

Fire Safety and Risk Assessment

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Document History

Date	Author	Reason
12 Sept 2023	Nigel Gomm	First Draft

Rentman terminology:

- Property. A property is a dwelling place. The unit that is advertised and rented.
- Building. A portfolio of properties owned by the same landlord and used for management. The original notion was of a Victorian house converted into flats. The flats are rented out individually, but the building is managed as a collection (even if there's only one property in the building). The term "building" is being deprecated in favour of "management portfolio" so as not to be confused with "Fire Safety Block".
- Fire Safety Block. A building containing multiple residences (including a house converted into several "properties"). A fire safety block may have many properties owned by different landlords so exists in parallel to the management portfolio (aka "building").

Introduction

New legislation comes into effect 1st October 2023 that enacts recent changes regarding fire safety.

Properties that share access and/or exist within the same structure (in effect everything except detached, semi-detached and terraced houses) require Fire Safety information be provided to tenants and that a Fire Risk Assessment be done annually.

In Rentman this means that we must create a new record for each structure that properties are a part of. This new record is known as a "Fire Safety Block". Every rental property in your inventory **MUST** be attached to a Fire Safety Block if it belongs to one of these categories :

- Low Risk. Two or more residences and fewer than 4 storeys.
- Medium Risk. Over 11 meters high (ground floor to floor of uppermost storey) with 4, 5, 6 or 7 storeys.
- High Risk. 8 or more storeys or taller than 18 metres (ground floor to floor of uppermost storey).

Many properties (possibly belonging to different landlords) may belong to the same Fire Safety Block. We add Fire Safety Documents and contact information to the Fire Safety Block which is then shared amongst all properties attached to the block.

There's a new list in the main desktop treeview under properties that shows every property that has not been attached to a Fire Safety Block and given an "Accountable Person" or not been set as not requiring one.

management | THE SAGE | Accounts

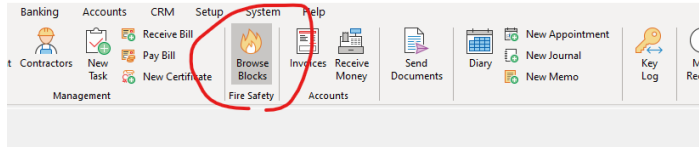
- Properties Available Soon
- Properties For Sale
- Sales Properties Under Offer
- Lettings Properties Under Offer
- Properties Sold
- My Properties
- Vacant Properties
- Rental Properties with insufficient EPC rating
- Properties with current tenants
- Managed Properties
- Non Managed Properties
- Fire Safety
- Properties that require an Accountable Person**
- Properties where We are the Accountable Person
- Other Predefined Searches
- Property Diary
- Boards Installed
- Boards Allowed
- Applicants**

Properties that require an Accountable Person (8) Right-Click on grid for options

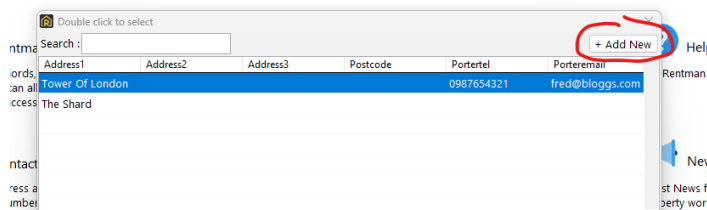
ProprefManaged	Property	Postcode	Status	Available	KeyNo
87	■ rtytrejuyt wzh		Valuation	/ /	
88	<input type="checkbox"/> mruelyhtgr ytgrf		Valuation	/ /	
84	<input type="checkbox"/> 8c Somewhere, Over The Rainbow OZ		Unavailable	20/01/2023	Elain
85	<input checked="" type="checkbox"/> 1234 Broadway, Paris		Unavailable	28/03/2023	Track
81	<input checked="" type="checkbox"/> 12 Lymington Rd, West Hampstead NW6 ABC		Unavailable	30/08/2023	Andr
80	<input checked="" type="checkbox"/> 4 Stonyroad Ave, Egham	TW20 XYZ	Unavailable	08/01/2024	Nige
79	<input checked="" type="checkbox"/> 1 Example St, London		Unavailable	22/03/2024	Track
1	<input checked="" type="checkbox"/> 14 Hampstead Gardens, Hampstead NW3 ZYX		Unavailable	01/05/2025	Andr

Fire Safety Block

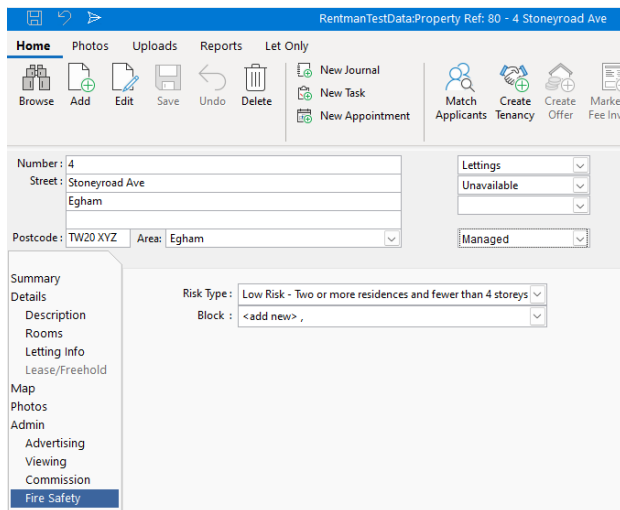
Add a fire safety block from the main toolbar



come to Rentman



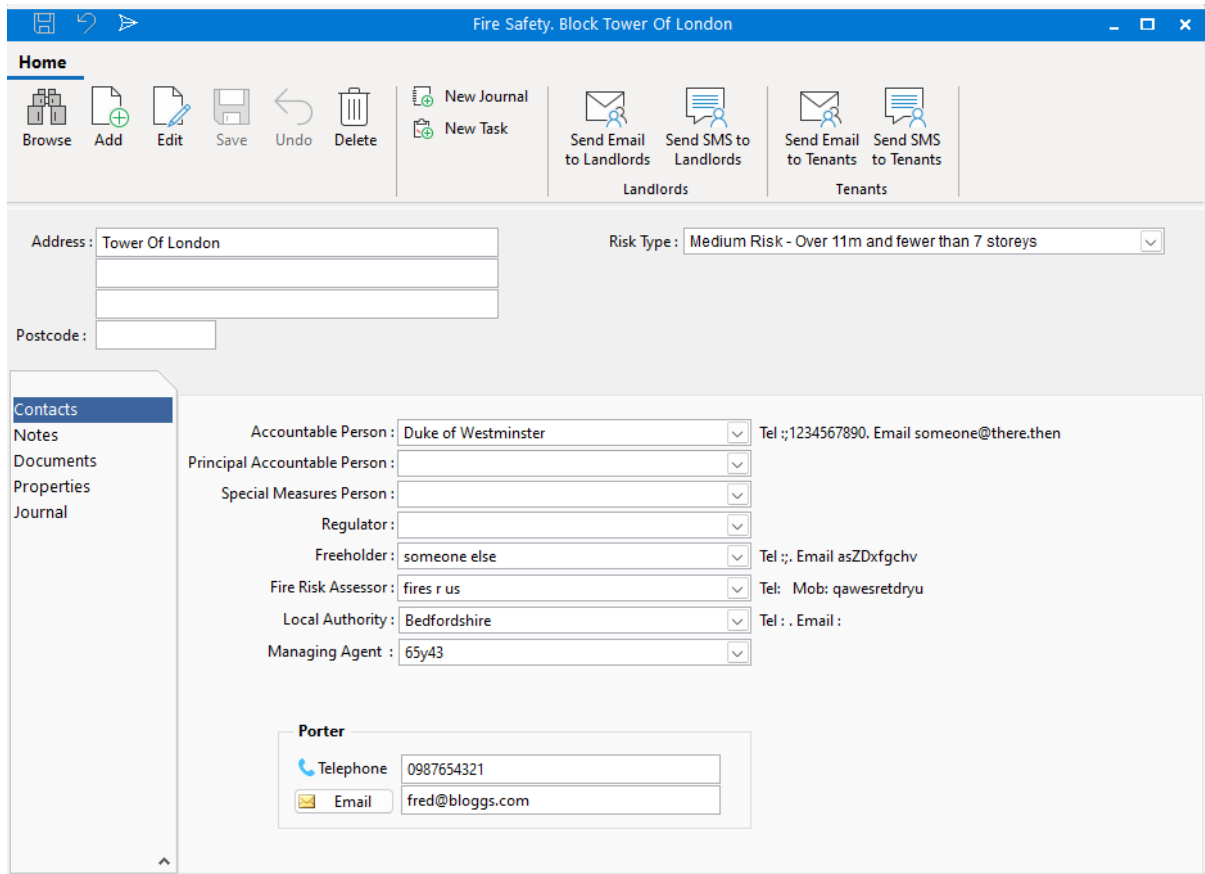
or by choosing <Add New> from the property screen's fire safety tab.



On the contacts tab of this screen we get to enter legally required information such as the “accountable person”.

The names entered here, apart from the local authority and fire risk assessor, are entered into Rentman as Contacts (of type “Fire Safety Officer”). Alternatively, Accountable Person and Principal Accountable Person can be set to be the Landlord (if all properties in a FireSafety Block are owned by the same landlord) or to your company name.

The Fire Risk Assessor is entered into Rentman as a contractor and tasks can be assigned to them in the usual way. They can also use rentman.online to view and edit tasks assigned to them.



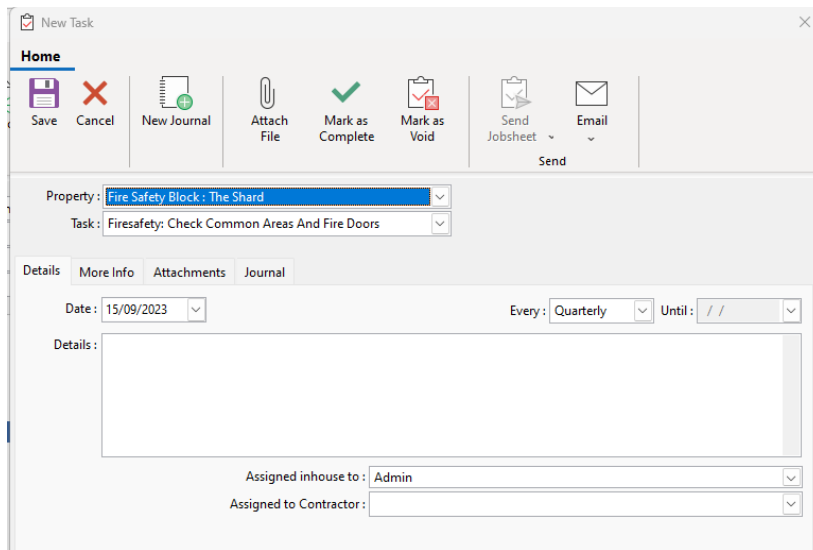
You can right click on those telephone numbers and emails to send or dial.

The notes tab has space for you to enter useful information.

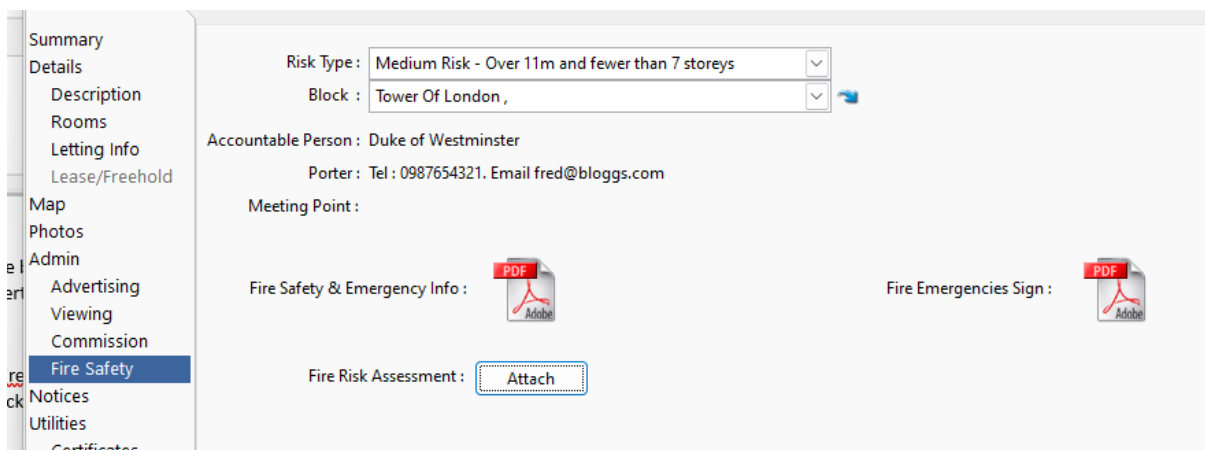


As well as documents added to the block the Documents tab will show any Fire Equipment and Smoke Alarm certificates for properties attached to this block. There is also a new "Emergency Lighting" certificate that may be required.

If you select your own company as the accountable person (it's an option in the combobox dropdown) and the block is 4 or more storeys Rentman will automatically create a quarterly repeating task to check common areas and fire doors.



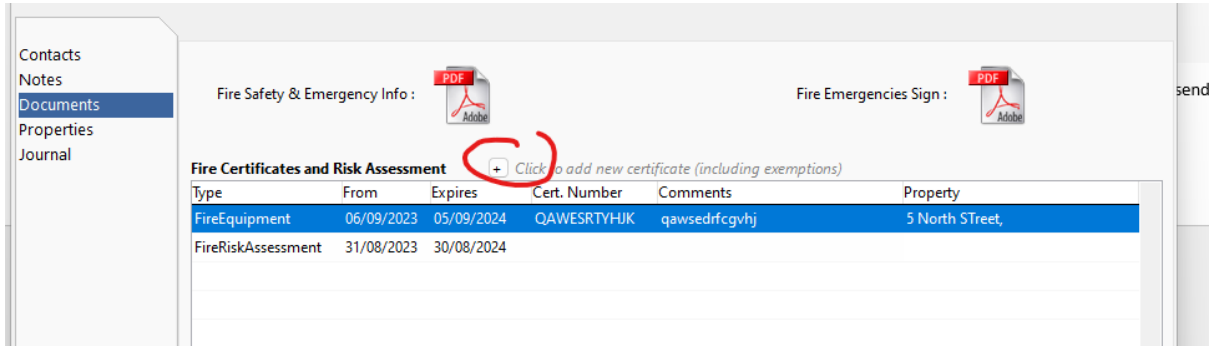
For convenience some of the information on this FireSafety Block screen will also be displayed on the FireSafety tab of the properties attached to the block.



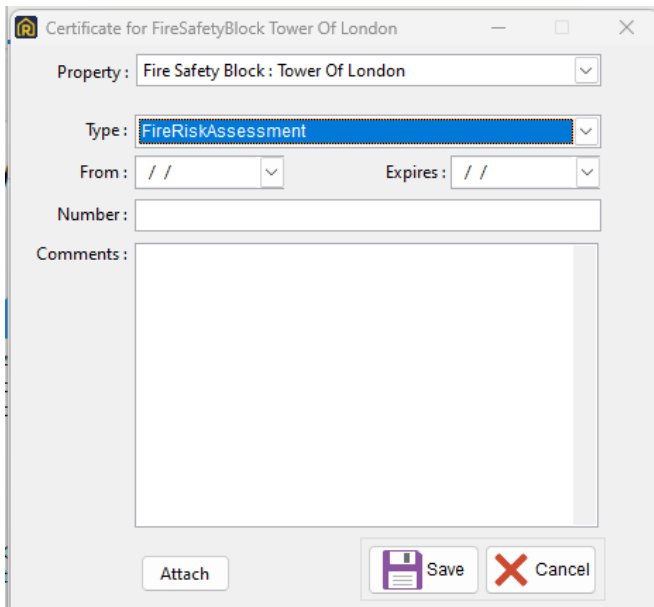
RightClick on the accountable person or porter's info here to send emails, texts or to dial out. Documents added here will be added to the Fire Safety Block.

Fire Risk Assessments

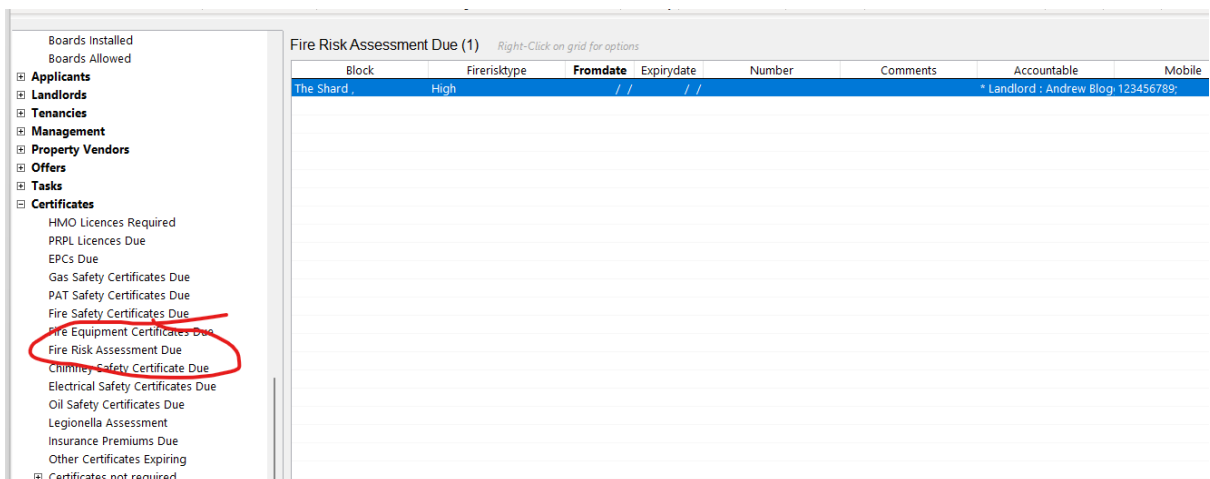
Fire Risk assessments are entered into Rentman as certificates. On the documents tab click the + button.



As with other certificates there's a from date and an expiry date

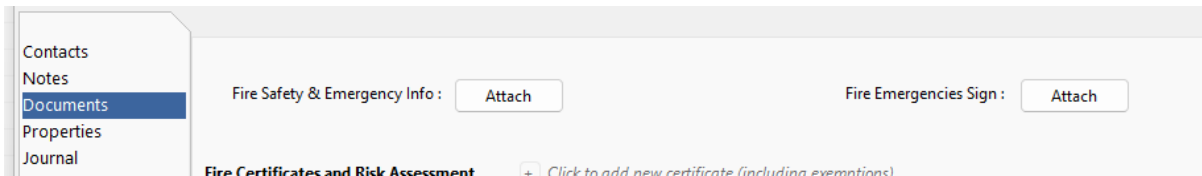


And a list on the main desktop to remind you that a risk assessment is due.



Fire Safety Information

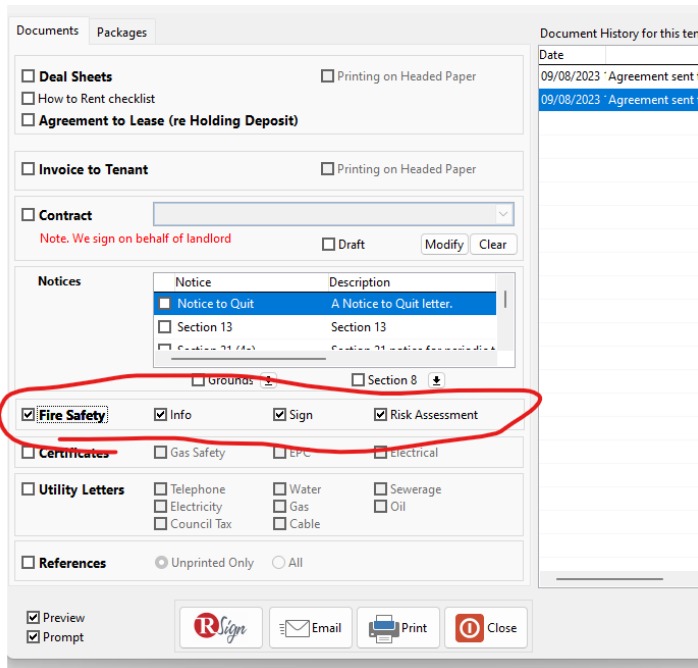
As well as the “Fire Risk Assessment” you are required to give tenants a Fire Safety document with information regarding what to do in an emergency. This document will be block specific and we don’t have a template. It is likely that a 3rd party Fire Safety Officer (perhaps the “Accountable Person”) will provide this document. Attach it to the Fire Safety Block on the documents tab.



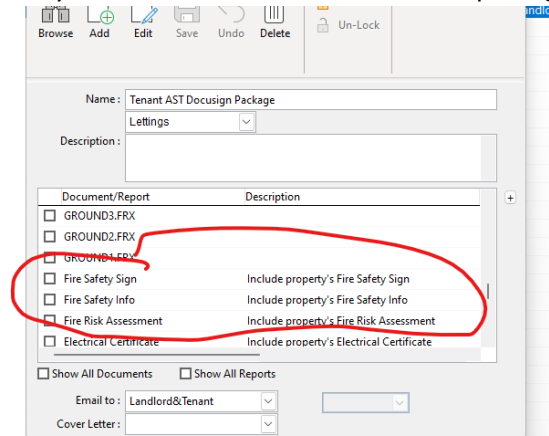
Section 49

Section 49 requires that this fire safety information is provided with each new tenancy....

This document, together with the Fire Risk Assessment and a Fire Safety sign can be sent to new tenants alongside the tenancy agreement.



They can also be added to a document package in the usual way.



Section 47a

Section 47a requires that fire safety information be attached to every rent demand.

Sending an email from Rentman's rent overdue list will automatically attach the block's fire safety info, sign and risk assessment.

rentmanTestData

Favourites

- My Appointments Today
- My Follow-ups (4)
- My Tasks - excluding certificates (7)
- My Memos
- Invoices due (4)
- Rent Overdue (4)
- Rent Overdue - LHA

Rent Overdue (4) <small>Right-Click on grid for options</small>									
Send	Sms	Outstandin	Weeks	InArrears	LastRecieved	LastDue	Letter	Address	Tenants
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8692.97	37	06/12/2022	30/01/2023	01/09/2023	1	14 Hampstead Gardens, Hampste	Nigel Gomm
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6500.00	28	01/02/2023	01/03/2023	01/09/2023	1	5 North Street, Egham	Nigel Gomm
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8000.00	34	08/02/2023	01/01/2000	08/09/2023	1	12 Lymington Rd, West Hampstea	Niamh Gomm
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4400.00	31	09/02/2023	01/01/2000	09/09/2023	1	5 North Street, Egham	Nora Alloway