

FIRE SAFETY COMPLIANCE CHECKLIST FOR YOUR HMO

A simple checklist makes fire safety much easier to handle and takes away a lot of stress. It shows you exactly what needs attention, keeps things organized, and makes sure nothing gets forgotten. Plus, it shows inspectors and tenants that you care about safety and are on top of the rules.

That's why AllLandlordCertificates.co.uk provides a free checklist to help you follow each step easily and keep your property safe.

1. FIRE RISK ASSESSMENT

- A full fire risk assessment has been conducted by a competent person.
- Assessment is conducted regularly (at least annually) or when significant changes occur.
- Records of assessment and any actions taken are documented.

2. FIRE DETECTION AND ALARM SYSTEMS

- Smoke alarms installed in:
 - ✓ All hallways and corridors
 - ✓ Each living room or common area
 - ✓ Each bedroom is required by risk assessment
- Heat detectors in kitchens.
- Alarms are tested regularly (weekly or per local guidance).
- Battery-operated alarms checked and replaced as needed.

3. FIREFIGHTING EQUIPMENT

- Appropriate fire extinguishers installed (e.g., water, CO₂, foam) in accessible locations.
- Fire blankets in kitchens.
- Equipment is inspected and serviced annually.

4. EMERGENCY ROUTES AND EXITS

- Escape routes are clear, unobstructed, and adequately lit.
- Fire doors are in place and kept closed.
- Door furniture, locks, and hinges are functional and compliant.
- Exit signage display where necessary.
- Keys for locked escape routes are accessible to occupants.

5. MEANS OF ESCAPE

- Sufficient number of escape routes for the number of residents.
- Routes lead safely to a place of safety outside the building.
- Staircases and corridors are kept free of obstacles and clutter.



6. ELECTRICAL SAFETY

- Electrical installations are inspected by a qualified electrician at least every 5 years.
- Portable appliances (PAT) should be tested regularly.
- No overloading of sockets or use of faulty appliances.

7. GAS SAFETY

- Annual gas safety check (CP12 certificate) completed for all gas appliances.
- Carbon monoxide detectors are installed near gas appliances.

8. FIRE SAFETY SIGNAGE AND NOTICES

- Fire action notices are displayed in common areas and bedrooms.
- Emergency contact numbers displayed.
- Evacuation plan available for all residents.

9. FIRE SAFETY TRAINING

- All tenants are instructed on fire safety procedures.
- Staff or property managers trained in the use of firefighting equipment and emergency procedures.

10. HOUSEKEEPING AND MAINTENANCE

- Flammable materials are stored safely.
- Regular maintenance schedule for alarms, extinguishers, and doors.
- Communal areas free of clutter and combustible waste.

11. RECORDS AND DOCUMENTATION

- Fire risk assessment and review logs.
- Maintenance and inspection logs for alarms, extinguishers, and electrical/gas systems.
- Training records for tenants and staff.

12. ADDITIONAL NOTES

- Consider sprinkler systems in large HMOs or as recommended by risk assessment.
- Ensure insurance requirements are met with fire safety compliance.



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