

Fire Risk Assessment

Address	
Date of Assessment	
Carried by	
Date	
Number of Occupants	
Number of storeys (Inc. basement and loft)	

All licensed HMOs must have a fire risk assessment.

This Fire Risk Assessment is suitable for small HMOs with simple layout and small numbers of occupants. In properties with large number of occupants, more than 3 storey high or difficult layout, a more comprehensive fire risk assessment may be necessary. The fire risk assessment must be carried out by a **competent person**.

Any identified risk should be reduced or removed, providing fire safety measures.

If the fire risk assessment finds that the neighbouring properties (next door, below, above) may be affected in case of a fire, the findings should be shared with the owners and occupants of these properties.

The fire risk assessment must be kept up to date; it should be reviewed whenever there are alterations to the property or its contents and at changes of tenancy.

Any findings from the fire safety risk assessment must be used to prepare an emergency plan, which should set out what to do in case of fire, identify escape routes, where to assemble and how to contact the Fire and Rescue Services.

Please follow link below for more information regarding fire safety:

[Fire Safety Risk Assessment - Sleeping accommodation](#)

[Lacors Guidance – Housing Fire Safety](#)

[Fire Risk Assessment – Avon Fire Rescue](#)

There are five steps to the risk assessment.

Step 1 – Identify Fire Hazards (Sources of ignition)

Hallway and landings

Identify Fire Hazards (Sources of fire ignition)	Are existing control measures suitable?		
Are the means of escape clear from combustible items, including furniture and any other items and possessions?	YES	NO	
Gas, electrical meters – are they boxed in with a fire retardant material to provide a fire separation?	YES	NO	
If electrical board, gas meters located in the under stairs cupboard, is the cupboard kept empty?	YES	NO	N/A
Is smoking prohibited in the property?	YES	NO	
Escape routes unobstructed?	YES	NO	
Emergency lighting provided in difficult layout properties?	YES	NO	
Any other sources of ignition	YES*	NO	

If you have answered NO to any questions above (*and YES the last question), complete the details below

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete

Living room

Identify Fire Hazards (Sources of fire ignition)	Are existing control measures suitable?		
Fire place – is it capped off?	YES	NO	
Gas, electrical meters – are they boxed in with a fire retardant material to provide a fire separation?	YES	NO	N/A
Portable heating equipment, is it PAT tested and kept away from flammable material? Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	YES	NO	N/A
Any other sources of ignition?	YES*	NO	

If you have answered NO to any questions above (*and YES the last question), complete the details below

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete

Identify Fire Hazards (Sources of fire ignition)	Are existing control measures suitable?		
Is a fire blanket wall-mounted and away from the cooker/oven?	YES	NO	
Have the gas cooker and boiler and any other gas equipment been tested by a registered gas safety engineer within the last 12 months?	YES	NO	
Toaster and any other electrical equipment – were they PAT tested within the last 12 months?	YES	NO	
Any electrical equipment left behind previous tenants – are they safe to use and PAT tested?	YES	NO	
Are there dangerous substances used or stored within the premises? If yes, a risk assessment must be carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002.	YES	NO	
Are there appropriate measures for the safe storage and disposal of waste?	YES	NO	
Any other sources of ignition?	*YES		N/A

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete

Step 2 – Identifying People at Risk

Identifying People at Risk	Findings
Are the tenants with visual or hearing impairments?	
Are the occupants with physical impairments?	
Are the occupants vulnerable in any way?	

Step 3 – Evaluate, Remove, Reduce and Protect from Risk

Control measures which reduce the risk of harm to the occupants from fire can include those below. Other measures may be appropriate according to the assessment of the degree of risk identified above.

Is the fire alarm system adequate for the premises?	YES	NO
Has the fire alarm and emergency lighting been tested in accordance with the licensing conditions?	YES	NO
Is there information note on the means of escape showing escape route?	YES	NO
Are all doors on escape route easily opened without a key?	YES	NO
Stairs – are they under boarded with a fire retardant material to provide fire separation and allow safe escape?	YES	NO
Doors to the bedrooms – do they provide 20 minutes fire separation (up to two storeys) or 30 minutes fire separation (3+ storeys)?	YES	NO
Walls (bedrooms, kitchen, living room) –do they provide 30 minutes fire separation to the means of escape?	YES	NO
Ceiling – is there adequate fire separation to the floor above?	YES	NO
If fire extinguishers available, were they serviced within 12 months?	YES	NO
Are the fire extinguishers mounted on walls or on appropriate bases	YES	NO N/A
Can everybody escape in a reasonable time?	YES	NO
Are there any holes around pipes and cables to allow smoke to enter other rooms or floors?	YES	NO
Could a fire spread to other premises?	YES	NO
Can the fire services easily get to your premises?	YES	NO
Are there additional means of escape- rear door, escape windows on ground and first floor?	YES	NO
Is the kitchen door a fire door?	YES	NO
If provided, are sprinklers/misting systems serviced within the last 12 months?	YES	NO
Other measures? Specify on step 4	YES	NO

Step 4 – Record, Plan, Inform, Instruct and Train

Have you provided fire instructions and fire training?	YES	NO
Are there instructions available to occupants about what to do in case of a fire?	YES	NO
Are tenants informed about testing the fire detection system weekly?	YES	NO
Is a log book available to occupants to fill in after testing fire detectors?	YES	NO
If fire extinguishers provided, have you trained occupants on how to use them?	YES	NO
Do you have a contractor set up to check 6-monthly Grade A fire detection system?	YES	NO N/A
Have you recorded significant findings of this assessment in page 6?	YES	NO
Specify further control measures identified to reduce risk		
1.		
2.		

Step 5 - Review

Review should take place between tenancies or on annual basis; after any change to the premises.	Date of next Review ____/____/20____	Comments:
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FIRE SAFETY ACTION PLAN

Priority 1	Needs attention immediately
Priority 2	Needs attention within 1 week
Priority 3	Needs attention within 1 month
Priority 4	Needs attention within 6 months

Ref.	Action required	Priority	Action by whom	Completion date

LEVEL OF FIRE RISK

Low – Usually low likelihood of fire as a result of negligible potential sources of ignition

Normal – Normal fire hazards for this type of occupancy, with fire hazards generally subject to appropriate controls

High – Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire

[Fire safety leaflet for tenants](#)