



Property Maintenance
Compliance Services
Guest Ready Holiday Lets

Acacia Property Care
6 Tinnery Lane
Chagford
Devon
TQ13 8FR

Owner's Fire Safety Checklist

Statutory Fire Risk Assessment (FRA) Guide

Under UK law, the "Responsible Person" must identify fire hazards and ensure adequate protection measures are in place. Use this 5-step checklist to audit your holiday let.

Step 1: Identify Fire Hazards

- **Ignition Sources:** Identify anything that could start a fire, such as cooking, electrical equipment, or heating. Including works carried out by contractors on site. (Contractor risk assessments should cover this)
- **Fuel Sources:** Identify anything that could burn, such as combustible materials or waste. Including dangerous substances or chemicals stored on site.
- **Preventative Measures:** Ensure bins are stored clear of the premises and "No Smoking" signs are visible.

Step 2: Identify People at Risk

- **Vulnerability:** Consider young children, the elderly, or disabled people who are especially at risk.
- **Familiarity:** Account for visitors or customers who are not familiar with the premises.

Step 3: Evaluate and Act

- **Escape Routes:** Ensure you have enough planned escape routes that are kept clear of all obstructions. Routes must be clear and well lit, even at night and fire-rated doors and automatic closers to stairways or communal areas.



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- **Detection:** Install a suitable electrical fire alarm system with adequate smoke/heat detector coverage.
- **Lighting & Signage:** Provide emergency escape lighting for routes without natural light and ensure fire exit signs are visible.
- **Equipment:** Provide fire extinguishers and ensure they are located correctly and maintained annually.
- **Calling for Help:** Provide clear details of emergency services; local hospital route maps are also useful .

Step 4: Record, Plan, and Train

- **Documentation:** Complete a fire risk assessment and keep a record of it on the premises.
- **Instruction:** Ensure anyone working on the property knows the safety plan.
- **Testing:** Maintain records of testing for fire alarms and emergency lighting.
- **Multiple Occupancy:** Regular fire drills and a published plan to inform occupiers of escape routes and meeting points.

Step 5: Review

- **Significant Changes:** Review your assessment if you change the building layout or store dangerous substances.
- **Incidents:** Update the FRA following any fire or "near miss".

