HIGHLAND RISK SOLUTIONS
Making risk management manageable.

HRS-FIR-003 · Fire safety · Communal areas

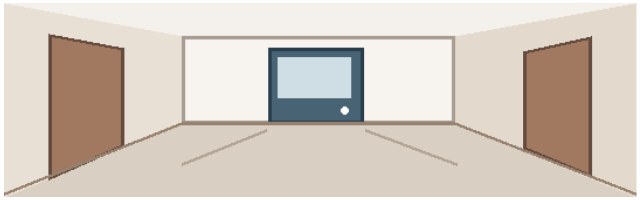
Are escape routes free of obstructions?

What the guidance says

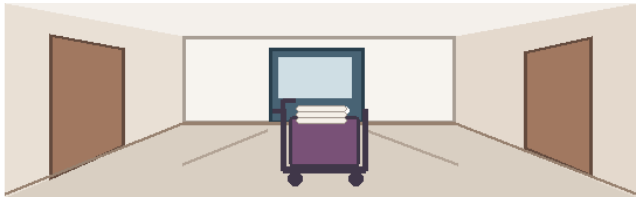
Keep halls, corridors and stairs used for escape clear. Park housekeeping trolleys in a designated storage area away from escape routes. This audit check applies to all properties.

How to apply it

1. Use your fire risk assessment to identify each escape route.
2. Walk each route from the guest rooms to the relevant final exit. Look for housekeeping trolleys, laundry, furniture or deliveries narrowing the path or blocking a doorway.
3. If safe, move obstructions to suitable storage and walk the route again. If a route remains obstructed, follow the audit's urgent review process and seek competent fire safety advice where needed.



Clear route



Move the housekeeping trolley

Example only — follow your property's fire risk assessment.

Why it matters

Guests may be unfamiliar with the building and may need to leave quickly in the dark or in poor visibility. A clear route helps them get out without stepping around stored items.

What to record and what to do next

Record the date, routes checked, hazards found and any action taken. Example: "First-floor guest rooms to front exit checked. Housekeeping trolley moved from the landing to the store. Route rechecked and clear."

Yes All routes checked and clear. **Partly** Some routes still need checking. Explain what is outstanding. **No** A route remains obstructed.

For Partly or No, start urgent review. Assess any immediate danger and record the action, priority, owner and target date.

Source and review

Official guidance · Scottish Government fire safety guidance for sleeping accommodation · Annex 2, step 4 (S01)

Check Annex 2's scope for your property. Where it falls outside that scope, use the full guidance and seek competent advice as needed.

Licensing link · Supporting check for fire duties. Check any conditions on your own licence.

Suggested routine · Daily visual check from the audit workbook.

Workbook v0.1 · Source checked 15 November 2026 · **Draft for Scottish technical review**