



FIRE, GAS AND ELECTRICAL SAFETY GUIDANCE & LOGBOOK

**For use with properties which are part of
the Runnymede Accreditation Scheme**

Property address	
Owner/ Manager's Name and Address	
Accreditation Number	

INTRODUCTION

This log book should be used for all Accredited properties and should be completed by the landlord or, if the property is managed, by the Managing Agent as the responsible person in charge of the property. It has been produced in order to promote good practice and to assist landlords to meet their legal obligations to maintain safe accommodation in relation to fire safety measures, gas and electricity supplies and appliances.

If your property is let to students who occupy the property as separate households then it is a property in multiple occupations known as an HMO. From late 2005, all properties let to students will come within the definition of an HMO. Management regulations applicable to HMO's place an important duty on landlords to ensure that their properties are maintained to a good standard. It is essential that you keep the logbook 'up-to-date'. By completing this log book regularly, you have an opportunity to demonstrate that you are taking steps to meet these obligations. This logbook provides a permanent record which may be inspected at any time.

Guidance on the provision and maintenance of Fire safety and the definitions of a single household and multiply occupied dwelling are provided in the Accreditation Guidance Booklet, but additional information is also provided here specifically for properties which are HMO's.

GUIDE TO THE MINIMUM STANDARDS REQUIRED IN AN ACCREDITED PROPERTY

The following information is a guide, based on previous risk assessments carried out on an HMO without any fire precautions. **Exact requirements can only be made by arranging an inspection for a risk assessment to be carried out on the property.**

	1 or 2 Storey Property	3+ Storey Property
Fire Doors	30 Minute rated fire resisting door between the kitchen and the means of escape compliant with BS 476, Part 22.	30 Minute rated fire resisting door to all habitable rooms, compliant with BS 476, Part 22.
Staircase	Any under stairs cupboards should be afforded 30 minutes fire separation	Any under stairs cupboards should be afforded 30 minutes fire separation
Fire Fighting Equipment	Provide and install a fire blanket compliant to BS EN 1869:1997 and a 34B rated 2KG CO ₂ or powder type extinguisher to a prominent place approximately 1.5 metres above ground level in the kitchen.	Provide and install a fire blanket compliant to BS EN 1869:1997 and a 34B rated 2KG CO ₂ or powder type extinguisher to a prominent place approximately 1.5 metres above ground level in the kitchen. Provide and install to the ground floor hallway and the first floor landing 13A rated fire extinguishers. This can either be 9 litre water types or 6 litre Hydrospray. Extinguishers shall be hung on brackets fixed to the wall so that the top of the extinguisher is approximately one meter from the floor.
Fire Alarms	Install mains operated interlinked smoke detectors to the ground floor hallway and the first floor landing with a heat detector in the kitchen. The system should comply with the requirements of BS5839, Part 6.	Install a mains wired automatic fire alarm system with integral standby supply incorporating manually operated call points and sounders. The system should comply with the recommendations of BS 5839: Part 6, Type LD2, Grade A. It should incorporate a control panel, at least one break glass call-point at each exit to the building and the first floor landing, a heat detector in the kitchen

		and smoke detectors in each bedroom and throughout communal hallways/escape routes (excluding bathrooms, unless they contain a gas appliance). Sufficient sounders must be located so as to ensure that a warning sound of 75 dB is achieved at each bed head in each bedroom.
Means of Escape and General Requirements	<p>Final exit doors should be fitted with easy opening devices, i.e. they should not need a key to be opened from the inside.</p> <p>The means of escape should be kept clear at all times</p> <p>Where bedroom doors are fitted with a lock they should be capable of being opened from the inside without the use of a key</p>	<p>Final exit doors should be fitted with easy opening devices, i.e. they should not need a key to be opened from the inside.</p> <p>The means of escape should be kept clear at all times</p> <p>Where bedroom doors are fitted with a lock they should be capable of being opened from the inside without the use of a key</p>

The property should have adequate kitchen and bathroom facilities for the household. Bedrooms should also be of an adequate size for the needs of the occupant.

GAS SAFETY

The Gas Safety (Installation and Use) Regulations 1998 specifically deal with the duties of landlords to ensure that gas appliances, fittings and flues provided for tenants' use are safe.

In general, a landlord's gas safety duties apply to appliances (i.e. gas boiler, fire, cooker water heater) and flues in residential properties occupied for residential purposes under either a licence, a tenancy agreement for a set term, or a lease. Essentially any lease of less than seven years is covered.

Remember, safety checks are not only part of your legal requirements, they ensure that appliances are working correctly and guard against the dangers of carbon monoxide.

Annual Safety Checks

As a landlord, you have a duty to ensure:

- Gas fittings (appliances, pipework) and flues are maintained in a safe condition;
- All installation, maintenance and safety checks are carried out by a Gas Safe Registered Installer;
- An annual safety check is carried out on each gas appliance/flue by a Gas Safe Registered Installer. Checks need to have taken place within one year of the start of the tenancy/lease date, unless the appliances have been installed for less than 12 months, in which case they should be checked within 12 months of their installation date;
- A record of each safety check is kept for two years.

A copy of the current safety check record, which can be either a Gas Safe Landlord's Gas Safety Record or something similar, should be issued to each existing tenant within 28 days of the check being completed, or to any new tenant before they move in.

These regulations are principally designed to prevent death or injury to tenants from Carbon Monoxide poisoning. Any breach of these regulations may attract substantial fines on conviction.

THE ELECTRICAL INSTALLATION

Dangerous electrical appliances or damaged sockets can cause fire or serious injury. The Management of Houses in Multiple Occupation (England) Regulations 2006 require electrical installations to be maintained in repair and in good order and regular inspection should be carried out.

The following Electricians are regarded as competent:

- A member of the E.C.A (Electrical Contractors Association)
- A certificate holder of the N.I.C.E.I.C (National Inspection Council for Electrical Installation Contractors).
- A qualified person acting on behalf of the local supply authority

As recommended by the N.I.C.E.I.C and the E.C.A you are advised to conduct an electrical installation safety check every five years, and obtain a certificate detailing any works required and the date of the inspection.

Rectify any problems that are brought to your attention as quickly as possible and obtain a completion certificate from the qualified electrician for any works that are undertaken.

Undertake a visual inspection of the electrical installation at the conclusion of each tenancy to ensure that the installation has not been damaged or tampered with. Use the *Electrical Installation Record of Examination* proforma to record these visual tests.

What Are The Warning Signs?

- Sparks from sockets
- Fuses which continually blow
- Loose switches
- Exposed Wiring

ELECTRICAL APPLIANCES

There is a duty on all landlords and letting agents to ensure that any electrical equipment that is supplied as part of a letting is maintained in a safe condition. Such Equipment may include:

- Washing machines
- Kettles, toasters and other small kitchen appliances
- Fridges and freezers
- Ovens
- Microwaves
- Televisions
- Vacuum Cleaners

What Are The Warning Signs?

- Broken plug sockets
- Plugs that get hot when they are used
- Sparks from electrical appliances
- Exposed wiring or damaged flex.

In order to help demonstrate that the landlord/ letting agent has taken all reasonable steps to ensure compliance with these regulations, all such appliances should have a safety check carried out annually or at a change of tenancy by a competent person. A record of these checks should be made in the logbook and it is good practice for a label to be attached to the appliance. Should the checks reveal that there is a significant safety hazard, then the appliance should be removed immediately or repaired on the spot.

