FIRE RISK ASSESSMENT PREPARATION

HOLIDAY LETS & SERVICED STAYS.

For Airbnb hosts, holiday-let owners and serviced accommodation managers. Help us understand the property and the people who stay there.



01

Tell us about it

Complete one property form. Include location, layout and how it is used.

02

Gather your records

Use the checklist on page 2. Send what applies and tell us what is missing.

03

Arrange the visit

Agree access, a contact and a private route for sharing your reports.

Where practicable, share information three working days before your visit. This guide supports preparation; it is not a completed assessment or confirmation of compliance.

WHAT TO HAVE READY.

Gather the records you already hold. Not every item applies. A missing document is a point to discuss, not an instruction to commission every report below.

- [ ] **Property layout & existing fire information**

  Floorplans, sleeping rooms and sofa beds, floor levels, alterations and any existing fire strategy. For a flat, include available block fire and evacuation information.

- [ ] **Previous assessment & actions**

  The latest fire risk assessment and action plan, with evidence of completed work and details of outstanding actions.

- [ ] **Smoke, heat & fire alarm records**

  Details of the installed alarm system, installation information where held, routine checks, service reports and records of faults or repairs.

- [ ] **Electrical installation (EICR)**

  The full Electrical Installation Condition Report, including schedules, and evidence of remedial work. Include relevant appliance inspection or maintenance records.

- [ ] **Gas, heating & solid-fuel appliances**

  Relevant gas safety and appliance servicing records where applicable. Include wood-burner or stove maintenance and chimney-sweeping records where relevant.

- [ ] **Emergency lighting, where provided**

  Available installation, testing and servicing records, plus defects and repairs. The assessor will consider what lighting arrangements are appropriate for the property.

- [ ] **Doors, escape routes & fire equipment**

  Available fire-door and escape-route checks. Include servicing or inspection records for extinguishers, fire blankets and other fire equipment where provided.

- [ ] **Guest fire instructions**

  The information guests receive about raising the alarm, leaving safely, contacting the emergency services and the property address. Include relevant smoking, charging and appliance rules.

- [ ] **Hosting & changeover arrangements**

  Who checks the property between stays, cleaning and maintenance checklists, fault reporting, emergency contacts and arrangements to assist guests who may need help.

READY FOR THE VISIT.

01 Tell us how the property is used

Maximum guests including children, all sleeping spaces including sofa beds, floor levels, guest instructions and who checks the property between stays.

02 Arrange access and a contact

Agree a suitable time around guest stays and arrange permission to access all agreed areas. Tell us about flats in shared buildings and who controls their common parts. Share keys or access codes separately through an agreed route.

03 Share complete reports privately

Use the online form for property details. Request a private upload link if needed; SIUK will arrange it after reviewing your details. Include full reports, schedules and remedial evidence. Do not enter access codes or personal medical details in the website form.

Confirming the scope: A short-stay property is not assessed just by its booking platform or label. Tell us its location, layout, sleeping capacity and how it is used. Larger or complex properties may need a different assessment scope. Rules and guidance differ across the UK; tell us which nation the property is in.

A visual FRA does not replace system servicing, an EICR or specialist intrusive surveys. Tell us about missing records early; they may need follow-up or be recorded as a limitation.

YOUR NEXT STEP

Complete your property form and view the online checklist.

help@safetyinspectors.co.uk · 0330 1226 337

Further reading: GOV.UK: Small paying guest accommodation guidance (England)