babies
- Those who have hearing impairment may not be alerted to a standard smoke alarm and disabled people may find it difficult to get out of the home quickly.

Step 3 – Evaluate, remove, reduce and protect from risk

- Replace highly combustible materials with less combustible ones
- Ensure adequate separation between combustibles and ignition sources

Step 4 – Record and plan

- Have a fire safety record book
- Record the hazards and people identified as especially at risk in Steps 1 and Step 2
- Record what you did for Step 3
- Ensure guests are made aware of fire exit routes in your home
- Keep a record of having informed guests about the emergency evacuation plan
- Keep a record of weekly checks made to battery-operated fire alarms and fire extinguishing equipment, e.g. fire extinguishers and fire blankets

Step 5 – Review

- Risk assessments should be kept up to date and reviewed every 12 months
- Ensure your Gas Safety Certificate/Gas appliance service record is renewed every 12 months
- The online Fire Risk Assessment form below must be completed and submitted for our records. We can assist you in completing this form during the Homestay Manager's home visit and provide advice on how to stay fire safe.

Homestay Fire Risk Assessment

Responsible person

Surname

Forename

Email

Telephone

Property address

First line of address

County

Town/City

Postcode

- Are there any areas of concern in the homestay?
E.g. live and exposed wires, trip hazards, loose stairs or banisters/railings, blocked exits and loose carpets.

- Written fire escape plan
- Smoke alarms on each floor

Yes No

Yes No

Smoke alarms last tested date

Smoke alarms testing frequency

- Carbon monoxide monitor
- A valid Gas Safety Certificate is obtained every year and a copy is available on request

Yes No

Yes No

- What Firefighting equipment is present in the property? Please list any details of items such as fire blanket(s), extinguisher(s) including their locations.

- Emergency exit routes are always kept clear Yes No

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- Guests are informed if the house has any specific features that might be hazardous (e.g. balconies, steep stairs etc). Yes No

- Guests are briefed about evacuation procedures and where to assemble. Yes No

- Guests are briefed about how and when to use firefighting equipment, if applicable Yes No

- Guests are given the Emergency Contact Number 999 and your personal mobile number to keep in touch? Yes No

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- Please remember to discourage guests from using candles and electric blankets.
 - Please note that homestay providers, because they are paid to have people sleeping in their home, are legally required to have a fire risk assessment to comply with fire safety law. This is evidence that the homestay provider has not been negligent.
 - Remember that risk assessments are for the benefit and safety of guests as well as your family.

- I confirm all statements above are accurate to the best of my knowledge.
- I understand and agree that the risk assessment form is provided to help eliminate any risks at homestay providers properties and Exeter Homestay UK Ltd. will not be liable for any accidents, fire or explosions within the home.

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Print Name

.....
Signature

.....
Date