

SAMPLE REPORT

Fictional property —
for illustration only

FIRE RISK ASSESSMENT

HMO & Residential Premises · Example of what JHS customers receive

Premises address	14 Sample Terrace, Exampleton EX0 0AA
Responsible Person	Example Lettings Ltd (fictional)
Managing agent / landlord	Example Lettings Ltd
Date of assessment	Sample date
Assessor	Name & qualifications shown on real reports
Reference	JHS-FRA-SAMPLE-001
Overall risk rating	MODERATE
Recommended review	Within 12 months, or sooner after any change

JHS ELECTRICAL & FIRE SERVICES

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All names, addresses, findings and photographs in this sample are fictional or illustrative.

About this sample

This is a **shortened sample** to show the layout and level of detail in a JHS fire risk assessment. The property, people, findings and photographs are fictional or illustrative. A real assessment covers every section of our full form (25 sections, plus floor plans and PEEPs where needed) and is specific to your building.

1 · Executive summary

14 Sample Terrace is a three-storey, mid-terrace house converted to a five-bedroom shared HMO with a communal kitchen on the ground floor. It has a mixed fire alarm system with smoke detection in the hallway and landings, heat detection in the kitchen and smoke alarms in each bedroom. The evacuation strategy is **simultaneous evacuation**: everyone leaves when the alarm sounds.

Overall, fire safety is reasonably well managed, but three issues need prompt attention: the first-floor fire door was wedged open, the ground-floor escape route was partly blocked by stored items, and Room 3 had daisy-chained extension leads. Once the Priority A and B actions are completed, we would expect the risk to reduce to **Tolerable**.

Overall risk rating	Actions raised	Estimated after actions	Next review
MODERATE	2 × Priority A · 3 × Priority B · 2 × Priority C	TOLERABLE	Within 12 months

Risk level (PAS 79 approach): likelihood of fire × potential harm to people

Likelihood ↓ / Harm →	Slight harm	Moderate harm	Extreme harm
Low	Trivial	Tolerable	Moderate
Medium	Tolerable	Moderate	Substantial
High	Moderate	Substantial	Intolerable

Outlined cell = this premises: **medium** likelihood, **moderate** harm → **Moderate** risk.

2 · Premises & people at risk

Item	Detail
Description	Three-storey mid-terrace house (ground, first, second) converted to a five-bedroom shared HMO
Construction	Solid brick external walls, timber floors with plasterboard ceilings, single protected timber staircase
Occupancy	5 tenants (one per letting room) plus occasional visitors and contractors · sleeping risk: yes
People especially at risk	Tenants asleep at night; one tenant reported a hearing impairment (see action B3)
Fire alarm	Grade D1, Category LD2 to BS 5839-6 (as recorded in the log book)
Evacuation strategy	Simultaneous evacuation via the single staircase and front door
Scope	Class 1, non-intrusive. No opening up of walls, ceilings or voids. External wall assessment not required (below 11 m)

3 · Findings (extract)

Each consideration is answered and given a traffic-light rating. Any RED or AMBER item is carried into the action plan.

Fire hazards & ignition sources

Ref	Consideration	Y / N	Rating	Assessor notes
IG1	Fixed electrical installation in satisfactory condition (valid EICR)?	Y	GREEN	EICR seen, satisfactory, due for renewal in 3 years.
IG2	Sockets not overloaded; no daisy-chained extension leads?	N	RED	Room 3: two extension leads plugged into each other with several adaptors (photo P03). Action A2.
IG4	E-bikes / e-scooters not stored or charged in the escape route?	N	AMBER	Bicycle (non-electric) stored in hallway (photo P02). Confirm no e-bikes are kept inside. Action A1.
CX3	Fire blanket provided in the kitchen?	Y	GREEN	Fire blanket wall-mounted beside the cooker (photo P04).

Fire detection, alarm & emergency lighting

Ref	Consideration	Y / N	Rating	Assessor notes
FD1	Detection appropriate to the premises and its risk?	Y	GREEN	LD2 cover: hallway, landings, kitchen (heat) and all bedrooms.
FD2	Weekly alarm test recorded in the log book?	Y	AMBER	Recorded, but two weeks missing in the last quarter. Action B2.
FD3	Alarm audible/noticeable to every occupant?	N	AMBER	Tenant with hearing impairment: consider a visual or vibrating alert. Action B3.
EL1	Emergency lighting adequate on the escape route?	Y	GREEN	Maintained units on each landing; annual test certificate held.

Means of escape, fire doors & signage

Ref	Consideration	Y / N	Rating	Assessor notes
ME1	Escape routes kept clear of obstructions and stored items?	N	RED	Bicycle and boxes partly blocking ground-floor hallway (photo P02). Action A1.
FDR1	Fire doors self-closing, close fully and are not wedged open?	N	RED	First-floor landing door wedged open with a rubber wedge (photo P01). Action A1.
FDR2	Door seals, gaps and hinges in reasonable condition?	Y	GREEN	Visual check only. Intumescent strips present on doors seen.
SG1	Fire action notice and exit signs displayed?	Y	AMBER	Exit signs present; fire action notice not displayed in the hallway. Action B1.

Management & records

Ref	Consideration	Y / N	Rating	Assessor notes
MR1	Tenants given fire safety information when moving in?	Y	GREEN	Tenant pack includes fire safety leaflet.
MR2	Fire log book kept up to date and available?	Y	AMBER	Kept on site; extinguisher and door checks not being recorded. Action C1.
MR3	Fire risk assessment reviewed in the last 12 months?	N	AMBER	No previous assessment provided. This report forms the baseline.

4 · Action plan

Priority A = act now / within 7 days · Priority B = within 1–3 months · Priority C = within 6 months or at next planned works. Record the date and who completed each action, and keep this page in your fire log book.

Ref	Action required	Priority	Timescale	Who	Done (date / by)
A1	Remove the door wedge and keep the first-floor fire door closed. Clear the bicycle and boxes from the hallway and provide alternative storage. Remind tenants in writing.	A	Within 7 days	Landlord	
A2	Remove daisy-chained extension leads in Room 3. Advise the tenant on safe use and consider extra sockets installed by a competent electrician.	A	Within 7 days	Landlord	
B1	Display a fire action notice in the ground-floor hallway explaining what to do on hearing the alarm.	B	Within 1 month	Landlord	
B2	Make sure the weekly alarm test is carried out and recorded every week. Consider a testing contract.	B	Within 1 month	Landlord	
B3	Arrange a suitable visual or vibrating alarm for the tenant with a hearing impairment and record a personal evacuation plan (PEEP).	B	Within 3 months	Landlord	
C1	Add monthly extinguisher and quarterly fire door checks to the log book.	C	Within 6 months	Managing agent	
C2	Review this assessment within 12 months, or sooner after any change to the building, its use or occupants.	C	12 months	Responsible Person	

Ongoing checks to record in your fire log book

Check	How often	Reference
Fire alarm test (one call point or test button)	Weekly	BS 5839-6
Fire alarm service by a competent engineer	Every 6 months	BS 5839-6
Emergency lighting function test	Monthly	BS 5266-1
Emergency lighting full-duration test	Annually	BS 5266-1
Fire doors in common areas (visual)	Quarterly	Good practice
Electrical installation (EICR)	Every 5 years	BS 7671
Fire risk assessment review	At least annually, or after any change	RRO 2005

5 · Supporting photographs (illustrative)

Real reports include the assessor's own photos, each linked to a finding and action. The images below are illustrative only.



RED

P01 · First-floor fire door wedged open (FDR1 → A1)



RED

P02 · Bicycle and boxes in ground-floor escape route (ME1 → A1)



RED

P03 · Daisy-chained extension leads, Room 3 (IG2 → A2)



GREEN

P04 · Kitchen heat detector and fire blanket (CX3, satisfactory)

6 · Sign-off

On a real report, the assessor signs to confirm the assessment was carried out using the PAS 79 approach and reflects conditions seen on the day. The Responsible Person signs to acknowledge receipt and the actions above.

Field	Assessor	Responsible Person
Name	SAMPLE — not signed	SAMPLE — not signed
Qualifications / role	Shown on real reports	Landlord / managing agent
Signature		
Date	Sample date	Sample date