## Luton logo

## FIRE SAFETY IN HOUSES IN MULTIPLE OCCUPATION

**FIRE SAFETY CHECKLIST FOR (insert address)**

For the purposes of a licence application, this checklist, must be completed and submitted together with your application.

The landlord should retain a copy and the building checked on a regular basis using the checklist.

The answer to all 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 safety checklist.

**Note**

This document does not constitute a Fire Risk Assessment

In licensed HMOs, under the **Regulatory Reform (Fire Safety) Order 2005**, a suitable and sufficient written Fire Risk Assessment must be carried out by a competent person, this could be by, or on behalf of, the licensee/prospective licensee, and is required in order to establish and reduce both the risk of fire occurring and the risk to people in the event of fire. – For more information, please follow this link: [www.bedsfire.gov.uk](http://www.bedsfire.gov.uk)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Have flammable and combustible materials been identified and minimised where possible? |  |  |  |  |
| Is the system of controlling the amount of flammable substances and combustible materials operating effectively? |  |  |  |  |
| Are all flammable substances and combustible materials stored safely? |  |  |  |  |
| Are heating appliances fixed in position at a safe distance from any combustible materials and suitably guarded? |  |  |  |  |
| Are all items of electrical equipment fitted with fuses of the correct rating? |  |  |  |  |
| Have fire prevention measures been brought to the attention of residents? |  |  |  |  |
| Are lengths of flexible cable and multi-point adapters kept to a minimum? |  |  |  |  |
| Are cables run only where damage is unlikely and not under floor coverings or through doorways? |  |  |  |  |
| Is the furniture upholstery made of fire resistant material? |  |  |  |  |
| Are the premises free of accumulation of rubbish waste paper or other materials, which could catch fire or be set alight? |  |  |  |  |
| Are there suitable facilities for the disposal of smoking materials? |  |  |  |  |
| Have measures been taken to reduce the risk of arson? |  |  |  |  |
| Are there suitable management procedures in place to ensure fire safety standards are maintained in the event of outside contractors working on the premises? |  |  |  |  |
| Is there vehicular access to the premises for fire service vehicles? |  |  |  |  |
|  |  |  |  |  |
| Means of Escape | **YES** | **NO** | **N/A** | **COMMENTS** |
|  |  |  |  |  |
| Are there sufficient exits for the number of people present? |  |  |  |  |
| Do exits lead to a place of safety? |  |  |  |  |
| Are all gangways and escape routes free from obstruction? |  |  |  |  |
| Are all internal fire doors clearly labelled? |  |  |  |  |
| Can all fire safety signs and fire exit notices be clearly seen? |  |  |  |  |
| Are self-closing devices on fire doors in working order? |  |  |  |  |
| Are exits clearly indicated where necessary and are all escape routes adequately lit? |  |  |  |  |
| Where appropriate, do doors used for means of escape open in the direction of travel? |  |  |  |  |
| Are there suitable procedures in place for the evacuation of disabled persons? |  |  |  |  |
| 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? |  |  |  |  |
| Are the floor surfaces on escape routes free from tripping and slipping hazards? |  |  |  |  |
| Are all vents and service ducts etc suitably protected, where appropriate, to prevent the spread of fire, heat or smoke? |  |  |  |  |
|  |  |  |  |  |
| **Lighting YES NO N/A COMMENTS** | **YES** | **NO** | **N/A** | **COMMENTS** |
|  |  |  |  |  |
| Has the need for Emergency Escape Lighting been considered? |  |  |  |  |
| Are the premises occupied within normal daylight hours? |  |  |  |  |
| Do members of the public regularly visit or have access to the premises? |  |  |  |  |
| Is the emergency escape lighting (if fitted), in working order? |  |  |  |  |
|  |  |  |  |  |
| Fire Fighting | **YES** | **NO** | **N/A** | **COMMENTS** |
|  |  |  |  |  |
| Is there sufficient fire fighting equipment of the correct type? |  |  |  |  |
| Are portable fire extinguishers, fire blankets, etc, suitably located and available for use? |  |  |  |  |
| Have the portable fire extinguishers been serviced within the last year? |  |  |  |  |
| Is the fixed fire fighting installation in working order? |  |  |  |  |
|  |  |  |  |  |
| Fire Alarm | **YES** | **NO** | **N/A** | **COMMENTS** |
|  |  |  |  |  |
| Is the fire alarm system in full working order? |  |  |  |  |
| Is the fire alarm tested weekly? |  |  |  |  |
| Can the alarm be raised without anyone being placed at risk from fire? |  |  |  |  |
| Are the fire alarm call points unobstructed and clearly visible or suitably indicated? |  |  |  |  |
| Is the automatic fire detection system in working order? |  |  |  |  |
|  |  |  |  |  |
| Fire Instructions/Emergency Plan | **YES** | **NO** | **N/A** | **COMMENTS** |
|  |  |  |  |  |
| Are instructions on the actions to be taken in the event of fire clearly displayed through the premises? |  |  |  |  |
| Have you conducted a fire risk assessment and recorded the findings? |  |  |  |  |
| Have steps been taken to plan what actions everyone should take if a fire starts? |  |  |  |  |
| Have these steps been brought to the attention of all residents? |  |  |  |  |
| Has a procedure been established to review the fire risk assessment periodically? |  |  |  |  |

**Signature** **Date**

**Print** **Name**