**Fire Safety Evaluation**

This document is intended to be used as a guide by landlords to undertake a simple but effective risk assessment process in **residential houses** that are occupied by a single household.

**A Fire Safety Evaluation template can be found on pages 4 & 5 of this document.**

**The evaluation process**

In undertaking a Fire Safety Evaluation, consideration needs to be given to:

* Any factors that would increase the risk of a fire occurring that would result in harm; and
* If a fire did break out, any factors that would mean that the occupants were at greater risk of death or serious injury

The physical constraints of the building concerned may make it impractical to eliminate all hazards. Steps should be undertaken to address identified deficiencies and to bring risks down to an acceptable level in situations where one, or a combination of two or more, identified hazards result in a significantly increased fire risk above that in a typical or average house.

Some examples of suggested improvement measures to address identified fire safety hazards are described in the table below. These examples are intended to provide a simple reference summary and are not intended to be exhaustive in the scope of improvement measures that might be necessary.

A record of the completed Fire Safety Evaluation should be made on the attached pro-forma (page 4) or a suitable alternative document.

*It should be stressed that this checklist document is primarily designed for use in carrying out safety evaluations that relate to single family houses and that additional considerations would apply to HMO or flatted accommodation.*

The Fire Safety Evaluation document is intended to provide a guide to enable all relevant fire safety factors to be taken into account when considering the risks posed by an individual house. It is not intended to be a standard; one or two less significant ‘fire hazards’ may not warrant any remedial action, if the resulting overall risk is low. For example, the absence of means of escape from a bedroom window when other windows provide means of escape, or the presence of polystyrene tiles to a bathroom ceiling, both in houses with no other identified fire hazards, may not require any action to be taken.

**Identified Fire Safety Hazards in Houses occupied by a single household – possible improvement measures**

|  |  |
| --- | --- |
| **Identified hazard** | **Improvement measure[s]** |
| Absence of sufficient or suitable smoke detectors | Provide a minimum of one smoke detector per floor within house.  *Mains-wired detectors are preferred but battery operated detectors are permissible in most cases.*  *Mains-wired detectors may be required under the Building Regulations in situations where a house is extended – for example a loft conversion is undertaken.*  **The provision of suitable smoke detectors is a specific licence condition.**  **From October 2015 change in current legislation will mean that anyone renting out their home will need to ensure there is a smoke alarm on every floor of the home at the start of a tenancy.** |
| Inadequate space/room heating | Provide a whole house heating system through a system of gas central heating or, where building insulation is sufficient, a system of programmable fixed electric room heaters. |
| Old, defective or over-loaded electrical systems | Replace old non-PVC wiring.  Carry out repairs to defective electrical fixtures and fittings.  Provide additional power outlets.  Carry out periodic safety checks of electrical installations at minimum 5-yearly intervals.  **The provision of periodic gas and electrical safety reports is a specific licence condition.** |
| Unsafe cooker/ cooker location  *e.g. the kitchen door opens directly on to the cooker or the kitchen is too small to safely accommodate all required cooking appliances* | Ensure cooker is secure and stable.  Remove any flammable materials close to cooker.  Re-site cooker.  Re-design kitchen if simple relocation not possible.  Extend or re-site kitchen if existing kitchen too small to provide safe cooker location. |
| Absence of fire-fighting equipment | Provide Fire Blanket in kitchen. |
| Inadequate means of escape from upper rooms, particularly bedrooms | Adapt an existing window, to provide a window whose opening part is at least 450 x 650mm, via a top or side hung casement.  Provide a new escape window within a room with a lower, accessible window sill height [e.g. in attic room currently provided with high level velux-type windows].  Remove external bars/grille to window, make good any disturbed surfaces and ensure retained window has adequate locks and other security measures. |
| Kitchen door missing | Replace kitchen door.  Consider that current requirements for private sector schemes (e.g. Temporary accommodation and Lettings Walltham Forest) is a 30 minute fire door between a kitchen and any escape route or living space. |
| Means of escape from a bedroom via a higher risk room such as a kitchen or living room | Provide fire door separation to bedroom and higher risk room.  Provide mains-wired and linked detector to risk room.  Ensure window to bedroom can be used as an alternative means of escape. |
| Presence of a remote bedroom accessed via a second bedroom | Cease use of remote bedroom as a bedroom.  Provide corridor access from circulation space direct to remote room.  Consider alternative use of remote room e.g. as a bathroom amenity. |
| Inadequate/insubstantial partitioning e.g. separating two bedrooms | Take down existing partitioning and replace with suitable stud partition wall, faced with plasterboard and set with a plaster finish.  Decorate. |
| Presence of polystyrene tiles to ceilings or walls | Remove polystyrene tiles and make good disturbed surfaces. |

**FIRE SAFETY EVALUATION PRO-FORMA FOR A RESIDENTIAL HOUSE**

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| --- | --- | --- |
| **Address [including postcode]:** |  | |
| **Safety Evaluation carried out by:**  **Position:**  ***Owner/Agent/Other*** |  | **Date:** |
| **House type:** | Detached Semi-detached End of terrace Mid-terrace | |
| **Number of floors:** |  | |
| **Number of bedrooms:** |  | |
| **Estimated age of property:** |  | |
| **Building Component/Element:** | **Existing Provision:** | **Improvement measure identified [or n/a]:** |
| **Smoke detectors**   * Number * Location * Type |  |  |
| **Room/Space Heating**  Main heating   * Type * Extent [Full or Partial]   Other heating [if present]   * Type * Location |  |  |
| **Electrical installation**   * Any Non-PVC wiring? * Signs of overheating? * Overloaded sockets/adapters?   Date of most recent periodic inspection? |  |  |
| **Gas System**   * Evidence of damage to pipework or fittings?   Date of most recent periodic inspection? |  |  |
| **Escape Windows**  Means of escape [450 x 650 openable window, accessible to users and no external obstruction] to all bedrooms? |  |  |
| **Building Component/Element** | **Existing Provision** | **Improvement measure identified [or n/a]** |
| **Kitchen**   * Stable cooker? * Cooker close to flammable materials? * Safe cooker location? * Door to kitchen present? * Fire Door to kitchen? * Fire Blanket present? * Heat detector present? |  |  |
| **Route from upper floors to exit door**  Choose from:   * Protected route [fire doors to all risk rooms] * Stairs to enclosed hall * Open plan stairs to living room * Via stairs to kitchen   Are all separate rooms provided with a door? |  |  |
| **Remote rooms**  Any remote rooms present? [e.g. bedroom accessed via a second bedroom] |  |  |
| **Separation of rooms/spaces**  Any inadequate/insubstantial room partitioning present?  If so, provide details of location and extent. |  |  |
| **Polystyrene ceiling or wall tiles**  Any polystyrene tiles present?  If so, provide details of location and extent. |  |  |

***This Fire Safety Evaluation is accurate to the best of my knowledge and belief:***

***Signed…………………………………………………………..***

***Dated……………………………………………………………***