

**LANDLORDS FIRE SAFETY RISK ASSESSMENT**



**Landlord Fire Risk Assessment – record of significant findings**

Risk Assessment for Address:	Assessment completed by: Signature: Date:
Type of property? terraced <input type="checkbox"/> semi-detached <input type="checkbox"/> detached <input type="checkbox"/> bedsits <input type="checkbox"/> self-contained flat <input type="checkbox"/> shared house <input type="checkbox"/> bungalow <input type="checkbox"/> Other .....	
<b><u>Step 1 – Identify fire hazards</u></b>	
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!	
<p><u>Sources of ignition:</u> Think about heaters (portable and fixed), lighting, naked flames (candles, tea lights, diya, oil burners, nightlights), Faulty electrical installations or equipment (TV's, computers, cookers, toasters, fridges, washing machines, overloaded sockets and extension cables etc.), gas appliances (boilers, cookers, gas fires), Smoking (cigarettes, shisha, matches, lighters), Ironing and 'airing' of clothes (near naked flame or on convector heaters) Bonfires/firepits, outdoor cooking -BBQ. Deep fat cooking and anything else that gets very hot or causes sparks.</p>	How could a fire start?
Also consider the possibility of arson attacks particularly in unsecured areas of the building, Bin storage areas, 'wheely bins' stored away from entry/exit doors.	Have you found anything that could start a fire?
<p><u>Sources of fuel:</u> 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, Guy Fawkes, New year, Diwali, and associated fire risks – lights, decorations, candles, diya) or ceiling or wall finishes that could burn? (hardboard, chipboard, or polystyrene) Hazards near cookers – curtains /blinds etc. Check outside areas too, a fire here could spread indoors.</p>	What could burn?
<p><b><u>Step 2 – People at risk</u></b> 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. People over 65 years of age are considered especially vulnerable.</p>	Who could be at risk? Who could be especially at risk?

<p>Is there anyone who could be impaired by alcohol, drugs or medication?</p> <p>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?</p> <p>Does anyone need a key to get out of the building?</p>	
--	--

**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?

Have you evaluated the risks of fire in your building?

Have you evaluated the risk to visitors?

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

Have you had electrical appliances and installations checked for safety? Date of testing.....

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?

Protect

Take action to protect your premises and people from fire. 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? Where?..... Mains  or Battery powered

Are they tested on check-in, are they checked during periodic property inspections, are tenants responsible for maintaining or reporting malfunction?

Alarms tested? When?

Is there a plan to warn others?

How will you make sure everyone gets out?

Is there a protected route?

<p>Who will call the fire service?</p> <p>Could your tenant put out a small fire quickly and stop it spreading? How?</p> <p>Do you provide a fire blanket ?</p>
<p>Who will provide additional advice?  Housing Authority (Housing Inspector)  Fire Service (Fire Safety Dept)</p>
<p>How will everyone escape?  Have you planned escape routes?</p> <p>Have you made sure people will be able to safely find their way out, even at night if necessary?</p> <p>Does all your fire safety equipment work?</p> <p>Will people know what to do and how to use equipment?</p>
<p><b><u>Step 4 – Record, plan and instruct</u></b></p> <p><u>Record</u> - Keep a record of any fire hazards and what you have done to reduce or remove them. If you have a licenced property then you must keep a record of what you have found and what you have done.</p> <p><u>Plan</u> - 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><u>Instruct</u> - You need to make sure your tenants know what to do in case of fire.</p>
<p>Have you made a record of what you have found, and action you have taken?</p> <p>Have you planned what everyone will do if there is a fire?</p> <p>Have you discussed the plan with all your tenants?</p> <p>Have you informed your tenants of what to do if there is a fire?</p> <p>Have you made sure that everyone understands what to do?</p> <p>Have you issued a written fire procedure?</p> <p>Have you nominated a tenant to check Fire equipment and /or report problems?</p> <p>Have you consulted with anyone who shares a building with you, and included them in your plan?</p>
<p><b><u>Step 5 – Review</u></b></p> <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 your assessment and tell anyone who share the building.</p>
<p>Have you taken on any new tenants who may be vulnerable?</p> <p>Have you made any changes to the building inside or out?</p> <p>Have you had a fire or near miss?</p> <p>Have you introduced anything that could be a risk?</p>

<u>Floor Plan</u>	<u>Floor Plan</u>
Risk assessment completed by:	Review Date:
Signature:	Next Review Date:

Review outcome (where substantial changes have occurred a new record sheet should be used)

**Notes:**

1. 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.
2. This risk assessment record of significant findings should refer to other plans, records or other documents as necessary.
3. The information in this record should assist you to develop an emergency plan, coordinate measure with any other 'responsible persons' in the building, and inform tenants.