

Appendix 2

FIRE SAFETY IN HOUSES IN MULTIPLE OCCUPATION

FIRE RISK ASSESSMENT FOR:

To ensure the adequacy of existing fire precautions within a house in multiple occupation, a risk assessment should be carried out by or on behalf of the licensee/prospective licensee to establish both the risk of fire occurring and the risk to people in the event of fire. This checklist, or similar, is required to be submitted to the Council as part of the application before a licence can be issued. The landlord should retain a copy and the building checked on a regular basis using the checklist.

The answer to all questions should be **YES** or **NO** or **NOT APPLICABLE (N/A)**. If the answer to any question is **NO**, steps should immediately be taken to rectify the deficiencies or review the fire risk assessment.

General		YES	NO	N/A	COMMENTS
1	Have flammable and combustible materials been identified and minimised where possible?				
2	Is the system of controlling the amount of flammable substances and combustible materials operating effectively?				
3	Are all flammable substances and combustible materials stored safely?				
4	Are heating appliances fixed in position at a safe distance from any combustible materials and suitably safeguarded?				
5	Are all items of electrical equipment fitted with fuses of the correct rating?				
6	Have fire prevention measures been brought to the attention of residents?				
7	Are lengths of flexible cable and multi-point adapters kept to a minimum?				
8	Are cables run only where damage is unlikely and not under floor coverings or through doorways?				
9	Is the furniture upholstery made of fire resistant material?				
10	Are the premises free of accumulation of rubbish, waste paper or other materials that could catch fire or be set alight?				

11	Are there suitable facilities for the disposal of smoking materials?				
12	Have measures been taken to reduce the risk of arson?				
13	Are there suitable management procedures in place to ensure fire safety standards are maintained in the event of outside contractors working on the premises?				
14	Is there vehicular access to the premises for fire service appliances?				
Means of Escape		YES	NO	N/A	COMMENTS
15	Are there sufficient exits for the number of people present?				
16	Do exits lead to a place of safety?				
17	Are all gangways and escape routes free from obstruction?				
18	Are all internal fire doors clearly labelled?				
19	Can all fire safety signs and fire exit notices be clearly seen?				
20	Are self-closing devices on fire doors in working order?				
21	Are exits clearly indicated where necessary and are all escape routes adequately lit?				
22	Where appropriate, do doors used for means of escape open in the direction of travel?				
23	Are there suitable procedures in place for the evacuation of disabled persons?				
24	Are all doors used for means of escape purposes available for use and can doors be easily and immediately opened without the use of a key?				
25	Are the floor surfaces on escape routes free from tripping and slipping hazards?				
26	Are all vents and service ducts etc suitably protected, where appropriate, to prevent the spread of fire, heat or smoke?				

Lighting		YES	NO	N/A	COMMENTS
27	Has the need for emergency escape lighting been considered?				
28	Are the premises occupied within normal daylight hours?				
29	Do members of the public regularly visit or have access to the premises?				
30	Is the emergency escape lighting, in working order?				
Fire Fighting					
31	Is there sufficient fire fighting equipment of the correct type?				
32	Are the portable fire extinguishers, fire blankets etc suitable located and available for use?				
33	Have the portable fire extinguishers been serviced within the last year?				
34	Is the fixed fire fighting installation in working order?				
Fire Alarm		YES	NO	N/A	COMMENTS
35	Is the fire alarm system in working order?				
36	Is the fire alarm tested weekly?				
37	Can the alarm be raised without anyone being placed at risk from fire?				
38	Are the fire alarm call points unobstructed and clearly visible or suitably indicated?				
39	Is the automatic fire detection system in working order?				

Fire Instruction		YES	NO	N/A	COMMENTS
40	Are fire instructions clearly displayed through the premises?				
41	Have you recorded the findings of the fire risk assessment?				

42	Have steps been taken to plan what actions everyone should take if a fire starts?				
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Signature:

Print full name:.....

Licence Holder / Manager (delete at applicable)

Date:.....,