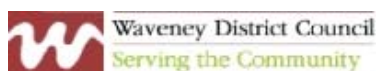


# HOUSES IN MULTIPLE OCCUPATION

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**JOINT PROTOCOL FOR CONSULTATION BETWEEN SUFFOLK  
FIRE AND RESCUE SERVICE AND THE DISTRICT AND  
BOROUGH COUNCILS OF SUFFOLK:**

**SUPPLEMENTARY GUIDANCE FOR ENFORCING AUTHORITIES**



## INTRODUCTION

This Supplementary Guidance sets out the arrangements for consultation between the borough and district councils within Suffolk, and Suffolk Fire and Rescue Service, with regard to fire hazards in houses in multiple occupation (HMOs). The guidance should be read in conjunction with the LACORS guidance manual entitled:

*HOUSING – FIRE SAFETY: Guidance on fire safety provisions for certain types of existing housing*

The Suffolk Fire and Rescue Service and the district and borough councils in Suffolk have adopted the LACORS guidance manual as their working protocol for joint consultation, and this Supplementary Guidance aims to provide additional detail as to interpretation and local working arrangements.

### NOTE:

**In accordance with Suffolk County Council policy, due regard will be had for the safety of migrant workers and other vulnerable groups, and their housing requirements will be taken into account whenever inspections are undertaken. Accordingly, Suffolk County Council will allocate a liaison officer who will be part of the standing working group to ensure best practice for social inclusion.**

## Section 1 – Consultation Procedure

In cases where the risk level is considered to be normal, the local housing authority (LHA) will follow the guidance set out in the LACORS manual, and there will not be a requirement for direct consultation with the fire and rescue authority (FRA).

In cases where the risk level is deemed to be high having regard to the LACORS manual and the risk assessment criteria set out in section 2 of this document (see page 6), requests for consultation with Suffolk Fire and Rescue Service should be made in writing or via electronic communication; a standard letter for this purpose is set out as figure 1 on page 4. Plans of the property showing proposed works to be carried out should accompany the letter or email message. The plans should indicate the use of rooms and the construction of structural elements, (walls, ceilings etc.). Where there may be an issue with travel distances the plan should indicate the distance of travel. There should also be an accompanying schedule of proposed works. Examples of standard schedule of works clauses are set out in section 4, page 12.

The district/borough council are to determine the risk level of the HMO and advise Suffolk Fire and Rescue Service of this on the plans.

### Joint Visits

Joint visits will only be carried out at the discretion of Suffolk Fire and Rescue Service:

- In exceptional circumstances in more complex fire risk assessment scenarios; and/or where there is imminent risk from fire
- At the request of the district fire safety officer to ensure appropriate agency liaison and consistency of applied standards (not usually more than once annually)

*There will not in normal circumstances be an inspection of the premises by the Fire Safety Officer.*

### Imminent Risk

Where there is considered to be imminent risk of endangering life, the matter can be reported to the 'duty fire safety officer' of Suffolk Fire And Rescue Service by telephone to Headquarters Reception **01473 260588** for consultation on action to restrict or prohibit use of the premises in accordance with sections 20 and 43 of the Housing Act 2004 (Prohibition Notices and Emergency Prohibition Notices).

**NB: Where actions to deal with imminent risk are likely to result in homelessness, temporary emergency accommodation may need to be provided by the relevant local Authority. In these circumstances, all agencies within this partnership shall act in a co-ordinated manner to ensure the safety and well being of those that may be affected by any actions taken.**

Nothing in this protocol will affect Suffolk Fire and Rescue Service responsibilities to act under the provisions of the Regulatory Reform (Fire Safety) Order 2005

## Suffolk Fire and Rescue Service Response

Suffolk Fire and Rescue Service will aim to respond to the consultation request **within 14 days but at the very latest 28 days**. This will be in the form of a letter or electronic communication either agreeing with the works or detailing omissions.

For imminent risk situations the target response will be **immediate / the same day**

In all circumstances, the Suffolk Fire and Rescue Service will aim to respond at the earliest opportunity

Suffolk Fire and Rescue Service will **not** respond to requests from owners of HMOs for advice on means of escape but will refer them to the district/borough councils. Any alternative proposals that may be put directly to Suffolk Fire and Rescue Service will be referred to the district/borough councils for formal response.

### Figure 1: consultation referral letter

The County Fire Officer  
Suffolk Fire and Rescue Service  
Endeavour House  
8 Russell Road  
Ipswich  
Suffolk  
IP1 2BX

Please ask for:

Direct dial:

Our Ref:

Your Ref:

Date:

Dear Sir

#### **HOUSING ACT 2004 SECTION 10 HOUSES IN MULTIPLE OCCUPATION ADDRESS:**

The above-mentioned property has been inspected and found to be being used as a house in multiple occupation; the risk to occupants is considered to be high. I am required under the Housing Act to consult you as to what if any works are required to secure that the house is provided with satisfactory means of escape in case of fire. I enclose a plan of the property, a hazard rating assessment, and a schedule of proposed works that we intend to have carried out in order to achieve a satisfactory means of escape in case of fire.

I should be grateful if you would provide me with written comments in respect of these proposals or advise if you deem a joint visit appropriate.

If your Fire Safety Officer wishes to discuss any of these proposals please contact the officer dealing with this matter as indicated above.

Yours faithfully

#### Enclosed:

Layout plans

Hazard rating assessment

Schedule of proposed works

## HMO HAZARD RATING

<b>HMO address:</b>
<b>Owner: Address:</b>
<b>Agent: Address:</b>
<b>Inspector:</b>

<b>Year of Construction:</b>	
<b>No of floors:</b>	
<b>No of lettings:</b>	
<b>No of persons:</b>	
<b>No of rooms:</b>	
<b>No of baths:</b>	
<b>No of showers:</b>	
<b>No of WCs:</b>	
<b>No of WHBs:</b>	
<b>No of kitchens:</b>	
<b>Approx. floor areas:</b>	
<b>Ground:</b>	
<b>First:</b>	
<b>Second:</b>	
<b>Fire Proofing:</b>	
No fire proofing	
Partial Fire Proofing	
Fully Protected	
<b>Disrepair:</b>	
High	
Medium	
Low	
<b>Confidence in Management:</b>	
High	
Medium	
Low	

<b>Comments:</b>
<p><b>Additional Risk Factors:</b> Type of tenancies, etc..</p>
<b>Risk Assessed HMO Category: (tick box)</b>
<p><b>2 Storey</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shared House</li> <li><input type="checkbox"/> Bedsit</li> <li><input type="checkbox"/> Risk: L / M / H</li> </ul> <p><b>3 Storey</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shared House</li> <li><input type="checkbox"/> Bedsit</li> <li><input type="checkbox"/> Risk: L / M / H</li> </ul> <p><b>4 Storey</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shared House</li> <li><input type="checkbox"/> Bedsit</li> <li><input type="checkbox"/> Risk: L / M / H</li> </ul>

## **Section 2 – Fire Risk Assessment: Risk Indicators**

The following indicators are to be taken into consideration when assessing the property and used as a guide to application of the standards required for fire safety measures within the premises, having regard to LACORS document '*HOUSING – FIRE SAFETY: Guidance on fire safety provisions for certain types of existing housing*'.

### **Lower Risk Indicators**

- Property is well maintained, free from defects and disrepair.
- Active management of the premises is undertaken by regular checks.
- Gas/Electrical services are maintained in accordance with current codes of practice.
- Tenancy is controlled, with assessments undertaken of ability. Due regard should be given to age, disabilities and special needs. Where doubt exists as to an individual's capability to safely leave the premises unaided, a higher standard should be adopted.
- Frequency of occupancy changes should be considered; high changes of tenants should be considered as a higher risk factor.
- Storage areas do not affect the means of escape; housekeeping is tidy; rubbish is not stored within staircase enclosures.

### **Higher Risk Indicators**

- Property not well maintained; defects and disrepair apparent.
- Management not proactive in checks and maintenance.
- Gas /Electrical services unsafe. Older wiring, extensions, spurs common throughout, incorrect use of installation, multiple adaptors.
- High turnover of occupancy and at risk tenants.
- Vulnerable tenants, those who may not be able to quickly leave the premises unaided. Due regard should be taken of age, disability and special needs.
- Storage may affect the means of escape; poor housekeeping, accumulation of storage/rubbish in escape routes.
- Older building where construction does not meet today's standards and fire may rapidly spread.
- Portable heating units used.
- Where doubt exists as to the risks and hazards within the premises consultation with the RRO guides, (sleeping accommodation), Housing guide should be made.
- Other uses of the same building e.g. commercial

### **Section 3 – Residential Sprinklers and Design Freedoms for Existing HMOs (for 1, 2, and 3 storey buildings)**

The Suffolk Borough and District Councils and Suffolk Fire and Rescue Service wish to encourage the installation of Residential Sprinkler Systems in Houses in Multiple Occupation (HMOs). As such the above authorities will routinely ensure that landlords consider the potential life saving, financial, environmental and societal benefits derived from the provision of a residential sprinkler system in their premises. Owners may benefit from a range of accepted and established fire precautions design freedoms where they install a residential sprinkler system. These design freedoms can be applied on a risk-assessed basis and may actually allow HMOs to be used in a more user friendly and flexible manner appropriate to the home environment.

A Residential Sprinkler System installed and maintained in accordance with BS 9251:2005 can:

- Actively save more lives and prevent more injuries in the event of a fire (especially in HMOs where the risk to occupants from fire is widely acknowledged to be disproportionately high);
- Reduce property damage in the event of a fire;
- Assist with business continuity by allowing speedy reoccupation of areas affected by a fire; and
- Minimise the amount of water used to extinguish any fire that occurs by restricting the growth of that fire.

Suffolk Borough and District Councils will routinely promote schemes of fire precautions including the provision of a residential sprinkler system and agreed design freedoms wherever:

- A new HMO is identified/registered/licensed by the Local Authority or an existing HMO is undergoing structural changes/refurbishment; and
- Works are required to provide an adequate scheme of fire precautions in the premises

Wherever possible a grant should be made available by the district or borough council, to landlords who accept a scheme of fire precautions including a residential sprinkler system.

**In the United Kingdom no one has ever died as a result of fire in a building protected by a correctly maintained sprinkler system.** A sprinkler system will detect, give warning and contain or extinguish a fire. This should assist the occupants of the building to safely evacuate whilst also reducing fire related damage to the property fabric and contents.

Where it is proposed to install a residential sprinkler system an assessment will be conducted by the enforcing authority. This will determine the required standard of fire safety taking into account the type of building, the layout, the number and types of occupants, the standard of management applied by the landlord and the condition of the property. Due regard will be given to relevant published guidance and standards, Approved Documents and the Suffolk Borough and District Councils and Suffolk Fire and Rescue Service's joint protocol arrangements will also apply.

The assessment will take account of the fire safety benefits offered by a residential sprinkler system. This should enable the enforcing authority to allow certain design freedoms (subject where necessary, to approval from the relevant building control body). The conditions and some of the design freedoms (trade-offs) that may be offered to the landlord are detailed below:

(Note: For the purposes of the Suffolk Fire and Rescue Service Integrated Risk Management planning process, the Local Authority is to advise the Suffolk Fire and Rescue Service once a residential sprinkler system has been commissioned in a building.)

### Design Freedoms

**For existing 1, 2 and 3 storey premises. Cellars/basements do not count as a storey providing they are non-habitable rooms i.e. storage only. Design freedoms for premises of 4 storeys and above will be much more limited and determined by the enforcing authority on a risk assessed basis.**

**Relaxation of the requirement for periods of 30 minute fire resistance for walls, floors and doors.** However, all doors, floors, walls and partitions must be of sound construction, integrity and maintained in good condition so that escape routes can be safely used during the evacuation period.

Any glazing between habitable rooms and the stair enclosure (excluding glazing to a bathroom or WC) should be fire-resisting and retained by a suitable glazing system and beads compatible with the type of glass.

Under-stair cupboards presenting a fire risk must be upgraded to a thirty minute fire resisting standard or cleared and sealed shut.

In larger buildings where alternative escape routes/stairways are necessary, the common corridor should be sub-divided by a self-closing fire door and associated fire resisting construction so that smoke will not affect access to more than one escape route. (Risk assessed consideration could be given to the use of approved swing free devices conforming to BS 5839 pt 3 with fire resisting or smoke stopping doors which are considered likely to be held open by occupants)

**Relaxation of the requirement for intumescent seals on doors leading onto common escape routes.** However, these doors will still require cold smoke seals and overhead self-closing devices (conforming to BS EN 1154: 1997).

**Relaxation of the requirement for a fire warning system.** The fire alarm system must conform to the requirements of British Standard 5839: Part 6: 2004, Grade D, type LD2 system. Smoke detectors of the optical type should be provided in the common areas on all floor levels. Audibility levels of 75 dB (A) should be achieved at all bed heads with the bedsit doors closed. Detectors should be interlinked and hard wired into a dedicated circuit at the dwellings main distribution board, which is under the control of the landlord (not part of any 'pay' meter circuit).

**Relaxation of the requirement for heat detectors in bedrooms/bedsits with cooking facilities.** As sprinkler heads have an effective heat-sensing element, it is not necessary to provide a fire alarm heat detector. However, each bedroom/bedsit (regardless of whether or not they have cooking facilities) should be provided with a non-interlinked optical type smoke detector, which conforms to British standard 5446: part 1 and has a 'hush' type facility. These detectors should have an integral standby supply (battery back up) and be

hard wired into a dedicated circuit at the dwellings main distribution board, which is under the control of the landlord (not part of the tenants' electric meter/pay system). To avoid false alarms causing a disturbance and nuisance to other tenants, smoke detectors within bedrooms/bedsits should be standalone, single point detectors i.e. non-interlinked.

**Relaxation of the requirement for heat detectors in kitchens.** As sprinkler heads have an effective heat sensing element, it is not necessary to duplicate this with a fire alarm heat detector (smoke detectors are also not required in kitchens as they would generate a high incidence of false alarms).

**Relaxation of the requirement for internal fire spread (linings).** Common areas and escape routes must have a minimum class 1 classification (European Standard class C). All other areas must have a minimum class 3 classification (European Standard class D).

**Relaxation of the requirement for fire fighting equipment.** Portable fire extinguishers will not normally be required. However, bedsits with cooking facilities and kitchen areas will be provided with a fire blanket (conforming to BSEN 1869: 1997).

## Qualifying Conditions for Design Freedoms

### Sprinkler System

Design and installation of the sprinkler system must be carried out by experienced sprinkler contractors who are suitably qualified and registered with the FIRAS/Fire Sprinkler Association 3<sup>rd</sup> party certification scheme. Alternatively installers may be certificated under the LPS 1048 Scheme *Requirements for Certificated Sprinkler Installers, Supervising Bodies and Supervised Installers* providing they are able to demonstrate competence for installation of Residential Sprinkler systems.

The sprinkler system must be designed, installed and maintained in accordance with British Standard 9251:2005 or NFPA standards which are approved by the enforcing authority. Sprinkler systems designed for use in HMOs should be of the Residential type. Additional requirements, clarification or variations from BS 9251 are detailed below (with reference made to the BS 9251 clause where appropriate):

Sprinkler heads must have a quick response thermal sensitivity rating, be of the residential pattern type and conform to DD252<sup>1</sup> or UL1626. The enforcing authority recommends concealed and recessed sprinkler heads (clause 5.2.9.2).

Where frost protection is necessary, the enforcing authority will not allow antifreeze or other system additives (clause 6.1.4).

Consultation and approval from the water company will be required for sprinkler installations and where it is necessary to install a larger diameter incoming cold water main in order to achieve the required sprinkler flow rates. During this consultation the opportunity should be taken to request the water company to by-pass the water meter as this will enhance the flow and pressure. Alternatively a separate un-metered pipe may be installed to solely supply the sprinkler system. Flow rates can be further improved by use of full-flow rather than 'banjo' type town main connections.

A sprinkler flow switch must be installed which will activate the fire alarm system (that covers the common parts of the building) upon operation of any sprinkler head. In these circumstances providing the fire alarm is an acceptable standard, the internal audible sprinkler alarm (clause 5.3.3.1 a)) will not be necessary as this is a duplicate fire warning signal (the external audio-visual sprinkler alarm must be provided in all instances). If however, it is decided that an internal sprinkler alarm is necessary, audibility levels of 75 dB (A) must be achieved at all bed heads, with the bedsit doors closed (clause 6.2.3).

A monitored link connected to a commercial call centre may be provided so that Suffolk Fire and Rescue Service (and the landlord) is automatically contacted upon actuation of the sprinkler system. This link should only operate upon actuation of the sprinkler system and not have any connection to the fire alarm system.

The system stop valve must be suitably locked in the open position (clause 5.3.3.3) or have the valve handle removed to prevent accidental/deliberate supply isolation.

A pressure gauge must be fitted before the main stop valve/backflow prevention valve to enable monthly checks to be made on the town main pressure.

The approved sprinkler contractor must provide information to the landlord as detailed in clause 6.3.2 and this documentation should be made available for inspection by the enforcing authority.

### **Landlords Responsibilities:**

The landlord must enter into a maintenance contract with a competent person or company to maintain the sprinkler system in accordance with clause 7 of BS 9251.










































Landlords are responsible for ensuring that the sprinkler system is fully functional at all material times and any defects are reported immediately to the 24 hr emergency number and rectified as soon as possible (clause 6.3.2.g of BS 9251).

The landlord will be responsible for checking the pressure gauge readings monthly and recording these readings in the Systems Log Book. Any significant fluctuations or pressure readings below the agreed system design must be immediately reported to the appropriate water undertaking and maintenance contractor. The System Log Book must also be used to record all actuations, testing, maintenance, system faults and any remedial action.

In the event of the sprinkler system becoming inoperative, this fact must be reported immediately to the enforcing authority.

**Any deviations or failure to comply with any of the above conditions/design freedoms are likely to result in prosecution by the enforcing authority under the Management of Houses in Multiple Occupation (England) Regulations 2006 (S.I. 2006 No 372).**

# SUFFOLK FIRE SERVICE

SYMBOL OR ABBREVIATION	DESCRIPTION	SYMBOL OR ABBREVIATION	DESCRIPTION	SYMBOL OR ABBREVIATION	DESCRIPTION	SYMBOL OR ABBREVIATION	DESCRIPTION
	FIRE RESISTING DOOR 30 MINUTES		CARBON DIOXIDE EXTINGUISHER	S13	FIRE DOOR KEEP SHUT NOTICE		SMOKE VENT MANUALLY ACTUATED
	SMOKE STOPPING DOOR		HALON EXTINGUISHER	S14	FIRE DOOR KEEP LOCKED NOTICE		SMOKE VENT AUTOMATICALLY ACTUATED
sc	SELF CLOSING DEVICES		FIRE BLANKET	S15	AUTOMATIC DOOR KEEP CLEAR NOTICE		SMOKE EXTRACT POINT
SCA	SELF CLOSING AUTOMATIC RELEASES		WATER BUCKET	S16	AUTOMATIC FIRE DOOR KEEP CLEAR CLOSE AT NIGHT NOTICE		SMOKE DISCHARGE POINT
SL	SECURITY LOCK		SAND BUCKET	S20	FIRE ESCAPE KEEP CLEAR NOTICE		REPLACEMENT AIR INTAKE
K	KEY IN GLASS FRONTED BOX		MANUAL FIRE ALARM CALL POINT	S22	EXIT NOTICE		SMOKE CURTAIN AUTOMATICALLY ACTUATED
	SLIDING FOLDING DOOR		FIRE ALARM SOUNDER BELL	S23	SLIDE TO OPEN NOTICE		SMOKE EXTRACTION FAN
	STAIRCASE- DIRECTION OF ASCENT SHOWN		ILLUMINATED SIGNAL/ VISUAL WARNING DEVICE	S25	DIRECTIONAL ARROW NOTICE		PRESSURIZING AIR SUPPLY FAN
	DOORSET - REVOLVING LEAVES		WARNING DEVICE - LOUDSPEAKER	FB	PANIC BOLT/PUSH BAR FASTENING	VP	VISION PANEL
	FIRE RESISTING CONSTRUCTION		WARNING DEVICE - SOUNDER		RAMP	Gr1	GUARDING HANDRAIL
FRO	FIRE RESISTING GLAZING		AUTOMATIC FIRE DETECTION -HEAT		WALL OPENING WITH ROLLER SHUTTER	Ⓛ	EXTENAL LIGHTING
	HOSE REEL	S	AUTOMATIC FIRE DETECTION -SMOKE		WALL OPENING WITH UP AND OVER DOOR	Ⓢ	SWITCH FOR EXTERNAL LIGHTING
	WATER EXTINGUISHER		FIRE ALARM CONTROL PANEL		FIRE DAMPER		VERTICAL METAL LADDER
	FOAM EXTINGUISHER		EMERGENCY LIGHTING SELF CONTAINED LUMINAIRE	SV	SMOKE VENT ON PLAN	R.L.	RAKING LADDER
	DRY POWDER EXTINGUISHER		EXIT SIGN INTERNALLY ILLUMINATED		FIXED AUTOMATIC FIRE EXTINGUISHING SYSTEM	R.B.H.	RISING BUTT HINGES
S12	FIRE DRILL ACTION NOTICE		EMERGENCY LIGHTING LUMINAIRE		AFFF EXTINGUISHER		BEAM SMOKE DETECTOR
RSS	ROLLER STEEL SHUTTER	c.g.	CLEAR GANGWAY	H-1	HANDRAIL	SD	SECURITY DEVICE

## Section 4 - Standard Paragraphs for use with Schedules of Work

### HMO SCHEDULE ITEMS

(Protection requirements will vary according to the original construction reference to The White Book from British Gypsum may assist in this.)

#### Walls, Ceilings and Cupboards

To each cupboard within the staircase enclosure either:-

- (a) clear all combustibles and permanently seal, or
- (b) line on the inside with 12.5mm plasterboard and fit a 30 minute fire door and frame.

Examine the following walls:- .

Carry out any works necessary to ensure these walls have a minimum fire resistance of 30 minutes.

The [(a) spandrel] partition separating the ... from the .... must be 60minutes fire resisting. The construction of the existing partition must be ascertained to determine whether it is suitable for upgrading to the required fire resistance.

If the timber studs forming the framework of the partition have minimum dimensions of 38mm by 75mm with 600mm maximum centres, the partition may be upgraded by lining... side(s) with one layer of 12.5mm Gyproc wallboard and a topcoat of 13mm Thistle Universal one coat plaster including hessian scrim to all joints.

If the timber studs do **NOT** have the above minimum dimensions the partition must be taken down completely and reconstructed using a framework formed of timbers meeting this requirement.

The risk .... Side of the framework must be faced with one layer of 12.5mm Gyproc wall board and a top coat of 13mm Thistle Universal one coat plaster including hessian scrim to all joints. The non-risk side must be faced with 9.5mm Gyproc wall board [(e) A skim coat of plaster with hessian scrim to all joints would be an acceptable finish.] [9f) Provide hessian scrim to all joints and a skim coat of plaster]

Protection of framing is to include the string of the stairs so as to be continuous with the partitions and soffit of the stairs with proper metal angle bead at their junction as necessary.

Construct a suitable partition to separate completely the .... From the ...

This partition must be 60 minutes fire resisting. This can be achieved by providing a studwork framing formed of timbers of minimum dimensions 38mm by 75mm by 600mm maximum centres, faced on the risk side ... with one layer of 12.5mm Gyproc wallboard and a top coat of 13mm Thistle Universal one coat plaster (including hessian scrim to all joints). The non risk side must be faced with 9.5mm (minimum) Gyproc wall board. [Provide all hessian scrim to all joints and skim with one coat of plaster] [A skim coat plaster with hessian scrim to all joints would be an acceptable finish.]

Incorporate in the partition a door in accordance with current Building Regulations requirements and provide a fire resisting door constructed to meet British Standard 476 (60 minutes fire resisting hung on 3 No. 100mm Butt hinges with a melting point of not less than 800 C. Intumescent strips and flexible edge smoke seals must be fitted to the sides and top of the door or frame so as to be effectively smoke stopping.

Construct a suitable partition to separate completely the ... from the ...

This partition must be 30 minutes fire resisting. This can be achieved by providing a stud work framing formed of timbers of minimum dimensions 38mm by 75mm by 450mm maximum centres, faced on both sides with 9.5mm Gyproc wallboard with hessian scrim to all joints and 5mm (minimum) Thistle board finish.

Construct a suitable partition to separate completely the ... from the ... .

This partition must be 30 minutes fire resisting. This can be achieved by providing a stud work framing formed of timbers of minimum dimensions 75mm by 38mm by 450mm maximum centres faced both sides with 9.5mm Gyproc wallboard with hessian scrim to all joints and 5mm (minimum) Thistle Board finish.

Other methods of achieving 30 minutes fire resistance to new stud partitions will be accepted provided they have been substantiated by the Loss Prevention Council, Building Research Establishment, British Standards Institute or similar body. Please contact the Environmental Health Department with your proposals **prior to purchasing materials or commencing works**, with details of this substantiation.

Incorporate in the partition a doorway in accordance with the Building Regulations 1985 and provide a fire resisting door constructed to meet BS 476 (30 minutes fire resisting) hung on 3 No. 100mm Butt Hinges with a melting point of not less than 800 C. Intumescent strips and flexible edge smoke seals must be fitted to the sides and top of the door or frame so as to effectively smoke stopping.

The door must be effectively self closing by means of an approved hydraulic self closing device adjusted to positively close the door and trip the locking device from any point on travel.

Provide doorstops/rebates to the door of dimensions 35mm by 25mm, glued and screwed with 38mm by No 10 SWG Countersunk Screws at not more than 230mm centres.

#### Guidance Note

Solid walls and stud walls with 12.5mm plasterboard on each face will be acceptable. All other walls (including lath and plaster and stud walls with 9.5mm plasterboard on each face) will require upgrading by attaching 9.5mm plasterboard with joints taped and filled to the room side of the wall.

All walls in circulation areas to be of Class 0 surface spread of flame standard in accordance with Building Regulation (Part B). Normal paint and paper are adequate but heavy flock paper or timber claddings will not comply.

Upgrade the following walls to give a minimum fire resistance of 30 minutes: - .

#### Guidance Note

Solid walls and stud walls with 12.5mm plasterboard on each face will be acceptable. All other walls (including lath and plaster and stud walls with 9.5mm plasterboard on each face) will require upgrading by attaching 9.5mm plasterboard with joints taped and filled to the room side of the wall.

All walls in circulation areas to be of Class 0 surface spread of flame standard in accordance with Building Regulation (Part B). Normal paint and paper are adequate but heavy flock paper or timber claddings will not comply.

Examine the following ceilings: - .

Carry out ant works necessary to ensure these ceilings have a minimum fire resistance of 30 minutes.

#### Guidance Note

Ceilings of good standard lath and plaster may be lined on the underside with 9.5mm plasterboard. 9.5mm plasterboard ceilings will also require upgrading with 9.5mm plasterboard. 12.5mm plasterboard will comply. Intumescent paint is not acceptable in this situation. All joints between boards to be filled and taped. All ceilings in circulation areas are to be of Class 0 standard of surface spread of flame in accordance with Building Regulation (Part B).

Upgrade the following ceilings to give a minimum fire resistance of 30 minutes:-

#### Guidance Note

Ceilings of good standard lath and plaster may be lined on the underside with 9.5mm plasterboard. 9.5mm plasterboard ceilings will also require upgrading with 9.5mm plasterboard. 12.5mm plasterboard will comply. Intumescent paint is not acceptable in this situation. All joints between boards to be filled and taped. All ceilings in circulation areas are to be of Class 0 standard of surface spread of flame in accordance with Building Regulation (Part B).

Upgrade the ceiling at the head of the staircase to minimum fire resistance of 30 minutes to effectively separate the staircase from the roof void.

This can be achieved by lining the ceiling joists on the room side with 6mm Supalux (or similar) building board secured to the ceiling joists with 50mm nails at not more than 200mm centres and joints covered with similar fixed fillets overlapping at least 25mm each side of the joint. The space between the joists is to be sealed with suitable noggin pieces to afford the same degree of protection. Access to the roof space to undertake this work must be provided as necessary. This protection must extend over any bathroom or WC compartment containing no risk.

#### Guidance Note

A layer of 12.5mm plasterboard should be nailed to the roof side of the ceiling, to form an effective fire stopping barrier. All joints and edges of barrier to be above a joist or noggings. Any loft hatch in this area should also be lined on the roof side with 12.5mm plasterboard.

Upgrade the soffit and spandrel of the staircase enclosure between basement and ground floor to ensure a minimum fire resistance of 30 minutes to effectively separate the basement from ground floor level.

#### Guidance Note

Solid spandrels and stud spandrels with 12.5mm plasterboard on each face will be acceptable. All other spandrels (including lath and plaster and stud spandrels with 9.5mm plasterboard on each face) will require upgrading by attaching 9.5mm plasterboard with joints taped and filled to the basement side of the spandrel.

Soffits of good standard lath and plaster may be lined on the underside with 9.5mm plasterboard. 9.5mm plasterboard soffits will also require upgrading with 9.5mm plasterboard. 12.5mm plasterboard will comply. Intumescent paint is not acceptable in this situation. All joints between boards to be filled and taped.

To each cupboard within the staircase enclosure either:-

- (a) clear all combustibles and permanently seal, or
- (b) line on the inside with 12.5mm plasterboard and fit a 30 minute fire door and frame.

Remove the following items from the stairway enclosure:-

Enclose the electricity meter and associated consumer unit(s). If the electric meter is to be enclosed it is to be housed in a cupboard with 30 minutes fire resistance. This may be achieved by .

Relocate or suitably enclose the gas meter to comply with the current gas safety regulations.

#### **Floors.**

The Floors to the following rooms must be overlaid with 3mm hardboard or plywood. Any existing floor coverings must be taken up and re-laid on completion of the works.

.....  
.....

#### **Doors, Windows and Glazing**

Replace the door and frame which separates the basement stair enclosure with a door of 30 minute fire resistance.

Replace the existing door stops or trim the stop rebate as necessary to ensure the door(s) face fits reasonably tight. The door stop should not be cut away to facilitate any lock or latch.

Postal slots in fire resisting doors should be avoided wherever possible as cutting a hole of suitable size can affect the doors fire resistance.

Where a postal slot is to be fitted, it must be of a type that has been successfully tested to BS 476: Part 22: 1987. The slot should not be sited higher than 1,000mm from the threshold of the door and not less than 120mm from either edge of the door leaf. The slot created for the liner of the postal slot should give a contact fit with the liner. Where the gap is greater than 1mm it must be filled with intumescent material.

Replace the following doors which help form the internal flat lobbies with doors of a minimum 20 minute fire resisting standard, hung on one pair of rising butt hinges with a melting point of not less than 800C. Adjust the stops as necessary to ensure the door(s) face fits reasonably tight. The door stop should not be cut away to facilitate any lock or latch.

Replace all doors giving access onto the staircase and associated corridor, (except doors to WC and bathroom not containing a fire risk), with doors and frames of a minimum 30 minute fire resisting standard including the following:

Automatic overhead type self-closing device fitted to the door / frame set, which is capable of closing the door from any open position (Gate Springs, Gibraltar Springs and Perco type door closers will not be acceptable).

Replace the window to the ..... with a new window positioned 1100mm maximum to 800mm minimum from finished floor level and an unobstructed openable area of at least 0.33 sq m and 450mm wide by 450mm high, to facilitate an alternative means of escape from fire.

Ensure the existing lintel is of adequate strength to withstand the existing loads. If there are any sash boxes these must be removed and the reveals properly bricked up.

Make good all works disturbed including plastering reveals.

All new timber finishes to be properly treated with either knot, stop, prime, undercoat and two coats of gloss or three coats of a suitable preservative/stain. The perimeter of the window to be properly sealed with a mastic sealant. All works to comply with current Building Regulation requirements and glazing to be in accordance with BS6206. Leave new window in proper working order.

Where specified in the schedule, intumescent strips and flexible edge smoke seals must be:

- ❖ Fitted centrally to the sides and top of the door or frame. They are not required to the threshold.
- ❖ For 30 minute doors, a single 10mm combined strip and seal should be fitted; this may be interrupted by the hinges.
- ❖ For 60 minute fire doors, either a single 20mm combined strip and seal or 2 No. 10mm combined strips and seals may be used. At least 10mm of the strip must be uninterrupted by the hinges.
- ❖ The combined strips and seals must not be painted over.

Replace the glazing fitted in the ..... with 6mm Georgian wired glass and any opening part effectively fixed shut 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 existing plain/obscure glazing to the a)... must be replaced with glazing having a fire resistance of a minimum of 30 minutes. The glazing frame must have minimum dimensions of 68mm by 58mm. Where the existing frame has dimensions of less than this it must be replaced to meet these requirements. Provide 6mm (minimum) Georgian Wired Glass securely screw-fixed with 20mm by 15mm (minimum) hard wood beads. The beads should ideally be chamfered away from the glass.

Alternatively, the area of glazing may be replaced with a partition wall having the required fire resistance. This can be achieved by removing and properly disposing of the existing glazing and providing stud work to the area formed of timbers of minimum dimensions 38mm by 75mm at 600mm (maximum) centres. The studwork should then be faced both sides with 12.5mm Gyproc wallboard. Provide hessian scrim to the joints and a skim coat of finishing plaster left smooth and even with existing areas.

Replace all doors giving access onto the staircase and associated corridor, (except doors to WC and bathroom not containing a fire risk), with doors and frames of a minimum 30 minute fire resisting standard including the following :

Upgrade / repair the following doors (and frames where applicable):- .

The upgraded / repaired door (s) (and frames where applicable) are to have a 30 minute fire resistance upon completion of the works including the following:-

Replace the latch(es) to the following door(s):-.

The new latch must be opened by a lever handle either side. The door should only be able to be locked or unlocked by key externally and by manually operated snib internally. Ensure the backset is adequate to clear the door stop, normally a 75mm backset will be required. Upon completion, the door and frame should retain a fire resistance integrity of 30 minutes.

Provide and fix a notice stating "Fire Door - Keep Shut" on both faces of the fire resisting door(s). The signs should conform to standards contained in BS5499: Part1.

### **Lighting & Emergency Lighting**

Install an emergency lighting system throughout the premises in accordance with British Standard 5266 Part 1.

#### **Guidance Note**

The emergency lighting system may take the form of a central supply system or be in the form of self contained lighting units incorporating their own battery and charger, and connected direct into the main lighting supply. Power for the system should be via batteries trickle charged from the mains, designed to operate on failure or disconnection of the main lighting circuits. The secondary lighting system should have a minimum duration of one hour. The installing engineer should be requested to provide a letter or certificate stating that the system installed does comply with the relevant standard

Install emergency lighting in the premises, in order to maintain the effectiveness of the means of escape in the event of an interruption of the normal lighting power supplies. For a two storey property a single emergency lighting point to the stairwell, conforming to Category Nm1 of British Standard 5266 Part 1, will suffice.

Upgrade the lighting system within the staircase corridor(s) ensuring that the lighting system sufficiently illuminates the common staircase corridor(s).

This may be achieved for example by timed switches which must operate for a period sufficient for a person to negotiate the full extent of the staircase corridor(s) or lighting which is on permanently and is only able to be turned on/off by the landlord for repairs or replacement of light bulbs.

Power for the lighting circuit is to be from the landlord's supply and not from an independent supply to each bedsit/flat.

## Alarms

Install an electrically operated fire warning system, conforming to BS5839: Part 6: 2004 (Grade A, LD1) including the following:-

- (a) Break glass call points at ground floor exit doors, basement exit doors where applicable, and on the landing of every upper floor, and
- (b) Optical type smoke detection in the staircase enclosure and corridors and fixed temperature heat detectors in kitchens and accommodation rooms.

A notice detailing the action to be taken in the event of fire should be displayed by each fire alarm call point.

Install an electrically operated fire warning system, conforming to BS5839: Part 6: 2004 (Grade A, LD1) including the following:-

- (c) Break glass call points at ground floor exit doors, basement exit doors where applicable, and on the landing of every upper floor, and
- (d) Optical type smoke detection in the staircase enclosure and corridors and each flat entrance lobby unless the flat is of an open plan design when the detector used should be of the rapid rate of rise heat type.

Install an automatic fire alarm system conforming to BS5839: Part 6: 2004 (Grade D, LD2). It is to consist of a suitable number of interconnected, mains operated, self-contained optical smoke detector alarms, positioned as indicated on the attached plan.

Install an automatic fire alarm system conforming to BS5839: Part 6: 2004 (Grade D, LD2). It is to consist of a suitable number of mains operated, self-contained optical smoke or rate of rise heat detectors as shown on the attached plan. These units should not be interconnected.

Upgrade the fire warning system to ensure that the following are provided throughout the house and that the system complies with BS5839: Part 6: 2004 (Grade A, LD1):-

- (e) Break glass call points at ground floor exit doors, basement exit doors where applicable, and on the landing of every upper floor, and
- (f) Optical type smoke detection in the staircase enclosure and corridors and rapid rate of rise heat detectors in kitchens and accommodation rooms.

A Notice detailing the action to be taken in the event of fire should be displayed by each fire alarm call point.

A manually operated electrical fire alarm system powered from ac mains power supply with automatic changeover to standby batteries in the event of failure for the normal mains supply must be provided in compliance with the current B.S: 5839: Part 1

The system must conform to category M. Manual call points conforming with the current BS: 5839: Part 2 must be sited 1.4m above the floor level at easily accessible, well illuminated and conspicuous positions free from obstruction in the locations detailed below:

.....

Adjacent to each call point, provide a 'Fire Routine Notice' stating the action to be taken on discovering a fire or hearing the fire alarm.

An adequate number of sounders must be provided throughout the premises to ensure complete audibility under all normal occupancy conditions.

Sleeping risks require a more intense type of sounder and a higher degree of covering than does a daytime occupancy. In assessing audibility, due regard must be taken of room doors and fire doors that will normally be closed.

### **Extinguishers and Fire Blankets**

Provide and install a dry powder type fire extinguisher of minimum capacity 2kg, together with a glass-fibre fire blanket of minimum size 1m x 1m in a suitable container, within each kitchen. The extinguishers must conform to BS EN 3 Part 1: 1996.

The existing fire fighting equipment is considered inadequate for the associated risk, provide and install additional fire fighting equipment as follows:-

Provide and install portable fire fighting equipment, as detailed below, in the following positions:-

A water/gas expelled type fire extinguisher of minimum capacity 9 litres (alternatively 2 Number 4.5 litres) installed

Mount fire blanket containers on an appropriate wall with their base 1.37m from floor level within each kitchen.

Mount all extinguishers on brackets securely fixed to the wall with their handles or other carrying device approximately 1.1m from floor level.

Provide a 13A type 9-litre or 6-litre hydrospray water type fire extinguisher in the corridors. The extinguishers must conform to BS EN 3 Part 1: 1996.

Provide fire blankets for each of the let rooms with kitchen facilities. Mount on wall brackets near to the cooker but not over it. The standard the blankets to conform to is BS EN 1869:1997.

Overhaul and test the following items of fire fighting equipment: -

### **Electrical Installation.**

The electrical installation to the property must be examined by a competent electrician and a report detailing any necessary works must be submitted to the Council.

Carry out the necessary works to the power and/or lighting circuits in accordance with the current regulations of the Institute of Electrical Engineers.

Disconnect and remove all redundant cables and accessories, make good all holes disturbed and disturbed areas.

Provide a satisfactory completion certificate on completion of the works; this must be obtained from either an Electricity Board or a member of the national Inspection Council for Electrical Installation Contractors (NICEIC).

Note: works to the electrical installations within the premises must also comply with the requirements of Part P of the Building Regulations

### Notes

Note: This schedule is to be read in conjunction with the attached schematic plans showing approximate locations of fire fighting equipment, walls and doors etc.

**NOTE: THE SYMBOLS INDICATING THE NEED FOR DETECTION, SOUNDERS, CALL POINTS, ETC AND EMERGENCY LIGHTING ON THE ATTACHED PLANS INDICATES THE INTERNAL AREA BOUNDED BY WALLS, PARTITIONS AND DOORS TO BE COVERED BY ESCAPE LIGHTING AND DETECTION, ETC. IT DOES NOT INDICATE THE POSITIONS OF INDIVIDUAL LIGHT FITTINGS, DETECTORS, SOUNDERS, ETC NOR DOES IT IMPLY THAT A SINGLE LIGHT FITTING, DETECTOR, ETC WILL BE SUFFICIENT TO MEET THE REQUIREMENTS OF THE BRITISH STANDARD REFERRED TO WITHIN THIS SCHEDULE.**

Alarms sounders, e.g. bells, hooters or sirens in circuit with the call points are to be installed in positions where they will give a clearly audible warning throughout the building. The type of sounder is to be such that the alarm cannot be confused with any other sounds and will be heard distinctly throughout the building above background noise and is capable of waking any sleeping persons.

If the power supply for this system is taken from the mains a secondary source of supply i.e. a battery maintained adequately charged by an AC mains operated charger is to be incorporated so that in the event of a mains failure this system will continue to operate.

The fire alarm system is to be tested weekly and at a pre-determined time using a different call point for each successive test to check that the sounder is operating satisfactorily.

**A 'competent person' must carry out all servicing. Checks to be carried out on a quarterly basis, to ensure the effectiveness of the system. In addition, after each service the 'competent person' should provide you with a 'certificate of testing'. A 'log book' and a 'certificate of installation and commissioning' must be provided when the system is installed. The logbook should be held by a 'responsible person' and be used to document testing, defects, servicing, alterations etc.**

Conspicuously site the extinguishers, hung on brackets, approximately 1.5 metres from the floor. The extinguishers must not obstruct fire escape routes, be away from heat sources, away from areas with poor lighting and away from areas where there is a likelihood of damage.

All fire extinguishers to be maintained and serviced in accordance with BS 5306: Part 3: 2000. This would include a monthly inspection conducted by you or a nominated person, checking that the extinguishers are in the correct position, have not discharged and if they have replacing those with fully charged ones. An annual inspection to be made by a competent person, the date of which should be marked on each extinguisher.

### Standard Specification for Installation of Residential Sprinklers

- 1 All doors, floors, ceilings, walls and partitions should be of sound construction and integrity.
- 2 A fire blanket conforming to BSEN 1869 must be provided in all rooms with kitchen facilities, hung on brackets.
- 3 All doors leading onto an escape route (except bathrooms and/or separate WC's, unless they are considered high risk, e.g. contain a boiler) must be fitted with smoke seals, rebated into the head and jambs of the doors and fitted with overhead self-closing devices.
- 4 Install a Residential Wet Pipe Sprinkler System within the property in accordance with BS 9251: 2005. A competent installer must carry out the installation. The system should cover all rooms and/or compartments within the property, as indicated on the plans, and in accordance with BS 9251. The system must be installed in accordance with the manufactures instructions.
- 5 The Sprinkler System can be supplied in various ways, including Town Main Supply, Pressure Tank, Automatic Booster Pump for Town Main or Storage Tank or a Gravity Stored Water System. Whichever supply system is employed the previous operating pressure and discharge rates must be achieved. The Authority must be notified of the supply system used.
- 6 An Integral part of the Residential Sprinkler System must be an Alarm System. The Alarm System can either be a mechanically driven alarm or an electrically operated flow switch. In either case the alarm must be triggered by the flow of water to at least one sprinkler. Should an electrically operated flow switch alarm be utilised, this must have an integral back up power supply in accordance with BS 5839: Part 6: 2004. The alarm must be capable of being heard in all parts of the building and have an audio-visual alarm positioned externally in a prominent position and clearly labelled 'FIRE ALARM'.
- 7 The fire alarm system must conform to the requirements of BS5839: Part 6 (Grade D, type LD2). Smoke alarms (optical type) and must be provided in the common areas on all floor levels (except bathrooms or separate WC's, unless they are considered high risk, e.g. contain a boiler). Detectors must be interlinked and hard wired into a dedicated circuit at the main distribution board. An audibility level of 75 dB(A) must be achieved at all bed heads. Non-interlinked smoke detectors (optical type) must be provided in each bedroom/bedsit, conforming to BS 5446: Part 1, with hush. The detectors must be hardwired into a dedicated circuit at the main distribution board, with integral battery back up.
- 8 The installer must provide a Commissioning Certificate and a logbook. A copy of the Commissioning Certificate must be supplied to the Authority. The system should be subject to an annual inspection by a competent Engineer. The details of which should be noted within the logbook.
- 9 **NOTE: THE SYMBOLS INDICATING THE NEED FOR SPRINKLERS, AND SOUNDERS ON THE ATTACHED PLANS INDICATES THE INTERNAL AREA BOUNDED BY WALLS, PARTITIONS AND DOORS TO BE COVERED BY SPRINKLERS AND SOUNDERS. IT DOES NOT INDICATE THE POSITIONS OF INDIVIDUAL HEADS OR SOUNDERS, NOR DOES IT IMPLY THAT A SINGLE SPRINKLER HEAD OR SOUNDER WILL BE SUFFICIENT TO MEET THE REQUIREMENTS OF THE DRAFT FOR DEVELOPMENT REFERRED TO WITHIN THIS SCHEDULE.**