

Document 4 Ways to help homestays produce fire risk assessment.

Step 1	<p>Inform host of expectation</p> <p>(a) that school must see current fire risk assessment (b) date by which this must be done (c) that school can help (rented student houses only) must have fire alarms on every story and carbon monoxide alarms in room with fire/woodburner</p>
Step 2	<p>Give information</p> <p>i) email link to fire safety devices needed www.gov.uk/private-renting/your-landlords-safety-responsibilities ii) 'Do you have paying guests' leaflet. www.communities.gov.uk/publications/fire/payingguests States that homestays must have fire risk assessments and also what they need to do, including showing a sample and a blank fire risk assessment form. For some homestays this might well be enough. iii) give number of local fire service and tell hosts they can get free home visit to advise on fire safety and usually to get free fire safety equipment. It might take a little while (month or more), and the fire officer won't produce a risk assessment, but will be very helpful. Go to www.fireservice.co.uk/safety/hfsc</p>
Step 3	<p>Offer further help from school</p> <p>If offering further help, you must make clear (as the pamphlet mentioned above does) that the school cannot be responsible for producing the fire risk assessment in their home; the school can only offer further guidance.</p> <p>i) provide link to the very useful <i>Fire Safety in the Home</i> booklet www.fireservice.co.uk/safety Also available in 16 languages other than English! ii) for older hosts, another very useful booklet is the AgeUK <i>Home safety checker</i> www.ageuk.org.uk/home-and-care/home-safety-and-security/home-fire-safety Click on the <i>Home safety checker factsheet</i>. Both these publications give advice about fire safety; they don't tell you how to write a risk assessment.</p>
Step 4	<p>School providing documents</p> <p>i) option to provide e.g. the Fire Safety at Home checklist ii) a sample and/or blank risk assessment form. If you do this, with some headings already filled in (e.g. side 1 of the handout), there is the danger that the host will think those are the ONLY headings s/he has to consider, whereas in any home there may be additional specific fire hazards.</p>
Step 5	<p>Visit to home to offer guidance</p> <p>Even if the host has had a visit from the local fire service, s/he may still feel unsure about completing the fire risk assessment. In this case, does the school have staff who feel confident about helping - and also the time to do that? Once it has been done for the first time, reviewing it to update it should be straightforward.</p>
Step 6	<p>Recording</p> <p>You could ask for a photocopy of the fire risk assessment to keep on file. If you don't do this, you must have a record of having seen a current fire risk assessment; the date, the person who saw it, the date it runs to (standard practice is annual visit). It is best to also have the name of person who wrote it.</p>
Remember	<p>Legally, the school cannot be responsible for producing the fire safety risk assessment; it must be done by the host!</p>