



fire risk



assessment

For use by landlords of small premises

Premises Address

FIRE RISK ASSESSMENT

for use by landlords of small premises

Person having control of the premises:	
Name of landlord (if different):	
Person carrying out fire risk assessment:	
Date of fire risk assessment:	
Person who has control of fire safety in premises:	
Date for review:	

This assessment only considers the risk to life from fire to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire



General Information

This fire risk assessment form has been produced for use by persons carrying out a risk assessment of small houses in multiple occupation and other dwellings.

Completion of the fire risk assessment form should assist in complying with the requirements of both the Housing Act 2004, and supporting Housing, Health and Safety Rating System, and the Regulatory Reform (Fire Safety) Order 2005.

The risk assessment form has been developed as part of the work carried out for Decent and Safe Homes East Midlands (DASH). The form should be used in conjunction with the 'Fire Safety Guide for Houses in Multiple Occupation and Other Dwellings', published by DASH, referred to as 'the Guide'. The guide was modified in conjunction with CS Todd & Associates Ltd in August 2008 to reflect the publication of the national fire safety guidance that was formally launched in London on July 23rd 2008. To download the DASH guide, please follow the link <http://www.eastmidlandsdash.org.uk/firesafety.asp>

The risk assessment form is intended for use by owners, landlords and other persons and is limited in its scope to those premises covered in the above Guide.

The fire risk assessment should be completed by a competent person. Guidance notes, which should be read in conjunction with the Guide, have been provided to assist the person completing the assessment to record significant findings. If the person responsible for completing the risk assessment reads the above mentioned Guide and decides they are unable to apply the guidance, or complete the risk assessment, they should seek expert advice.

Further information on fire safety risk assessment can be found in guidance documents published by Communities and Local Government at <http://www.communities.gov.uk/corporate/>

Notes on Completion of the Form

All sections of the form should be completed. If sections are not applicable then a comment should be made to that effect.

Where a description of any fire hazard, subsequent control measures and fire precautions are considered appropriate, then additional information should be recorded in the comments box. While it might not be essential to record further details in every comments box, it is recommended that adequate information is provided, to ensure the form does not become a ticklist with inadequate supporting evidence.

If a 'No' box is ticked, additional information should always be included in the comments box, which should also lead to an identified action in the 'Action Plan' on page 19.

The 'Action Plan' should be a comprehensive list of actions that need to be taken to reduce risk and ensure adequate fire safety measures are provided and/or taken for the safety of life in the premises.

The Premises

1.		The Premises							
1.1	Number of floors	Basement		Ground		First		Second	
1.2	Property	Flat		Detached		Semi-det.		Terraced	
		Other							
1.3	Date of Construction	Pre 1920		1946 - 79		1920 - 45		After 1979	
1.4	Construction	Walls:	Brick / concrete		Other				
		Floors:	Timber		Concrete		Other		
		Ceilings:	Lath / plaster		Skimmed plasterboard		Other		
		Roof:	Pitched tiled/slate		Flat		Other		
1.5	Provide a brief account of the occupants. Include number, type and any special needs								
<p><i>Example:</i></p> <p><i>Three-storey terrace house converted into student accommodation. The premises have a shared kitchen and lounge on the ground floor, with five bedrooms and shared bathroom facilities on the first and second floors.</i></p>									
1.6	Comments. Provide a brief description of the premises. (see example above)								

The Occupants

2.		The Occupants							
2.1	Number of sleeping occupants								
3.		Occupants at Risk from Fire							
3.1	Disabled Occupants								
3.2	Children								
3.3	Elderly								

3.4	Other	
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Guidance

You should identify any occupants considered to be at special risk from fire. This includes disabled occupants, who may require assistance to evacuate or require special facilities of warning of fire. All forms of disability need to be considered, including mobility impairment, deafness, blindness and learning difficulties.

Consideration should also be given to other vulnerable occupants, such as the elderly, young children, people who may be dependent on drugs or alcohol, and people whose first language may not be English.

3.5	Comments	
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Fire Loss Experience

4.	Fire Loss Experience
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4.1	Fire Loss Experience	Date	
		Brief details	
		Cause	
		Action Taken (if any)	

Guidance

Provide details on any fires that have occurred in recent years.

Factors to consider include the circumstances of the fire, including the cause and any remedial action taken to prevent such fires from occurring in the future.

4.2	Comments	
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Fire Hazards & Their Elimination or Control

5. Electrical Sources of Ignition

5.1	Reasonable measures taken to prevent fires of electrical origin	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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5.2	More Specifically Fixed installation and appliances periodically inspected and tested	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Date: _____		
	Portable appliance testing carried out on appliances supplied by landlord	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Date: _____		
	Suitable policy regarding the use of personal electrical appliances	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Date: _____		
	Suitable limitation of trailing leads and adapters	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Date: _____		

Guidance

Fixed electrical installations should be inspected and tested by a competent electrician in accordance with IEE guidance every five years.

Electrical appliances, including portable appliances, should be subject to periodic inspection and test by a competent person. It is recommended that such tests be carried out on an annual basis. It is recommended that copies of all relevant certification are kept with this risk assessment.

5.3	Comments and hazards observed	
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6. Smoking

6.1	Do people smoke in the premises? ¹	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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6.2	If persons smoke in the premises are there suitable arrangements for those who wish to smoke?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Guidance

If smoking is permitted in the premises, you should detail any specific areas where occupants are permitted to smoke and the arrangements provided for the safe disposal of smokers' materials. This would, for example, include the provision of ashtrays and bins in common areas.

¹ This is the only 'No' box entry that does not require a recommendation on the action plan.

6.3	Comments and hazards observed	
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7.	Arson
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7.1	Does basic security against arson by outsiders appear reasonable. ²	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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7.2	Is there an absence of combustible material in close proximity to the premises or available for ignition by outsiders	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Guidance

Provide information on any arrangements provided to reduce the risk of arson.

This may include:

- Additional security measures taken to prevent unauthorised access, such as access controls fitted to external doors.
- Arrangements for the removal of rubbish and combustible materials, including the location of refuse bins and any combustible storage in close proximity to the building that might present a risk. For example, refuse bins may need to be secured or provided with lockable lids to reduce the risk of arson.

Example:

*All external doors have been provided with security locks to prevent unauthorised access.
Refuse and combustible waste are located in a secure yard clear of the building.*

7.3	Comments and hazards observed	
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8.	Portable Heating & Heating Installations
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8.1	Is the use of portable heaters avoided as far as practicable	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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8.2	If portable heaters are used: Is the use of the more hazardous type avoided e.g. radiant bar fires or LPG appliances	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Are suitable measures taken to minimize the hazard of ignition of combustible materials	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Is the fixed heating installation subject to regular maintenance	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

² **Note:** If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

Guidance

- The use of portable heaters should wherever possible be avoided, particularly in common areas.
- Any portable heaters provided by the landlord should be subject to regular inspection and maintenance.
- If portable heaters are provided, you should record which type and where they are used.
- Wherever possible, residents should not be permitted to provide their own portable heaters.

Provide a brief description of the fixed heating system, which should be subject to regular maintenance and inspection by a competent person.

Example:

Oil filled electric radiators have been provided in the living and dining rooms. Heaters are subject to annual inspection and test by a competent electrician.

The premises have a gas fired heating system, which is subject to annual inspection and test. A gas safety certificate was issued on [date].

8.3	Comments and hazards observed	
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9. Cooking

9.1	Reasonable measures taken to prevent fires as a result of cooking	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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9.2	More specifically: Filters cleaned or changed regularly	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Appliances regularly maintained	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Suitable fire blanket available	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Guidance:

Provide information on the type of cooking appliances provided and the location.

Cooking appliances should be subject to regular maintenance and inspection.

Any filters should be subject to regular cleaning, or periodically changed, to prevent the build up of grease deposits.

Example:

Electric hobs and ovens are provided in each bedsit for use by occupants.

Gas hob/oven and microwave provided in kitchen for shared use of students. A gas safety certificate was issued on [date].

Cooking appliances are subject to annual maintenance by an external contractor. Filters are inspected and cleaned every six months.

9.3	Comments and hazards observed	
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10.	Furniture & Furnishings
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10.1	Do furniture and furnishings comply with the Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 1993	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Guidance

Any furniture or furnishings provided by the landlord should be in accordance with the Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 1993.

Evidence should be provided and made available for audit that all furniture and furnishings comply with the above regulations.

10.2	Comments and hazards observed	
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11.	Housekeeping
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11.1	Is the standard of housekeeping adequate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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11.2	More specifically: Are combustible materials separated from ignition sources	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Is unnecessary accumulation of combustible materials or waste avoided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Are hazardous materials stored appropriately	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Inappropriate storage of combustible/hazardous materials avoided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Guidance on Comments

Comment and opinion on housekeeping are particularly relevant to fire safety in any premises. Housekeeping in this context will generally relate to the storage of combustible waste or materials in the common parts of the premises. Poor housekeeping can lead to the storage of combustible materials in close proximity to electrical equipment or heat sources.

The assessment should address the risk of storage of combustible waste and materials in common areas, such as stairs and landings, in understairs and other cupboards, which open onto the stairs, in communal living areas and kitchens, etc.

The storage of hazardous materials or flammable liquids should not be permitted in the premises. This includes the storage of petrol or other flammable liquids, LPG cylinders or similar hazardous materials.

In general, the storage and use of small quantities of domestic cleaning materials can be ignored.

11.3	Comments and hazards observed	
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12.	Hazards Introduced by Outside Contractors and Building Works
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12.1	Is there satisfactory control over works carried out in the building by outside contractors	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Guidance

Works carried out on the premises, which could present a fire risk or that may affect the fire protection arrangements in the premises, should be subject to some form of on site control by the landlord.

This is particularly important if works are carried out that could materially effect the fire precautions such as, fire separation, fire protection to walls, partitions ceilings and doors, or work undertaken on the fire detection and warning, emergency escape lighting, or automatic sprinkler systems (if fitted).

12.2	Comments and hazards observed	
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13.	Other Fire Hazards That Warrant Consideration
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13.1	Hazards observed	
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Guidance on Comments

This might include the consideration of hazards below or in close proximity to the premises. For example, the premises may be located over a shop or business, whose process may present a hazard to the residents of the premises.

It also provides an opportunity to record any other relevant or significant fire hazard that may be present that has not been previously recorded.

If there are no additional hazards, then write N/A and record 'None' under 'Comments'.

13.2	Comments	
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Fire Protection Measures

14.	Means of Escape
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14.1	It is considered that the premises are provided with reasonable means of escape in case of fire	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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14.2	More specifically: Are there reasonable distances of travel: - Where there is escape in a single direction - Where there are alternative means of escape	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Is there suitable fire protection of escape routes (doors/stairs)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Are there an adequate number and position of exits (doors/windows)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Are exits easily and immediately openable where necessary	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Are escape routes unobstructed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

14.3	It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people.	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Guidance
Provide a brief description of the means of escape provided in the premises.

Example:
Premises have a single protected staircase, serving all floors, which leads to a final exit door via the ground floor hall.

It might also be relevant to make comment on any issues, such as travel distance and exits (including window exits) provided in accordance with the above Guide. This is particularly important if you decide to move away from the recommendations of the Guide. In this case, you must identify why and detail any additional control measures introduced as a result.

Example:
Travel distances in rooms and to the final exit are in accordance with the distances recommended in the above Guide.
All doors to bedsits are FD30S doors and have been fitted with positive self-closing devices (if fitted).
Escape windows have been provided in all bedrooms on the first floor for evacuation in the event of fire. Residents required to use window exits are considered capable of using the window unaided in the event of a fire.

14.4	Comments and deficiencies observed	
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15.	Measures to Limit Fire Spread & Development
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15.1	It is considered that there is: Fire separation and compartmentation of a reasonable standard. ³	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Reasonable limitation of linings that may promote fire spread	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Guidance:

Provide details on fire resistance of floors/ceilings and doors.

Provide details of the surface finish on walls, partitions and ceilings. This is particularly relevant on escape routes.

Example:

The floor between the basement and the ground floor has been upgraded to afford a fire resistance of 60 minutes; all other floors in the premises afford a fire resistance of 30 minutes.

The ceilings in the premises are constructed of lath and plaster, and additional automatic fire detection has been provided to compensate for the reduced standard of fire resistance.

The walls and ceiling of the stairway are lined with plasterboard and have a plastered finish.

15.2	Comments and deficiencies observed	
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16.	Emergency Escape Lighting
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16.1	Reasonable standard of emergency escape lighting system provided. ⁴	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Guidance:

If provided, detail the type and location of emergency escape lighting provided in the premises.

Example:

Self-contained, non-maintained, emergency escape lighting units have been provided and located in the staircase at ground, first and second floors.

If emergency escape lighting is not considered necessary then tick 'N/A' and record 'None' under 'Comments'.

16.2	Comments and deficiencies observed	
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³ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁴ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

17.	Fire Safety Signs & Notices
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17.1	Reasonable standard of fire safety signs and notices	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Guidance:
 Provide details of any fire signs and notices, such as exit signs or fire action notices provided.
 If none, tick 'N/A' and record 'None' under 'Comments'.

17.2	Comments and deficiencies observed	
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18.	Means of Giving Warning in Case of Fire
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18.1	Manual break glass fire alarm call points provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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18.2	Automatic fire detection provided	Yes <input type="checkbox"/> throughout premises	Yes <input type="checkbox"/> Part of premises only	No <input type="checkbox"/>
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Guidance
 Provide details on the type of fire detection and alarm system provided and, where appropriate, the location of control equipment, detectors and call points.

Example:
The premises have been provided with a Category LD3 Grade D system in accordance with the recommendations of BS 5839- 6. Smoke alarms have been provided in the ground floor hall, living room and on the landing of the first floor. In addition, heat alarms have been provided in the kitchen and in the basement.

18.2	Comments and deficiencies observed	
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19.	Mutual Fire Extinguishing Appliances
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19.1	Reasonable provision of portable fire extinguishers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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19.2	Are all fire extinguishing appliances readily accessible	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Guidance

Give details of fire-fighting equipment provided, such as portable extinguishers and fire blankets, and their location.

19.3	Comments and hazards observed	
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20.	Automatic Sprinkler System
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20.1	Type of fixed system	
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Guidance

If provided, include details of the type of system installed, which standard it was installed to, and the areas of the premises covered by the system.

If none, record 'None' under 'Comments'.

20.3	Comments	
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Management and Maintenance of Fire Safety Provisions

21.	Procedures and Arrangements
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Reference should be made to Section 10, 'Management and Maintenance', of the Guide, for the following sections of the form.

21.1	Fire safety is managed by ⁵
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Guidance

Record the name of the person responsible for the day-to-day management of fire safety arrangements in the premises.

This could be the landlord, the owner, the managing agent or someone employed by them to carry out this task

21.2	Is there a suitable record of the fire safety arrangements	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Guidance

For licensed HMOs in particular, there should be a simple record of the fire safety arrangements.

This is often referred to as a 'fire safety manual', the purpose of which is to define and record the fire safety strategy and procedures in the premises.

For small premises, covered by the Guide, it would be sufficient to provide a simple document that identifies the various fire safety precautions, such as the evacuation strategy, the fire detection and alarm system, management and details of the procedures introduced to ensure that fire safety systems are maintained in efficient working order.

21.3	Comments	
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21.4	Are appropriate fire procedures in place	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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21.5	More specifically: Are procedures in the event of fire appropriate and properly documented	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Are there suitable arrangements for summoning the fire & rescue service	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Guidance

In the majority of premises covered by the Guide, the fire procedures will be a simple list of actions to take on discovering a fire and/or on hearing the fire alarm.

Residents should be made aware of the fire procedures or action plans in the event of fire and, if necessary, suitable notices should be displayed in common rooms, such as kitchens and living rooms, and in individual units of accommodation.

⁵ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

21.6	Comments	
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22.	Routine Inspection, Maintenance of Premises and Fire Safety Provisions
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22.1	Is there adequate maintenance of fire safety provisions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Guidance

Provide details on any planned maintenance undertaken. This would include inspection and maintenance of fire resisting partitions, or ceilings.

In particular, it should cover the periodic inspection and maintenance of fire resisting doors and self-closing devices to ensure the doors remain a good fit in their frames and that the doors close effectively.

In the majority of small premises it would be reasonable to carry out maintenance and inspection of doors etc on an annual basis.

22.2	Comments and deficiencies observed	
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22.3	Is weekly testing and periodic servicing of the fire detection and alarm system carried out	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Guidance

The fire detection and alarm system should be tested and maintained in accordance with the recommendations of BS 5839-6.⁶

Grade A systems should be tested weekly and serviced every six months by a competent person.

Grade D systems should be tested weekly by operating all sounders, in the case of smoke and heat alarms, this will be achieved by using the test button.

For Grade D systems the testing of alarms in individual rooms, bedsits or flats would need to be carried out by the tenants. Landlords should carry out annual maintenance and testing of alarms.

22.4	Comments and deficiencies observed	
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22.5	Are monthly and annual testing routines for emergency escape lighting carried out	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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⁶ BS 5839-6: 2004. Fire detection and fire alarm systems for buildings - Code of practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings.

Guidance

If fitted, emergency escape lighting should be subject to a monthly functional test and an annual discharge test in accordance with the requirements of BS 5266-8.⁷

If none, tick 'N/A' and record 'None' under 'Comments'.

22.6	Comments and deficiencies observed	
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22.7	Is annual maintenance of fire extinguishing appliances carried out	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Guidance

Portable fire extinguishing appliances, including fire blankets should be subject to annual maintenance.

If none, tick 'N/A' and record 'None' under 'Comments'.

22.8	Comments and deficiencies observed	
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22.9	Periodic inspection of external escape staircases and gangways	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Guidance

External escape stairs should be subject to periodic inspection and maintenance to ensure the stairs remain safe to use at all times, including during poor weather conditions.

In addition, it is recommended that staircases should be subject to a three yearly inspection and structural survey by a competent person.

If none, tick 'N/A' and record 'None' under 'Comments'.

22.10	Comments and deficiencies observed	
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22.11	Is weekly testing and periodic inspection of sprinkler installations carried out	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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⁷ BS 5266-8: 2004 (BS EN 50172: 2004). *Emergency escape lighting systems*.

Guidance

Automatic sprinkler systems should be tested weekly and subject to periodic maintenance and inspection by a competent person.

If none, record 'None' under 'Comments'.

22.12	Comments and deficiencies observed	
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22.13	Are routine checks of final exit doors and/or security fastenings carried out	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Guidance

Routine checks of final exit doors and/or security fastenings, not in daily use, should be carried out to ensure exits remain easily openable. This should include a periodic check of any exit windows.

22.14	Comments and deficiencies observed	
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23. Records

23.1	Are Appropriate Records kept of: Sprinkler Tests	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Portable fire-fighting equipment inspection and servicing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Fire alarm inspection and test	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Emergency escape lighting inspection and tests	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Maintenance and testing of other fire protection systems	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Guidance

It is recommended that records of testing and inspection of fire safety equipment should be maintained in a form readily available for audit by enforcing authorities.

23.2	Comments and deficiencies observed	
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ACTION PLAN

If, when you complete your fire risk assessment there are actions you need to take (e.g. any 'No' box that has been ticked), you should record them here. Detail what needs to be actioned, who is required to do it, when it should be completed by and then sign it off when completed.

Item No.	Action	Who	When	Signed/ Completed
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

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Decent and Safe Homes (DASH) is a project for the East Midlands working with landlords, tenants and Local Authorities to raise standards in housing.

Further information on DASH, its associates, projects and successes can be found by visiting our website at www.dashservices.org.uk or by calling 01332 641111

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