



Fire Risk



Assessment

For use by landlords of small premises

Premises Address

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FIRE RISK ASSESSMENT

for use by landlords of small premises

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|--|--|
| 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 the Housing Act 2004, and supporting Housing, Health and Safety Rating System, and the Regulatory Reform (Fire Safety) Order 2005.

The form should be used in conjunction with the LACORS document 'Housing - Fire Safety Guidance on fire safety provisions for certain types of existing housing', downloadable at lacors.gov.uk and the Regulatory reform (Fire Safety) order 2005 'A short guide to making your premises safe from fire'.

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. 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 communities.gov.uk

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 tick list 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 | <input type="checkbox"/> | Ground | <input type="checkbox"/> | First | <input type="checkbox"/> | Second | <input type="checkbox"/> |
| 1.2 | Property | Flat | <input type="checkbox"/> | Detached | <input type="checkbox"/> | Semi-det. | <input type="checkbox"/> | Terraced | <input type="checkbox"/> |
| | | Other | <input type="checkbox"/> | | | | | | |
| 1.3 | Date of Construction | Pre 1920 | <input type="checkbox"/> | 1920 - 45 | <input type="checkbox"/> | 1946 - 79 | <input type="checkbox"/> | After 1979 | <input type="checkbox"/> |
| 1.4 | Construction | Walls: | Brick / concrete | <input type="checkbox"/> | Other | <input type="checkbox"/> | | | |
| | | Floors: | Timber | <input type="checkbox"/> | Concrete | <input type="checkbox"/> | Other | <input type="checkbox"/> | |
| | | Ceilings: | Lath / plaster | <input type="checkbox"/> | Skimmed plasterboard | <input type="checkbox"/> | Other | <input type="checkbox"/> | |
| | | Roof: | Pitched tiled/slate | <input type="checkbox"/> | Flat | <input type="checkbox"/> | Other | <input type="checkbox"/> | |
| 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 | <input type="text"/> |
| 3 Occupants at risk from Fire | | |
| 3.1 | Disabled Occupants | <input type="text"/> |
| 3.2 | Children | <input type="text"/> |
| 3.3 | Elderly | <input type="text"/> |
| 3.4 | Other | <input type="text"/> |

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, and 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 | |
|------------|----------|--|

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.

| | | |
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| 4.2 | Comments | |
|------------|----------|--|

Fire Hazards & Their Elimination or Control

5 Electrical Sources of Ignition

| | | | |
|-----|---|-----|----|
| 5.1 | Reasonable measures taken to prevent fires of electrical origin | Yes | No |
|-----|---|-----|----|

| | | | |
|-----|---|-------|----|
| 5.2 | More Specifically Fixed installation and appliances periodically inspected and tested | Yes | No |
| | | Date: | |
| | Portable appliance testing carried out on appliances supplied by landlord | Yes | No |
| | | Date: | |
| | Suitable policy regarding the use of personal electrical appliances | Yes | No |
| | | Date: | |
| | Suitable limitation of trailing leads and adapters | Yes | No |
| | | Date: | |

Guidance

Fixed electrical installations should be inspected and tested by a competent electrician in accordance with IET (formally 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.

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| 5.3 | Comments and hazards observed | |
|-----|-------------------------------|--|

6 Smoking

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|-----|---|-----|----|
| 6.1 | Do people smoke in the premises? ¹ | Yes | No |
|-----|---|-----|----|

| | | | | |
|-----|---|-----|-----|----|
| 6.2 | If persons smoke in the premises are there suitable arrangements for those who wish to smoke? | N/A | Yes | No |
|-----|---|-----|-----|----|

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.

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

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| 6.3 | Comments and hazards observed | |
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|----------|--------------|
| 7 | Arson |
|----------|--------------|

| | | | |
|-----|--|-----|----|
| 7.1 | Does basic security against arson by outsiders appear reasonable? ² | Yes | No |
|-----|--|-----|----|

| | | | |
|-----|---|-----|----|
| 7.2 | Is there an absence of combustible material in close proximity to the premises or available for ignition by outsiders | Yes | No |
|-----|---|-----|----|

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.

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| 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 | No |
|-----|--|-----|----|

| | | | | |
|-----|---|-----|-----|----|
| 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 | Yes | No |
| | Are suitable measures taken to minimize the hazard of ignition of combustible materials | N/A | Yes | No |
| | Is the fixed heating installation subject to regular maintenance | N/A | Yes | No |

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].

| | | |
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| 8.3 | Comments and hazards observed | |
|------------|-------------------------------|--|

9 Cooking

| | | | | |
|------------|---|-----|-----|----|
| 9.1 | Reasonable measures taken to prevent fires as a result of cooking | N/A | Yes | No |
|------------|---|-----|-----|----|

| | | | | |
|------------|--|-----|-----|----|
| 9.2 | More specifically: Filters cleaned or changed regularly | N/A | Yes | No |
| | Appliances regularly maintained | N/A | Yes | No |
| | Suitable fire blanket available | N/A | Yes | No |

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 buildup 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.

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| 9.3 | Comments and Hazards Observed | |
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| 10 | Furniture and Furnishings |
|-----------|----------------------------------|

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|------|---|-----|----|
| 10.1 | Do furniture and furnishings comply with the Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 1993 | Yes | No |
|------|---|-----|----|

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.

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| 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 | No |
|------|--|-----|----|

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|------|--|-----|-----|----|
| 11.2 | More specifically: Are combustible materials separated from ignition sources | Yes | No | |
| | Is unnecessary accumulation of combustible materials or waste avoided | Yes | No | |
| | Are hazardous materials stored appropriately | N/A | Yes | No |
| | Inappropriate storage of combustible/hazardous materials avoided | Yes | No | |

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. Combustible material includes recyclable material to mattresses and other furniture.

The assessment should address the risk of storage of combustible waste and materials in common areas, such as stairs and landings, in under stairs 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.

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| 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 | No |
|------|---|-----|----|

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 affect 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).

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| 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'.

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| 13.2 | Comments | |
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Fire Protection Measures

| 14 Means of Escape | | | | |
|--------------------|--|------------|------------|----------|
| 14.1 | It is considered that the premises are provided with reasonable means of escape in case of fire | Yes | No | |
| 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 N/A | Yes Yes | No No |
| | Is there suitable fire protection of escape routes (doors/stairs) | Yes | No | |
| | Are there an adequate number and position of exits (doors/windows) | Yes | No | |
| | Are exits easily and immediately open able where necessary | Yes | No | |
| | Are escape routes unobstructed | Yes | No | |
| 14.3 | It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people. | N/A | Yes | No |

Guidance

Reference should be made to Section 9, 'Escape Routes', in the Guide.

This section deals with the means of escape provided in the premises and is based on a total evacuation of the premises in the event of a fire. The means of escape covers escape from within individual rooms/bedsit/flat and from the door of the room/bedsit/flat to the final exit from the premises. This includes the distance of travel, protection of escape routes/stairs and the provision of exit door/windows.

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.

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| 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 | No |
| | Reasonable limitation of linings that may promote fire spread | Yes | No |

Guidance:

Reference should be made to Section 19, 'Fire Separation', and Section 28, 'Surface Finishes' of the Guide.

These sections deal with the fire resistance of floors, ceilings and partitions, and the surface finish provided to restrict the spread of fire and protect the means of escape, to ensure residents have sufficient time to evacuate.

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.

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| 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 | Yes | No |
|-------------|--|-----|-----|----|

Guidance:

Reference should be made to Section 24, 'Emergency Escape Lighting', of the Guide.

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

³Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

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

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'

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|-------------|------------------------------------|--|
| 16.2 | Comments and deficiencies observed | |
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| 17 | Fire Safety Signs and Notices |
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|-------------|--|-----|-----|----|
| 17.1 | Reasonable standard of fire safety signs and notices | N/A | Yes | No |
|-------------|--|-----|-----|----|

Guidance:

Reference should be made to Section 27, 'Signage' of the Guide.

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'.

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| 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 | No |
|-------------|--|-----|----|

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|-------------|-----------------------------------|-----------------------------|------------------------------|----|
| 18.2 | Automatic fire detection provided | Yes through out premises | Yes Part of premises only | No |
|-------------|-----------------------------------|-----------------------------|------------------------------|----|

Guidance

Reference should be made to Section 22, 'Automatic Fire Detection & Warning Systems'.

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 LD2 Grade A 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.

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| 18.3 | Comments and deficiencies observed | |
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| 19 | Mutual Fire Extinguishing Appliances |
|-----------|---|

| | | | |
|-------------|---|-----|----|
| 19.1 | Reasonable provision of portable fire extinguishers | Yes | No |
|-------------|---|-----|----|

| | | | |
|-------------|--|-----|----|
| 19.2 | Are all fire extinguishing appliances readily accessible | Yes | No |
|-------------|--|-----|----|

Guidance

Reference should be made to Section 25, 'Fire-fighting Equipment (Portable)', of the Guide.

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

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| 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'.

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| 20.2 | Comments | |
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Management and Maintenance of Fire Safety Provisions

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| 21 | Procedures and Arrangements |
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Reference should be made to Section 32, 'Management and Maintenance', of the Guide, for the following sections of the form.

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| 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 | Yes | No |
|-------------|--|-----|-----|----|

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 | No |
|-------------|--|-----|----|

| | | | | |
|-------------|---|-----|-----|----|
| 21.5 | More specifically: Are procedures in the event of fire appropriate and properly documented | N/A | Yes | No |
| | Are there suitable arrangements for summoning the fire & rescue service | Yes | No | |

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.

⁵This 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.

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| 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 | No |
|------|---|-----|----|

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.

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| 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 | Yes | No |
|------|---|-----|-----|----|

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 | Yes | No |
|------|---|-----|-----|----|

⁶BS 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. If none, tick 'N/A' and record 'None' under 'Comments'. **7**

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| 22.6 | Comments and deficiencies observed | |
|-------------|------------------------------------|--|

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|-------------|--|-----|-----|----|
| 22.7 | Is annual maintenance of fire extinguishing appliances carried out | N/A | Yes | No |
|-------------|--|-----|-----|----|

Guidance

Portable fire extinguishing appliances, including fire blankets should be subject to annual maintenance. If none, tick 'N/A' and record 'None' under 'Comments'.

| | | |
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| 22.8 | Comments and deficiencies observed | |
|-------------|------------------------------------|--|

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| 22.9 | Periodic inspection of external escape staircases and gangways | N/A | Yes | No |
|-------------|--|-----|-----|----|

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'.

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| 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 | Yes | No |
|--------------|--|-----|-----|----|

⁷BS 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'.

| | | |
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| 22.12 | Comments and deficiencies observed | |
|--------------|------------------------------------|--|

| | | | | |
|--------------|---|-----|-----|----|
| 22.13 | Are routine checks of final exit doors and/or security fastenings carried out | N/A | Yes | No |
|--------------|---|-----|-----|----|

Guidance

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

| | | |
|--------------|------------------------------------|--|
| 22.14 | Comments and deficiencies observed | |
|--------------|------------------------------------|--|

23 Records

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

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 | |
|-------------|------------------------------------|--|

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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