

HMO Risk Assessment Checklist



Health and safety



Statutory documentation



Inspection guide



Tips to help keep your HMO compliant



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HMO Risk Assessment Checklist

Please use this guide as a helpful checklist to be completed during your quarterly inspection of your licensed HMO. If any issues are found during the inspections, then they should be remediated as soon as possible.

The document check list will need to be completed at the start of each tenancy or annually.

During the council's routine inspections, the Environmental Health Officers will be checking the property for the items contained in this checklist*.



FIRE AND CARBON MONOXIDE SAFETY

Means of Escape	Yes	No	N/A
Is the means of escape free from flammable materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the means of escape free from obstruction (e.g., shoe racks, shelving units, clothes) and trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the tenants aware of the escape route in the event of a fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire resistant encasement to the consumer unit, electric meters, and gas meter	Yes	No	N/A
Is the consumer unit, electric meter, and gas meter within a 30-minute fire resistant encasement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the access door to the casing close tightly without any gaps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Blanket	Yes	No	N/A
Is there a fire blanket wall mounted at 1.5m?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it away from the cooker next to the exit door?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors	Yes	No	N/A
Is there a 30-minute fire door with heat and smoke strips fitted to the kitchen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all doors at the property in good condition and will they offer at least 30-minute fire resistance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any of the doors moved/dropped to create any gaps bigger than 3mm between the closed door and frame?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all self-closers still self-close and self-latch into the frame?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all doors free from over-the-door clothes hangers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any doors being propped open? If yes, remove door props and advise tenants not to prop doors open.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where fitted, are all intumescent strips and smoke seals in good condition and fitted correctly to door or frame?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all doors openable from the room side without a key, including exterior and bedroom doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Alarm System	Yes	No	N/A
Is there a mains powered smoke detector fitted within the hallway at each floor level, all bedrooms, living room, and likewise heat detector in the kitchen? And this system not on a credit meter supply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all smoke and heat detectors working at the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where fitted, is the fire alarm panel free of fault codes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where applicable, is there a standalone mains wired smoke detector and alarm fitted to bedsit accommodation with cooking facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers	Yes	No	N/A
Where supplied, are fire extinguishers wall mounted and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the fire extinguishers been serviced in the last year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carbon Monoxide	Yes	No	N/A
Is there CO detector fitted near to any solid fuel or gas fired appliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where supplied, is the carbon monoxide detector in good working condition and securely fitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*N.B. This list isn't exhaustive and further remedial works may be requested during the routine HMO inspection by the Local Authority.

Property:

For the attention of:

GENERAL

Document Check	Yes	No	N/A
Is the HMO Licence available at property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the Management Notice displayed at the property with the correct name, telephone number, and address of the Manager?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recycling and Rubbish notice is displayed at the property with the correct information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Garden Check	Yes	No	N/A
Is the garden free from weeds, the vegetation maintained, and being managed in line with council guidance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where fitted, is all decking "slip free" and free from rot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where fitted, are all fence panels in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all rainwater materials free from vegetation and in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where applicable, are all unused W/Cs blocked from the drain to stop rodent infestation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all drain covers in place and fitted correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the grey water system and sewage system working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there internal and external waste and recycling bins provided to the property in line with the Council Guidance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all waste adequately contained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the exterior of the property free from structural cracks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Internal Checks	Yes	No	N/A
Is the decoration inside the property in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all white goods plugged in to their own dedicated socket?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all bottom opening windows with windowsills under 800mm suitably guarded or the windows prevented from opening wider than 100mm? Note: Windowsills under 1100mm will need a restrictor or guarding fitted if children live or visit the property. Any fire escape window must be able to be overridden in the event of a fire.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all windows in good condition, can be opened and closed freely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all bedroom windows allow ventilation to occur using trickle vents or other secure means of ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all rooms free of penetrating damp, rising damp, condensation, or mould?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a fixed form of heating in all rooms at the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a window/mechanical ventilation in all bathrooms, WCs, and kitchen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all flights of stairs and external steps provided with a secure handrail?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all lamps within the hallway working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all guarding to open stairwells/staircases higher than 1100mm, secure and has no gaps bigger than 100mm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all bedroom at least 6.51m ² ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES



KITCHENS

Having seen a lot of landlords install the wrong electric or gas hub, the wrong sink or the wrong oven and grill we are determined to help as many landlords as possible to ensure that no one will make such a costly mistake.

Shared kitchens

The kitchen must be suitably located in relation to the living accommodation.

If kitchens do not have a suitable dining area then a dining area must be provided within one floor distance (this may be a living room, bedsit or bedroom of suitable size). The kitchen layout and size must be adequate to enable each occupier to safely prepare food.

The table below shows the minimum requirements for shared kitchens, depending on the number sharing.



Facility	Minimum standard	Up to and including 5 people	More than 5 people
Sink	A sink with constant hot and cold water, a draining board and tiled splash back	1 sink for up to 5 people	2 sinks for 6-8 people 3 sinks for 9-12 people A dishwasher will be acceptable as a second sink
Hob	An electric or gas hob with four rings	1 hob for up to 5 people	2 hobs for 6-8 people 3 hobs for 9-12 people
Oven and grill	An oven and a grill	1 oven and 1 grill for up to 5 people	2 ovens and 2 grills or 1 oven and 1 grill plus a microwave for 6-8 people 3 ovens and 3 grills or 2 ovens and 2 grills plus a microwave for 9-12 people
Electric sockets	<ul style="list-style-type: none"> • 30 amp supply for an electric cooker • Dedicated sockets for the fridge and for a washing machine set at a convenient height and safe position • 3 double sockets at worktop height 	3 double sockets for up to 5 people	4 for 6-12 people
Work tops for food preparation	Work tops must be secure, fixed and of an impervious material	minimum length for up to 5 people: 1m	minimum length for 6-7 people: 1.5m minimum length for 8 people: 2m minimum worktop length for 9-12 people: 2.5m

KITCHENS (CONTINUED)

Facility	Minimum standard	Up to and including 5 people	More than 5 people
<p>Cupboards for the storage of food and cooking utensils</p> <p>The space below the sink is not counted</p>	<p>A floor based food storage cupboard 500mm wide and standard depth and height or a wall mounted food storage cupboard 1000mm wide and standard depth and height should be provided per person</p>	<p>1 cupboard per person</p>	<p>1 cupboard per person</p>
<p>Refrigerators and freezers</p>	<p>A standard fridge-freezer or A separate standard size fridge and a separate freezer</p>	<p>1 fridge-freezer or 1 separate fridge and 1 separate freezer for up to 5 people</p>	<p>2 fridge-freezers or 2 separate fridges and 2 separate freezers for 6-10 people 3 fridge-freezers or 3 separate fridges and 3 separate freezers for 10+ people</p>
<p>Appropriate refuse disposal facilities</p>	<p>A sufficient number of bins must be provided for the storage of refuse awaiting collection both inside and outside</p>	<p>minimum standard</p>	<p>minimum standard</p>
<p>Appropriate extractor fans</p>	<p>Extraction must be provided in accordance with approved document F under Building Regulations 2006</p>	<p>minimum standard</p>	<p>minimum standard</p>
<p>Appropriate fire blankets</p>	<p>To be supplied and sited in accordance with fire guidance*</p>		
<p>Appropriate fire doors</p>	<p>See fire guidance*</p>		
<p>Appropriate finishes</p>	<p>Kitchen floors must be able to be cleaned. Kitchen walls adjacent to cookers, sinks and food preparation areas must have impervious splash-backs. Kitchen ceilings must be in good repair.</p>	<p>minimum standard</p>	<p>minimum standard</p>

*See Norwich City Council's Fire Guidance document.

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In 20 years of being a landlord and property investor, Melanie Estates have been one of the best estate agencies I've ever come across. They are on the ball, service is exemplary and attentive. I wouldn't use anyone else in the Norwich area.



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www.melaniestates.co.uk
01603 444251



COMMUNITY
PARTNER

Melanie Estates

Suite 7 Cringleford Business Centre
Intwood Road, Norwich, Norfolk NR4 6AU
Free parking available
Tel: 01603 444251
Email: norwich@melaniestates.co.uk
WhatsApp: 07533 276226



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