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<<Business Residential House of Multiple Occupation>> Fire Risk Assessment	
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Duty Holder Name:		Assessment:	
Job Title:		Next review:	
Assessed by:		Signatures:	

Priority Key		A - Immediate		B- One month		Two months		R - Recommended		
RA No.	Page	Issue		Action			Priority	Person to action	Date done	Signed off by

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Property Details**Comments**

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?		

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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?		

SAMPLE

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 or intentional?	
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/foilage.	
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		
1.6.11		

SAMPLE

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, are 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		
