

## Fire Risk Assessment (FRA)

All licensed HMOs must have a fire risk assessment.

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

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**.

If an HMO is a flat, this FRA is not suitable for the shared hall with other occupants of the building and for that reason the assessment would need to be completed by a professional fire risk assessor. Leaseholders would need to work with the freeholder to ensure the building common parts have a suitable risk assessment carried out.

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.

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

The fire risk assessment must be regularly updated. It should be reviewed annually, whenever there are changes to the property or its contents and between tenancies.

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 links 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:

1. Identify Fire Hazards (Sources of fire ignition)
2. Identifying People at Risk
3. Evaluate, Remove, Reduce and Protect from Risk
4. Record, Plan, Inform, Instruct and Train
5. Review

<b>Step 1 – Identify Fire Hazards (Sources of fire ignition) – Hallway and landings</b>	<b>Are existing control measures suitable?</b>		
	Yes	No	N/a
Are the means of escape clear from combustible items, including furniture and any other items and possessions?			
Gas, electrical meters – are they boxed in with a fire-retardant material to provide a fire separation?			
If electrical board, gas meters located in the under stairs cupboard, is the cupboard kept empty?			
Is smoking prohibited in the property?			
Are escape routes unobstructed?			
Is emergency lighting provided in difficult layout properties?			
Any other sources of ignition?			

If you have answered No to any questions above (and Yes to the last question), complete the details below.

<b>What needs to be done to make each situation safe?</b>	<b>Ref.</b>	<b>Action required by whom</b>	<b>Date due</b>	<b>Date complete</b>

<b>Step 1 – Identify Fire Hazards (Sources of fire ignition) – Living room</b>	<b>Are existing control measures suitable?</b>		
	Yes	No	N/a
Fire place – is it capped off?			
Gas, electrical meters – are they boxed in with a fire-retardant material to provide a fire separation?			
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?			
Any other sources of ignition?			

If you have answered No to any questions above (and Yes to the last question), complete the details below.

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

Step 1 – Identify Fire Hazards (Sources of fire ignition) - Kitchen	Are existing control measures suitable?		
	Yes	No	N/a
Is a fire blanket wall-mounted and away from the cooker/oven?			
Have the gas cooker and boiler and any other gas equipment been tested by a registered gas safety engineer within the last 12 months?			
Toaster and any other electrical equipment – were they PAT tested within the last 12 months?			
Any electrical equipment left behind previous tenants – are they safe to use and PAT tested?			
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.			
Are there appropriate measures for the safe storage and disposal of waste?			
Any other sources of ignition?			

If you have answered No to any questions above (and Yes to the last question), complete the details below.

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

<b>Step 2 – Identifying People at Risk</b>	<b>Findings</b>
Are the tenants with visual or hearing impairments?	
Are the occupants with physical impairments?	
Are the occupants vulnerable in any way?	

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

<b>Step 4 – Record, Plan, Inform, Instruct and Train</b>		Yes	No	N/a
Have you provided fire instructions and fire training?				
Are there instructions available to occupants about what to do in case of a fire?				
Are tenants informed about testing the fire detection system weekly?				
Is a log book available to occupants to fill in after testing fire detectors?				
If fire extinguishers provided, have you trained occupants on how to use them?				
Do you have a contractor set up to check 6-monthly Grade A fire detection system?				
Have you recorded significant findings of this assessment in page 6?				
Specify further control measures identified to reduce risk				
1.				
2.				

<b>Step 5 - Review</b>	<b>Date of next Review</b>	<b>Comments:</b>
<b>Review</b> should take place between tenancies or on annual basis; after any change to the premises.	___ / ___ /20___	
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### FIRE SAFETY ACTION PLAN

<b>Priority 1</b>	Needs attention immediately.
<b>Priority 2</b>	Needs attention within 1 week.
<b>Priority 3</b>	Needs attention within 1 month.
<b>Priority 4</b>	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](#)