

Fire Risk Assessment (FRA)

For Small House in Multiple Occupation (HMO)

Responsible Person <i>(person having control of the relevant premises)</i>	
Address	
Date of Assessment	
Assessor	
Number of Occupants	
Number of storeys (Inc. basement and loft room)	
Subsequent Review Dates	
Reviewed by:	
Reviewed by:	
Reviewed by:	

This template has been provided to assist the Responsible Person with the preparation of a Fire Risk Assessment (FRA) and is not intended for commercial profit or gain. It is suitable for small HMOs with a simple layout and small numbers of occupants. It may not be suitable for use in some large HMOs or complex layouts*¹.

*¹Please note that for HMOs with **7 or more occupants**, those situated above commercial properties, those exceeding three storeys in height, or those with a complex layout, a more comprehensive FRA will be required. The FRA must be conducted by a **Competent Person** with the requisite knowledge and understanding of fire safety.

If an HMO is a flat, this FRA is not suitable for the 'common area' shared hallway with other occupants of the building, and for that reason the assessment would need to be completed by a professional fire risk assessor. Leaseholders would need to work with the freeholder to ensure the building common parts have a suitable risk assessment carried out*².

*² If the FRA determines that neighbouring properties (adjacent, below, or above) may be affected in the event of a fire, the findings should be communicated to the owners and occupants of these properties. Any identified risk should be reduced or removed, providing fire safety measures.

The FRA must be regularly updated and reviewed annually, whenever there are changes to the property or its contents, and between tenancies. The findings must be used to prepare an emergency plan detailing actions in case of fire, escape routes, assembly points, and contact information for the Fire and Rescue Services

Whilst every care has been taken to ensure the adequacy and suitability of this template, Bath and North East Somerset Council accepts no responsibility for any content added, edited, or deleted by the user. Use of this template will not automatically guarantee the

completed risk assessment will be regarded as 'suitable and sufficient.'

Please follow links below for more information regarding fire safety:

[Fire Safety Risk Assessment - Sleeping accommodation](#)

[LACoRS Guidance – Housing Fire Safety](#)

[Fire Risk Assessment – Avon Fire Rescue](#)

Identified fire hazards and primary control measures.

Note: On the following pages, where any answer is 'Yes' please describe the identified hazard(s) in the box below, along with the control measures that you already have in place.

Where the answer is 'No' please describe the deficiency in the 'Deficiencies' box below.

Where the question is not applicable to your premises please mark 'N/A.'

Identify Fire Hazards (Sources of fire ignition) – hallway and landings	Are existing control measures suitable?
a. Are the means of escape clear from combustible items, including furniture and any other items and possessions?	
b. Gas, electrical meters – are they boxed in with a fire-retardant material to provide a fire separation?	
c. If electrical board, gas meters located in the under stairs cupboard, is the cupboard kept empty?	
d. Is smoking prohibited in the property?	
e. Are escape routes unobstructed?	
f. Is emergency lighting provided in difficult layout properties?	
g. Are electric vehicles stored or recharged on the premises? e.g. electric cars, e-scooters, bicycles. If yes, a risk assessment must be carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).	
h. Are there any other fire hazards that warrant consideration?	

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies	Remedial Action Required	

Identify Fire Hazards (Sources of fire ignition) – Living room	Are existing control measures suitable?
a. Fireplace – is it capped off?	
b. Gas, electrical meters – are they boxed in with a fire-retardant material to provide a fire separation?	
c. Portable heating equipment, is it PAT tested and kept away from flammable material? Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	
d. Are electric vehicles stored or recharged on the premises? e.g. electric cars, e-scooters, bicycles.	
e. Are there any other fire hazards that warrant consideration?	

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies	Remedial Action Required	

Identify Fire Hazards (Sources of fire ignition) - Kitchen	Are existing control measures suitable?
a. Is a fire blanket wall-mounted and away from the cooker/oven?	
b. Has the gas cooker and boiler and any other gas equipment been tested by a registered gas safety engineer within the last 12 months?	
c. Portable Appliances - any appliance that can be moved and is connected to a mains electricity supply via a plug and socket – were they PAT tested within the last 12 months?	
d. Any electrical equipment left behind previous tenants – are they safe to use and PAT tested?	
e. Are electric vehicles stored or recharged on the premises? e.g. electric cars, e-scooters, bicycles. If yes, a risk assessment must be carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).	
f. Are there dangerous substances used or stored within the premises? If yes, a risk assessment must be carried out as required by the Dangerous Substances and Explosive	

Atmospheres Regulations 2002 (DSEAR).	
g. Are there appropriate measures for the safe storage and disposal of waste?	
h. Are there any other fire hazards that warrant consideration?	

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies	Remedial Action Required	

Identifying People at Risk	Findings
Are the premises provided with reasonable arrangements for means of escape for occupants with visual or hearing impairments?	
Are the premises provided with reasonable arrangements for means of escape for occupants with physical disabilities?	
Are the premises provided with reasonable arrangements for means of escape for occupants who may be at greater risk due to age, infirmity, or other limitation?	

Evaluate, Remove, Reduce and Protect from Risk	
Control measures which reduce the risk of harm to the occupants from fire can include those below. Other measures may be appropriate according to the assessment of the degree of risk identified above.	
a. Is the fire alarm system adequate for the premises?	
b. Have the emergency lighting been tested in accordance with the current British Standards (BS 5266)?	
c. Are the means of escape clear from furniture and personal possessions?	
d. Is there an annotated plan identifying the means of evacuation and escape route?	
e. Are all doors on the escape route easily openable without a key?	
f. Stairs – are they under boarded with a fire-retardant material to ensure fire separation and protect to the means of escape?	
g. Doors to the bedrooms – do they provide 20 minutes fire separation (up to two storeys) or 30-minutes fire separation (3+ storeys)?	

h. Walls (bedrooms, kitchen, living room) – do they provide 30-minutes fire separation to the means of escape?	
i. Ceiling – is there adequate fire separation to the floor above?	
j. If fire extinguishers available, were they serviced within 12-months?	
k. Are the fire extinguishers mounted on walls or on appropriate bases?	
l. Can everybody escape in a reasonable time?	
m. Are there any holes around pipes and cables to allow smoke to enter other rooms or floors?	
n. Could a fire spread to other premises?	
o. Can the fire services easily get to your premises?	
p. Are there additional means of escape - rear door, escape windows on ground and first floor?	
q. Is the kitchen door a fire door?	
r. If provided, are sprinkler/misting systems serviced within the last 12-months?	
Other measures? Specify on step 4.	

Record, Plan, Inform, Instruct and Train	
Have you provided fire instructions and fire training?	
In properties with inner bedrooms, is there suitable fire protection, are occupants able to escape via an escape window and are they aware of how to do it safely? <i>(Requisites - FD30s with self-closer to the inner bedroom, smoke detector that is mains wired and interlinked to the current fire detection system, an egress window to the bedroom with an openable area that is at least 0.33m² and have a minimum 450mm height and 450mm width (or, is situated on a floor which is not more than 4.5m above ground level and has an escape window leading directly to a place of ultimate safety).</i>	
Are there instructions available to occupants about what to do in case of a fire?	
Are tenants informed about testing the fire detection system weekly?	
Is a logbook available to occupants to fill in after testing fire detectors?	
If fire extinguishers provided, have you trained occupants on how to use them?	
Do you have a contractor set up to check 6-monthly Grade A fire detection system and annual Emergency lighting?	
Have you recorded significant findings of this assessment in the Remedy Action Plan?	
Specify further control measures identified to reduce risk	
1.	

2.	
3.	

REMEDY ACTION PLAN

Priority	Meaning
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 (Breaches in legislation that may require medium/long term action to resolve).
Low	Low priority to be actioned within 6 months-1year (Items of non-urgent priority or for future consideration).

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the below 'Significant Findings.'

The appropriate actions and remedies for these deficiencies should be entered into the 'Remedy Action Plan.'

Significant Findings – Remedy Action Plan					
No.	Action to be taken	Priority	Target Completion Date	Action by	Date Action Completed

If you are a manager, landlord, or tenant of rented residential accommodation, please refer to the following link for comprehensive information regarding the law, your rights, and fire safety: [Avon Fire & Rescue advice](#).