

Fire Risk Assessment Checklist for Sleeping Accommodations

To try and make the process of a risk assessment as simple as possible, our specialists have compiled a handy checklist. In line with all Government guidance and legal regulations, it should help you conduct a fire risk assessment in premises which include sleeping accommodation.

1. What are the fire hazards within your environment?

- Make a note of anything within your sleeping accommodation which could start a fire (such as lamps, hair appliances, kitchen equipment).
- Make a note of anything within your sleeping accommodation which could burn (such as bedding, curtains, furniture).

2. Who is at risk within your environment?

- Make a note of anyone who could be at risk within your sleeping accommodation, particularly those who may be more vulnerable in an emergency.

3. How will you keep people safe within your environment?

- Ensure fuel and heat sources are kept apart.
- Assess the risk to staff, guests and visitors.
- Make a note of anything which could be used to start a fire deliberately.
- Ensure appliances are tested and maintained (such as kettles, toasters, hairdryers).
- Install appropriate fire detection and warning equipment.
- Appoint someone who will be responsible for calling the local Fire and Rescue service.
- Install appropriate fire-fighting equipment.



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- Make sure there are adequate fire escape routes from all bedrooms and communal areas.
- Make sure escape routes are obvious, signed and illuminated.
- Ensure all fire safety equipment is in full working order and regularly maintained.
- Make sure measures are in place to inform everyone who works or sleeps within your environment of what to do and how to use fire safety equipment.

4. Record, plan and train

- Remove or reduce each fire risk as far as is possible.
- Make a note of what has been done to remove or reduce these risks.
- If there are risks which can't be removed, make a note of how you plan to deal with these risks.
- Plan a timeframe for carrying out all necessary fire safety improvements.
- Inform your hotel/hostel etc. staff, and any guests and visitors, of what to do in an emergency.
- Regularly practice a fire drill and record the results.
- Ensure all your hotel/hostel etc. staff know how to use fire extinguishers.
- Inform your guests and visitors upon arrival of what to do if they discover a fire.
- Make sure all fire safety information – including emergency plans and escape routes – is made available to guests and visitors. This should be in the form of obvious notices and signs within bedrooms and communal areas.

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5. Review and maintain your plan

If you make any exterior or interior changes to your sleeping accommodation, your plan must be reviewed.

If there has been, or almost been, a fire within your sleeping accommodation, your plan must be reviewed.

If work processes are changed or updated, your plan must be reviewed.

After each fire drill, the results should be recorded and your plan updated.