

Breckland Council

FIRE PRECAUTIONS IN DWELLINGS

**A Guide for Owners, Landlords, Managing Agents and
Tenants on Fire Precautions and Means of Escape.**

1.0 Introduction

Dwellings that are owner occupied or rented out to provide accommodation for tenants should provide a safe and healthy environment and achieve a minimum standard. Fire safety, covering means of fire warning and escape, is an important element in overall safety in all forms of housing and owners and landlords should strive to achieve the highest standards. The greatest risks from fire exist in multiply occupied buildings and this is reflected in the requirements set out below.

Breckland District Council, (the Council), is committed to working with landlords, managing agents and tenants to achieve the standards required in the private rented sector. The Council will provide advice and guidance on meeting these standards and will take enforcement action, where necessary, to ensure properties achieve and maintain those standards. This document can only be a guide to the standards and an assessment will be required to ensure compliance in any individual case. It is primarily aimed at the owners, landlords, and managing agents of privately rented dwellings but can also serve as a guide for tenants.

Health and safety is covered by the Housing Health and Safety Rating System, (HHSRS), described in greater detail below. In the case of fire safety the Regulatory Reform (Fire Safety) Order 2005, (FSO), will also apply in certain circumstances. Breckland District Council, (the Council), and Norfolk Fire and Rescue Service, (NFRS), have a joint protocol that determines which Authority will take the lead in enforcement responsibilities in any particular case. In single family dwellings, Houses in Multiple Occupation and flats it will be the Council. In other circumstance it will be NFRS. In all cases the Authorities will consult with each other to ensure the appropriate standards are achieved.

In Houses in Multiple Occupation, (HMO), additional legislation will apply. Generally The Management of Houses in Multiple Occupation (England) Regulations 2006 will apply to all HMOs while The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007 will apply where an HMO is subject to a licensing scheme. These Regulations cover the ongoing maintenance of means of fire warning and escape. The regulations also place duties and responsibilities on occupiers with regard to fire safety.

In the context of this publication fire safety standards describe the facilities, fixtures, fittings and management of a privately rented property which contribute to its safety. It is important to remember that as well as provision of facilities and equipment that there is an ongoing requirement for maintenance to ensure standards are adhered to.

The information in this document has been drawn from legislation, Government guidance, the LACORS publication '*Housing – Fire Safety Guidance on fire safety provisions for certain types of existing housing*' and what is regarded by Local Authorities as best practice. Definitive interpretation of the legislative

requirements can only be made by the relevant court of law or Residential Property Tribunal.

1.1 Definitions:

Dwelling – a building, or part of a building, designed, or intended, to be occupied as a separate dwelling i.e. with exclusive use of it's living space (living rooms and bedrooms and kitchens). A dwelling need not contain it's own bathroom/wc.

House in Multiple Occupation (HMO) – a building where the living accommodation is shared by persons not forming a single household and there is sharing of facilities and may also cover a self contained flat with shared access.

Household – relation by marriage, equivalent partnership or blood; (spouse, cohabite, parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and cousin). May also include other relationship in very specific circumstances

1.2 The Housing Health & Safety Rating System (HHSRS):

The HHSRS was introduced by the Housing Act 2004 as a methodology to assess the health and safety of dwellings. The underlying principle of the HHSRS is that any residential premises should provide a safe and healthy environment for any potential occupier or visitor. In order to satisfy this basic principle, a dwelling should be designed, constructed and maintained with non-hazardous materials and should be free from both unnecessary and avoidable hazards.

Environmental Health Officers or Technical Officers will inspect a dwelling with the aim of identifying all the deficiencies within the dwelling. A deficiency is defined as being the failure of a particular element to meet the ideal or optimum standard as best to prevent or minimise a hazard. Such a failure could be inherent, e.g. as a result of the original design, construction or manufacture, or it could be a result of deterioration, disrepair or a lack of repair or maintenance.

Once the deficiencies within a dwelling have been identified a health and safety risk assessment will be made. This is based on the risk to the most vulnerable potential occupant of that dwelling irrespective of the current occupants, if any, in the premises at the time of the inspection. The assessment will result in the hazards being given a score. The scores reflect both the likelihood of harm being caused to occupiers by the deficiency and the severity of the health impact. Those scores will determine the band into which the hazards will fall. The regulations prescribe that hazards falling within bands A to C are Category 1 Hazards, (the greatest risk and/or worst health effects), while those within bands D to J are Category 2 Hazards.

The Housing Act 2004 places a general duty on the Local Authority to take action against all Category 1 Hazards. The Council will, therefore, actively seek to have the necessary works to remove or reduce all Category 1 Hazards carried out within a suitable time frame. This will be done either by obtaining acceptable assurances from the landlord that the work will be done or by the service of a formal enforcement notice. Action may also be taken against Category 2 Hazards.

1.3 The Regulatory Reform (Fire Safety) Order 2005 (FSO):

The FSO does not apply to domestic dwellings except where there is sharing of living accommodation e.g. kitchens, bathrooms and other common areas including halls and stairways. In most Houses in Multiple Occupation enforcement will be by the Council but where there is mixed use within a building, e.g. living accommodation over commercial premises with shared access, NFRS may take the lead.

Where the FSO applies to a premises there is a duty placed on the responsible person, (the person having control who is normally the owner but could be a managing agent), to ensure the safety of persons in the premises. The responsible person is required to carryout a fire risk assessment to identify what hazards exist and how they might be eliminated or reduced .

For further information on the FSO please contact NFRS.

1.4 General principles:

The general principle of fire safety is that in the event of a fire occurring in a dwelling or multiply occupied building the occupiers will be given sufficient warning of the fire early enough to allow evacuation to a point of safety.

To this end there are two components; fire warning and fire escape.

Fire warning means a combination of heat and smoke detectors to detect a fire in it's earliest stages. These detectors will then give a means of fire warning consisting of a bell or siren and/or flashing lights. Manual, break-glass, call points may also be used in addition to other forms of detection. A number of detectors may be interlinked, particularly in large buildings so that a fire in one part gives rise to alarms sounding in all parts. In high risk situations, such as mixed business/commercial and residential use, there may be a requirement to link detectors and warning systems over more than one premises.

Fire escape is the route that occupiers may take to evacuate a building that is on fire with minimal risk to themselves. In smaller dwellings there may be no special requirements but in dwellings with complex layouts and larger multiply occupied buildings there may be a requirement to provide a protected route. Normally this would consist of a route from the most remote habited part of the building to the final

exit point and thence to a place of safety. This route is expected to remain secure from fire and smoke for at least 30 minutes internally. Doors opening onto this route will, therefore, be of 30 minutes resistance and self closing with smoke seals in some instances. Glazing in or around fire doors should offer the same level of fire resistance as the doors themselves. Cupboards on the route will also need to be of 30 minutes resistance or kept empty and locked shut.

In some circumstances a secondary means of escape will be required. Usually this will be external and windows and doors opening onto this escape will need to offer 30 minutes resistance. Planning permission may be required for such structures.

Where the means of escape is provided by an external staircase:

- All doors that lead out on to, or that are located under, the external staircase should be full FD30S fire doors and frame sets;
- The escape route must be kept free from obstruction at all times;
- There should be no free storage on the escape routes;
- All windows that view out on to, or that are located under, the external staircase should be fitted with fire resisting glazing and any opening part should be effectively fixed shut as to provide a minimum 30 minutes fire resisting construction. Glazing beads should be hardwood and should provide a maximum 15mm cover to the edge of the glass. Glazing is to be in accordance with BS6206;
- The external means of escape should be adequately lit at night either by means of borrowed light from street lighting or by means of additional lighting. An emergency lighting system compliant with BS 5266: part 1 is required where there is inadequate background light either from natural sources or borrowed from street lighting.

Where the means of escape to a point of safety passes through an enclosed yard, alleyway, or passage that is also used by the commercial premises and that has doors and/ or windows belonging to the commercial premises, then these areas will be assessed to the same standards as external staircases.

All fire escape routes should be kept clear of obstructions and combustible materials.

Emergency lighting and signage may be required in some circumstances.

All provisions should comply with appropriate British Standards.

Any detectors, fire warning systems and emergency lights should be periodically tested in accordance with the Standards.

Means of fire fighting may be recommended but a fire should only be tackled in its earliest stages and, only then, if there is no significant risk in so doing. The general rule is to evacuate and alert the Fire and Rescue Service by dialling 999.

Single Family Dwellings

A single family dwelling is defined as being a dwelling occupied by a person or persons living as a single household. This includes people that are married or living together as a couple, (including persons in a same-sex relationship). Family means specific relatives: parents, grandparents, children, step-children, foster children, grandchildren, brothers, sisters, uncles, aunts, nephews, nieces and cousins.

Single family dwellings of two, three or four storeys

This type of dwelling is a 2, 3 or 4-storey single occupancy house and does not include flats with shared access or maisonettes that are above or below other types of accommodation or commercial premises.

Fire Detection & Alarm System:

A Grade D, LD3 system is required. This consists of:

- Interlinked mains-wired smoke alarms with integral battery back-up to be located in the escape route on the ground and subsequent floors; and
- Additional mains-wired interlinked smoke alarms with integral battery back-up located in any cellar or basement.

Escape Route:

- No requirement for a full 30 minute protected route, but the escape route should have sound, conventional construction and should not pass through risk rooms (kitchens and living rooms). Where the escape route passes through risk rooms suitable escape windows should be provided from bedrooms and living rooms.
- There is no requirement for fire doors but sound, well constructed and close-fitting conventional doors are required.

Please note that where construction standards are poor, travel distances to the final exit doors are long or other higher risk factors are present then a 30 minute protected route may be required.

Lighting of Escape Routes:

- There is no requirement for emergency escape lighting, but conventional artificial lighting is required.

Fire Separation:

- There is no requirement for additional fire resistance but floors, walls and ceilings should be of sound, conventional construction.
- If a basement or cellar is present, 30 minute separation between the cellar and the ground floor escape route is ideal.

Fire Fighting Equipment:

- It is recommended good practice to provide a fire blanket in the kitchen.

Fire Safety Signs:

- There is no requirement for fire safety signage in this type of property.

Surface Finishes & Floor Coverings:

- There is no requirement for additional surface finishes or floor coverings.

Management and Maintenance of Fire Safety:

- It is recommended that all doors are kept closed at night.
- Fire blankets should be checked periodically to make sure they are in place and available for use.
- Where provided fire extinguishers must be inspected and serviced annually in accordance with BS 5306-3 and with the manufacturer's instructions.

Single Family Dwellings of Five and Six Storeys:

This type of dwelling is a 5 or 6-storey house and does not include flats or maisonettes that are above or below other types of accommodation or commercial premises.

Fire Detection & Alarm System:

A Grade A, LD3 system is required. This consists of:

- A system of interlinked electrically operated smoke and/ or heat detectors which are linked to a control panel. Smoke detectors are to be located in all risk rooms and all circulation areas that form a part of the escape route. A heat sensing detector is to be located in all kitchens;
- The fire control panel located adjacent to the front door of the property;
- Manual call points located next to the final exits;
- The alarm signal must achieve sound levels of not less than 65dB(A) in all accessible parts of the building and not less than 75dB(A) at all bed-heads when all doors are closed as to arouse sleeping persons.

Escape Routes:

- A 30 minute protected route is required including 30 minute fire-resisting construction and FD30 fire doors without smoke seals or door returns to all risk rooms (kitchens, living rooms, and bedrooms).
- A secondary means of escape is required from the top-floor.

Fire Separation:

- There is no requirement for additional fire resistance generally, but walls, floors and ceilings should be of sound traditional construction. Lateral fire resisting separation of the top two floors from the remainder of the house is required.
- If a basement or cellar is present, 30 minute separation between the cellar and the ground floor escape route must be provided.

Lighting of Escape Routes:

- There is no requirement for emergency escape lighting, but conventional artificial lighting is required.

Fire Fighting Equipment:

- It is recommended good practice to provide a fire blanket in the kitchen.

Fire Safety Signs:

- Directional fire exit signs indicating the way to the secondary means of escape are required.

Surface Finishes & Floor Coverings:

- There is no requirement for additional surface finishes or floor coverings.

Management and Maintenance of Fire Safety:

- It is recommended that all doors are kept closed at night.
- Fire blankets should be checked periodically to make sure they are in place and available for use.
- Where provided fire extinguishers must be inspected and serviced annually in accordance with BS 5306-3 and with the manufacturer's instructions.
- A clear fault and false alarm reporting arrangement should be in place and the responsible person or agent should respond to reports at the earliest opportunity (within 24-hours).
- The automatic fire detection and warning system should be tested as in accordance with BS 5389: part 1: section 6. This entails:

- Weekly routine testing of one detector or call point in each zone and recorded in the system's log book. Any defects should also be recorded in the log book and action taken to correct the fault;
- A six-monthly service conducted by a suitably qualified specialist alarm engineer under a maintenance contract. This test should be recorded in the system's log book and a test certificate issued.

Shared Houses

Legally shared houses are Houses in Multiple Occupation (HMOs) and will be licensable where the licensing criteria are met. For the purpose of this guidance shared houses are described as HMOs where the whole property has been rented out by an identifiable group of sharers, such as students, work colleagues or friends, as joint tenants, i.e. the tenants will have rented the property as one group and there will be one single joint tenancy agreement. This means that they will generally move in and out as a group. As the occupants of a shared house often interact and share the characteristics of a single family household it is recognised that shared houses may present a lower fire risk than traditional bedsit-type HMOs.

Shared Houses of Two Storeys or less

This type of dwelling is a 1 or 2-storey house and does not include flats or maisonettes that are above or below other types of accommodation or commercial premises.

Fire Detection & Alarm System:

A Grade D, LD3 system is required. This consists of:

- Interlinked mains-wired smoke alarms with integral battery back-up to be located in the escape route on the ground and 1st floors; and
- Additional mains-wired interlinked smoke alarms with integral battery back-up located in any cellar or basement.

Escape Route:

- No requirement for a full 30 minute protected route, but the escape route should have sound, conventional construction and should not pass through risk rooms (kitchens and living rooms). Where the escape route passes through risk rooms suitable escape windows should be provided from bedrooms and living rooms.
- There is no requirement for fire doors but sound, well constructed and close-fitting conventional doors are required.

- The final exit doors from the property must be capable of being unlocked and opened from inside without the use of a key.

Please note that where construction standards are poor, travel distances to the final exit doors are long or other higher risk factors are present then a 30 minute protected route may be required.

Fire Separation:

- There is no requirement for additional fire resistance but floors, walls and ceilings should be of sound, conventional construction.
- If a basement or cellar is present, 30 minute separation between the cellar and the ground floor escape route is ideal.

Lighting of Escape Routes:

- There is no requirement for emergency escape lighting, but conventional artificial lighting is required.

Fire Fighting Equipment:

- It is necessary to provide a fire blanket in the kitchen;
- A simple multi-purpose fire extinguisher in the hallway is recommended.

Fire Safety Signs:

- There is no requirement for fire safety signage in this type of property.

Surface Finishes & Floor Coverings:

- There is no requirement for additional surface finishes or floor coverings.

Management and Maintenance of Fire Safety:

- It is recommended that all doors are kept closed at night.
- Fire blankets should be checked periodically to make sure they are in place and available for use.
- Where provided fire extinguishers must be inspected and serviced annually in accordance with BS 5306-3 and with the manufacturer's instructions.

Shared House of Three or Four Storeys

This type of dwelling is a 3 or 4-storey house and does not include flats or maisonettes that are above or below other types of accommodation or commercial premises.

Fire Detection & Alarm System:

A Grade D, LD3 system is required. This consists of:

- Interlinked mains-wired smoke alarms with integral battery back-up to be located in the escape route on all floors;
- Additional mains-wired interlinked smoke alarms with integral battery back-up located in any cellar or basement;
- Additional mains-wired interlinked heat alarm with integral battery back-up located in the kitchen;
- Additional interlinked mains-wired smoke alarms with integral battery back-up to be located in the lounge (and other communal rooms).

Escape Routes:

- A 30 minute protected route is required including 30 minute fire-resisting construction and FD30 fire doors without smoke seals to all risk rooms (kitchens, living rooms, and bedrooms).
- Travel distance to the final exits must not be excessive.
- The final exit doors from the property must be capable of being unlocked and opened from inside without the use of a key.

Fire Separation:

- There is no requirement for additional fire resistance generally, but walls, floors and ceilings should be of sound traditional construction. Lateral fire resisting separation of the top two floors from the remainder of the house is required.
- If a basement or cellar is present, 30 minute separation between the cellar and the ground floor escape route must be provided.

Lighting of Escape Routes:

- Emergency escape lighting is required only if the escape route is long or complex or where there is no effective borrowed light.
- Conventional artificial lighting is required.

Fire Fighting Equipment:

- It is necessary to provide a fire blanket in any kitchen;
- A simple multi-purpose fire extinguisher on each landing is recommended.

Fire Safety Signs:

- Signage is only required if the escape route is complex.

Surface Finishes & Floor Coverings:

- There is no requirement for additional surface finishes or floor coverings.

Management and Maintenance of Fire Safety:

- It is recommended that all doors are kept closed at night.
- Fire blankets should be checked periodically to make sure they are in place and available for use.
- Where provided fire extinguishers must be inspected and serviced annually in accordance with BS 5306-3 and with the manufacturer's instructions.

Shared House of Five or Six Storeys

This type of dwelling is a 5 or 6-storey house and does not include flats or maisonettes that are above or below other types of accommodation or commercial premises.

Fire Detection and Alarm System:

A Grade A, LD2 system is required. This consists of:

- A system of interlinked electrically operated smoke and/ or heat detectors which are linked to a control panel. Smoke detectors are to be located in all risk rooms and all circulation areas that form a part of the escape routes. A heat sensing detector is to be located in all kitchens;
- The fire control panel located adjacent to the front door of the property;
- Manual call points located next to the final exits and on each landing;
- The alarm signal must achieve sound levels of not less than 65dB(A) in all accessible parts of the building and not less than 75dB(A) at all bed-heads when all doors are closed as to arouse sleeping persons.

Escape Route:

- A 30 minute protected escape route is required including 30 minute fire and smoke resisting construction, and FD30S fire doors (with smoke seals) to all risk rooms (kitchens, bedrooms, living rooms and communal rooms).
- The final exit doors from the property must be capable of being unlocked and opened from inside without the use of a key.
- Travel distance to a final exit must not be excessive.
- **Five Storey Shared Houses:** Lobby protection to all floors except the top floor or a secondary means of escape from the top floor is required.

- **Six Storey Shared Houses:** Lobby protection to all floors except the top floor and a secondary means of escape from the top two floors is required.

Fire Separation:

- There is no requirement for additional fire resistance generally, but walls, floors and ceilings should be of sound traditional construction. Lateral fire resisting separation (FD30S fire door and door set) of the top floor (in 5 storeys) or the two top floors (in 6 storeys) from the remainder of the house is required.
- If a basement or cellar is present, 30-minute separation between the cellar and the ground floor escape route must be provided.

Lighting of Escape Routes:

- An emergency lighting system compliant with BS 5266: part 1 is required.
- Conventional artificial lighting is required.

Fire Fighting Equipment:

- A fire blanket must be provided in any kitchen;
- A simple multi-purpose fire extinguisher on each landing is recommended.
- A 2kg CO₂ or Dry Powder fire extinguisher is recommended in the kitchens.

Fire Safety Signs:

- Fire safety signage is only required if the escape route is complex or where there is a secondary means of escape.

Surface Finishes & Floor Coverings:

- There is no requirement for additional surface finishes or floor coverings.

Management and Maintenance of Fire Safety:

- It is recommended that all doors are kept closed at night.
- Fire blankets should be checked periodically to make sure they are in place and available for use.
- Fire extinguishers must be inspected and serviced annually in accordance with BS 5306-3 and with the manufacturer's instructions.
- The automatic fire detection and warning system should be tested as in accordance with BS 5389: part 1: section 6. This entails:
 - Weekly routine testing of one detector or call point in each zone and recorded in the system's log book. Any defects should also be recorded in the log book and action taken to correct the fault;

- A six-monthly service conducted by a suitably qualified specialist alarm engineer under a maintenance contract. This test should be recorded in the system's log book and a test certificate issued.
- The emergency lighting system should be inspected and serviced annually as in accordance with BS 5266: part 8. The service includes a full discharge test and must be carried out by a suitably qualified lighting engineer. The test must be recorded in the system's log book and a test certificate issued.

HOUSES IN MULTIPLE OCCUPATION (HMOs): BEDSIT-TYPE HMOs

These type of HMOs are typically larger buildings that have been converted into non-self contained bedsit lettings or floor-by-floor lets. As HMOs they will be licensable were the licensing criteria are met.

There may be individual cooking facilities within each bedsit, but alternatively there may be shared cooking facilities or a mixture of the two. Generally bathing and toilet facilities will mostly be shared. There may be a communal living and/ or dining room. Generally the tenants will be separate individuals that live independently with little or no communal living between each other.

Each letting within the HMO will have its own individual tenancy agreement and there will usually be a lock on each individual letting door.

Bedsit-Type HMO of Two Storeys or Less:

This section guidance is aimed at one or two-storey houses that have been converted into no more than five bedsit rooms. As occupancy and the number of bedsit rooms increase so does the likelihood of fire. In one or two storey HMOs with more than 5 occupants or 5 bedsits additional fire safety measures may be necessary therefore full consultation with the Council is required. This section of guidance does not include flats or maisonettes that have been converted into HMOs and are contained within, above or below other types of accommodation or commercial premises.

Fire Detection & Alarm System:

There is a requirement for a mixed Grade D, LD2 system. This typically consists of:

- Interlinked mains-wired smoke alarms with integral battery back-up located throughout the escape route;

- Additional mains-wired interlinked smoke alarms with integral battery back-up located in any cellar or basement; and

Where cooking facilities are sited within individual bedsits:

- An interlinked mains-wired heat sensing alarm with integral battery back-up located in each bedsit; and
- An additional non-interlinked mains-wired smoke alarm with integral battery back-up located in each bedsit.

Where cooking facilities are sited in separate shared kitchens:

- An interlinked mains-wired heat sensing alarm with integral battery back-up located in each communal kitchen; and
- An additional interlinked mains-wired smoke alarm with integral battery back-up located in each bedsit.

The power for the alarm system circuit (and any emergency lighting circuit) should be taken from a permanent (landlord's) supply and not taken from an independent (tenant's) supply to any bedsit or flat.

Escape Route:

- A 30 minute protected escape route is required including 30 minute fire and smoke resisting construction, and FD30S fire doors (with smoke seals) to all risk rooms (kitchens, bedrooms, living rooms and communal rooms).
- Travel distance to a final exit must not be excessive.
- The final exit doors from the property must be capable of being unlocked and opened from inside without the use of a key.

A full 30-minute protected route is the preferred (ideal) option. However, in two-storey, lower risk HMOs the provision of suitable escape windows from all bedsit rooms may be acceptable in lieu of a fully protected route.

Fire Separation:

- There is no requirement for additional fire resistance but floors, walls and ceilings should be of sound, conventional construction.
- If a basement or cellar is present, 30 minute separation between the cellar and the ground floor escape route is ideal.

Lighting of Escape Routes:

- Emergency escape lighting is required only if the escape route is long or complex or where there is no effective borrowed light.
- Conventional artificial lighting is required.

Fire Fighting Equipment:

- A fire blanket is to be provided in each bedsit with cooking facilities and in shared kitchens;
- A simple multi-purpose fire extinguisher on each floor in the common parts of the HMO is recommended.
- A 2kg CO₂ or Dry Powder fire extinguisher is recommended in each bedsit with cooking facilities and in shared kitchens.

Fire Safety Signs:

- Fire safety signage along the escape route is required the route is long or complex.

Surface Finishes & Floor Coverings:

- All wall surfaces in the escape route area are to be of Class 0 surface spread of flame standard as in accordance with Building Regulations (Part B). Normal paint and paper are adequate but heavy flock paper or timber claddings are not permitted.
- All floor coverings throughout the protected route should conform to low radius of flame spread (up to 35mm) when tested in accordance with BS 4790 or European equivalent.
- As a general guide for existing carpets, those comprising of a mix of 80% wool and 20% synthetic fibre will comply. Many vinyl, linoleum and laminate floor coverings may not be suitable and will need to be replaced.

Management and Maintenance of Fire Safety:

- It is recommended that all doors are kept closed at night.
- Fire blankets should be checked periodically to make sure they are in place and available for use.
- Fire extinguishers must be inspected and serviced annually in accordance with BS 5306-3 and with the manufacturer's instructions.
- The escape route must be kept free from obstruction at all times.
- There should be no free storage on the escape routes.
- The automatic fire detection and warning system should be tested as in accordance with BS 5389: part 1: section 6. This entails:
 - Monthly routine testing of the smoke detectors by use of the test button. Prompt action must be taken to correct any faults;
 - Periodical routine maintenance to include a clean of all detectors should be carried out as in accordance with the manufacturer's recommendations.
 - A record of all tests, services, faults and repairs should be maintained by the landlord or managing agent.

- If present the emergency lighting system should be inspected and serviced annually as in accordance with BS 5266: part 8.

Bedsit-Type HMO of Three or Four Storeys:

This section of guidance does not include flats or maisonettes that have been converted into HMOs and are contained within, above or below other types of accommodation or commercial premises.

Fire Detection & Alarm System:

There is a requirement for a mixed Grade A, LD2 system. This typically consists of:

- A system of interlinked electrically operated smoke detectors in all circulation areas that form a part of the escape routes and that are linked to a control panel.
- The fire control panel located adjacent to the front door of the property;
- Manual call points located next to the final exits and on each landing;
- The alarm signal must achieve sound levels of not less than 65dB(A) in all accessible parts of the building and not less than 75dB(A) at all bed-heads when all doors are closed as to arouse sleeping persons.

Where cooking facilities are sited within individual bedsits:

- An interlinked heat sensing alarm with integral battery back-up located in each bedsit; and
- An additional Grade D, non-interlinked mains-wired smoke alarm with integral battery back-up located in each bedsit.

Where cooking facilities are sited in separate shared kitchens:

- An interlinked heat sensing alarm with integral battery back-up located in each communal kitchen;
- An additional interlinked mains-wired smoke alarm with integral battery back-up located in each bedsit; and
- Additional interlinked smoke detectors located in each cellar.

The power for the alarm system circuit (and emergency lighting circuit) should be taken from a permanent (landlord's) supply and not taken from an independent (tenant's) supply to any bedsit or flat.

Escape Route:

- A 30 minute fully protected escape route is required including 30 minute fire and smoke resisting construction, and FD30S fire doors (with smoke seals) to all risk rooms (kitchens, bedrooms, living rooms and communal rooms).
- All cupboards leading onto the means of escape should be emptied of all flammable goods, or offer 30 minutes fire and smoke resistance, with doors kept locked shut.
- All cupboards leading onto the means of escape that contain a risk of ignition (such as electrical fuse boards or water heaters) must offer 30 minutes fire and smoke resistance with doors kept locked shut.
- Travel distance to a final exit must not be excessive.
- The final exit doors from the property must be capable of being unlocked and opened from inside without the use of a key.

Fire Separation:

- There is no requirement for additional fire resistance but floors, walls and ceilings should be of sound, conventional construction.
- If a basement or cellar is present 30 minute separation between the cellar and the ground floor escape route is ideal.

Lighting of Escape Routes:

- An emergency lighting system compliant with BS 5266: part 1 is required where there is inadequate background light either from natural sources or borrowed from street lighting.
- Conventional artificial lighting is required.

Fire Fighting Equipment:

- A fire blanket is to be provided in each bedsit with cooking facilities and in shared kitchens;
- A simple multi-purpose fire extinguisher on each floor in the common parts of the HMO is recommended.
- A 2kg CO₂ or Dry Powder fire extinguisher is recommended in each bedsit with cooking facilities and in shared kitchens.

Fire Safety Signs:

- Fire safety signage along the escape route is required if the route is long or complex.

Surface Finishes & Floor Coverings:

- All wall surfaces in the escape route area are to be of Class 0 surface spread of flame standard as in accordance with Building Regulations (Part B). Normal

paint and paper are adequate but heavy flock paper or timber claddings are not permitted.

- All floor coverings throughout the protected route should conform to low radius of flame spread (up to 35mm) when tested in accordance with BS 4790 or European equivalent.
- As a general guide for existing carpets, those comprising of a mix of 80% wool and 20% synthetic fibre will comply. Many vinyl, linoleum and laminate floor coverings may not be suitable and will need to be replaced.

Management and Maintenance of Fire Safety:

- It is recommended that all doors are kept closed at night.
- Fire blankets should be checked periodically to make sure they are in place and available for use.
- Fire extinguishers must be inspected and serviced annually in accordance with BS 5306-3 and with the manufacturer's instructions.
- The escape route must be kept free from obstruction at all times.
- There should be no free storage on the escape routes.
- The automatic fire detection and warning system should be tested as in accordance with BS 5389: part 1: section 6. This entails:
 - Weekly routine testing of one detector or call point in each zone and recorded in the system's log book. Any defects should also be recorded in the log book and action taken to correct the fault;
 - A six-monthly service conducted by a suitably qualified specialist alarm engineer under a maintenance contract. This test should be recorded in the system's log book and a test certificate issued.
- If installed the emergency lighting system should be inspected and serviced annually as in accordance with BS 5266: part 8. The service includes a full discharge test and must be carried out by a suitably qualified lighting engineer. The test must be recorded in the system's log book and a test certificate issued.

Note: Additional fire safety management obligations (and other management obligations) will be required for all licensable HMOs in accordance with the licence conditions, the following legislation and any other relevant legislation:

- The Housing Act 2004;
- The Regulatory Reform (Fire Safety) Order 2002;
- The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007
- The Management of Houses in Multiple Occupation (England) Regulations 2006
- The Licensing of Houses in Multiple Occupation (Prescribed Descriptions) (England) Order 2006

Bedsit-Type HMO of Five or Six Storeys:

This section of guidance does not include flats or maisonettes that have been converted into HMOs and are contained within, above or below other types of accommodation or commercial premises.

Fire Detection & Alarm System:

There is a requirement for a mixed Grade A, LD2 system. This typically consists of:

- A system of interlinked electrically operated smoke detectors in all circulation areas that form a part of the escape routes and that are linked to a control panel.
- The control panel to be located adjacent to the front door of the property;
- Manual call points located next to the final exits and on each landing;
- The alarm signal must achieve sound levels of not less than 65dB(A) in all accessible parts of the building and not less than 75dB(A) at all bed-heads when all doors are closed as to arouse sleeping persons.

Where cooking facilities are sited within individual bedsits:

- An interlinked heat sensing alarm with integral battery back-up located in each bedsit; and
- An additional Grade D, non-interlinked mains-wired smoke alarm with integral battery back-up located in each bedsit.

Where cooking facilities are sited in separate shared kitchens:

- An interlinked heat sensing alarm with integral battery back-up located in each communal kitchen;
- An additional interlinked mains-wired smoke alarm with integral battery back-up located in each bedsit; and
- An additional interlinked smoke detectors located in each cellar.

The power for the alarm system circuit (and emergency lighting circuit) should be taken from a permanent (landlord's) supply and not taken from an independent (tenant's) supply to any bedsit or flat.

Escape Route:

- A 30 minute fully protected escape route is required including 30 minute fire and smoke resisting construction, and FD30S fire doors (with smoke seals) to all risk rooms (kitchens, bedrooms, living rooms and communal rooms).
- All cupboards leading onto the means of escape should be emptied of all combustible goods and kept locked;

- All cupboards leading onto the means of escape that contain a risk of ignition (such as electrical fuse boards or water heaters) must offer 30-minutes fire and smoke resistance.
- Travel distance to a final exit must not be excessive.
- The final exit doors from the property must be capable of being unlocked and opened from inside without the use of a key.
- **Five Storey HMOs:** Lobby protection to all floors except the top floor or a secondary means of escape from the top floor is required.
- **Six Storey HMOs:** Lobby protection to all floors except the top floor and a secondary means of escape from the top two floors is required.

Fire Separation:

- 30 minute fire and smoke separation between units of accommodation throughout the HMO is required;
- 30 minute fire and smoke separation across the stairway (FD30S fire door and door set) between the 2nd and 3rd floors, and between the 4th and 5th floors is required.

Lighting of Escape Routes:

- An emergency lighting system compliant with BS 5266: part 1 is required.
- Conventional artificial lighting is required.

Fire Fighting Equipment:

- A fire blanket is to be provided in each bedsit with cooking facilities and in shared kitchens;
- A simple multi-purpose fire extinguisher on each floor in the common parts of the HMO is required;
- A 2kg CO₂ or Dry Powder fire extinguisher is recommended in each bedsit with cooking facilities and in shared kitchens.

Fire Safety Signs:

- Fire safety signage along the escape route and at the final exits as in accordance with BS 5499 is required. Signage should also comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

Surface Finishes & Floor Coverings:

- All wall surfaces in the escape route area are to be of Class 0 surface spread of flame standard as in accordance with Building Regulations (Part B). Normal paint and paper are adequate but heavy flock paper or timber claddings are not permitted.

- All floor coverings throughout the protected route should conform to low radius of flame spread (up to 35mm) when tested in accordance with BS 4790 or European equivalent.
- As a general guide for existing carpets, those comprising of a mix of 80% wool and 20% synthetic fibre will comply. Many vinyl, linoleum and laminate floor coverings may not be suitable and will need to be replaced.

Management and Maintenance of Fire Safety:

- It is recommended that all doors are kept closed at night.
- Fire blankets should be checked periodically to make sure they are in place and available for use.
- Where provided fire extinguishers must be inspected and serviced annually in accordance with BS 5306-3 and with the manufacturer's instructions.
- The escape route must be kept free from obstruction at all times.
- There should be no free storage on the escape routes.
- The automatic fire detection and warning system should be tested as in accordance with BS 5389: part 1: section 6. This entails:
 - Weekly routine testing of one detector or call point in each zone and recorded in the system's log book. Any defects should also be recorded in the log book and action taken to correct the fault;
 - A six-monthly service conducted by a suitably qualified specialist alarm engineer under a maintenance contract. This test should be recorded in the system's log book and a test certificate issued.
- The emergency lighting system should be inspected and serviced annually as in accordance with BS 5266: part 8. The service includes a full discharge test and must be carried out by a suitably qualified lighting engineer. The test must be recorded in the system's log book and a test certificate issued.

Note: Additional fire safety management obligations (and other management obligations) will be required for all licensable HMOs in accordance with the licence conditions, the following legislation and any other relevant legislation:

- The Housing Act 2004;
- The Regulatory Reform (Fire Safety) Order 2002
- The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007
- The Management of Houses in Multiple Occupation (England) Regulations 2006
- The Licensing of Houses in Multiple Occupation (Prescribed Descriptions) (England) Order 2006;

Houses & Buildings Converted to Self-Contained Flats

This section of guidance is aimed at houses or buildings that were converted into self-contained flats where the conversion did not (and still does not) meet the building standards under the Building Regulations 1991. Buildings that were converted to a standard meeting these Regulations are not covered by this guidance but will still be subject to assessment on a case-by-case basis.

A flat is considered as a self-contained dwelling where all its rooms and amenities are behind one entrance door.

Two Storey Building Converted into Self-Contained Flats:

=This section of guidance does not include buildings that have been converted into flats and are contained within, above or below other types of accommodation or commercial premises.

Fire Detection & Alarm System:

There is a requirement for a mixed system consisting of:

- Grade D: LD2 coverage in the common areas consisting of:
 - Mains wired interlinked smoke alarms with integral battery back-up located in the common areas; and
 - An interlinked, mains-wired heat detector in each flat in the room/ lobby that opens onto the escape route.
- Grade D: LD3 coverage in each flat consisting of:
 - A mains-wired, non-interlinked smoke alarm in the room/ lobby that opens out on to the escape route to protect the sleeping occupants of the flat, (*subject to adequate fire separation between dwellings*).

The power for the alarm system circuit (and any emergency lighting circuit) should be taken from a permanent (landlord's/ freeholder's) supply and not taken from an independent (tenant's) supply to any flat.

Escape Route:

- A 30 minute protected route is required, including 30 minute fire and smoke resisting construction and full FD30S fire doors to rooms leading out on to the escape route.
- There is no requirement for fire doors within the flats, but sound, well-constructed and close fitting conventional doors are required (especially to kitchens);

- Travel distances to a point of safety and the final exit must not be excessive.
- The final exit doors from the property must be capable of being unlocked and opened from inside without the use of a key.

It may be possible to accept a lower standard of protection for the escape route if there are suitable escape windows from all bedrooms and living rooms.

Fire Separation:

- 30 minutes fire resistance between flats throughout is the ideal, but will be subject to risk assessment; there may be no requirement for additional fire-resisting separation between units providing walls, floors and ceilings are of sound, traditional construction and additional compensatory detection is fitted.
- All cupboards leading onto the means of escape should be emptied of all flammable goods and kept locked or constructed to 30 minutes fire resistance.
- All cupboards leading onto the means of escape that contain a risk of ignition (such as electrical fuse boards or water heaters) must offer 30 minutes fire and smoke resistance.

Lighting of Escape Routes:

- An emergency lighting system compliant with BS 5266: part 1 is required where there is inadequate background light either from natural sources or borrowed from street lighting.
- Conventional artificial lighting is required.

Fire Fighting Equipment:

- It is recommended good practice to provide a fire blanket in the kitchen of each dwelling;
- A simple multi-purpose fire extinguisher on each landing is recommended.

Fire Safety Signs:

- Signage is only required if the escape route is complex.

Surface Finishes & Floor Coverings:

- All wall surfaces in the common areas/ escape route area are to be of Class 0 surface spread of flame standard as in accordance with Building Regulations (Part B). Normal paint and paper are adequate but heavy flock paper or timber claddings are not permitted.
- All floor coverings throughout the common areas/ protected route should conform to low radius of flame spread (up to 35mm) when tested in accordance with BS 4790 or European equivalent.

- As a general guide for existing carpets, those comprising of a mix of 80% wool and 20% synthetic fibre will comply. Many vinyl, linoleum and laminate floor coverings may not be suitable and will need to be replaced.

Management & Maintenance of Fire Safety:

- Fire blankets should be checked periodically to make sure they are in place and available for use.
- Where provided fire extinguishers must be inspected and serviced annually in accordance with BS 5306-3 and with the manufacturer's instructions.
- The escape route must be kept free from obstruction at all times.
- There should be no free storage on the escape routes.
- The automatic fire detection and warning system should be tested as in accordance with BS 5389: part 1: section 6. This entails:
 - Monthly routine testing of the smoke detectors by use of the test button. Prompt action must be taken to correct any faults;
 - Periodical routine maintenance to include a clean of all detectors should be carried out as in accordance with the manufacturer's recommendations.
 - A record of all tests, services, faults and repairs should be maintained by the landlord or managing agent.
- If present the emergency lighting system should be inspected and serviced annually as in accordance with BS 5266: part 8.

Three or Four Storey Building Converted into Self-Contained Flats:

This section of guidance does not include buildings that have been converted into flats and are contained within, above or below other types of accommodation or commercial premises.

Fire Detection & Alarm System:

There is a requirement for a mixed system that comprises:

- Grade A: LD2 coverage in the common areas consisting of:
 - A system of interlinked electrically operated smoke detectors in all circulation areas that form a part of the escape routes and that are linked to a control panel.
 - An interlinked, mains-wired heat detector in each flat in the room/ lobby that opens onto the escape route.
 - The fire control panel located adjacent to the front door of the property;
 - Manual call points located next to the final exits and on each landing;
 - The alarm signal must achieve sound levels of not less than 65dB(A) in all accessible parts of the building and not less than 75dB(A) at all bed-heads when all doors are closed as to arouse sleeping persons.

- Grade D: LD3 coverage in each flat consisting of:
 - A mains-wired, non-interlinked smoke alarm in the room/ lobby that opens out on to the escape route to protect the sleeping occupants of the flat. (*Subject to adequate fire separation between dwellings*)

The power for the alarm system circuit (and any emergency lighting circuit) should be taken from a permanent (landlord's/ freeholder's) supply and not taken from an independent (tenant's) supply to any flat.

Escape Route:

- A 30 minute protected route is required, including 30 minute fire and smoke resisting construction and full FD30S fire doors to rooms leading out on to the escape route.
- There is no requirement for fire doors within the flats, but sound, well-constructed and close fitting conventional doors are required (especially to kitchens);
- All cupboards leading onto the means of escape should be emptied of all flammable goods and kept locked;
- All cupboards leading onto the means of escape that contain a risk of ignition (such as electrical fuse boards or water heaters) must offer 30 minutes fire and smoke resistance.
- The final exit doors from the property must be capable of being unlocked and opened from inside without the use of a key.
- Travel distances to a point of safety and the final exit must not be excessive.

Fire Separation:

- 30 minutes fire resistance between flats throughout is the ideal, but will be subject to risk assessment; there may be no requirement for additional fire-resisting separation between units providing walls, floors and ceilings are of sound, traditional construction and additional compensatory detection is fitted.

Lighting of Escape Routes:

- An emergency lighting system compliant with BS 5266: part 1 is required where there is inadequate background light either from natural sources or borrowed from street lighting.
- Conventional artificial lighting is required.

Fire Fighting Equipment:

- It is recommended good practice to provide a fire blanket in the kitchen of each dwelling;
- A simple multi-purpose fire extinguisher on each landing is recommended.

Fire Safety Signs:

- Signage is only required if the escape route is complex.

Surface Finishes & Floor Coverings:

- All wall surfaces in the common areas/ escape route area are to be of Class 0 surface spread of flame standard as in accordance with Building Regulations (Part B). Normal paint and paper are adequate but heavy flock paper or timber claddings are not permitted.
- All floor coverings throughout the common areas/ protected route should conform to low radius of flame spread (up to 35mm) when tested in accordance with BS 4790 or European equivalent.
- As a general guide for existing carpets, those comprising of a mix of 80% wool and 20% synthetic fibre will comply. Many vinyl, linoleum and laminate floor coverings may not be suitable and will need to be replaced.

Management & Maintenance of Fire Safety:

- Fire blankets should be checked periodically to make sure they are in place and available for use.
- Where provided fire extinguishers must be inspected and serviced annually in accordance with BS 5306-3 and with the manufacturer's instructions.
- The escape route must be kept free from obstruction at all times.
- There should be no free storage on the escape routes.
- The automatic fire detection and warning system should be tested as in accordance with BS 5389: part 1: section 6. This entails:
 - Weekly routine testing of the Grade A system - testing of one detector or call point in each zone and recorded in the system's log book. Any defects should also be recorded in the log book and action taken to correct the fault;
 - A six-monthly service conducted by a suitably qualified specialist alarm engineer under a maintenance contract. This test should be recorded in the system's log book and a test certificate issued.
- If an emergency lighting system is installed then it should be inspected and serviced annually as in accordance with BS 5266: part 8. The service includes a full discharge test and must be carried out by a suitably qualified lighting engineer. The test must be recorded in the system's log book and a test certificate issued.

Five or Six Storey Building Converted to Self-Contained Flats:

This section of guidance does not include buildings that have been converted into flats and are contained within, above or below other types of accommodation or commercial premises.

Fire Detection & Alarm System:

There is a requirement for a mixed system that comprises:

- Grade A: LD2 coverage in the common areas consisting of:
 - A system of interlinked electrically operated smoke detectors in all circulation areas that form a part of the escape routes and that are linked to a control panel.
 - An interlinked, mains-wired heat detector in each flat in the room/ lobby that opens onto the escape route.
 - The fire control panel located adjacent to the front door of the property;
 - Manual call points located next to the final exits and on each landing;
 - The alarm signal must achieve sound levels of not less than 65dB(A) in all accessible parts of the building and not less than 75dB(A) at all bed-heads when all doors are closed as to arouse sleeping persons.
- Grade D: LD3 coverage in each flat consisting of:
 - A mains-wired, non-interlinked smoke alarm in the room/ lobby that opens out on to the escape route to protect the sleeping occupants of the flat. (*Subject to adequate fire separation between dwellings*).

The power for the alarm system circuit (and any emergency lighting circuit) should be taken from a permanent (landlord's/ freeholder's) supply and not taken from an independent (tenant's) supply to any flat.

Escape Route:

- A 30 minute protected route is required, including 30 minute fire and smoke resisting construction and full FD30S fire doors to rooms leading out on to the escape route.
- There is a requirement for FD30 fire doors (without smoke seals or door closers) within the flats;
- All cupboards leading onto the means of escape should be emptied of all combustible goods and kept locked;
- All cupboards leading onto the means of escape that contain a risk of ignition (such as electrical fuse boards or water heaters) must offer 30-minutes fire and smoke resistance.
- The final exit doors from the property must be capable of being unlocked and opened from inside without the use of a key.
- Travel distances to a point of safety and the final exit must not be excessive.

Fire Separation:

- 30 minute fire and smoke separation between units of accommodation throughout the building is required;
- 30 minute fire separation across the stairway between the 2nd and 3rd floors, and between the 4th and 5th floors is required.

Lighting of Escape Routes:

- An emergency lighting system compliant with BS 5266: part 1 is required.
- Conventional artificial lighting is required.

Fire Fighting Equipment:

- It is recommended good practice to provide a fire blanket in the kitchen of each dwelling;
- A simple multi-purpose fire extinguisher on each landing of the common parts is required.

Fire Safety Signs:

- Signage is required along the escape route at the final exits.

Management & Maintenance of Fire Safety:

- Fire blankets should be checked periodically to make sure they are in place and available for use.
- Fire extinguishers must be inspected and serviced annually in accordance with BS 5306-3 and with the manufacturer's instructions.
- The escape route must be kept free from obstruction at all times.
- There should be no free storage on the escape routes.
- The automatic fire detection and warning system should be tested as in accordance with BS 5389: part 1: section 6. This entails:
 - Weekly routine testing of the Grade A system - testing of one detector or call point in each zone and recorded in the system's log book. Any defects should also be recorded in the log book and action taken to correct the fault;
 - A six-monthly service conducted by a suitably qualified specialist alarm engineer under a maintenance contract. This test should be recorded in the system's log book and a test certificate issued.
 - The emergency lighting system should be inspected and serviced annually as in accordance with BS 5266: part 8. The service includes a full discharge test and must be carried out by a suitably qualified lighting engineer. The test must be recorded in the system's log book and a test certificate issued.

FLATS IN MULTIPLE OCCUPATION (FMOs)

A FMO is a flat or maisonette-flat that is being occupied by three or more persons who do not form a single household.

FMOs are almost always located in larger buildings (*the parent building*), often above or within commercial or mixed use premises, or above or below other dwellings. There are a wide number of variables to consider when determining the fire safety standards that are required, such as:

- The size and layout of the parent building in which the FMO is located;
- The age of the parent building;
- The use of the parent building, eg: commercial or residential or both;
- The means of escape;
- The number of tenants in the FMO;
- The state of repair of the FMO and the parent building;

Because of the potential complexity of FMOs each one will be assessed by the Council on a case-by-case basis. Landlords and managing agents are therefore advised to consult with the Council prior to letting out FMOs.

Dwellings Associated with Larger Buildings of Mixed (Commercial and Residential) Use

Residential accommodation is often situated above, below or within commercial premises, for example, a maisonette flat above a shop or restaurant, or accommodation within a public house. Any fire within the commercial premises will affect the residential parts. If the fire occurs when the commercial business is closed the fire may become well established before it is noticed and the alarm is raised thus increasing the likelihood of harm to any occupants of the residential accommodation.

In addition to the fire safety standards that are applicable for certain dwelling types the following precautions are required for those private rented dwellings that are associated with mixed use buildings:

- Generally there should be 60 minute fire and smoke separation between the commercial and residential sections of the building. In buildings where the commercial business is of a significantly low fire risk it may be possible to reduce the separation to 30 minutes where there is an automatic fire detection system that is linked to the residential fire detection system;

- In high fire risk premises, even where 60 minute separation is achieved it may still be necessary to install an automatic fire detection system that is linked to the fire detection system in the residential accommodation;
- In some cases 60 minute fire and smoke separation will be impracticable to achieve, for example with some accommodation above public houses. In such cases compensatory measures will be necessary. In these situations a case-by-case assessment approach is necessary. Such compensatory measures may include:
 - The use of fire protecting lobbies between the commercial and residential uses;
 - A secondary means of escape;
 - In high risk situations a water suppression system in the commercial premises.

Escape Route:

The escape route should be commensurate with the degree of fire separation, that is:

- Where 60 minutes fire and smoke separation between uses is required then a fully protected escape route is necessary that is of 60-minute fire and smoke resisting construction and has full FD60S fire doors to all risk rooms leading out on to the escape route;
- Where 30 minute fire and smoke separation between uses is required then a fully protected escape route is necessary that is of a 30 minute fire and smoke resisting construction and has full FD30S fire doors to risk rooms leading out on to the escape route;
- The escape route must be kept free from obstruction or free storage at all times.
- The final exit doors from the property must be capable of being unlocked and opened from inside without the use of a key.

Where the means of escape is provided by an external staircase:

- All doors that lead out on to, or that are located under, the external staircase should be full FD30S fire doors and frame sets;
- The escape route must be kept free from obstruction or free storage at all times;
- All windows that view out on to, or that are located under, the external staircase should be fitted with fire resisting glazing and any opening part should be effectively fixed shut as to provide a minimum 30 minutes fire resisting construction. Glazing beads should be hardwood and should provide

a maximum 15mm cover to the edge of the glass. Glazing is to be in accordance with BS6206;

- The external means of escape should be adequately lighted at night either by means of borrowed light from street lighting or by means of additional lighting. An emergency lighting system compliant with BS 5266: part 1 is required where there is inadequate background light either from natural sources or borrowed from street lighting.

: Where the means of escape to a point of safety passes through an enclosed yard, alleyway, or passage that is also used by the commercial premises and that has doors and/ or windows belonging to the commercial premises, then these areas will be assessed to the same standards as external staircases.