

RISK ASSESSMENT – Residential Property

| 1 - Identify HAZARD – risks with potential to cause serious harm. | 2 - IS THE RISK CONTROLLED? - What action has been taken? | 3 - FURTHER ACTION NEEDED? (Reasonable steps to make safe and by when) |
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| Property Name / Address: | Carried Out By: Landlord/Agent/Specialist Telephone Contact: Date of Assessment: | Dates Reviewed: 1 by 2 by 3 by 4 by 5 by 6 by |
| <p>FIRE HAZARDS: Flammable materials & naked flames secure Escape routes clear & doors open easily All door keys easily accessible Smoke/Heat Detectors in working order Fire Extinguishers in test / check Fire Blankets Portable heaters checked & safe Furniture & Furnishings, with fire safe labels Stop taps & fuse boxes safe and accessible</p> | | |
| <p>HEATING, LIGHTING & INSULATION Heating system is working and adequate Insulation provided is up to standard EPC Certificate is current All lighting is working, adequate and safe Opening windows are working & child safe Other means of ventilation is adequate Property is free from excessive damp or mould</p> | | |
| <p>ELECTRICAL HAZARDS Plugs, sockets, wires, flexes and fuses – no signs of wear, burns or overheating. Earth Bonding Straps in place Five-year electrical system Periodic Inspection</p> | | |

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| <p>Reports (PIR) completed Appliances Testing carried out (PAT)</p> | | |
| <p>GAS HAZARDS Annual Gas Safety check carried out Gas boiler serviced annually Gas Safe Certificate issued with tenant copy Gas cooker secured and safety checked Gas fires safety checked & serviced Flues and vents checked Carbon Monoxide (CO) alarm tested</p> | | |
| <p>SOLID FUEL HEATING HAZARDS Open fire chimneys swept & clear Fire guards & hearths provided are safe Log burners and solid fuel heaters safe Carbon Monoxide (CO) alarm tested</p> | | |
| <p>LEGENELLA HAZARDS Water system is flushed out after void periods Water tanks are clean & with fitted covers Shower heads clean and temp run above 60c No dead-end or redundant water pipe runs Water heaters run above 60c No stagnant water anywhere in system</p> | | |
| <p>INSIDE-OUTSIDE TRIP, FALL + other HAZARDS Stairways clear & fitted with secure handrails Carpets & mats fitted correctly & wear free Pathways clear, free from trip & slip hazards Doors, gates & locks working, secure and safe All door / window keys can be located quickly in an emergency</p> | | |

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GUIDANCE NOTES: A Risk Assessment is not a strict legal requirement for single-let residential properties (though it is for common parts in HMOs), but it can save lives and can be vital evidence if a dispute should arise and you end up in court. Credible Documentary Evidence is vital if you go to court.

You need to identify any hazards inside and outside the property and show that you have taken steps to remove or at least minimise them. The new laws on legionella require a risk assessment by a competent person – need not be a specialist, but someone who is aware of the risk and knows what to look for.

This assessment should take around 30 minutes to 1 hour to complete initially. Follow-up reviews for a property should be much quicker.

The assessment should be done at every tenancy change and at mid-term inspections - at 1 to 5 year intervals with long-term tenancies.

Doing regular mid-term assessments is an ideal way of establishing that a property is free from defects and will act as a very effective defence should a retaliatory eviction claim arise.

Where a risk assessment identifies issues (hazards and risks) arising as a result of the tenants' use of the property, you should issue a written warning letter to the tenants.

You should view this process as a long-term strategy to protect yourself as a landlord or agent, showing that you have fully complied with all the letting regulations currently in force, plus building up a record of safe working practice for a particular property. Keep these records in a property and tenancy file.

More information can be found here:

- Article on risk assessments - www.landlordzone.co.uk/content/risk-assessments-2
- Electrical checks - www.landlordzone.co.uk/content/electrical-checks
- Gas Checks - www.landlordzone.co.uk/content/gas-safety-checks
- Smoke Alarms - www.landlordzone.co.uk/content/smoke-alarms
- CO Alarms [here](#)
- Housing Health and Safety Rating System (HHSRS) [here](#)
- Furniture Regulations - www.landlordzone.co.uk/content/furniture-and-furnishings
- Legionella - www.landlordzone.co.uk/news/landlords-and-the-risk-of-legionella