FIRE RISK ASSESSMENT

Regulatory Reform (Fire Safety) Order 2005

ESTABLISHMENT:	HMO/FMO	**Assessor: (print)**		**Signature**	
Address:		**Responsible Person:**		**Date:**	
		Building size/ description: (approx area, no of exit staircases/ routes etc.)		**Review date:**	
What is the main method of fire detection:	**People**			**No. of floors:** (does this include basement or roof)	
	Smoke Alarms				
	Automatic				

Occupation:	**Number:**	**Shared Facilities:**	**Number:**	**Has the premises been recently modified as a result of:**	
The number of letting units:		Kitchen:		a) Building Control recommendations and/or	YES NO N/A
The number of households:		Living/Dining:		b) A schedule issued by Environmental Health: So that the premises is suitable as a HMO/FMO	YES NO N/A
The number of persons:		**Plan attached:**	**YES/NO**		

IDENTIFY FIRE HAZARDS

Sources of Ignition	**Sources of Fuel**	**Sources of Oxygen**

PEOPLE AT RISK

People At Risk:	**Residents**		**Known special requirements:**	**Mobility**	
	Visitors			**Visual**	
	Contractors			**Hearing**	
				Language Issues	

1. MEANS OF ESCAPE AND ESCAPE TIMES

Fire Safety (the issues)	**Recommended control measures**	**Yes / No / NA**	**Recommended Action and Comments (by whom)**	**When (incl. review date)**
Do escape routes lead in different directions to places of safety? (i.e. a place beyond the building in which a person is no longer in danger)	• If there is only one means of escape (e.g. one staircase) people should be able to reach a final exit door, protected staircase/refuge, or point with more than one route within one minute.			
When and how often are fire exit doors checked to ensure that they work properly and are free from obstruction? Who is responsible for this?	• Fire exits immediately openable without use of a key. • Electronic locks release on alarm activation.			
What arrangements are made to ensure that fire doors close properly and have no damage?	• Check weekly • Ensure all fire doors are identifiable with signage and have self closure fixed and in working order. • Check automatic closing doors weekly and during alarm test			
Are all gangways and escape routes free from obstruction?				
Are the floor surfaces on escape routes free from tripping and slipping hazards?				

2. FIRE DETECTION AND WARNING (Alerting building Occupants)

Fire Safety (the issues)	**Recommended control measures**	**Yes / No / NA**	**Recommended Action and Comments (by whom)**	**When (incl. review date)**
What method of detecting a fire is in place? Automatic fire detection/alarm? Battery operated smoke detection? Other, please state.				
Is the automatic fire detection system in working order? Who is responsible for this?				
How do residents and visitors know what to do if a fire occurs or the alarm is raised?				
How do you ensure that the fire alarm is tested each week? Where is it recorded? Is each call point checked over time?	• Weekly call point test cycle so each is tested over time			
What arrangements are there for having heat and smoke detectors checked? Who is responsible for checking them and how often are they checked?	• Maintain and service regularly. • Ensure installed in 'high risk' areas and unoccupied areas e.g. basements etc			
What arrangements are there for having the complete alarm system serviced by a competent contractor? Who is responsible for this?				

3. SOURCES OF IGNITION (Check, inspect and control)

Fire Safety (the issues)	**Recommended control measures**	**Yes / No / NA**	**Recommended Action and Comments (by whom)**	**When (incl. review date)**
Do the premises have open fires?	• Where are they located? • How are they managed? What safety arrangements are there (e.g. guards)			
Does the premise have fixed heaters and where are they? How are they managed and what safety arrangements are in place?	• Keep away from combustibles • Do not leave on when area unoccupied			
Do the premises have any portable heaters? Where are they used and how are they managed? What safety arrangements are in place?	• Turn off when not in use • Ensure vents are clear • Remove combustibles in area • Portable appliance testing carried out annually			
Smoking Policy	• Smoking policy in force • Specified area outside the building			
What fire risks are there with cooking and kitchen use? How are these controlled?	• Gas and electrical equipment maintained • Fire blankets provided • Portable fire fighting extinguishers			
What fire risks are there with regard to boilers? How are they managed?	• Annual service			

What fire risks are there with regard to the safe storage of cleaning materials? How are they managed?	• Keep to a minimum? • All flammables stored in appropriate store			
Where can a fire start without being noticed straight away?	• Are items of ignition stored in this area?			

4. COMBUSTIBLE MATERIALS (Remove, reduce and control)

Fire Safety (the issues)	**Recommended control measures**	**Yes / No / NA**	**Recommended Action and Comments (by whom)**	**When (incl. review date)**
How is waste storage, or other outside storage areas controlled for fire hazards?	• Waste stored away from building in enclosed area and bins secured			
Have flammable and combustible materials been identified and minimised where possible?				
Is the furniture upholstery made of fire resistant material?				
What provisions are made for ensuring the communal areas and escape corridors are kept clear of combustible materials at all times?				

6. STRUCTURAL FEATURES (Control fire spread)

Fire Safety (the issues)	**Recommended control measures**	**Yes / No / NA**	**Recommended Action and Comments (by whom)**	**When (incl. review date)**
Is the property of sound construction, with suitable fire resistance to the hall and landings?				
Are all doors used for means of escape purposes available for use and can doors be easily and immediately opened with a single form of fastening?				
Where on the premises are there holes in the ceiling? In partition walls around pipe work and cables? These must be filled to help prevent the spread of fire.	• Has work taken place which may have made holes in walls or damaged any fire resistant wall/ceiling linings? E.g. new doors, glazed screens.			

7. ELECTRICAL (maintenance)

Fire Safety (the issues)	**Recommended control measures**	**Yes / No / NA**	**Recommended Action and Comments (by whom)**	**When (incl. review date)**
What arrangements are there for the regular testing of portable electrical equipment (i.e. equipment with plugs)	• Annual portable appliance testing by competent person.			
What arrangement is there for the fixed wire testing? (At least every 5 years)	• Rolling programme of works • Records			

8. SIGNAGE / LIGHTING

Fire Safety (the issues)	**Recommended control measures**	**Yes / No / NA**	**Recommended Action and Comments (by whom)**	**When (incl. review date)**
Is there adequate signage in place?	• Are all fire signs conspicuous (not covered or painted over etc)?			
What arrangements are there for checking the emergency lighting? (if provided)	• Check operation of emergency lighting units at least monthly. Ensure record of check made in fire logbook. • A competent engineer should test emergency lighting system twice a year. Ensure record of test made in fire logbook. • Check operation of emergency lighting units at least monthly. Ensure record of check made in fire logbook. • A competent engineer should test emergency lighting system twice a year. Ensure record of test made in fire logbook.			
Are all fire escape routes adequately lit?	• All escape routes should be sufficiently lit for people to see their way out safety. Emergency escape lights may be needed if areas are without natural daylight or are used at night. • All escape routes should be sufficiently lit for people to see their way out safety. Emergency escape lights may be needed if areas are without natural daylight or are used at night. • Check the relevant areas with the lights off to see if there is sufficient light from other sources (e.g. streetlights or unaffected lighting circuits). If lighting is insufficient emergency lighting should be provided. • Emergency lighting should function not only in a complete failure of normal lighting, but also on a localised failure that would present a hazard. • Emergency lighting should cover escape routes and be sited to cover specific areas. E.g. intersections of corridors, each exit door, flights of stairs, near fire alarm call points, fire exit signs, and changes in floor level, near fire fighting equipment, outside each final exit lift cars.			

9. FIRE FIGHTING EQUIPMENT (Sufficient & appropriate, check and inspect)				
Fire Safety (the issues)	**Recommended control measures**	**Yes / No / NA**	**Recommended Action and Comments (by whom)**	**When (incl. review date)**
Is there sufficient fire fighting equipment of the correct type? Is there at least one extinguisher placed for each 200 metres of floor space? (Minimum of 2 per floor unless it is an upper floor less then $100m^2$	• Ensure extinguishers are appropriate at local risk • Ensure extinguishers are fixed near exit doors and at appropriate heights (handle of large extinguisher – approx 1 metre from floor. Handle of small hand held extinguisher – approx 1.5 metres from floor. • Ensure that fire extinguishers are conspicuous (not blocked or obscured). Directional arrows and fire fighting equipment signs must be displayed where equipment is hidden from direct view (e.g. hose reel in cupboard, extinguisher in an alcove). • Ensure there are notices and/or instructions indicating the correct use of extinguishers.			
How often and by whom is the fire equipment checked?	• Are weekly inspections of extinguishers carried out? Record inspections (safety clip, indication of use of devices, external corrosion and dents. • Check extinguishers are inspected annually by a competent engineer. Check for record in fire log book.			
Are there fire blankets provided in the kitchen(s)?	• Light duty blankets – small fires in containers for cooking oils or fats and fires involving clothing.			

10. PLANNING FOR AN EMERGENCY (coordinating evacuation)

Fire Safety (the issues)	**Recommended control measures**	**Yes / No / NA**	**Recommended Action and Comments (by whom)**	**When (incl. review date)**
Is there an emergency plan in place?	• Ensure there is a plan for raising the alarm, calling the Fire & Rescue Service and assembly point locations. • Ensure fire action notices are in place and up to date. In general fire action notices should be posted next to all fire alarm call points. • Is the plan understood by residents whose first language is not English?			
Are all your residents reasonably mobile?	• Are there suitable procedures in place for the evacuation of disabled persons?			

ADDITIONAL COMMENTS & OBSERVATIONS: (include any additional issues identified and actions that require implementation)

Signature: **Date:**

(Print) _____ **Next Review Date:**

11. FLOOR PLAN

12. ACTION PLAN following review	Date:	Reviewed by:		
New hazards and/or risks identified	**Recommended control measures**	**Date**	**Action and by whom**	**Date completed & signature**

A blank copy of this page should be taken prior to completion for future use. The completed copy should be kept with the risk assessment.