

## 1. Identify fire hazards

Identify:

- sources of ignition;
- sources of fuel; and
- sources of oxygen.

## 2. Identify people at risk

Identify:

- people in and around the premises; and
- people particularly at risk e.g. very young or disabled

## 3. Evaluate, remove or reduce, and protect from risk

- Evaluate the risk of a fire starting.
- Evaluate the risk of harm from a fire.
- Remove or reduce fire hazards.
- Remove or reduce the risks or harm.
- Protect people by providing fire precautions.

## 4. Record, plan, inform, instruct, and train

- Record any major findings and action taken.
- Discuss and work with other responsible people.
- Prepare an emergency plan.
- Inform and instruct relevant people.
- Provide training.

## 5. Review

- Review the fire risk assessment regularly.
- Make changes where necessary.

# Fire Safety for Houses in Multiple Occupation

## Fire Risk Assessment for

Address.....

.....

.....Date.....



To ensure the adequacy of existing fire precautions within a house in multiple occupation, a risk assessment must be carried out by or on behalf of the licensee/proposed licensee to establish both the risk of fire occurring and the risk to people in the event of fire. The completed risk assessment is required by Braintree District Council before a licence can be issued. This template, or similar, may be used to undertake the risk assessment. The property should be checked regularly and any changes or actions should be noted and copies of records should be kept.

This fire risk assessment template is made available to assist the licensee/proposed licensee in meeting their obligation. However this is a generic risk assessment and therefore may not be suitable for all properties. It is the licensee/proposed licensee's responsibility to ensure that the fire risk assessment carried out is appropriate and suitable for the property to which it relates. Braintree District Council cannot be held responsible for the inappropriate or incorrect use of this template.

The main purpose of a fire risk assessment is to prevent a fire from occurring and to eliminate or reduce the risk of harm should one happen. Thinking about the following points will help the assessor to achieve these objectives;

- Identifying any possible dangers and risks;
- Consider who may be especially at risk;
- Remove or reduce the risk from fire and provide general fire precautions to deal with any remaining risk;
- Ensure flammable or explosive materials are suitably stored and that access is restricted as appropriate;
- Create a plan to deal with any emergency, make occupiers aware of the plan and keep a record
- Review findings regularly.

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

	General	YES	NO	N/A	Explain how / comment
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 are they suitably guarded?				
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 adaptors kept to a minimum?				
8	Are cables only run where damage is unlikely for example they are not run under floor coverings or through doorways?				

9	Is the furniture upholstery made of fire resistant materials?				
10	Are the premises free of accumulation of rubbish, waste paper, and other materials which could catch fire or be ignited?				
11	Are suitable facilities provided for the disposal of items used for smoking?				
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 suitable access to the premises for emergency services including fire engines?				
15	Are there sufficient exits for the number of people occupying the property?				
16	Do fire 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 purposes open in the direction of travel?				
23	Are all doors used for means of escape purposes available for use and can they be easily and immediately opened without the use of a key?				
24	Are all floor surfaces and covering on the escape route free from trip and slip hazards including those caused by damage?				
25	Where appropriate are all vents and surface ducts etcetera, suitably protected to prevent the spread of fire?				
26	Do members of the public regularly visit or have access to the property?				
	<b>Lighting</b>	YES	NO	N/A	
27	Has the need for emergency escape lighting been considered?				
28	Is the emergency escape lighting in working order?				
	<b>Fire Fighting</b>	YES	NO	N/A	
29	Is there sufficient firefighting equipment of the correct type?				
30	Are portable fire extinguishers, fire blankets, etcetera, suitably located and available for use?				
31	Have the portable fire extinguishers been serviced within the last year?				

32	Is the fire alarm system wired to the electrics?				
33	Is the fire alarm system in working order?				
34	Is the fire alarm tested weekly?				
35	Are records kept of the routine alarm checks?				
36	Can the alarm be raised without anyone being placed at risk of harm?				
37	Are the fire alarm call points unobstructed and clearly visible or suitably indicated?				
38	Is the automatic fire detection system in working order?				
	<b>Fire instructions/emergency plans</b>	YES	NO	N/A	
39	Are fire instructions clearly displayed throughout the premises?				
40	Have steps been taken to plan what actions everyone should take if a fire starts?				
41	Are the occupants aware of the steps and actions to be taken in the event of fire?				
42	Are records kept of the findings of fire risk assessments?				
43	Has a procedure been established to periodically review the fire risk assessment?				

Assessment Carried out by

.....On.....