



TOTAL
Landlord

Fire risk assessment template





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Fire risk assessment

Responsible person

(Landlord or other person employed by the landlord)

The property

Address of property

Postcode

Number of floors in the property

(To include basements and lofts)

Brief details of construction

(e.g. Date of construction, brick, timber, purpose built or converted)

Primary usage

(e.g. AST, short term let, bedsits, shared house, student let)

Date of fire risk assessment

Date

This risk assessment should be reviewed annually or earlier if there is reason to suspect that it is no longer valid or there has been a significant change meriting a new assessment.

Subsequent review dates

Reviewed by

Date

Reviewed by

Date

Reviewed by

Date



TOTAL
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Tenancy profile

Tick all that apply to tenants:

Disability/mobility issues

Vulnerability issues

Young persons

Language issues

Other

Tenants especially at risk from fire

Disabled occupants

(Personal emergency evacuation plans in use when necessary)

Young persons

(Individual risk assessment provided for tenants under 16 years of age)

Vulnerable persons

Occupants whose first language is not English

Identified fire hazards and primary control measures

Electrical hazards and sources of ignition

Measure taken to prevent fires of electrical origin

Are fixed installations periodically inspected and tested? (e.g. every five years) Yes No

Is portable appliance testing (PAT) carried out on a risk assessment basis? Yes No

Is a policy in place regarding the use of personal electrical appliances? Yes No

Are trailing leads and adapters suitably limited and managed? Yes No

Is there any wear, burns or overloading of plugs, sockets, wires, flexes and fuses? Yes No

Is all lighting working, adequate and safe? Yes No

Has an electrical installation condition report (EICR) been completed within the last five years? Yes No

Date:

Contractor:

Identified hazards	Existing control measures	Are there any improvement recommendations?

Portable heaters

Are portable heaters used within the premises?

Yes No

Is the use of more hazardous types of portable heater (i.e. radiant bar fires or liquefied petroleum gas (LPG) appliances) avoided?

Yes No

Are suitable measures taken to minimise these heaters igniting combustible materials?

N/A Yes No

Identified hazards	Existing control measures	Are there any improvement recommendations?

Fixed heating installations

Are fixed heating installations such as boilers used within the premises?

Yes No

Are fixed heating installations subject to regular maintenance, for example an annual boiler service?

Yes No

Are suitable measures taken to minimise these heaters igniting combustible materials?

N/A Yes No

Identified hazards	Existing control measures	Are there any improvement recommendations?

Gas hazards

Gas Safety Certificate issued with tenant copy? Yes No

Annual gas safety check carried out? Yes No Date: Contractor:

Gas boiler serviced annually? Yes No Date: Contractor:

Gas cooker secured and safety checked? Yes No Date: Contractor:

Gas fires safety checked and serviced? Yes No Date: Contractor:

Flues and vents checked? Yes No Date: Contractor:

Carbon Monoxide (CO) alarm tested? Yes No Date: Contractor:

Identified hazards	Existing control measures	Are there any improvement recommendations?

Solid fuel heating hazards

Are open fire chimneys swept clear? Yes No

Are fire guards and hearths provided safe? Yes No

Are log burners and solid fuel heaters safe? Yes No

Identified hazards	Existing control measures	Are there any improvement recommendations?

Smoking and candles

Measures taken to prevent fires as result of smoking.

Is smoking prohibited inside the property?

Yes No

Is smoking permitted in any areas of the property?

Yes No

Are there suitable arrangements for those who wish to smoke?

Yes No

Identified hazards	Existing control measures	Are there any improvement recommendations?

Cooking

Measures taken to prevent fires as a result of cooking.

Are filters cleaned or changed and ducts cleaned regularly?

N/A Yes No

Are suitable extinguishing appliances available? (e.g. Fire blanket, fire extinguisher etc)

N/A Yes No

Identified hazards	Existing control measures	Are there any improvement recommendations?

Housekeeping

Standards of housekeeping.

Are combustible materials separated from ignition sources? Yes No

Are hazardous materials stored appropriately? N/A Yes No

Do furniture and furnishings have fire safe labels? Yes No

Are gas stop taps and fuse boxes safe and accessible? Yes No

Does the property have a lighting protection system that is subject to a maintenance regime? Yes No

Identified hazards	Existing control measures	Are there any improvement recommendations?

Escape routes and emergency procedures

Are escape routes clear, well lit, and do the doors open easily? Yes No

Are all door and window keys easily accessible? Yes No

Are opening windows working and child safe? Yes No

Have escape routes and emergency instructions been communicated to tenants verbally and in writing? Yes No

Have tenants been provided with emergency contact number(s)? Yes No

Identified hazards	Existing control measures	Are there any improvement recommendations?

Fire hazards and combatting fires

Are flammable materials and naked flames secure? Yes No

Are smoke/heat detectors in working order? Yes No

Are extinguishers tested and in working order? N/A Yes No

Are there fire blankets in place? N/A Yes No

Are fire doors fitted in HMOs / in rooms where there is a higher risk of fire breaking out? e.g. the kitchen N/A Yes No

Identified hazards	Existing control measures	Are there any improvement recommendations?

Dangerous substances

Are or could dangerous substances be used or stored, within the property? N/A Yes No

If dangerous substances / flammable materials are used or stored within the property, are they stored in suitable areas and containers away from potential sources of ignition, including those which may cause a chemical reaction? N/A Yes No

Identified hazards	Existing control measures	Are there any improvement recommendations?

Hazards introduced by contractors and tradespeople

Have fire safety conditions been imposed on external contractors and tradespeople?

Yes

No

Identified hazards	Existing control measures	Are there any improvement recommendations

Other significant fire hazards that warrant consideration

Are there any other fire hazards that warrant consideration in the property?

Yes

No

(This should include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)

Identified hazards	Existing control measures	Are there any improvement recommendations

Significant findings – action plan

Following an evaluation of the fire hazards and risks to tenants identified within this risk assessment, steps to remove/reduce the hazards and changes needed to safety measures should be copied into the following action plan (overleaf) and appropriate action taken.

Priorities

HIGH

Immediate priority to be actioned within 24 hours to 8 weeks

Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost.

MEDIUM

Medium priority to be actioned within 2 - 6 months

Issues that may require medium/long term action to resolve.

LOW

Low priority to be actioned within 6 months - 1 year

Items of non urgent priority or for future consideration.

This template has been created to assist landlords and agents when preparing a fire risk assessment. While every care has been taken to make sure that it is comprehensive and sufficient for most properties, it may need to be adapted for larger or more complex properties. Use of this template will not automatically guarantee that the completed risk assessment will be regarded as suitable or sufficient for a specific property. Total Landlord accepts no responsibility for any content added, edited or deleted by the user. Remember to keep your fire risk assessment under review and revise where necessary.

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