

# Fire Safety Checklist for Landlords & Letting Agents

Ensure your rental properties meet fire safety obligations and protect tenants, assets, and your professional reputation.

Use this checklist as a starting point for compliance, particularly useful for HMOs and buildings with common areas. Whether you're a landlord managing a single property or a letting agent overseeing an entire portfolio, it's essential to ensure a Fire Safety Risk Assessment (FSRA) is carried out (where required) by a competent person. They should be able to explain exactly what is required and why, based on the latest guidance documents.

The Responsible Person (often the landlord, managing agent, or both depending on contractual arrangements) must be able to prove the risk assessor is competent, if anything goes wrong, and the risk assessor makes a mistake, the Responsible Person is held accountable. A rigorous process to identify competent people in the fire industry should include checks on training, experience, and ideally third-party accreditation. New national rules will strengthen this requirement in due course.

## Fire Safety Essentials

### 1. Smoke Alarms

- ☐ Working battery smoke alarms on every floor.
- ☐ Conforming to BS5839-6 guidance (including where to install the alarm and the grade of alarm system recommended).
- ☐ Test and record at the start of every tenancy - ideally annually as per BS5839-6
- ☐ Provide tenants with instructions on testing regularly and what to do if the alarm sounds

### 2. Carbon Monoxide Alarms

- ☐ Required in any room used as living accommodation which contains a fixed combustion appliance, for example a gas boiler or coal fire (excluding gas cookers).
- ☐ Test before tenancy begins (and if the tenancy has already started do this ASAP), and alongside fuel source testing, such as gas safety checks, annually.

### 3. Fire Risk Assessment (HMOs and properties with Common parts)

- ☐ Completed by a competent person
- ☐ Regularly reviewed and updated (especially after refurbishments, or tenant changes around special requirements etc)

### 4. Escape Routes

- ☐ Kept clear and unobstructed exit routes
- ☐ Emergency lighting as per FSRA guidance

- ☐ Fire doors in good condition with working self-closers; checked annually by a competent person

## **5. Fire-Fighting Equipment (if applicable based on FSRA, local licence or council guidance)**

- ☐ Correct type of fire extinguishers (serviced annually); avoid Dry Powder types in residential interiors
- ☐ Fire blankets in all kitchens
- ☐ Instruction labels are clearly visible

## **6. Electrical & Gas Safety**

- ☐ Annual Gas Safety Certificate (CP12) and Solid burning fuel checks in place
- ☐ EICR (Electrical Installation Condition Report) every 5 years
- ☐ PAT testing for supplied appliances - especially in HMOs

## **7. Furniture & Furnishings**

- ☐ All furniture is fire-resistant and meets safety regulations
- ☐ Upholstered items have labels indicating fire resistance

## **8. Tenant Communication**

- ☐ Fire safety instructions shared at move-in
- ☐ Evacuation procedures are clearly posted in communal areas (for HMOs), best practice for all rental properties
- ☐ Ongoing tenant education about responsibilities and safety practices - can be supported by the agent (if applicable)

## Stay Ahead of Enforcement & Risk

Local authority enforcement varies. With new fire safety schemes launching in 2025 and beyond, both landlords and letting agents must stay informed and proactive. Getting an FSRA or compliance certificate is only effective if the assessor is qualified and the property is managed in accordance with their recommendations.

## Need help managing fire safety across your properties?

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