

This information is aimed solely at people accepting paying guests to stay in their homes during the Olympics. If you use your home to accommodate paying guests, even for a couple of days, you are still required to comply with the Regulatory Reform (Fire Safety) Order 2005. Under this legislation you, the householder, are deemed the "Responsible Person", and as such, must carry out a fire risk assessment.

1 Identify The Fire Hazards

Fire starts when heat comes into contact with fuel (something that will burn) and oxygen.

Keeping sources of heat (ignition) and fuel apart is important.

What could start a fire?

Consider naked flames, heaters, electrical appliances, cigarettes, matches, gas appliances and anything else that could generate a large amount of heat or produce sparks.

In your home this could be your washing machine, cooker, candles, hair straighteners or overloaded plug sockets.

What could burn and act as fuel?

Rubbish, furniture, curtains and packaging for example, could all burn just like more obvious sources of fuel such as petrol and spirits. Are there areas where letters and newspaper are cluttered?

Have you found anything that could start a fire?.....

Make a note of it. Consider how to remove it or reduce risk.

Have you found anything that could burn and act as fuel?.....

Make a note of it. Consider how to remove it or reduce risk.

2 Identify People At Risk

Everyone is at risk if there is a fire. However, the risk may be greater for some.

Guests who are unfamiliar with your premises will be at greater risk, as will children, the elderly and disabled people.

Have you identified who could be at risk?.....

Make a note of it.

Have you identified who is especially at risk?.....

Make a note of it.

3 Evaluate & Act

Evaluate: Think about what you have discovered in steps 1 & 2. This will help you to:

Remove and reduce risk: How can you avoid accidental fires?

Could a heat source be knocked on to something that will burn or vice versa? If so, take action.

Protect: Take action to protect people and your property. Do you have adequate detection?

Will you know if there is a fire?.....

Will your guests know if there is a fire?.....

Who/how will you make sure everyone is out?.....

Who/how will you call the fire service?.....

Does everyone know the escape plan?.....

Will everyone be able to find their way out safely, even at night (keys, torches etc)?.....

Does your safety equipment work (smoke alarms, phones etc)?.....

How will you protect your escape route from fire? Are your doors shut at night?.....

Do you have substantial doors or self closers?.....

Is your escape route kept clear?.....

Make a note of how you have acted to reduce the risk of fire and protect people in the case of a fire.


4 Record, Plan And Review


Record: It is good practice to record fire hazards that you have found and how you have removed/reduced them.


Plan: You must have devised a clear plan of how to reduce the risk of fire and how you will keep people safe in case of fire. You need to co-ordinate your plan with guests.


Review: Update your assessment if new issues arise.


Have You Considered?


 **Keys:** Where do you keep them at night? Will people be able to get out of house easily? Would it be best to leave keys in the locks? Do you lock your windows?


 **Detection:** As a minimum there should be a smoke alarm on each floor. Does your property have a layout that would call for more? How long would it take for a smoke alarm to activate?

 **Doors:** Shutting your doors at night prevents the spread of smoke and fire. It will protect your escape route allowing people to exit the building safely. Will your guests be shutting doors?

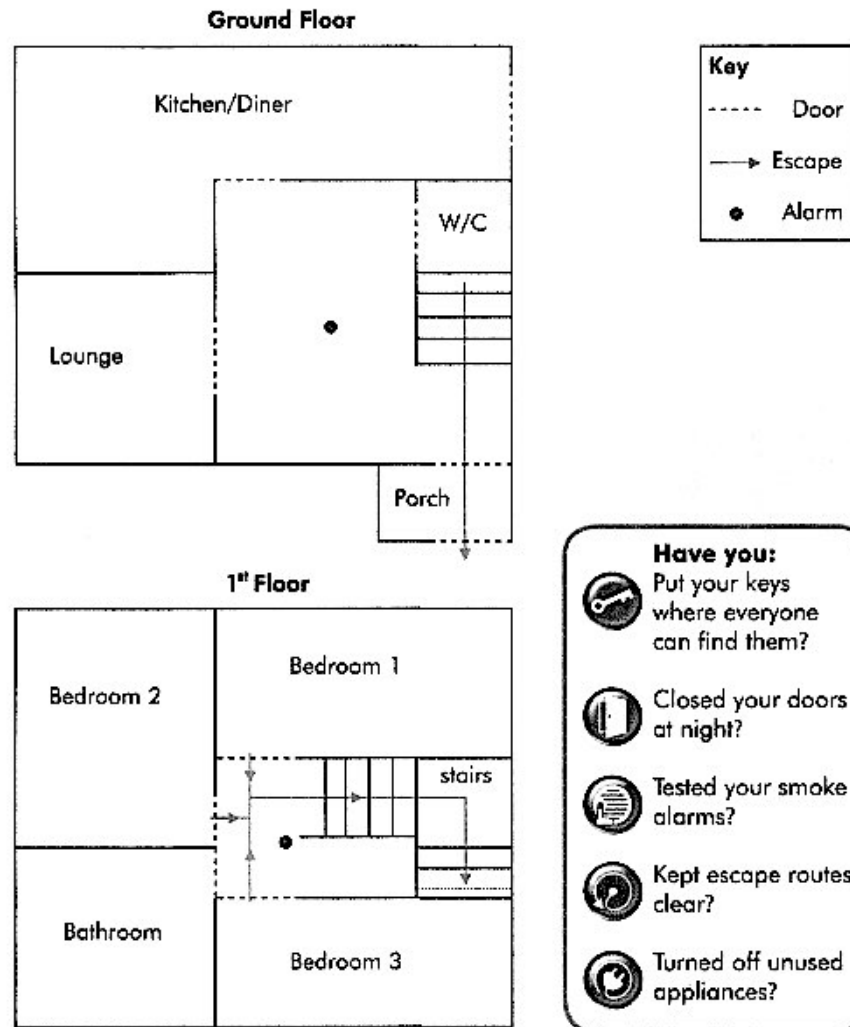
 **Electrical Appliances:** Do you turn off or unplug any electrical appliances at night when they're not in use? Do you use your washing machine or dishwasher at night after you've gone to bed?

 **Cooking:** Will your guests be using cooking appliances? Will you ask them to be safe i.e. not leave it unattended

 **Escape Plan:** Will everyone know the main escape route?

 **Windows:** In exceptional circumstances they may be the only means of escape. Are they locked? Where are the keys?

Detection And Escape



This is an example of the layout of a basic house. The main escape is down the stairs and out of the front door. Detectors have been fitted centrally in the main escape route upstairs and downstairs as a minimum. If the doors are shut the escape route will be protected from smoke and prevent the fire from spreading.