

A fire risk assessment is a legal requirement for Houses in Multiple Occupation (HMOs) under the Regulatory Reform (Fire Safety) Order 2005. This guided template follows the five-step process and is structured around BS 9792:2025. Complete every section with the property in front of you, record your findings, and use the action plan to track anything that needs fixing.

PROPERTY & ASSESSMENT DETAILS

Property address			
Premises type		No. of storeys	
No. of units		Max. occupants	
Responsible person		Assessor name	
Date of assessment		Date of next review	
Reference no.			

How to complete it

Walk the property and work through each section. Mark every item Yes, No or N/A. Any "No" is a deficiency: record it in the action plan with a priority and a target date.

The five steps

1. Identify fire hazards
2. Identify people at risk
3. Evaluate, remove and reduce risk
4. Record, plan, inform and train
5. Review regularly

Want it done for you?

FRASafe builds the same assessment automatically, rates every risk and produces a council-ready signed PDF. Free to complete, £45 for the report.

The assessment must be "suitable and sufficient" under the RRO 2005 and carried out by a competent person: someone with enough knowledge of the property and fire safety to identify hazards and evaluate the risks. Complex or higher-risk premises may require a professional fire risk assessor.

1 People at risk & occupancy

RRO 2005, Art. 9

Identify everyone who could be harmed by a fire, paying particular attention to people who sleep on the premises or would need help to escape.

What to check	Yes	No	N/A
The occupants and the maximum number of people who sleep in the property are recorded	☐	☐	☐
Occupants who are elderly, disabled or otherwise more vulnerable in a fire are identified	☐	☐	☐
Anyone who would need assistance to escape has a plan in place (e.g. a PEEP)	☐	☐	☐
Visitors, contractors and people unfamiliar with the building have been considered	☐	☐	☐

Findings & notes

2 Fire hazards: ignition, fuel & oxygen

RRO 2005, Art. 9

Look for sources of ignition (electrics, heating, cooking, smoking), fuel (combustibles, furnishings, waste) and how they could come together.

What to check	Yes	No	N/A
Electrical Installation Condition Report (EICR) completed within the last 5 years	☐	☐	☐
Gas Safety Certificate (CP12) renewed within the last 12 months, where gas appliances are present	☐	☐	☐
Portable and supplied electrical appliances are in good condition (PAT where appropriate)	☐	☐	☐
Sockets are not overloaded; no damaged or makeshift wiring	☐	☐	☐
Combustible and flammable materials are stored safely away from ignition sources	☐	☐	☐
Cooking facilities are adequately separated or protected from the rest of the property	☐	☐	☐
Refuse and waste are stored away from the building and escape routes	☐	☐	☐

Findings & notes

3 Means of escape

RRO 2005, Art. 14

Check that everyone can leave the building quickly and safely by a protected route, at any time of day or night.

What to check	Yes	No	N/A
All escape routes and hallways are completely clear of storage and obstructions	☐	☐	☐
Travel distance to the nearest exit is acceptable (18 m or less for a single direction, 45 m or less where two or more routes exist)	☐	☐	☐
Final exit doors open in the direction of escape and can be opened from inside without a key	☐	☐	☐
Protected stairways and escape routes are enclosed in fire-resisting construction	☐	☐	☐
Emergency escape lighting is present in escape routes and undamaged, where required	☐	☐	☐
Fire exit and directional signage is in place and clearly visible	☐	☐	☐

Findings & notes

4 Fire detection & warning

BS 5839-6 / Smoke & CO Alarm Regs 2022

Make sure a fire is detected early and everyone in the building is warned in time to escape.

What to check	Yes	No	N/A
Fire alarm / detection system is the correct grade and category for the property (e.g. Grade A or D, LD2)	☐	☐	☐
At least one working smoke alarm on every storey containing living accommodation	☐	☐	☐
A heat alarm (not a smoke alarm) is fitted in the kitchen	☐	☐	☐
A carbon monoxide alarm is fitted in every room with a fixed combustion appliance (excl. gas cookers)	☐	☐	☐
Alarms are interlinked so that one triggers all, where required	☐	☐	☐
Alarms are tested and the results recorded in a fire log book	☐	☐	☐

Findings & notes

5 Fire doors & compartmentation

BS 9792:2025, § 7.4

Fire doors and compartment walls hold fire and smoke back long enough for people to escape. Check every fire door individually.

What to check	Yes	No	N/A
All fire doors are FD30S rated (or higher)	☐	☐	☐
Each fire door has at least 3 CE / UKCA-marked hinges	☐	☐	☐
Intumescent strips and cold smoke seals are present and in good condition	☐	☐	☐
Gaps are within limits: 3 mm or less at top and sides, 8 mm or less at the bottom	☐	☐	☐
Doors close fully and latch from any open position; self-closers fitted where required	☐	☐	☐
'Fire door: keep shut' signage displayed; no fire doors propped open	☐	☐	☐
Compartmentation between units and onto escape routes is intact, with no breaches	☐	☐	☐

Findings & notes

6 Fire-fighting equipment

RRO 2005, Art. 13

Provide equipment that is suitable for the risks present, accessible, signed and maintained.

What to check	Yes	No	N/A
Appropriate fire extinguishers are provided and accessible in common areas	☐	☐	☐
A fire blanket is provided in the kitchen	☐	☐	☐
Extinguishers are serviced annually by a competent person, with records kept	☐	☐	☐
Equipment locations are clearly signed and unobstructed	☐	☐	☐

Findings & notes

7 Management, records & maintenance

RRO 2005 / Fire Safety (England) Regs 2022

Show that fire safety is managed day to day, with records to prove testing, maintenance and resident information.

What to check	Yes	No	N/A
A fire log book is maintained (alarm tests, drills, door checks, lighting tests, defects)	☐	☐	☐
Fire alarm tested weekly; emergency lighting tested monthly and annually (full duration)	☐	☐	☐
Occupants are given fire safety information / induction (what to do on discovering a fire or hearing the alarm)	☐	☐	☐
Fire action notices are displayed at exits and in bedrooms	☐	☐	☐
Upholstered furniture complies with the Furniture & Furnishings (Fire Safety) Regs 1988	☐	☐	☐
The assessment is reviewed at least annually and after any significant change	☐	☐	☐

Findings & notes

Risk evaluation

For each deficiency, judge how likely a fire is and how serious the harm could be. Read the rating where the row and column meet, then prioritise your actions: red and dark-red findings need urgent attention.

	Slight harm	Moderate harm	Extreme harm
Likely	Moderate	Substantial	Intolerable
Possible	Tolerable	Moderate	Substantial
Unlikely	Trivial	Tolerable	Moderate

Action plan

List every deficiency you found, its risk rating, the action needed, a priority and a realistic target date. The first row is a worked example.

#	Hazard / deficiency found	Risk rating	Action required	Priority	Target date	Done
e.g.	EXAMPLE Bedroom 2 fire door has a 6 mm gap at the top edge	Substantial	Adjust/replace door so gaps are 3 mm or less; fit intumescent seals	High	14 days	☐
1						☐
2						☐
3						☐
4						☐
5						☐
6						☐
7						☐
8						☐
9						☐
10						☐

ASSESSOR DECLARATION

I confirm that I am a competent person, that I have physically inspected the premises, and that to the best of my knowledge this fire risk assessment is suitable and sufficient for the property described above. I have recorded the significant findings and a plan of action for any deficiencies identified.

Signature _____ Date _____

Name (print) _____ Next review date _____

This is the manual route.

FRASafe builds the same assessment for you: it asks the right questions, auto-rates every risk, writes the action plan and produces a council-ready signed PDF. Free to complete, £45 to download. frasafe.co.uk/get-started