## <<Busi **Residential**

Duty Holder Name:	
Job Title:	
Assessed by:	

Priority	Key	A - Immediate	B- One m
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## sessment

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Two months			R - Recommended		
	Priority	Ρ	erson	Date	Signed
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Property Details	omments
Address assessed.	
Responsible Person.	
Building construction, how many storeys.	
Are there balconies – what is their construction?	
What is the window material – uPVC/timber/metal etc.? Is there double glazing?	
What is the external finish – brick/tiles/render/cladding?	
General condition - holes in walls, floors or ceilings; wall coverings, etc.	
Flights of stairs – internal /external.	
Fire engine access - narrow drive or roads, access to whole building.	
Emergency Action Plan? Is it on display for all to see?	
Does it clearly show escape routes and assembly points?	

## 1. Assessment

1.1	Relevant persons	Y/N/
1.1.1	How many bedrooms?	
1.1.2	How many people would normally be on the premises?	
1.1.3	Are there any disabled residents?	
1.1.4	Are there any elderly/very young residents – anyone needing assistance?	
1.1.5		
1.1.6		

1.2	Sources of ignition	Y/N/
1.2.1	Smoking: are there shelters?	
	Are all butts cleared away from the	
	building? Empty bins or accumulated	
	rubbish, waste near boundaries?	
1.2.2	Portable heaters – oil radiators, Calor-gas,	
	bar heaters, fan heaters.	
	Are they used to dry clothes?	
1.2.3	Overloaded sockets, extension leads, any	
	signs of overheating?	
1.2.4	Kitchen – cookers, extractors, are they	
	cleaned? How often?	
1.2.5	Microwaves/kettles/ toasters?	
1.2.6	PAT tests –date of testing?	

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1.2.7	EICR – date of test?
1.2.8	Consumer Unit – new style?
1.2.9	Is there a history of fires at the property, accidental orintentional?
1.2.10	
1.2.11	

1.3	Sources of fuel	Y/N/
1.3.1	Flammable liquids –solvents/ oils/ alcohol/ aerosols.	
1.3.2	Gas – mains or bottled?	
1.3.3	Location of bottles or tank, distance from building. Bunds?	
1.3.4	Can it be isolated? Location of switch?	
1.3.5	Fuel oil?	
1.3.6	Location of tank, distance from building?	
1.3.7	Can it be isolated? Location of switch?	
1.3.8	Wall coverings – paintings/curtains etc.	
1.3.9	Packaging materials -cardboard/ fillers.	
1.3.10	Papers –magazines/ files/ books etc.	

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1.3.11	Waste or shredded paper?
1.3.12	Furniture – timber/ plastics.
1.3.13	Soft furnishings -foam filled cushions/
	rugs.
1.3.14	Exposed timber frames?
1.3.15	Garden materials/foliage.
1.3.16	General housekeeping/waste material
	stored near to buildings?
1.3.17	Parked vehicles, distance from building?
1.3.18	
1.3.19	

1.4	Escape routes	Y/N/
1.4.1	Escape routes adequate for number of Relevant Persons?	
1.4.2	Width of doors and passages?	
1.4.3	Are they clear of obstructions?	
1.4.4	Are escape routes clearly marked/route map?	
1.4.5	Are there inner rooms?	
1.4.6	Escape route properly signed/illuminated?	
1.4.7	Escape routes protected?	
1.4.8	Final exits have single operation exits – not double locked?	
1.4.9	Emergency lights fitted – location of lights?	

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1.4.10	Emergency lights tested/ records kept?
1.4.11	Are the escape routes protected?
1.4.12	What is the greatest travel distance to protected area?
1.4.13	
1.4.14	

1.5	Detection and warning systems	Y/N
1.5.1	Alarm fitted, grade known?	
1.5.2	Single or multi zone. Are the zones shown?	
1.5.3	Maintained by?	
1.5.4	Last service?	
1.5.5	Log book available?	
1.5.6	Type of warning devices - audio or optical?	
1.5.7	Has the system been tested, can the alarm be heard?	
1.5.8	Are there call points?	
1.5.9	Is there any surface mounted conduit or trunking?	
1.5.10	Is it screwed to the wall/ceiling?	

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1.5.11	Is there an automatic smoke vent?
1.5.12	Has it been tested/maintained, who by/date?
1.5.13	
1.5.14	

1.6	Structure/Compartmentation	Y/N
1.6.1	What is the primary building construction –	
	timber frame, traditional brick/block?	
1.6.2	How many storeys?	
1.6.3	Are there balconies – what is their	
	construction?	
1.6.4	What is the window material -	
	uPVC/timber/metal etc.? Are they double	
	glazed?	
1.6.5	What is the external finish –	
	brick/tiles/render/cladding?	
1.6.6	What is the construction of the internal	
	walls – solid or stud?	
1.6.7	Are there suspended ceilings – what is	
	above?	
1.6.8	Are there any holes in walls, floors or	
	ceilings?	
1.6.9	Are there service vents in risers, are they	
	sealed?	
1.6.10		
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1.7	Fire doors	Y/N/
1.7.1	Do the doors opening onto communal areas, separating communal areas have fire rating labels?	
1.7.2	Do they close properly/ do they slam?	
1.7.3	Do they close in a timely manner?	
1.7.4	Are there overhead or chain closers, can they be adjusted?	
1.7.5	Smoke and intumescent seals in place, 3 steel hinges?	
1.7.6	Is there an even gap around the door?	
1.7.7	Double doors- close properly, in sequence, meet in centre?	
1.7.8	Vision panels, re they clean/painted/ wired?	
1.7.9	Are doors in a thoroughfare – used multiple times/daily? Are they wedged open?	
1.7.10		
1.7.11		

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