

Record of fire safety risk assessment

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Example



Building use and address	A block with a total of four flats owned by Home Lettings Limited and licensed as Houses in Multiple Occupation (HMO). 1 Queens Road, Glasgow G1		
Postcode	G1		
Name of person(s) with fire safety duties	Mr & Mrs Russ Smith (Directors)		
Name and contact details of Assessor	Mr Russ Smith, Home Lettings Limited, 10 Queens Road, Glasgow G1		
Assessor signature		Date of assessment	15 June 2007

STEP 1 Identify people at risk

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide.
 List all persons potentially at risk from fire, including employees, tenants, visitors and contractors.

At the time of assessment, the building comprised of four individual flatted licensed HMOs under single ownership. There were 12 persons staying in the HMOs although this could increase to a maximum of 16 persons when fully occupied. People using the premises were mainly long stay tenants varying in age between 19 years and 53 years. Each flat accommodated tenants each of whom had their own bedroom with other common areas such as a sitting room, kitchen and toilet facilities available for all occupants. With the exception of one tenant in Flat 2 with a disability, who although capable of mobility did so very slowly, all other tenants were physically capable of leaving the building without any form of assistance.

Regular visitors to the premises include relatives and friends of tenants, voluntary service workers, maintenance contractors and others such as postmen, stair cleaners, meter readers and contractors. Some visitors have disabilities, including minor mobility problems. Some will have knowledge of, and familiarity with, the layout of the building, others will not.

Occasionally visitors, including several children aged between 3-8 years, stay overnight. On past experience the maximum numbers staying at any one time could be up to two adults and 3 children spread throughout all floors of the building.

STEP 2 Identify fire hazards

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide.

Note: Action Points should be recorded at STEP 4

Sources of ignition e.g. electrical fittings, smoking, heating, open flames

Electrical fittings

Normal electrical appliances for an HMO are provided. Evidence of damage to wiring on table lamp in the common living room of Flat 4. In addition, signs of overheating/scorch marks near electrical wall socket in common kitchen of Flat 3.

	Action required (Please tick)	YES	NO
	If you answered yes, record action at STEP 4	✓	

Smoking

Smoking is allowed in HMOs. Most flats had sufficient ashtrays provided, however, some did not. Evidence that some tenants used tinfoil shaped into ashtrays to dispose of cigarette stubs. Evidence also that contents of ashtrays were put into plastic waste bags for removal to external waste bins. Evidence from burn marks on some carpets and upholstered seating that use/disposal of cigarettes is unacceptable.

	Action required (Please tick)	YES	NO
	If you answered yes, record action at STEP 4	✓	

Heating

Gas-fired central heating systems in each flat are under maintenance contract. In addition to normal radiators it was noted that some tenants had portable LPG open-flame gas radiant heaters.

	Action required (Please tick)	YES	NO
	If you answered yes, record action at STEP 4	✓	

Open flames

Portable LPG open flame gas radiant heaters (see Heating above). Gas cookers. Scented candles used by some tenants. Some candles observed close to curtains.

	Action required (Please tick)	YES	NO
	If you answered yes, record action at STEP 4	✓	

Cooking			
Meals are prepared and cooked in common kitchens of each flat. No cooking allowed in bedroom areas. No deep fat frying allowed.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓
Laundry			
Laundry facilities in each kitchen in all flats. Electrical wash and dry appliances provided.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓
Fire-raising			
No known history of fire-raising in or around the building. No reason to suspect tenants might start fires deliberately.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓
Sources of fuel e.g. furniture, textiles and fabrics			
Furniture, textiles and fabrics			
Normal provision of furniture etc. Furniture appears to meet acceptable standards.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓

Refuse disposal arrangements			
Bins are emptied regularly and are normally sited externally well away from the building. (See Housekeeping and storage, under Step 3)			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓
Other			
Quantities of white spirit stored in landlord's cupboard off first floor landing.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
		✓	
Sources of oxygen e.g. ventilation			
Ventilation			
Normal airflow through windows and doors.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓
Cylinders			
LPG cylinders (See Heating)			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓

STEP 3**Evaluate the risk and adequacy of existing fire safety measures**

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide

Note: Action Points should be recorded at STEP 4

Likelihood of a fire starting

Subject to the removal of combustible storage items within the fire escape staircase (see Housekeeping and storage) the likelihood of fire occurring is normal for the type of occupancy, fuel load, ignition sources and people present.

Note: The potential for fire to occur within the fire escape staircase is drastically increased as a result of storage of waste bins, old upholstered chairs and other bags of waste in the staircase.

Action required (Please tick)

If you answered yes, record action at STEP 4

YES

NO



Consequences to people from a fire starting in the building

Under normal circumstances, following warning of fire, tenants and others frequenting the building should be able to escape via the main fire escape staircase. If the storage of combustible materials is allowed to continue within the staircase then any fire occurring within it could present very significant problems with the likelihood that some occupiers would be trapped in the building (see Housekeeping and storage).

Action required (Please tick)

If you answered yes, record action at STEP 4

YES

NO



Managing fire safety

See Chapter 5 of the relevant Scottish Government sector specific, practical fire safety guide

Fire safety policy

No fire safety policy has been established. No one has overall responsibility for dealing with the fire safety issues.

Action required (Please tick)

If you answered yes, record action at STEP 4

YES

NO



Emergency fire action plan

No emergency fire action plan/procedures have been prepared.

Action required (Please tick)

If you answered yes, record action at STEP 4

YES

NO



Fire safety information and training			
No fire safety information e.g. on what action to take in the event of fire was provided for tenants.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO
Fire drills			
No fire drills take place.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO
Maintenance of fire safety measures			
Maintenance and testing of fire safety measures was not being fully carried out. The fire warning system and fire extinguishers are under a maintenance contract and are professionally tested annually, but no other testing is carried out. Escape route lighting and fire door operation are not checked on regular basis.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO
Recording information and keeping records			
A record is kept of the professional testing of the fire warning system and fire extinguishers. No other records are kept.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO
Reducing the likelihood of fire See Chapter 6 of the relevant Scottish Government sector specific, practical fire safety guide.			
Housekeeping and storage			
<p>A reasonable standard of housekeeping was maintained in the building overall, however, Flat 4 had several waste bags located on the landing outside its main entrance door. Common areas in general were tidy, however, some kitchens had waste bins overflowing with waste materials.</p> <p>Two plastic waste bins (wheelie bin type) were located at ground floor level within the fire escape staircase.</p> <p>Two old upholstered chairs were stored inside the fire escape staircase at ground floor level awaiting removal. The chairs had been there for several weeks.</p>			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO

Restricting the spread of fire and smoke See Chapter 7 of the relevant Scottish Government sector specific, practical fire safety guide.			
Fire separation			
Holes to allow the passage of pipes and ducting had been made in fire resisting walls forming part of the enclosing structure of the fire escape staircase. They had not been fire stopped/in-filled with fire resisting materials, consequently, there was potential for a fire to spread into escape routes.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO
Cavities			
None apparent.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO ✓
Internal linings			
Generally walls and ceilings were lined with wallpaper and emulsion paint, however, gloss painted polystyrene tiles were noted on the ceiling of the common hallway fire escape route in Flat 3. It was also noted that a bedroom in the same flat had carpet tiles as a decorative feature on one of its walls.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO
From external			
A waste skip was located immediately below the kitchen window of Flat 1. Any fire occurring in the skip (potentially by wilful fire raising) could easily spread into the flat.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO
Means of escape See Chapter 8 of the relevant Scottish Government sector specific, practical fire safety guide.			
Escape routes			
Escape was by means of a single staircase escape route from all floor levels. The staircase escape route was protected by self-closing fire resisting doors fitted to the main entrance to each flat. All doors, with the exception of the bathroom door, leading into the common internal hallway escape route were fire resisting. With the exception of Flat 4, where a self-closing device had been removed from the common lounge door, self-closing devices were fitted on all fire-resisting doors. Although fitted with self-closing devices some doors in Flats 1 and 3 did not close due to them sticking on floor coverings. Extensive use of wedges to hold internal doors in the open position was also apparent in all flats. The main entrance door of Flat 2, designed to be self-closing and fire resisting, was twisted in its frame, consequently, it did not create an effective seal potentially allowing fire and smoke to pass into the fire escape staircase.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO

Ensuring that means of escape can be used See Chapter 9 of the relevant Scottish Government sector specific, practical fire safety guide.			
Escape route lighting			
Normal lighting and escape route lighting provision was satisfactory (see Maintenance of fire safety measures, under Step 3).			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓
Signs and notices			
Fire exit signage adequate, however, some self-closing fire doors were not fitted with signage indicating 'Fire Door - Keep Shut'.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
		✓	
Means for detecting fire and giving warning See Chapter 10 of the relevant Scottish Government sector specific, practical fire safety guide.			
System type			
There is a suitable interlinked fire warning system covering the 4 flats. The system incorporates automatic smoke and heat detectors. Smoke detectors are located in circulation areas, including the staircase and in bedrooms and common rooms. Heat detectors are located in all kitchens, although, one in Flat 4 had been subject to accidental damage.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
		✓	
Means for fighting fire See Chapter 11 of the relevant Scottish Government sector specific, practical fire safety guide.			
Fire fighting equipment for use by persons			
Generally adequate range of extinguishing equipment provided for occupancies. Some extinguishers in all flats neither wall mounted on hooks nor placed on purpose designed floor base blocks. One fire blanket has been removed from the kitchen in Flat 4.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
		✓	

The assessor completing the following section should prioritise remedial measures, based on the level of risk.

Priority ratings and suggested timescales:

Low (L) 3 – 6 months	Medium (M) Up to 3 months	High (H) As soon as possible
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The above timescales are recommendations, however, risks should be removed as soon as possible.

STEP 4 Action points			
	Priority	Person responsible	Completion date
1. Repair wiring to lamp.	H	Mr Smith	
Check wall socket and repair as required.	H	Mr Smith	
2. Provide a sufficient number of ashtrays for use by smokers.	H	Mr Smith	
Prohibit disposal of smokers' materials in plastic waste bags.	H	Mr Smith	
Provide sufficient metal bins for disposal of waste smoking materials.	H	Mr Smith	
Provide sufficient signs throughout premises to highlight smoking policy.	M	Mr Smith	
3. Prohibit use of LPG heating. Consider replacement of open flame heaters with other heating e.g. fan heaters.	M	Mr Smith	
4. Prohibit the use of candles. If this course of action proves impractical remind all tenants of dangers when using candles.	H	Mr Smith	
5. Remove white spirit from premises.	M	Mrs Smith	
6. Establish a fire safety policy.	H	Mrs Smith	
7. Establish an emergency fire action plan. Tenants to be made aware of arrangements. The plan should include arrangements for the evacuation of all people including those who have any disability. (Consult tenant in Flat 1 on appropriate arrangements.)	H	Mrs Smith	
8. Provide fire safety information to tenants.	H	Mrs Smith	
Tenants who have agreed to, and been allocated, any form of fire safety role e.g. to assist a disabled person from the building, are to be provided with relevant information and training to fulfil that role.	M	Mr Smith	
Provide Fire Action notices at suitable points within each HMO i.e. individual bedrooms and common rooms as appropriate.	M	Mr Smith	

STEP 4 Action points			
	Priority	Person responsible	Completion date
9. Conduct fire drills. Use to check that all persons know what is required of them during any fire situation.	H	Mr Smith	
10. Implement a process to ensure that all necessary fire safety measures are subject to suitable routine tests and maintenance.	H	Mr Smith	
11. Maintain records of all tests and maintenance of relevant fire safety measures, including equipment, and fire drills. Keep records readily available for inspection by any authorised person.	M	Mr Smith	
12. Remove waste bags.	H	Mr Smith	
Remind tenants that waste bins in flats must not be overfilled or rubbish stacked around them.	H	Mr Smith	
Remove upholstered chairs from staircase.	H	Mr Smith	
Remove wheelie bins from staircase.	H	Mr Smith	
Prohibit storage of any kind inside fire escape staircase.	H	Mr Smith	
13. Infill holes in fire resisting walls with suitable fire resisting material.	H	Mr Smith	
14. Remove all polystyrene and carpet tiles from ceilings and walls. Replace with suitable non-combustible linings.	M	Mr Smith	
15. Arrange removal of skip to a position at least 3 metres from the building.	M	Mr Smith	
16. Replace missing self-closing device on door.	H	Mr Smith	
Modify self-closing doors so they don't stick on floor coverings.	H	Mr Smith	
Introduce system of regular checks and maintenance.	M	Mr Smith	
Remove wedges and prohibit their use.	H	Mr Smith	
Repair or replace ill-fitting twisted fire doors.	H	Mr Smith	
17. Provide 'Fire Door - Keep Shut' signs where required.	M	Mr Smith	
18. Repair or replace heat detector in kitchen.	H	Mr Smith	
19. Wall mount all fire extinguishers on hooks or, alternatively, place on purpose designed floor stands at fire points generally located adjacent to main exit doors from flats.	M	Mr Smith	
Provide fire blanket.	M	Mr Smith	

Review the fire risk assessment if there is a reason to suspect it is no longer valid or if there has been a significant change in the matters to which it relates.

STEP 5 Assessment review

Review date

Reviewed by

Reason for review

Outcomes of review

The Scottish Centre for Healthy Working Lives is part of NHS Health Scotland. We provide information, advice and support on health and safety legislation, occupational health and health promotion. To arrange a workplace visit, call our adviceline free on **0800 019 2211**. Alternatively, contact your local Healthy Working Lives team based in your NHS board area. The contact details for each team are available from the adviceline and are given on our website at **www.healthyworkinglives.com**

The Scottish Centre for Healthy Working Lives is endorsed by: the Confederation of British Industry (CBI Scotland), the Federation of Small Businesses (FSB), the Scottish Trades Union Congress (STUC), the Scottish Government, the Health and Safety Executive (HSE), NHS Scotland, the Convention of Local Authorities (COSLA), Jobcentre Plus, Scottish Enterprise and Highlands and Islands Enterprise (HIE).

