



**Northern Ireland
Fire & Rescue Service**

SMALL BED AND BREAKFAST PREMISES FIRE SAFETY GUIDE

**A guide to compliance with fire safety law
for proprietors of small bed and breakfast
premises in Northern Ireland**

*Safer
Together*

Version Control

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1. Introduction

1.1 Purpose

The purpose of this guide is to assist the proprietors of small Bed and Breakfast (B&B) premises to understand how to make their premises safe from fire in order to comply with legal requirements.

A summary of the fire safety requirements are provided in [Appendix 1](#) at the end of this document.

1.2 Legal requirements

The fire safety legislation that applies is:

- > The Fire and Rescue Services (Northern Ireland) Order 2006; and
- > The Fire Safety Regulations (Northern Ireland) 2010.

Northern Ireland Fire and Rescue Service (NIFRS) are the enforcing authority and will periodically inspect premises to confirm compliance. When your premises are inspected, officers will consider your fire safety risk assessment and examine the fire safety measures. If we are not satisfied with the steps you have taken, we could take formal enforcement action. As an initial step, however, NIFRS will help you to take appropriate measures to ensure the safety of your staff and guests.

Current building regulations will apply to the construction of new premises, and to conversions, alterations and extensions to existing premises. The standard required will be higher than the measures detailed in this guide, and will require for example; smoke alarms to be fitted in all bedrooms, and 30 minute fire doors throughout. For advice on proposed works and the application process, contact your local council building control department. Details are available at www.buildingcontrol-ni.com.

All tourist accommodation providers must receive certification from Tourism NI before they are allowed to begin operating. This involves a visit to the property from a member of Tourism NI's certification team, who will inspect the property to ensure it meets certification requirements. Under current legislation, a statutory inspection of

the premises is undertaken by Tourism NI every four years. Details are available at: www.tourismni.com.

1.3 Scope of this guide

This guidance is for proprietors of existing B&B premises that:

- > accommodate short-term paying guests in the home of a resident operator;
- > permit no more than eight guests;
- > have no more than four guest bedrooms;
- > have no more than a ground, first or second floor (which includes any roof space conversion);
- > do not have a basement;
- > do not have any storey over 200m² floor area; and
- > do not act as the principal residence for paying guests.

For premises outside the scope of this guide, arrangements are detailed in the Fire Safety Risk Assessment Sleeping Accommodation Guide, and an additional suite of fire safety guides, available via NIFRS website at:

<https://www.nifrs.org/home/staying-safe/business-fire-safety>.

1.4 Changes made in this version

Fire safety requirements continue to evolve to improve standards through time. The changes introduced in this guide are:

- > number of guests increased from 6 to 8;
- > number of bedrooms specified as a maximum of 4, previously not specified;
- > fire alarm system must be hard wired, battery alarms are no longer acceptable;
- > use of the term “principal habitable room” is no longer used;
- > minimum width of doors should typically be 44mm thickness;
- > a no smoking policy should be applied inside the premises;
- > suggestion for an optional fire extinguisher removed; and
- > the fire risk assessment must be recorded and be made available for inspection.

2. Your Responsibilities

If you are a person with responsibility for the premises, under fire safety legislation, you must:

- > carry out a suitable and sufficient fire risk assessment of your premises and record your findings;
- > ensure that adequate fire safety measures, such as escape routes and fire alarm systems, are provided; and that steps are taken to prevent fire from occurring;
- > maintain all fire safety measures in good condition, in effective working order, and hold records of testing and maintenance;
- > give suitable instruction and have adequate fire procedures to ensure staff you employ, guests and visitors are aware of what to do in the event of fire, and that they understand the fire safety measures within the premises;
- > identify and co-operate with any other person who has duties under fire safety legislation and provide relevant fire safety information to any new proprietor;
- > keep your fire risk assessment and fire safety measures under regular review; and
- > keep a record of your completed fire risk assessment, including the identity of the person who completed it, your name and UK address and any information given to you about the measures.

An annual review of the fire risk assessment and the fire safety measures is recommended, but you must also conduct a review following any significant change to the premises, or an incident such as a fire.

What you need will depend on the size and layout of your premises, and whether you or other staff will be present when guests stay. The legislation does not prescribe the specific fire safety measures required, therefore this guide has been prepared to help you. The legislation does require that you must identify and manage the overall risk and provide fire safety measures that are appropriate for the risk.

There is a range of fire safety measures possible in individual premises. As the person responsible for fire safety in your premises, you will need to use your judgement to decide what needs to be done to minimise risk.

You need to consider:

- > the hazards you have found;
- > the risks to, and the needs of, everyone on the premises, particularly those staying there;
- > the character of the building; for example, in older buildings doors and door frames can become warped and require a higher level of maintenance or replacement to ensure they will hold back fire for a sufficient period of time to allow people to escape.

3. Fire Risk Assessment

'Fire Risk' is commonly defined as the combination of the likelihood that a fire will start and the consequences a fire will have on the safety of people in the premises.

The assessment of fire risk is fundamental to fire safety law. Those who operate and have control of the premises are responsible for complying with the law.

The fire risk assessment is crucial in determining the appropriate measures for your premises and must be specific to it. There are stricter requirements for bed and breakfast premises because those staying will be unfamiliar with the accommodation.

The fire risk assessment involves an inspection of the premises to identify potential fire hazards, to ensure that there are adequate measures to prevent fires starting and that there are adequate fire protection measures to keep employees, guests, contractors, and others, who are lawfully on the premises, safe from fire.

You should consider the people who are likely to use the premises, including older people, very young children and disabled people and how they will escape in the event of a fire.

Your fire risk assessment should consider the hazards, risk and fire protection measures detailed below. To assist you, a fire risk assessment template to undertake and record the findings is provided on NIFRS website as described below. Certified tourist accommodation providers must keep a record of the completed fire risk assessment, including the findings and any group of persons you identify as being particularly at risk from fire.

For small premises, preparation of a fire risk assessment can be completed, in most cases, without specialist knowledge, by following the simple steps set out in this "entry level" guide. The guide is intended, in part, to assist you with carrying out the fire risk assessment required by law and to keep your guests safe from fire.

If you choose to carry out the fire risk assessment, it is important that you are able to interpret and apply the guidance and recommendations to your property. However, if you do not feel confident to do so, you should engage the services of a competent

fire risk assessor. [The Fire Sector Federation](#) has published detailed advice including A Guide to Choosing a Competent Fire Risk Assessor and an Approved Code of Practice for Fire Risk Assessor Competency.

Please note that, if you get help from someone else to complete your fire risk assessment, you remain legally responsible and should act on the outcome of the assessment. Always carry out reasonable checks that the fire risk assessor employed is suitably competent. Guidance on how to choose a competent fire risk assessor is also provided on NIFRS website.

3.1 Fire Risk Assessment Template

A fire risk assessment template suitable for small B&B premises is available on NIFRS website on the fire safety guides page via the link below:

<https://www.nifrs.org/home/staying-safe/business-fire-safety>

The template leads you through each of the 5 steps required as follows:

Step 1 - Identify fire hazards

Step 2 - Identify people at risk

Step 3 - Evaluate, remove, reduce and protect from risk

Step 4 - Record, plan, inform, instruct and train

Step 5 - Review

Detailed guidance on each of these steps is included in the Fire Safety Risk Assessment Guide for Sleeping Accommodation which is also available at the link above.

4. Fire Hazards

A fire hazard is anything that has the potential to start a fire, or to contribute to a fire, such as ignition sources or unnecessary build-up of combustible materials. If you identify any fire hazards, you must either remove the hazard or, if this is not feasible, take measures to reduce the risk to people.

The following sub-sections discuss fire hazards that are commonly found within paying guest accommodation and provide examples of control measures that can be used to reduce the risk.

4.1 Electrical installations and equipment

Electrical equipment and wiring are common causes of fire. Therefore, you should take suitable measures to reduce the risk.

You must make sure that your electrical wiring has been checked by a qualified contractor. You must also look out for any signs of damage to cables, cracked or loose sockets.

The electrical installation in your premises should be subject to inspection and test at least every five years and an Electrical Installation Condition Report should be provided. Any work on the electrical installation should be carried out only by a competent electrical contractor.

The fuse board and circuit breakers should be in good condition and correctly labelled.

Electrical appliances should be subject to regular checks to ensure that appliances remain in safe working condition in accordance with manufacturers' instructions. Check plugs to make sure that they are not damaged, are not overloaded and have properly rated fuses, and that cables are not frayed. Washing machines, tumble dryers and other white goods should be kept clean and in good working order. Any lint filters should be cleaned regularly. Appliances should be registered with the manufacturer and checked against current recall lists. You should carry out a visual check that all appliances appear to be in good condition between lets.

In bed and breakfast and similar accommodation, electrical appliances should be subject to periodic in-house service and testing in accordance with the IET Code of Practice for In-Service Inspection and Testing of Electrical Equipment.

The use of extension cables, trailing leads and adaptors should be avoided wherever practicable.

Guidance on electrical safety, including FAQs on maintaining electrical appliances, is available at www.hse.gov.uk/electricity.

4.2 Smoking

Smoking is a common cause of fire in domestic premises and results in more fatalities than any other cause.

There should be a defined policy on smoking. Your smoking policy should also address the use of vaping materials and e-cigarettes.

Smoking in public spaces, such as communal rooms and corridors, within bed and breakfast accommodation is prohibited by law; you must, therefore, ensure that employees and guests are aware of this. If you do not want to permit smoking in bedrooms, signs must be displayed.

NIFRS recommends that a no smoking policy be applied throughout the premises. Persons who wish to smoke should smoke outside the premises.

4.3 Arson

You need to consider the risk of arson. Good physical security and vigilance is important.

Where appropriate, entrance and exit doors should be adequately secured to prevent unauthorised access, while still allowing easy escape.

You should make sure that combustible materials, refuse, and recycling bins are kept clear of the premises (particularly any windows) to reduce the risk that an external fire will spread into the premises.

4.4 Heating

Consider any risks associated with the use of heating in your property and take appropriate fire prevention measures.

Heating and hot water systems should be subject to annual maintenance by a qualified contractor to ensure they are maintained in good condition.

The use of portable heaters should be avoided as far as possible. If used, follow the manufacturer's guidance on their safe use and, ideally, only use heaters fitted with automatic cut-off switches, such as electric oil-filled radiators. You should avoid the more hazardous types of heaters, such as radiant bar fires or liquid propane gas heaters.

You should never place heaters close to combustible materials or within exit routes.

Carbon monoxide detectors should be provided where living accommodation contains a gas or solid fuel-burning appliance, or flue.

If you have open fires or log burners in your property you should consider the following measures:

- > a fire/spark guard should be provided;
- > the chimney should be swept at least annually;
- > where necessary, spark arrestors or bird guards should be provided;
- > the size of the hearth should be adequate to prevent rugs and fabrics touching hot surfaces;
- > any dry wood, kindling and firelighters should be stored a safe distance from heat and hot surfaces;
- > metal ashbins should be provided; and
- > appropriate instructions should be given to all users and suitable procedures put in place.

4.5 Candles

Candles and tea lights are a common cause of fires, and sometimes, fatalities. You should not provide candles, tea lights or ethanol burners for use by guests, and there should be a policy in place prohibiting their use.

4.6 Housekeeping

Good housekeeping is fundamental to reducing the risk from fire.

Domestic waste should be removed from the property regularly, and clear instructions should be provided to guests on the safe disposal of waste.

Combustible materials, such as linen and towels, should be kept clear of ignition and/or heat sources. Particular attention should be paid to areas such as cupboards or storerooms that contain ignition sources or electrical equipment.

The common escape routes, including halls and staircases, must be kept clear of combustible materials or storage.

4.7 Furniture and furnishings

Furniture and furnishings provided in your premises should comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).

4.8 Contractors

Contractors commonly cause fires, particularly while carrying out “hot work” involving use of blow lamps, work on flat roofs, etc. It should be ensured that contractors are competent and qualified in the particular specialism for which they are employed.

4.9 Dangerous substances

If you use or store dangerous substances, such as flammable liquids or materials (e.g. petrol for lawnmowers), you must ensure that they are used and stored safely (ideally, outside the building in locked, metal bins) to reduce the risk of fire.

If barbecues, patio heaters or fire pits are used in gardens, they should be sited at a safe distance from the property.

If you have liquid propane gas barbecues and heaters, they must only be used in accordance with the manufacturer’s instructions in order to reduce risk. Guests must be provided with instructions for the safe use of all equipment.

5. Fire Protection Measures

Having identified any potential fire hazards and assessed whether or not the existing control measures are adequate to stop fires from happening, the next step is to consider what would happen if a fire did start. Fire safety measures that are designed to keep people safe when a fire occurs are usually described as “fire protection measures”.

The fire protection measures described below are recommended as the minimum standard suitable for a well-managed small bed and breakfast premises with a simple layout, that fall within the scope of this guide. You may of course choose to provide a higher standard for additional property protection.

5.1 Fire Detection and Alarm System

Overview

Interlinked domestic smoke alarms and heat alarms (of the type normally found in houses and flats) should be provided in the areas described below.

Type and position of alarms

Smoke alarms should be installed in hallways, corridors, staircases, lounges, and dining rooms.

Heat alarms should be installed in every kitchen, and in any other rooms (such as laundry or utility rooms), in which false alarms might occur from smoke alarms, due to cooking fumes, steam, dust, etc.

Smoke detectors may normally be omitted from roof voids unless there are specific fire hazards such as boilers, uninterruptible power supply systems, or photovoltaic power systems.

It is not necessary to install smoke or heat alarms in toilets, bathrooms or shower rooms.

Interlinking alarms

All smoke and heat alarms should be interlinked, so that, when any alarm device detects fire, all smoke and heat alarms give an audible alarm simultaneously. Interlinking may be by means of wiring or radio signalling.

Power supply

All smoke and heat alarms should be mains powered with a tamper-proof standby power supply consisting of a battery.

The power supply may be derived from an independent circuit at the dwelling consumer unit, or by a regularly used lighting circuit, protected by a fuse or circuit breaker.

Deaf or hard of hearing

Additional equipment is available to provide a warning to deaf or hard of hearing people in the event of fire. This comprises vibrating devices (for installation under pillows or mattresses) and/or flashing beacons.

Cables

Cables used for the mains supply to smoke alarms and any heat alarms, and any interconnecting wiring between all smoke/heat alarms, should be suitable for domestic mains wiring. Fire-resisting cables are not required.

Manual call points

Manual call points are not required in small premises fitted with domestic alarms.

Positioning

Alarms should be positioned as follows:

- > on the ceiling of every ground floor hall, landing level, and corridor;
- > no point within the hallway, corridor or room should exceed 7.5m from a smoke alarm;
- > no bedroom door should be further than 3m from the nearest smoke alarm;
- > no less than 300mm from any wall or light fitting;

- > in rooms protected by a heat detector no further than 5.3 m from the nearest heat detector;
- > where rooms are located on both sides of a staircase, a smoke alarm should be sited midway between the doors to these rooms;
- > ceiling mounted detectors should be sited such that their sensitive elements are between 25mm and 150mm in the case of heat detectors, or between 25mm and 600mm below the ceiling in the case of smoke detectors;
- > where there is a pitched ceiling, detectors should be installed at, or not more than 600 mm vertically below, the apex for smoke detectors and 150 mm for heat detectors;
- > where structural beams create an obstacle to flow of smoke across a ceiling:
 - 1) if the depth of the beam is greater than 10% of the ceiling height, it should be treated as a wall (i.e. detectors should be provided on both sides of the beam) or, if the beam is less than 600 mm in depth, a detector should be installed on the underside of the beam;
 - 2) in other cases, detectors should not be installed closer to the beam than twice the depth of the beam or 500 mm, whichever is less; and
- > if ceiling mounting is impracticable, in rooms and hallways not exceeding 10 m in both length and breadth, and not exceeding 50m² in area, detectors may, alternatively, be mounted on a wall provided that:
 - 1) the top of the detection element is between 150 mm and 300 mm below the ceiling; and
 - 2) the bottom of the detection element is above the level of any door opening; and
 - 3) the manufacturer's instructions state that the detector is suitable for wall mounting.

Testing

You should establish a system that ensures the regular testing and maintenance of the alarms. A weekly test is recommended and each test must be recorded.

Premises outside the scope of this guide

For premises that fall outside the scope of this guide a higher grade of fire alarm system is required. This applies to: newly registered B&Bs; materially altered premises; premises accommodating more than 8 guests; premises with more than 4

guest bedrooms; premises with more than three storeys; or a floor greater than 200m² in area. The fire alarm will require:

- > a control and indicating panel;
- > manual call points;
- > fire detectors and sounders as appropriate (smoke, heat or multi-sensor);
- > fire-resistant cables between all components;
- > professional installation by qualified technicians;
- > regular maintenance and testing by competent persons;
- > documentation including system certification, log books, and maintenance records;
- > battery backup capable of running the system for at least 24 hours in standby plus 30 minutes in an alarm condition.

Source of guidance

The source of this guidance is BS 5839 Part 6:2019 - Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises.

5.2 Means of Escape

Overview

You are required by law to ensure that it is possible for guests and staff to evacuate the premises as quickly and as safely as possible in the event of a fire. Emergency routes and exits must lead as directly as possible to a place of safety.

You must make sure that any escape routes can be used safely. An escape route includes any rooms, corridors, and stairs that people must go through to escape from a building. Escape routes must be kept clear of obstructions that may hinder use of the escape route, where needed to ensure fire safety of persons on and around the premises. You should consider whether visibility in the escape route may be affected by smoke.

People who are likely to stay

You should consider the people who are likely to stay in your premises, including older people, very young children and disabled people, and how they will escape if

fire occurs. It must be possible for people to evacuate the premises quickly and safely during a dangerous event.

Exit routes should be suitable for use by disabled people, other vulnerable people, or children. If this is not achievable, the premises should be clearly advertised and marketed as having certain features that may make it more difficult for some people, for example people with specific disabilities, vulnerable people, or children, as appropriate.

Protecting your escape routes

Doors and walls protecting your escape routes should be constructed of materials that will hold back smoke and fire for long enough to give guests sufficient time to escape. Doors and walls of such materials should still be maintained in good condition with no holes or damaged areas that would allow fire and smoke to spread into escape routes, such as corridors and staircases.

In the type of low-risk premises covered by this guide, it will generally be possible to accept escape routes enclosed with sound conventional materials, such as masonry, or timber stud and plasterboard walls and plasterboard ceilings. It may be possible to accept walls and ceilings of lath and plaster construction that is in good condition.

Travel distance

Typically, the acceptable single-direction travel distance within a room is 9 metres, and the total travel distance from the furthest point on the third storey to the final exit should not exceed 18 metres.

Seeking specialist advice

In case of doubt, the advice of a competent fire safety specialist should be obtained.

5.3 Open Plan Areas

A staircase descending, or a corridor opening, into an open plan area will present a higher risk to occupants, because if a fire starts in the open plan area, the means of escape is more likely to be blocked by smoke.

The foot of the staircase, or corridor opening into an open plan area should not be more than 3m from a final exit, or hallway, or door into a corridor, leading to a final exit.

A means of escape through an open planned area is only permissible in B&Bs comprising ground and first floor only. In such a circumstance, an alternative means of escape must be provided via a separate staircase or an emergency escape window. An escape window from each habitable room is the preferred solution. Where escape windows are provided as the alternative means of escape, the premises should be clearly advertised and marketed accordingly.

5.4 Escape Windows

Escape windows on the ground floor should only be considered acceptable if they are easily accessed and provide a clear opening of sufficient size to allow able-bodied persons to escape in the event of a fire in the access room.

The use of escape windows for rooms on the first floor is not considered a safe means of escape for paying guests, as they are likely to be unfamiliar with the layout of the property. If your property has inner rooms on the first floor, used by paying guests, and you cannot reasonably change the use of these rooms, you should seek further advice and guidance from a competent fire safety professional to consider a range of additional fire safety measures that might provide an alternative way of keeping people safe.

Since 1994, Building Regulations has required emergency escape windows to be installed at ground, first and second floor levels in dwellings. In these dwellings, emergency escape windows should already be in place. Whilst the emergency escape windows at ground and first can be used for self-escape, emergency escape windows at second floor level are to provide an opening from which the occupants can be rescued. Mobility impaired people should not be accommodated in rooms where the means of escape is reliant on escape windows.

The specification for emergency escape windows is detailed in Building Regulations Guidance Technical Booklet E - Fire Safety.

5.5 Fire Doors

In most instances, it should be possible to accept solid, conventional doors that are a good fit in their frames. They need not be a certified fire door. The following checklist will help you decide if you need to repair, adjust or replace any door:

- > doors should typically be 44mm thick of solid timber or with a core comprising flaxboard or chipboard;
- > doors should be close fitting to their frames;
- > gaps should be no more than 4mm;
- > doors should have no sizeable splits or cracks;
- > the glazing in doors, must be half-hour fire resistant;
- > doors should be closed at night to prevent the spread of smoke;
- > hollow 'egg-box', hollow core and thin panel doors, and any plain (non-fire resisting) glazing within doors or frames, provide little fire resistance and will normally need to be replaced with new 30-minute fire-resisting doors;
- > fitting intumescent strips and smoke seals to existing fire doors is not considered essential in properties covered by this guide; and
- > in three storey properties self-closures fitted to all doors on the stairway.

5.6 Final Exit Doors

Final exit doors, such as the front or back door, should always be easy to open from the inside without the use of a key. A thumb turn or simple latch may be used.

Exits should lead directly to a place of safety, clear of the premises, and fences or gates should also be easy to open without the use of a key.

5.7 Inner Rooms

A room where the only escape route is through another room is termed an 'inner room'. The occupants of an inner room could be at risk if a fire starts in the outer room, which is often referred to as an 'access room'. Although this arrangement should be avoided wherever possible, it is acceptable where the inner room is a

kitchen, laundry or utility room, bathroom, toilet or shower room and where steps have been taken to mitigate the risk, such as a vision panel or fire detection.

Inner rooms should not be used for any form of sleeping accommodation unless the rooms are on the ground floor and the rooms have direct access to a door or emergency escape window that can be used by the occupants to reach a place of safety clear of the accommodation.

5.8 Emergency Lighting

If a fire disrupts the normal lighting, there should still be sufficient illumination for occupants to find their way out of the property. Where an escape route does not receive adequate illumination from a street light or other external source, alternative emergency lighting should be provided.

Where emergency lighting is required, it will need to fulfil the following functions:

- > indicate clearly and unambiguously the escape routes;
- > provide illumination along such routes to allow safe movement towards and through the exits provided;
- > ensure that (where it is provided) fire-fighting equipment can be readily located along the escape routes.

Emergency lighting could be provided through ensuring that the hall and landing (if applicable) have:

- > one or more automatic plug-in night lights of a type which continue to operate if the mains electricity fails;
- > rechargeable torches provided in all guest bedrooms, or
- > self-contained luminaires installed complying with BS 5266-1:2011.

Where emergency lighting is provided, you should establish a testing and maintenance system to ensure that the emergency lighting provided is present and in working order. Records of the testing and maintenance should be kept.

5.9 Firefighting Equipment

A fire blanket should be provided in the kitchen for the operator to use.

5.10 Signage

A simple notice advising the occupants of what to do in the event of a fire should be fixed in a prominent place such as the hall, and/or be provided within a welcome pack. Where rechargeable torches are provided to assist with evacuation, there should be a sign adjacent to each torch stating what it is to be used for.

Exit signs are only required where they are needed. In small premises, the escape route and the front door are likely to be obvious, so there may not be a need for an emergency exit sign. Less obvious or more complicated routes will require emergency exit directional signs.

5.11 Fire Drills

At least once annually, you should carry out a rehearsal 'fire drill' when no guests are present to ensure that all staff are aware of how to evacuate and what to do in the event of fire. The drill should be recorded in your fire safety log book.

5.12 Fire Safety Policy

The law requires you to have a fire safety policy to detail arrangements. A fire safety policy template suitable for small premises is available at the link below.

5.13 Emergency Fire Action Plan

The law also requires you to have an emergency action plan. You should prepare a plan of what action the guests should take in the event of fire, or other emergency, which should include:

- > clearly identifying the escape routes;
- > how to raise the alarm by shouting fire, fire, fire, and alerting others;
- > ensuring all guests are evacuated; and
- > calling the Fire & Rescue Service using 999.

The emergency fire action plan should be available for each party arriving at the premises.

An emergency fire action plan template which can be amended to suit your premises is available at the link below.

5.14 Fire Safety Log Book

A fire safety log book should be maintained to record the testing and maintenance of:

- > the fire alarm;
- > any provision for emergency lighting;
- > any firefighting equipment; and
- > fire drills.

A fire safety log book template is available at the link below.

5.15 Templates

The following templates are available to help you. These can be amended to suit your premises:

- > Fire Risk Assessment Template for Simple Premises;
- > Fire Safety Log Book Template;
- > Fire Safety Policy Template; and
- > Emergency Fire Action Plan Template.

The templates are available at:

<https://www.nifrs.org/home/staying-safe/business-fire-safety/fire-safety-guides/>

6. Further Information

You will find more information about fire safety law on NIFRS website at:

<https://www.nifrs.org/home/staying-safe/business-fire-safety/>

For detailed information about your premises providing sleeping accommodation, see the technical guide to fire safety risk assessments in sleeping accommodation.

Download a copy for free at:

[Fire Safety Risk Assessment - Sleeping Accommodation.](#)

A supplementary guide providing information on accessibility and means of escape for people with mobility impairment is available at:

[Fire Safety Law - The Evacuation of Disabled People from Buildings.](#)

Appendix 1 - Summary of Requirements

Capacity	<ul style="list-style-type: none"> > no more than 8 guests
Size	<ul style="list-style-type: none"> > no more than 4 guest bedrooms > no more than a ground, first and second floor > does not have a basement > does not have any storey over 200m² floor area
Fire Alarm	<ul style="list-style-type: none"> > interlinked domestic alarms > mains powered with a tamper-proof standby battery > smoke alarms in hallways, corridors, staircases, lounges, and dining rooms; > heat alarms in every kitchen, and in any other rooms (such as laundry or utility rooms), in which false alarms might occur > smoke detectors in the roof void if there are specific fire hazards such as boilers, uninterruptible power supply systems, or photovoltaic power systems > alarms should be positioned correctly
Means of Escape	<ul style="list-style-type: none"> > clear from obstructions > constructed of materials that will hold back smoke and fire > within an acceptable travel distance
Doors	<ul style="list-style-type: none"> > solid timber of 44mm thickness > close fitting with a gap of no more than 4mm > glazing must be fire resistant > closed at night > hollow or thin panel doors must be replaced > in three storey properties self-closures fitted to all doors on the stairway
Emergency Lighting	<ul style="list-style-type: none"> > illumination from a street light or other external source, or > one or more automatic plug-in night lights which continue to operate if the mains electricity fails, or > rechargeable torches provided in all guest bedrooms, or > self-contained luminaries
Final Exit Doors	<ul style="list-style-type: none"> > be easy to unlock and not need a key > should lead to a place of safety with restrictions
Firefighting Equipment	<ul style="list-style-type: none"> > fire blanket in kitchen

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