

Fire Safety in Houses in Multiple Occupation

This product was produced at the specific request of a local Landlords' Association in a south coast university city, and deals with fire safety in Houses in Multiple Occupation.

This is a two-CD package, the second disc of which contains fire safety hints and tips for students and others who live in rented accommodation.

Fire Safety in Houses in Multiple Occupation – the **complete** fire safety management toolkit! This two-pack cd-rom toolkit enables the premises owner or manager to fully comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005. Simply by carrying out the various procedures described in the package, and recording the actions taken in the Fire Safety Record Keeping Logbook (supplied as a pdf download)

Other Documents Include:-

- Pre-Assessment Check List

This handy form enables you to gather and collate all the details of your premises relating to fire safety, prior to completing the actual Risk Assessment form.

- Risk Assessment Form

This document can be completed in five easy steps, and then there is a summary sheet that can be quickly referred to by an inspecting fire officer.

(See also the power-point tutorial on how to complete the form). The risk assessment form is the bedrock of your whole fire safety management plan. It is a legal requirement to have such an assessment, and, where five or more people are employed, the assessment must be written.

- Extracts from government guidance
 - Instructions for contractors
 - Hot work permit for contractors
 - Your emergency plan
 - Personal emergency evacuation Plan (PEEP) for those with disabilities
 - Training information for staff
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- Arson Alert

Useful guidance on the prevention of arson in and around your property.

- Electrical Safety

Useful guidance for the 'layman' on how to detect simple electrical faults.

Remember that electrical faults are the second largest cause of fires, smoking materials being the greatest cause.

- Landlords' FAQ's

Some regularly asked questions by landlords of council Public Protection/Environmental Health Officers.

- Protect Yourself – Fire Safety. Latest government guidance for tenants.

Power-Point Presentations

- Management of HMOs
- Risk assessment
- Categories of HMOs
- Fire Safety law

On the second CD there is guidance and information for tenants to ensure they have the knowledge to keep themselves and the premises safe from the risk of fire. A poster for display in the premises is included, as is a declaration form for the tenant(s) to sign, to signify to the landlord that they have understood the content of the fire safety presentations.

The advantage of this toolkit is that the second disc could be purchased from us at nominal cost by university accommodation officers, their individual logo added to it, and then it could be distributed to all their students as part of their duty of care introductory pack.

The "Student Accommodation" Cd contains:-

- Protect Yourself – Fire Safety. The latest government guidance
- Fire Safety – Renting and Sharing
- Cooking Safety
- Smoking Safety
- Candle Safety
- General Fire Safety
- Electrical Safety
- High Rise Safety

All the above are based on government guidance from the FireKills website, but have been transposed into easy to understand 'bullet points' in PowerPoint format.

Weblinks

The toolkit also contains weblinks to the Disability Rights Commission's advice on fire evacuation; a link giving Evacuation plan advice, plus a link to Hampshire Fire & Rescue Service's website. (Hampshire is the lead authority for providing advice etc on the new legislation). There is also a weblink to the Government website from where all the guidance documents relating to HMOs may be downloaded, plus a link to Landlordzone and one to the Means of Escape on-line fire safety magazine.

Film

A short, introductory film completes the package