



A FIRE CHECK SCOTLAND GUIDE

Fire Safety Readiness Checklist

A practical guide for landlords, HMOs, hotels, serviced accommodation operators and commercial property owners — helping you stay organised, prepared and compliant under Scottish fire safety legislation.

30 min

Enquiry response

3 days

On-site turnaround

24 hours

Report delivered

**CHAPTER 01**

Are you responsible?

If you own, manage or control a property, you may have legal responsibilities under the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006. A Fire Risk Assessment is the starting point for understanding and managing those duties.

● **Landlords**

● **HMO operators**

● **Hotels**

● **Guest houses**

● **Serviced accommodation**

● **Commercial property owners**

● **Managing agents**

● **Housing associations**

LEGISLATION IN PLAIN ENGLISH

Under the Fire (Scotland) Act 2005, the 'Dutyholder' must carry out and regularly review a Fire Risk Assessment, put suitable controls in place, and keep written records where five or more people are employed. Enforcement sits with the Scottish Fire and Rescue Service.

**CHAPTER 02**

Monthly fire safety checklist

A simple monthly walk-round covers most of the routine duties expected of a Dutyholder.

DETECTION SYSTEMS

- ☐ Test smoke alarms
- ☐ Test heat alarms
- ☐ Check alarm panel indicators
- ☐ Record results in the log book

ESCAPE ROUTES

- ☐ Routes clear of obstructions
- ☐ Emergency exits accessible
- ☐ Signage visible and lit
- ☐ Final exits open easily

FIRE DOORS

- ☐ Doors close fully into the frame
- ☐ No visible damage to leaf or frame
- ☐ Not wedged open at any time
- ☐ Seals present and intact

ELECTRICAL SAFETY

- ☐ No obvious overload or damage
- ☐ Damaged equipment removed
- ☐ Sockets and leads inspected
- ☐ PAT testing in date



CHAPTER 03

HMO & hotel compliance check

Use this list as a quick health-check before licensing inspections, insurance reviews or guest-season changes.

☐ Fire Risk Assessment completed and in date

☐ Fire Action Notices displayed at key locations

☐ Fire doors maintained and inspected

☐ Emergency lighting tested and operational

☐ Fire alarm system serviced and maintained

☐ Staff trained and aware of procedures

☐ Escape routes unobstructed and signed

☐ Regular testing records maintained

☐ Guest information available where required

☐ Premises information box up to date (where used)

LICENSING TIP

Local authorities increasingly request documentary evidence at HMO renewal. Keep your latest Fire Risk Assessment, fire door inspection report and weekly alarm test log in one accessible folder.

**CHAPTER 04**

Five common mistakes property owners make

Most enforcement issues arise from simple oversights that could have been identified earlier. A proactive approach protects both occupants and property.

1**Assuming alarms alone provide compliance**

Detection is only one layer — compartmentation, escape routes and management matter equally.

2**Ignoring fire doors**

Fire doors degrade over time and through misuse. Inspect them, don't assume.

3**Not reviewing Fire Risk Assessments**

A Fire Risk Assessment is a living document. Review after changes, incidents or annually.

4**Blocking escape routes with storage**

Bin stores, deliveries and bikes in stairwells are the single most common finding.

5**Failing to document inspections**

If it isn't written down, it didn't happen. Records demonstrate due diligence.



CHAPTER 05

Next steps

If you're unsure whether your property is compliant, a professional Fire Risk Assessment will identify risks, prioritise actions and give you a clear written record.



Fire Risk Assessments

Plain-English assessments tailored to your property type.



Fire Door Inspections

Qualified inspection against current standards.



24-Hour Reports

Digitally delivered within 24 hours of completing your visit.



Never Out of Date

Automatic reminders before your assessment expires.



Practical Advice

Real-world recommendations, not box-ticking.



Scotland & N. England

Core coverage, with projects delivered UK-wide.

Book your Fire Risk Assessment today

Practical, property-focused advice — on site within 3 days, reports within 24 hours.

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