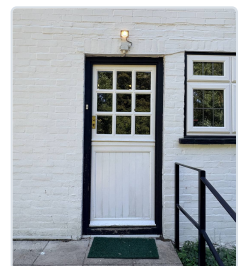


Fire Risk Assessment

EXAMPLE REPORT — PAS 79-1:2020 holiday let



Sandpiper Cottage, 14 Harbour Lane, Sandbourne, Dorset



PROPERTY AND JOB DETAILS

Premises: Sandpiper Cottage, 14 Harbour Lane, Sandbourne, Dorset

Responsible Person: Mr and Mrs T. Ashworth (owners)

Managed by: Coastal Keys Holiday Lettings (contact: Hannah)

Job reference: EXAMPLE

Date of assessment: 2 September 2026

Date of previous assessment: Not applicable — first assessment

Suggested review date: 2 September 2027 (or on significant change)

Report reviewed by: Matt McAllen (self-review)

Document type: FIRE RISK ASSESSMENT — PAS 79-1. Prepared by ClearFire Compliance.

ASSESSOR



Matt McAllen

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Contents

This report records the fire risk assessment of the premises named on the cover, carried out on the date shown. It is written to be read by the Responsible Person without specialist knowledge. If you read nothing else, read section 7 — the Action Plan — which lists everything that needs doing, in priority order.

- **1. Scope, basis and limitations** — what this assessment covers, what it is based on, and what it does not cover.
- **2. General information** — the premises, who uses them, who is responsible, and the legislation that applies.
- **3. Fire hazards and their elimination or control** — the things that could start a fire, and how well they are controlled.
- **4. Fire protection measures** — escape routes, doors, detection, lighting, signs and equipment.
- **5. Management of fire safety** — procedures, records, testing and maintenance.
- **6. Risk rating** — the assessed level of risk now, and the level it falls to once the action plan is complete.
- **7. Action plan** — what to do, in what order, and by when.
- **8. Photo schedule** — photographs taken at the inspection, supporting the findings.
- **9. Sign-off**

How to use this document

How to read the question blocks. Sections 2 to 5 work through a set of numbered questions. Each one carries a coloured tag, and the statement beneath it is edged in the matching colour:

YES

The arrangement was found to be adequate. Nothing to do.

NO

A shortfall was found. Every red tag carries a cross-reference like this → Action A1 telling you which item in the Action Plan puts it right.

N/A

The question does not apply to premises of this type. The reason is given.

INFO

A statement of fact rather than a pass or a fail. Nothing to do.

How to read the Action Plan. Every action in section 7 carries one of three priorities:

URGENT

Act immediately. If the work cannot be completed at once, put the stated interim measure in place today.

IMPORTANT

Complete within the timeframe shown against the action.

RECOMMENDED

An improvement worth making at the next review or as part of routine maintenance. Not a shortfall against the law or the guidance.

Mandatory versus recommended. Where this report says something *must* be done, that word is taken from the Government guidance or from legislation. Where it says *should*, the guidance recommends it but leaves the decision to you. The distinction is kept deliberately throughout, so you can see what the law requires and what is good practice.

1. Scope, basis and limitations

EXAMPLE REPORT. This document shows the format, depth and wording of a ClearFire Compliance fire risk assessment. The premises name and address, the people named, the dates, the findings and the actions are fictional and were written for illustration only. The photographs are genuine site photographs used with permission; they do not belong to the premises described and no finding in this document should be read as a statement about any real property.

Scope. This assessment covers Sandpiper Cottage as a single-unit self-catering holiday let, assessed against the Home Office guide *Making your small paying guest accommodation safe from fire* (November 2024) using the PAS 79-1:2020 method, at a maximum sleeping capacity of six persons. It covers the whole dwelling, the detached boiler house and oil tank, and the garden. No other buildings are within scope.

Basis. Non-invasive visual inspection carried out on 2 September 2026, together with information provided by the owner at the visit and by the managing agent by telephone. Documents seen at the visit: the oil-boiler service record (dated April 2026) and an Electrical Installation Condition Report (dated June 2020). No other documentation was offered.

Limitations. No concealed construction was opened up. The loft was viewed from the hatch only and is not used for storage. The assessment was carried out in daylight; the judgement on escape lighting at item 19 would ideally be confirmed during the hours of darkness. The findings represent the premises as found on the day; a change of layout, use, capacity or management arrangement should prompt a review before the suggested review date.

Who does what. The findings, action priorities, timeframes and risk ratings in this report are the professional judgement of the named assessor. Responsibility for carrying out the actions rests with the Responsible Person.

2. General Information

1. The Premises

1.1 — Number of floors at ground level and above INFO

Two — ground floor and first floor. The two-storey tower wing carries the first floor; the remainder of the dwelling is single-storey.

1.1 — Number of floors entirely below ground level INFO

None.

1.1 — Floors on which car parking is provided INFO

None within the premises. Gravel and paved parking to the front for three cars; no garage.

1.2 — Approximate floor area — per floor INFO

Approximately 95 m² ground floor and 30 m² first floor (paced, not measured).

1.2 — Approximate floor area — gross INFO

Approximately 125 m² in total.

1.2 — Approximate floor area — ground floor INFO

Approximately 95 m² — entrance hall, lounge, kitchen/dining room, utility, two bedrooms and a bathroom.

1.3 — Details of construction and layout INFO

Detached painted-brick cottage of unusual form: a two-storey octagonal tower wing with a slate roof, and a single-storey range with a tiled roof, refurbished in 2021. Ground floor: entrance hall in the tower with the front door (nightlatch with internal thumb-turn); lounge with French doors to the rear patio (key-operated multipoint lock); kitchen/dining room; utility with a side stable door to the garden; two ground-floor bedrooms and a bathroom off the hall. The stair rises from the hall within the tower to a first-floor landing serving one bedroom and a shower room. Maximum ground-floor travel to a final exit is about eight metres. Oil-fired central heating: boiler in a detached brick boiler house to the rear, with a bunded plastic oil tank alongside. Enclosed rear garden with a paved patio.

1.4 — Occupancy INFO

Self-catering paying-guest accommodation; three bedrooms (two ground floor, one first floor); maximum sleeping capacity six persons. Unstaffed; housekeeping and changeover by the managing agent.

2. The Occupants

2.1 — Maximum employees at any one time INFO

None — no employees on the premises. Changeover cleaning by the managing agent between lets.

2.2 — Maximum other occupants at any one time INFO

Up to six sleeping guests (assessed capacity).

2.3 — Total persons present INFO

Up to six.

3. Occupants Especially at Risk

3.1 — Sleeping occupants INFO

| All guests — the entire occupancy sleeps on the premises and will be unfamiliar with it.

3.2 — Disabled employees INFO

| None — no employees.

3.3 — Other disabled occupants INFO

| Possible guests with mobility impairments. Two bedrooms and a bathroom are on the ground floor, close to the front door; guest information directs anyone with mobility difficulties to those rooms.

3.4 — Occupants in remote areas / lone workers INFO

| None — unstaffed let.

3.5 — Young persons employed INFO

| None — no employees. Children are expected among guest parties.

3.6 — Others INFO

| Children among guest parties — a relevant at-risk group for a sleeping-accommodation let.

4. Fire Loss Experience

4.1 — Loss experienced in the last 10 years INFO

| None reported by the owner or the managing agent.

5. Other Relevant Information

5.1 — Other relevant information INFO

| Nearest fire station: Sandbourne Fire Station, Station Road, Sandbourne (Dorset & Wiltshire Fire and Rescue Service) — approximately 1.8 miles by road, indicative attendance 6–8 minutes (travel time varies with traffic).
Persons consulted: Mrs T. Ashworth (owner) at the visit; Hannah (Coastal Keys Holiday Lettings) by telephone on 3 September 2026. A charcoal barbecue and a garden fire pit are provided for guest use.

6. Relevant Fire Safety Legislation

6.1 — Legislation that applies INFO

| Regulatory Reform (Fire Safety) Order 2005 (premises let as paying-guest accommodation).

6.2 — Enforced by INFO

| Dorset & Wiltshire Fire and Rescue Service.

6.3 — Other legislation making significant requirements INFO

| Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended) apply to supplied furniture. The Control of Pollution (Oil Storage) (England) Regulations 2001 apply to the oil tank.

6.4 — The above enforced by **INFO**

| Trading Standards (furniture); Environment Agency (oil storage).

6.5 — Alterations notice in force? **INFO**

| No alterations notice is in force.

6.6 — Relevant information and deficiencies observed **INFO**

| None beyond the findings recorded in this report.

3. Fire Hazards and their Elimination or Control

7. Electrical Sources of Ignition

7.1 — Reasonable measures taken to prevent fires of electrical origin? **YES**

The installation was rewired at the 2021 refurbishment; modern consumer unit with RCD protection in the hall cupboard. Sockets and visible wiring in good condition. Appliances supplied are of recent date and in sound condition. Two shortfalls: the age of the inspection report (7.2a) and the condition of the tumble dryer (7.2b).

7.2a — Fixed installation periodically inspected and tested? **NO**

The Electrical Installation Condition Report seen is dated June 2020 — more than five years old. The guidance expects inspection and testing at least every five years. Recorded as an overdue inspection, not as an observed installation defect. → **Action A2**

7.2b — Supplied appliances inspected and tested as necessary? **NO**

There is no statutory PAT requirement; the duty is to provide electrically safe equipment. The managing agent visually checks appliances, leads and plugs at each changeover. However, the tumble dryer's lint filter was found heavily blocked — a well-known cause of appliance fires — showing that the changeover check does not currently reach the dryer. The filter is to be cleared and its cleaning added to the changeover routine. → **Action A3**

7.2c — Suitable control over personal electrical appliances? **YES**

Guest information asks that phones and devices are not charged on beds or under bedding. No evidence of unsafe guest charging practice at the visit.

7.2d — Suitable limitation of trailing leads and adapters? **YES**

Adequate socket provision in every room; no extension leads or multi-way adapters in use.

8. Smoking

8.1 — Reasonable measures taken to prevent fires from smoking? **YES**

A no-smoking policy applies throughout, stated in the listing and in the welcome folder. No candles are supplied.

8.2a — Smoking prohibited in the building? **YES**

Yes — a no-smoking policy applies throughout the building.

8.2b — Smoking prohibited in appropriate areas? **YES**

Yes — any smoking is outdoors, away from the building and the oil tank.

8.2c — Suitable arrangements for those who wish to smoke? **YES**

A metal ashtray is provided on the rear patio table, away from combustible storage.

8.2d — Smoking policy observed at inspection? **YES**

No evidence of indoor smoking observed at the visit.

9. Arson

9.1 — Basic security against arson by outsiders reasonable? **YES**

Front door, French doors and side door lock securely; rear garden enclosed by 1.8 m close-boarded fencing with a bolted gate. The boiler house door is on a padbolt. Reasonable for a detached cottage in a quiet lane.

9.2 — Absence of unnecessary fire load near the premises? **YES**

No unnecessary fire load outside. The oil tank is bunded and stands on a block plinth beside the boiler house, clear of the dwelling. Bins are kept at the side, clear of the doors. The logs and charcoal stored inside the house are dealt with at 13.2a.

10. Portable Heaters and Heating Installations

10.1 — Satisfactory control over the use of portable heaters? **N/A**

No portable heaters are provided; oil-fired central heating throughout.

10.2 — Fixed heating and ventilation subject to regular maintenance? **YES**

Oil-fired boiler in the detached boiler house; annual service record dated April 2026 seen (OFTEC-registered engineer). A carbon monoxide alarm is fitted on the boiler-house wall and tested at changeover. The boiler house is brick with a concrete floor, holds no combustible storage, and is not accessible to guests. Adequate.

11. Cooking

11.1 — Reasonable measures taken to prevent fires from cooking? **YES**

Electric induction hob and built-in electric oven and microwave; domestic kitchen. A heat alarm is fitted to the kitchen ceiling and a fire blanket is provided (its position is a recommended betterment at 22.3).

11.2 — Filters changed and ductwork cleaned regularly? **N/A**

Domestic recirculating cooker hood; no commercial extraction. Filter cleaned at the monthly deep clean.

12. Lightning

12.1 — Does the building have a lightning protection system? **N/A**

Domestic-scale premises; no lightning protection system expected or fitted.

13. Housekeeping

13.1 — Overall standard of housekeeping adequate? **YES**

Clean, tidy and uncluttered at the visit. Changeover cleaning between every let.

13.2a — Combustibles separated from ignition sources? **YES**

A log basket and an open bag of barbecue charcoal are kept in the rear lobby beside a double socket and beneath the coat hooks. There is no ignition source in contact and the quantity is small, so this is recorded as a recommended betterment rather than a deficiency: store the logs and charcoal outside. → **Action A7**

13.2b — Inappropriate accumulation of combustibles avoided? **YES**

No accumulation. The loft is empty; the utility cupboard holds the ironing board and cleaning materials only.

14. Hazards Introduced by Outside Contractors and Building Works

14.1 — Satisfactory control over works in the building? **YES**

No works in progress or planned. Trades attend only between lets, arranged by the managing agent.

14.1a — Fire safety conditions imposed on contractors? **N/A**

No contractor works during letting periods.

14.1b — Permit-to-work system used (e.g. hot work)? **N/A**

Not applicable; no hot work and no simultaneous works and occupancy.

14.1c — Suitable precautions by in-house maintenance personnel? **N/A**

No in-house maintenance personnel; unstaffed let.

15. Dangerous Substances

15.1 — General fire precautions adequate for dangerous substances? **YES**

Heating oil is stored in a bunded 1,200-litre plastic tank outside, on a block plinth clear of the building, with the fill point and isolation valve accessible. Small quantities of household cleaning products under the sink and a bag of barbecue charcoal (see 13.2a). Adequate.

16. Other Significant Fire Hazards

16.1 — Other significant hazards identified and controlled? **YES**

The oil installation is the principal additional feature and is controlled as described at 10.2 and 15.1. A charcoal barbecue and a fire pit are provided for garden use; the welcome folder asks guests to use them on the paved patio away from the fence and to leave ash to cool in the barbecue overnight. No other significant hazards.

4. Fire Protection Measures

17. Means of Escape from Fire

17.1 — General standard of means of escape reasonable? YES

Short, direct routes. Ground-floor travel to the front door is about eight metres from the furthest point, with the lounge French doors and the utility side door as alternatives. First-floor escape is down the tower stair to the hall and front door. Adequate for a six-person let, subject to the securing arrangements at 17.2f.

17.2a — Staircase and exit capacities adequate? YES

A single domestic stair and two final exits are ample for six occupants.

17.2b — Reasonable travel distance where escape in a single direction? YES

The first-floor bedroom is a few metres from the stair head; travel in a single direction is short.

17.2b — Reasonable travel distance where alternative escape is available? YES

Ground-floor occupants have a choice of the front door, the French doors or the side door within short distances.

17.2c — Adequate provision of exits? YES

Three ground-floor final exits: the front door from the hall, the French doors from the lounge and the stable door from the utility. The first-floor bedroom has openable casement windows suitable as a secondary means of escape.

17.2d — Fire exits open in the direction of escape where necessary? N/A

Domestic-scale premises with low occupancy; outward-opening exits are not required at this scale.

17.2e — Satisfactory arrangements where revolving or sliding doors are used as exits? N/A

No revolving or sliding doors are used as exits.

17.2f — Arrangements for securing exits satisfactory? NO

The lounge French doors are fitted with a key-operated multipoint lock and need a key to open from inside. At the visit the key was in the lock, but nothing ensures it stays there between lets. The front door nightlatch has an internal thumb-turn and opens without a key; the utility side door has a thumb-turn. → **Action A1**

17.2g — Suitable standard of protection for escape routes? YES

The hall, tower stair and landing form a single open volume managed by interlinked detection rather than by compartmentation — an accepted arrangement for a dwelling of this type and size. Room doors are close-fitting solid timber.

17.2h — Reasonable arrangements for escape of disabled people? YES

Two ground-floor bedrooms and a bathroom sit close to the front door; guest information directs mobility-impaired guests to them.

17.3 — Escape routes available and suitably maintained? YES

Routes clear and in good repair at the visit.

17.3a — Fire-resisting doors sound and self-closing where necessary? N/A

No fire-resisting doors are required at this scale; the protection strategy relies on interlinked detection and short routes.

17.3b — Fire-resisting construction protecting escape routes sound? YES

The boiler house is a detached masonry structure, separated from the dwelling by open air. No fire-resisting construction is required within the dwelling at this scale.

17.3c — Escape routes clear of obstructions? YES

Clear at the visit. The hall is kept free of furniture; the changeover checklist at Action A5 will keep this under routine review.

17.3d — Fire exits easily and immediately openable? NO

The front and side doors open immediately by thumb-turn. The French doors are not immediately openable without a key until the cylinder is changed. → **Action A1**

18. Measures to Limit Fire Spread and Development

18.1a — Compartmentation of a reasonable standard? YES

Proportionate for a dwelling of this type. The open tower stair is the dominant vertical opening and is accepted, managed by interlinked detection.

18.1b — Reasonable limitation of linings that promote fire spread? YES

Painted plaster walls and ceilings throughout; no inappropriate linings observed.

18.2 — Fire dampers provided as necessary? N/A

No ducted ventilation system requiring fire dampers.

19. Emergency Escape Lighting

19.1 — Reasonable standard of emergency escape lighting? YES

Assessor judgement on the layout: escape routes are short, simple and direct. A plug-in emergency nightlight with battery back-up is fitted in the landing socket and another in the hall, covering the tower stair in a mains failure; both illuminated when tested. The small paying-guest guidance requires escape lighting only where necessary to ensure safety and accepts alternatives such as plug-in nightlights. No installed system is judged necessary. Daytime assessment; ideally confirmed after dark.

20. Fire Safety Signs and Notices

20.1 — Reasonable standard of fire safety signs and notices? YES

Simple two-storey dwelling with obvious routes; directional signage is unnecessary and would be out of place. The one notice that is needed — a fire action notice for guests — is addressed with the guest fire information at 25.4. → **Action A4**

21. Means of Giving Warning in Case of Fire

21.1 — Reasonable fire detection and fire alarm system provided? **YES**

Mains-powered, interlinked alarms with battery back-up (Grade D1, identified by type; installed at the 2021 refurbishment): smoke alarms in the hall, on the tower landing and in the lounge, and a heat alarm in the kitchen. All sounded together when the hall alarm was tested and were audible in every bedroom with the doors closed. Meets the benchmark for a let of this type.

21.2 — Remote transmission of alarm signals? **N/A**

No remote signalling; not expected for a domestic-scale holiday let.

21.3 — Is a zone plan displayed? **N/A**

Not applicable to a single-unit domestic-grade system.

21.4 — Relevant information on false-alarm experience **INFO**

No false alarms reported by the managing agent since the alarms were installed in 2021.

22. Manual Fire Extinguishing Appliances

22.1 — Reasonable provision of manual fire extinguishing appliances? **YES**

A fire blanket is provided in the kitchen — the expected provision for a let of this type. A small 2-litre multi-purpose extinguisher is also kept in the utility cupboard; it is not required by the guidance, because paying guests are not expected to be trained to use one, and it is not relied on in this assessment.

22.2 — Types of appliance provided **INFO**

Fire blanket (kitchen); one 2-litre multi-purpose extinguisher (utility cupboard, not required). No hose reels.

22.3 — All fire extinguishing appliances readily accessible? **YES**

The fire blanket is kept in the high cupboard above the built-in microwave and oven and is not visible to a guest who does not know it is there. It is accessible but would be more useful wall-mounted in view, and away from the appliance stack. Recommended betterment. → **Action A6**

23. Relevant Automatic Fire Extinguishing Systems

23.1 — Type of fixed system **N/A**

None present; none expected in premises of this type.

24. Other Relevant Fixed Systems and Equipment

24.1 — Type of fixed system **N/A**

None — no solar PV, battery storage or EV charging equipment.

24.2 — Firefighters' switch(es) for HV luminous tube signs, etc.? **N/A**

No high-voltage luminous signage; not applicable.

24.3 — Facilities for electrical isolation of PV cells, with signage? **N/A**

No solar PV installation.

5. Management of Fire Safety

25. Procedures and Arrangements

25.1 — Competent person appointed **INFO**

The Responsible Persons are the owners, Mr and Mrs T. Ashworth, who live locally. Day-to-day management is by Coastal Keys Holiday Lettings (contact: Hannah).

25.2 — Fire safety at the premises is managed by **INFO**

Coastal Keys Holiday Lettings on behalf of the owners, including changeover housekeeping and the alarm test at each changeover.

25.3 — Suitable record of fire safety arrangements? **YES**

Proportionate records are provided for — this assessment, the retained certificates (boiler service, EICR) and the changeover record to be introduced at Action A5. No commercial-style logbook is required for a let of this type (see 28).

25.4 — Procedures in the event of fire appropriate and documented? **NO**

The welcome folder covers the barbecue, the fire pit and the no-smoking rule but contains no fire action information: nothing tells guests what to do on discovering a fire, which exits to use, or where to assemble. A fire action notice is to be displayed inside the front door and a fire information page added to the welcome folder. → **Action A4**

25.4a — Adequate procedures for investigating fire alarm signals? **N/A**

Unstaffed let; guests evacuate on the alarm rather than investigate. To be stated in the guest fire information.

25.4b — Suitable arrangements for summoning the fire service? **YES**

Guests call 999. Mobile reception is good throughout the house; to be stated in the fire action notice with the full postal address. → **Action A4**

25.4c — Arrangements to meet the fire service on arrival? **YES**

Open gravel forecourt on Harbour Lane with room for a fire appliance; no gates. The oil tank and boiler house are visible from the forecourt. Nothing further is needed.

25.4d — Arrangements for ensuring the premises are evacuated? **YES**

Simple, small premises with interlinked detection audible in every bedroom; the guest fire information will set out the evacuation action and assembly point. → **Action A4**

25.4e — Suitable fire assembly point(s)? **YES**

Assembly point at the front gate on Harbour Lane, clear of the building and the oil tank. To be recorded in the guest fire information. → **Action A4**

25.4f — Procedures for evacuation of disabled people likely to be present? **YES**

Mobility-impaired guests are directed to the ground-floor bedrooms near the front door (17.2h); no separate procedure is needed.

25.5 — Persons nominated and trained to use extinguishing appliances?**N/A**

Guests are not expected to fight fire; no nominated persons in an unstaffed let.

25.6 — If multiple occupation, adequate cooperation between duty holders?**N/A**

Single-unit let; not in multiple occupation.

25.7 — Persons nominated to assist with evacuation, including disabled people?**N/A**

Unstaffed let; guests self-evacuate.

25.8 — Appropriate liaison with the fire and rescue service?**N/A**

No liaison is required for a domestic-scale let with unrestricted access.

25.9 — Routine in-house inspections of fire precautions?**YES**

The housekeeper tests the alarms and checks the routes and the fire blanket at every changeover, confirmed by the managing agent. The checks are done; recording them is addressed at 28.1c.

26. Training and Drills

26.1 — All staff given adequate fire safety instruction and training?**N/A**

No employees — unstaffed self-catering let.

26.1a — Trained on induction?**N/A**

No employees.

26.1b — Adequate periodic refresher training?**N/A**

No employees.

26.1c — Additional training for specific roles?**N/A**

No employees.

26.1d — Content of training adequate?**N/A**

No employees.

26.2 — Fire drills carried out at appropriate intervals?**N/A**

No employees; drills are not applicable to transient guests.

26.3 — When another employer's employees work in the premises, is fire information provided?**N/A**

Housekeeping staff attend only between lets and are briefed by the managing agent; no fire-safety-critical tasks are carried out during occupancy.

27. Testing and Maintenance

27.1 — Adequate maintenance of the workplace?**YES**

Premises recently refurbished and well maintained; managed by Coastal Keys.

27.2 — Weekly testing and periodic servicing of detection/alarm? YES

Alarms are tested at each changeover (at least weekly in season), confirmed by the managing agent. The alarms carry a 2021 installation date and are within their ten-year life. Record-keeping at 28.1c.

27.3 — Monthly and annual testing of emergency escape lighting? N/A

No installed emergency lighting system; the plug-in nightlights are checked at changeover as part of the routine at 25.9.

27.4 — Annual maintenance of fire extinguishing appliances? N/A

A fire blanket needs no servicing. The extinguisher is not required; if it is kept, the manufacturer's label calls for annual servicing and a monthly visual check.

27.5 — Periodic inspection of external escape staircases/gangways? N/A

None present.

27.6 — Six-monthly inspection and annual testing of rising mains? N/A

None present.

27.7 — Testing of evacuation lifts? N/A

None present.

27.8 — Weekly testing and periodic inspection of sprinklers? N/A

None present.

27.9 — Routine checks of final exit doors / security fastenings? YES

Both final exits are checked at changeover. The French-door thumb-turn at Action A1 will simplify this check. →
Action A1

27.10 — Annual inspection and testing of lightning protection? N/A

No lightning protection system.

27.11 — Other relevant inspections or tests? YES

Annual oil-boiler service (last April 2026) is in place and evidenced. The carbon monoxide alarm in the boiler house is tested at changeover with the smoke alarms. The tumble-dryer filter check is to be added to the changeover routine (Action A3).

28. Records

There is no legal requirement for formal document control in a small paying-guest let, and a commercial-style fire-safety logbook has no place in premises of this kind. The record-keeping that matters here is limited: a simple changeover checklist confirming the alarm test, clear routes and the fire blanket in place, plus the retained certificates (boiler service, EICR), produced when asked.

28.1a — Records of fire drills? N/A

No drills — unstaffed let.

28.1b — Records of fire training?**N/A**

| No employees to train.

28.1c — Records of fire alarm tests?**NO**

| The changeover alarm test is carried out but not written down anywhere. Without a record there is nothing to show the test happened or to pick up a failed alarm between lets. A one-page changeover checklist, dated and initialled, is sufficient. → **Action A5**

28.1d — Records of false alarms?**N/A**

| No false-alarm history; a note on the changeover checklist would capture any that occur.

28.1e — Records of emergency escape lighting tests?**N/A**

| No installed emergency lighting system.

28.1f — Records of maintenance/testing of other fire protection systems?**N/A**

| No other systems requiring records; the fire blanket needs none.

6. Risk Rating

The matrix below shows the five categories of risk, the premises' current position, and the position achievable once the action plan is completed.

Likelihood ↓ / Consequence →	Slight harm	Moderate harm	Extreme harm
Low	Trivial	Tolerable ▲ AFTER ACTIONS	Moderate
Medium	Tolerable	Moderate ● CURRENT	Substantial
High	Moderate	Substantial	Intolerable

PAS 79-1 risk estimator — three levels of likelihood against three levels of consequence, resolving to five categories of risk.

Element	Rating	Reasoning
Likelihood of fire	MEDIUM (2.1)	Normal fire hazards for this occupancy, generally under appropriate controls with minor shortcomings. The wiring is recent but its inspection report is overdue; the tumble-dryer filter was found blocked; the oil boiler is outside the dwelling and serviced; the hob is electric; housekeeping is otherwise good.
Consequence of fire	MODERATE HARM (3.1)	Sleeping occupants unfamiliar with the premises, including children, one bedroom at first-floor level above an open stair — but short, direct routes, three final exits, interlinked detection audible in every bedroom, and two ground-floor bedrooms beside the front door. Multiple fatalities unlikely. (Holiday-let note: consequence is rarely "Slight".)

Overall risk: MODERATE (5.2)

Per the PAS 79-1 risk estimator (Medium likelihood against Moderate harm). It is essential to make efforts to reduce the risk; the action plan measures should be implemented within the periods stated, the Urgent French-door lock and the dryer being the drivers.

Risk after completion of the action plan: TOLERABLE

Once the Urgent and Important actions are closed out, the likelihood of fire reduces to Low: the installation will be inspected, the dryer brought into the changeover routine, and guests told what to do. The consequence remains Moderate harm — a holiday let always has sleeping occupants unfamiliar with the premises — giving a projected overall risk of Tolerable. No further action would then be required beyond maintaining the existing arrangements and completing the Recommended items at the owner's discretion. This projection assumes the actions are completed as described and within the timeframes stated.

7. Action Plan

One Urgent, four Important, two Recommended. Priorities and timeframes as confirmed by the assessor. Recommended betterments are improvements, not deficiencies.

#	Priority	Ref	Timeframe	Recommended action
A1	URGENT	17.2f / 17.3d / 27.9	Within 2 weeks	Replace the French-door euro cylinder with a thumb-turn cylinder so the lounge exit opens from inside without a key. Interim measure, from today: the key stays in the lock on the inside whenever the property is let, and the changeover check confirms it is there.
A2	IMPORTANT	7.2a	Within 1 month	Commission an Electrical Installation Condition Report by a competent registered electrician, remedy any C1 or C2 observations, and retain the report. Repeat at least every five years.
A3	IMPORTANT	7.2b / 7.1	Before the next letting	Clear the tumble-dryer lint filter and check the condenser and rear vent for lint build-up. Add “dryer filter cleared” to the changeover checklist (Action A5) and ask guests in the welcome folder to clean the filter after each load. Register the appliance with the manufacturer for safety recalls.
A4	IMPORTANT	25.4 / 20.1	Before the next letting	Display a fire action notice inside the front door and add a fire information page to the welcome folder covering: what to do on discovering a fire or hearing the alarm; the two exits; the assembly point at the front gate; how to call 999 and the full address; no smoking, no candles, barbecue and fire pit on the patio only; do not charge devices on beds.
A5	IMPORTANT	28.1c / 25.9	Within 1 month	Introduce a one-page changeover checklist — alarms tested (smoke, heat and CO), routes clear, fire blanket in place, French-door key in lock (until A1 is complete), dryer filter cleared, nightlights working — dated and initialled by the housekeeper and kept by the managing agent.
A6	RECOMMENDED	22.3	At next opportunity	Wall-mount the fire blanket in the kitchen in plain view, away from the hob and the oven stack, so a guest can find it without being told where it is.
A7	RECOMMENDED	13.2a	At next opportunity	Move the log basket and the bag of barbecue charcoal out of the rear lobby to a dry store outside (a lidded box on the patio is enough). Betterment, not a deficiency: the quantity is small and there is no ignition source in contact, but fuel for outdoor use has no reason to be indoors beside a socket.

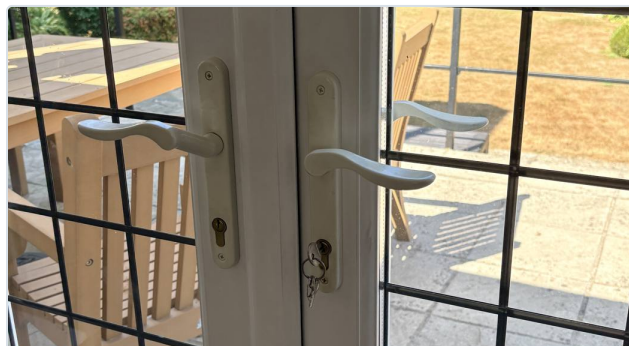
8. Photo Schedule

Photographs evidencing the significant findings and key provisions. This is a targeted schedule — not a photograph of every item. In this example report the photographs are real site photographs used with permission; the findings and captions attached to them are fictional.



P1 — 17 — Front door

Front door from the hall: nightlatch with internal thumb-turn — the primary final exit opens without a key.



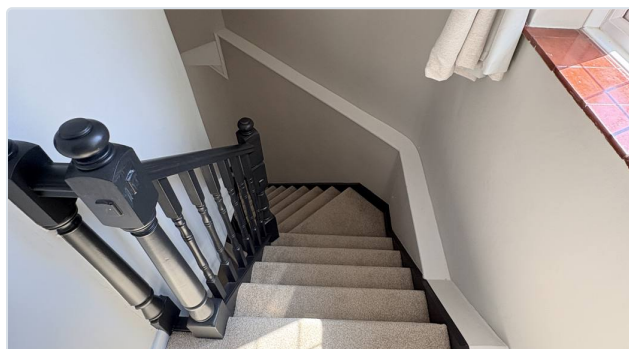
P2 — A1 / 17.2f — Lounge French doors

Key-operated multipoint lock on the French doors — the Urgent deficiency. Key in the lock at the visit (interim measure).



P3 — A1 / 17.3d — French door, open

The same door from the patio: multipoint bolts and the key-operated cylinder to be changed for a thumb-turn.



P4 — 17 — Tower stair

Stair from the first-floor landing down to the hall — the sole route from the first-floor bedroom.



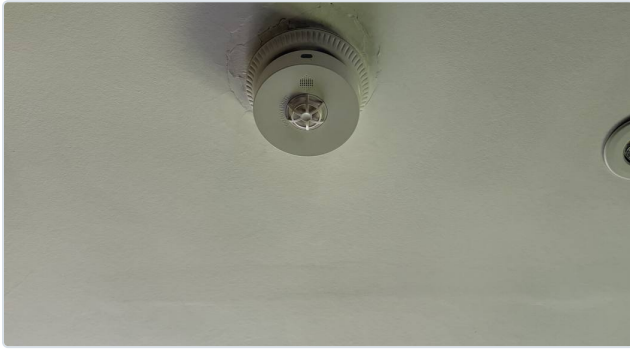
P5 — 21.1 — Landing ceiling

Interlinked smoke alarm on the tower landing ceiling, at the head of the stair.



P6 — 21.1 — Hall smoke alarm

Mains-powered interlinked smoke alarm at the foot of the stair; sounded with the landing and lounge alarms on test.



P7 — 21.1 — Kitchen heat alarm

Interlinked heat alarm on the kitchen ceiling — the expected detection for the room most likely to be the origin of fire.



P8 — A2 / 7.2a — Consumer unit

Modern RCD-protected consumer unit in the hall cupboard; the inspection report is overdue (June 2020).



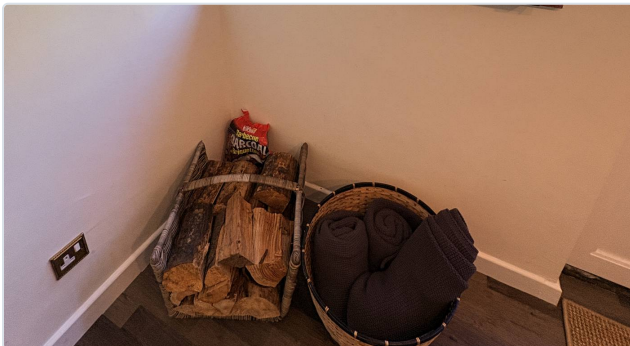
P9 — A3 / 7.2b — Tumble dryer filter

Lint filter heavily blocked — the Important deficiency at Action A3; the changeover check does not currently reach the dryer.



P10 — A6 / 22.3 — Fire blanket

Fire blanket in the high cupboard above the oven and microwave — to be wall-mounted in view.



P11 — A7 / 13.2a — Rear lobby

Log basket and open bag of charcoal beside a socket in the rear lobby — recommended for storage outside.



P12 — 10.2 — CO alarm

Carbon monoxide alarm on the boiler-house wall, reading zero; tested at changeover.



P13 — 10.2 — Boiler house

Oil-fired boiler in the detached boiler house: masonry walls, concrete floor, no combustible storage, no guest access.



P14 — 16.1 — Barbecue

Charcoal barbecue on the paved patio, clear of the fence — guest use governed by the welcome folder.

9. Sign-off

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Level 3 Certificate in Fire Risk Assessments · Associate Member of IFSM (Reg No 8267)

Date: 9 September 2026