

LANDLORDS FIRE SAFETY RISK ASSESSMENT

Fire Risk Assessment – record of significant findings	
Risk Assessment for:	Assessment undertaken by:
Address:	Completed by:
	Signature:
	Date:
Floor/unit (for larger or multi-unit properties):	Type of property? (i.e. bedsits, self contained flats, mixed)
Step 1 – Identify fire hazards	
Fire starts when heat or spark (source of ignition) comes into contact with fuel (anything that burns), and oxygen (air). You need to keep sources of ignition and fuel apart!	
Sources of ignition:	
How could a fire start? Think about heaters (portable and fixed), lighting, naked flames (candles / nightlights), Faulty electrical installations or equipment (TV's, computers, cookers , toasters, fridges, washing machines, etcparticularly when shared), gas appliances (boilers, cookers, gas fires), Smoking (cigarettes, matches, lighters), Ironing and 'airing' of clothes (near naked flame or on covector heaters) and anything else that gets very hot or causes sparks. Also consider the possibility of arson attacks particularly in unsecured areas of the building or to 'wheely bins'.	<input type="checkbox"/> Have you found anything that could start a fire? <i>Make a note of it here:</i>
Sources of fuel:	
What could burn? Furniture, curtains, bedding, clothing could all burn. Also think about accumulations of waste like household rubbish, paper (unwanted mail, newspapers) just like the more obvious fuels such as petrol, bottled gas (LPG), paints, and white spirit. Are there seasonal decorations (Christmas tree, decorations) or ceiling or wall finishes that could burn? (hardboard, chipboard, or polystyrene) Check outside areas too, a fire here could spread indoors.	<input type="checkbox"/> Have you found anything that could burn? <i>Make a note of it here:</i>

Step 2 – People at risk

Who could be at risk?

Everyone is at risk if there is a fire but think whether the risk is greater for some than for others?

This could be because of where they live (top floor flat or basement) and they have a long way to get out.

People asleep are always at risk, as are people with disabilities (impaired mobility, vision or hearing) or visitors who are unfamiliar with the property.

Is there anyone who could be impaired by alcohol, drugs or medication?

Are there any tenants in isolated or enclosed parts of the building or do they have young children, and so may not be able to get out of the building as quickly?

People over 65 years of age are considered especially vulnerable.

Does anyone need a key to get out of the building?

Have you identified?

Who could be at risk?

Who could be especially at risk?

Make a note here:

Step 3 – Evaluate, remove, reduce and protect from risk

Evaluate

First, think about what you have found in steps 1 and 2; what are the risks of a fire starting, and what are the risks to people in the building?

Remove and reduce risk

How can you avoid accidental fires?

Could a source of heat or sparks fall, be knocked or pushed into something that would burn?

Could something fall, be knocked or pushed onto a source of heat or flame?

Protect

Take action to protect your premises and people from fire.

Have you evaluated the risks of fire in your building?

Have you evaluated the risk to staff and visitors?

Have you kept any source of fuel and heat/sparks apart?

Have you had electrical appliances and installations checked for safety?

Have you protected your premises from accidental fire or arson?

If someone wanted to start a fire deliberately, is there anything around they could use?

Have you removed or secured any fuel an arsonist could use?

How can you make sure everyone is safe in case of fire?

How will you know if there is a fire?

Is there a fire alarm system?

Is there a plan to warn others?

How will you make sure everyone gets out?

Is there a protected route ?

Who will call the fire service?

Could your put out a small fire quickly and stop is spreading?

Who will provide additional advice?

Housing Authority (Housing Inspector)

Fire Service (Fire Safety Dept)

How will everyone escape?

Have you planned escape routes?

Have you made sure people will be able to safely find their way out, even at night if necessary?

Does all your fire safety equipment work?

Will people know what to do and how to use equipment?

Make a note here:

Step 4 – Record, plan and instruct		
<p>Record Keep a record of any fire hazards and what you have done to reduce or remove them. If your premises are small, a record is a good idea. If you have five or more staff or have a HMO licence then you <u>must</u> keep a record of what you have found and what you have done.</p> <p>Plan You must have a clear plan of how to prevent fire and how you will keep people safe in case of fire. If you share a building with others, you need to coordinate your plan with them.</p> <p>Instruct You need to make sure your tenants know what to do in case of fire.</p>	<p><input type="checkbox"/> Have you made a record of what you have found, and action you have taken? <i>Make a note here:</i></p> <p><input type="checkbox"/> Have you planned what everyone will do if there is a fire? <input type="checkbox"/> Have you discussed the plan with all your tenants?</p> <p>Have you?</p> <p><input type="checkbox"/> Informed your tenants of what to do if there is a fire? <input type="checkbox"/> Made sure that everyone understands what to do? <input type="checkbox"/> Issued a written fire procedure? <input type="checkbox"/> If you do not live at the property, have you nominated a tenant to check Fire equipment and /or report problems? <input type="checkbox"/> Consulted with anyone who shares a building with you, <u>and</u> included them in your plan?</p>	
Step 5 – Review		
<p>Keep your risk assessment under regular review because over time, the risks may change. If anything changes that effects the risk at the property then you should review you assessment and tell anyone who share the building.</p>	<p>Have you?</p> <p><input type="checkbox"/> Taken on any new tenants who may be vulnerable? <input type="checkbox"/> Made any changes to the building inside or out? <input type="checkbox"/> Had a fire or near miss? <input type="checkbox"/> Introduced anything that could be a risk?</p>	
Risk assessment completed by:	Signature:	Next Review Date:
<p>Review outcome (where substantial changes have occurred a new record sheet should be used)</p>		

Notes:

1. Article 9(1) of the Regulatory Reform (Fire Safety) Order 2005 requires that landlords of multi-occupied premises must carry out a Fire Safety Risk Assessment of their property,
2. If the property is large or there are multiple units of accommodation, it may be easier to complete a form for individual floors, each unit or flat.
3. This risk assessment record of significant findings should refer to other plans, records or other documents as necessary.
4. The information in this record should assist you to develop an emergency plan, coordinate measures with any other 'responsible persons' in the building, train any staff and inform tenants.