FIRE RISK ASSESSMENT PREPARATION

HMOs & SHARED HOUSING.

For landlords, managing agents and shared-housing managers. Help us understand the building, its residents and the arrangements in place.



01

Tell us about it

Complete one property form. Include location, layout and how it is used.

02

Gather your records

Use the checklist on page 2. Send what applies and tell us what is missing.

03

Arrange the visit

Agree access, a contact and a private route for sharing your reports.

Where practicable, share information three working days before your visit. This guide supports preparation; it is not a completed assessment or confirmation of compliance.

WHAT TO HAVE READY.

Gather the records you already hold. Not every item applies. A missing document is a point to discuss, not an instruction to commission every report below.

- [ ] **Building layout & fire strategy**

  Floorplans, storeys, room uses, shared facilities and conversion or alteration information. Include any existing fire strategy and relevant common-parts or block arrangements.

- [ ] **HMO licence & authority correspondence**

  The current licence and conditions, where applicable, and relevant council or fire authority correspondence, notices, inspection findings and action deadlines.

- [ ] **Previous assessment & actions**

  The latest fire risk assessment, action plan and evidence of completed work, with outstanding actions and who is responsible for them.

- [ ] **Fire alarm installation & maintenance**

  Available system specification or installation records, servicing reports, routine test logs, and details of faults, false alarms and repairs.

- [ ] **Emergency lighting, where provided**

  Available functional and duration-test records, servicing reports and evidence of repairs or outstanding defects.

- [ ] **Electrical installation (EICR)**

  The full Electrical Installation Condition Report and schedules, with evidence of remedial work. Include relevant appliance inspection and maintenance records.

- [ ] **Gas safety & heating records**

  Relevant gas safety and appliance servicing reports where applicable, including remedial evidence and records for solid-fuel appliances where present.

- [ ] **Fire doors, common areas & equipment**

  Fire-door and communal-area check records, relevant existing compartmentation reports, repairs and servicing of fire equipment or other systems where provided.

- [ ] **Tenant information & management**

  Resident fire instructions, evacuation arrangements, routine management checks, fault reporting and support arrangements for anyone who may need help leaving safely.

READY FOR THE VISIT.

01 Tell us how the property is used

Occupants and households, shared or self-contained facilities, room uses, floor levels, management arrangements and any licence or authority requirements.

02 Arrange access and a contact

Arrange permission and suitable notice for access to common areas and any occupied rooms included in the agreed scope. Confirm who manages the property, which areas each party controls and any restrictions before the visit.

03 Share complete reports privately

Use the online form for property details. Request a private upload link if needed; SIUK will arrange it after reviewing your details. Include full reports, schedules and remedial evidence. Do not enter access codes or personal medical details in the website form.

Confirming the scope: Licensing, housing arrangements and fire safety responsibilities depend on the property and its location. Tell us about its actual use, households and any licence conditions; we will confirm the agreed scope. Rules and guidance differ across the UK; tell us which nation the property is in.

A visual FRA does not replace system servicing, an EICR or specialist intrusive surveys. Tell us about missing records early; they may need follow-up or be recorded as a limitation.

YOUR NEXT STEP

Complete your property form and view the online checklist.

help@safetyinspectors.co.uk · 0330 1226 337

Further reading: GOV.UK: HMO licensing guidance (England and Wales)