

# **FIRE SAFETY IN HOUSES IN MULTIPLE OCCUPATION**

## **FIRE RISK ASSESSMENT GUIDANCE for**

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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 a fire. This checklist, or similar, may be used and requires to be submitted to Harlow District Council before a licence can be issued.

The building should be checked on a regular basis, and the Landlord should retain a copy of the checklist.

The answer to all the questions should be **YES** 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.

	<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
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 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 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, which 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 vehicles?				
15.	Are there sufficient exits for the number of people present?				

	<b>Means of Escape</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
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 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?				
24	Are the floor surfaces and coverings on escape routes free from tripping and slipping hazards?				
25	Are all vents and service ducts etc. suitably protected, where appropriate to prevent the spread of fire, heat or smoke?				
	<b>Lighting</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
26	Has the need for Emergency Escape Lighting been considered?				
27	Do members of the public regularly visit or have access to the premises?				
28	Is the emergency escape lighting, in working order?				
	<b>Fire Fighting</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
29	Is there sufficient fire fighting equipment of the correct type?				
30	Are portable fire extinguishers, fire blankets, etc, suitably located and available for use?				
31	Have the portable fire extinguishers been serviced within the last year?				
32	Is the fire alarm system in working order?				
33	Is the fire alarm tested weekly?				
34	Are records kept of the routine alarm tests?				
35	Can the alarm be raised without anyone being placed at risk from fire?				
36	Are the fire alarm call points unobstructed and clearly visible or suitably indicated?				
37	Is the automatic fire detection system in working order?				
	<b>Fire Instructions/Emergency Plans</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
38	Are fire instructions clearly displayed through the premises?				
39	Have you recorded the findings of the fire risk assessment?				
40	Have steps been taken to plan what actions everyone should take if a fire starts?				
41	Have these steps been brought to the attention of all residents?				
42	Has a procedure been established to review the fire risk assessment periodically?				

Assessment carried out by \_\_\_\_\_ Dated \_\_\_\_\_

**Send a copy to Environmental Health Services, Harlow District Council, Civic Centre, The Water Gardens,  
Harlow, Essex CM20 1WG**