

# Record of fire safety risk assessment

Adviceline: 0800 019 2211  
[www.healthyworkinglives.com](http://www.healthyworkinglives.com)  
[www.infoscotland.com/firelaw](http://www.infoscotland.com/firelaw)



Print

Building use and address	Self Catering Accommodation, Isle of Lewis		
Postcode	HS1 0RT		
Name of person(s) with fire safety duties	Mr Smith		
Name and contact details of Assessor	Mr Smith		
Assessor signature		Date of assessment	3 Aug 2022

**STEP 1 Identify people at risk**

List all persons potentially at risk from fire, including employees, residents, visitors and contractors

Residents & any of their potential visitor, owners, tradespersons

**STEP 2 Identify fire hazards**

Note: Action Points should be recorded at STEP 4

Fire hazards	Comments	YES	NO
Sources of ignition	Multi point electrical sockets Kitchen appliances (kettle, refrigerators, microwave oven, toaster, hob and oven). Lighting throughout the entire floor, unauthorised smoking inside, candles, incense sticks.		
Sources of fuel	The main electrical incoming supply/fuse box, cooking oils, furniture & bedding, fixtures and fittings		
Source of oxygen	air, potential peroxide cleaning chemicals		
Action required (Please tick) If you answered yes, record action at STEP 4			✓

STEP 3 Evaluate risk and adequacy of existing fire safety measures							
Note: Action Points should be recorded at STEP 4							
<b>a) Likelihood and consequences of a fire starting</b>		<b>Comments</b>					
Accidentally		Unlikely, but possible.					
By act or omission		Unlikely, but possible. Electrical equipment checked regularly					
Deliberately		Unlikely, but possible.					
		Action required (Please tick) If you answered yes, record action at STEP 4	<table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td></td> <td>✓</td> </tr> </tbody> </table>	YES	NO		✓
YES	NO						
	✓						
<b>b) Adequacy of existing fire safety measures</b>		<b>Comments</b>					
Provision and protection of escape route		All ground floor with 2 bedrooms off small plaster/plasterboard hall with external door (with internal turnlock). Other external door also has an internal turnlock.					
Lighting and signage		no signage- to install plug in hall nightlight with battery back up (if stairs, emergency and normal lighting should be provided to cover the exit route)					
Fire detection and fire warning		mains smoke alarm in hall (< 1 metre from bedroom doors) and sitting room with heat detector in kitchen (Please note that if more than 3 bedrooms, each bedroom needs a smoke detector).					
Fire fighting equipment		Minimum fire blanket in kitchen (location detail in guest information)  (Powder extinguishers are not recommended for use indoors)					
Staff training and fire drills		No staff					
Management and fire safety policy		None other than information detailed in guest information. Log book to be kept updated for maintenance and testing).  (you may need a fire safety policy if you employ staff)					
Co-operation and co-ordination with other building owners/occupiers.		N/A					
		Action required (Please tick) If you answered yes, record action at STEP 4	<table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>✓</td> <td></td> </tr> </tbody> </table>	YES	NO	✓	
YES	NO						
✓							



Review the fire risk assessment if there is a reason to suspect it is no longer valid or if there has been a significant change in the matters to which it relates.

STEP 5 Assessment review

Review date

Reviewed by

Reason for review

Outcomes of review

The Scottish Centre for Healthy Working Lives is part of NHS Health Scotland. We provide information, advice and support on health and safety legislation, occupational health and health promotion. To arrange a workplace visit, call our adviceline free on **0800 019 2211**. Alternatively, contact your local Healthy Working Lives team based in your NHS board area. The contact details for each team are available from the adviceline and are given on our website at [www.healthyworkinglives.com](http://www.healthyworkinglives.com)

**The Scottish Centre for Healthy Working Lives is endorsed by:** the Confederation of British Industry (CBI Scotland), the Federation of Small Businesses (FSB), the Scottish Trades Union Congress (STUC), the Scottish Government, the Health and Safety Executive (HSE), NHS Scotland, the Convention of Local Authorities (COSLA), Jobcentre Plus, Scottish Enterprise and Highlands and Islands Enterprise (HIE).