



OUTLINE FIRE RISK ASSESSMENT

**PROPOSED CONVERSION TO A 6-ROOM HOUSE IN MULTIPLE OCCUPATION (HMO) WITH RETENTION OF SELF-CONTAINED ANNEXE TO BE USED AS SEPEATE FLAT/APARTMENT DWELLING
74 BIRCHWAY, HAYES, UB3 3PB**

1. Scope of Assessment

This assessment covers the fire safety risks associated with the proposed conversion of 74 Birchway from a 3-bedroom dwelling with annex to a 6-room HMO, with the annex functioning as a self-contained flat. The assessment follows the guidance of the **Regulatory Reform (Fire Safety) Order 2005** and relevant **HMO Licensing Standards**.

The assessment considers:

- Fire hazards and ignition sources
- Occupants' vulnerability
- Means of escape
- Fire detection and warning systems
- Firefighting equipment
- Emergency procedures
- Fire safety management

2. Property Description

- **Main Building:** Former 3-bedroom dwelling converted to a 6-bedroom HMO.
- **Annex:** Self-contained flat within the property.
- **Structure:** Two-storey property with a pitched roof, masonry walls, timber floors.
- **Occupancy:** HMO with 6 individual bedrooms plus the annex flat. Occupants may include students, professionals, or unrelated adults.

Hazard	Location	Likelihood	Risk Reduction Measures
Cooking appliances	Kitchens (main + annex)	Medium	Install suitable heat detectors, fire blankets, and keep combustible materials away from cookers.
Electrical equipment / appliances	Bedrooms, communal areas	Medium	PAT testing, ensure sockets are not overloaded, regular inspections.
Smoking	Bedrooms (if permitted), communal areas	Medium/High only	Smoking policy (ideally outside), fireproof ashtrays, clear signage.
Heating appliances	All rooms	Low/Medium	Serviced annually, no combustible materials nearby.
Open flames (candles, incense)	Bedrooms, communal areas	Medium	Prohibit or strictly control; provide safe alternatives.

4. People at Risk

- Residents of all bedrooms (6 rooms) and annex flat
- Visitors and maintenance staff
- Vulnerable groups: elderly or mobility-impaired residents (if any)

Mitigation: Ensure escape routes are suitable for all occupants and that fire alarms are audible throughout.

5. Means of Escape

- **Main building:**
 - Two escape routes where possible from each bedroom
 - Fire doors on corridors to compartmentalize floors
 - Clear signage to exits
- **Annex:**

- Self-contained with direct escape to outside via external door
- Smoke detection and fire doors installed

Considerations:

- All escape routes must remain unobstructed at all times.
- Staircases should be protected with fire-resistant materials.

6. Fire Detection & Alarm Systems

- **Main HMO:**
 - Mains-powered interconnected smoke alarms in all bedrooms, hallways, and common areas
 - Heat detectors in kitchen(s)
- **Annex:**
 - Mains-powered smoke detectors in living areas and bedrooms
 - Heat detector in kitchen
- **Emergency lighting:**
 - Provided in common corridors and staircases if escape routes are longer than 7m or serve multiple floors

7. Firefighting Equipment

- Fire extinguishers in communal areas:
 - 2x 6kg dry powder or 2x 2kg CO₂ extinguishers near kitchen areas
 - Fire blankets in kitchen(s)
- Fire doors with self-closing devices to protect escape routes

8. Emergency Plan & Procedures

- Emergency evacuation plan displayed on each floor
- Residents informed of escape routes and assembly points

- Regular fire drills (at least twice per year)
- Fire action notices in each room

9. Fire Safety Management

- Annual inspection and maintenance of alarms and extinguishers
- PAT testing of electrical appliances
- Fire doors checked quarterly
- Smoking policy enforcement (if permitted inside)
- HMO license holder/manager responsible for ongoing compliance

10. Assessment Summary & Recommendations

Overall Risk Rating: Medium to High due to HMO occupancy and number of residents. Mitigation measures must be strictly implemented to reduce fire risk to acceptable levels.

Recommendation	Action Required	Priority
Install/upgrade fire alarms	Ensure mains-powered, interlinked detectors throughout	High
Fire doors	Install self-closing fire doors on all escape routes	High
Escape route signage	Install illuminated signage for main routes	Medium
Firefighting equipment	Place fire extinguishers and blankets appropriately	High
Tenant induction	Provide fire safety briefing & escape plan	High
Regular inspection	Monthly checks of hazards, quarterly door checks, annual PAT	Medium

Recommendation	Action Required	Priority
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