

## PROPERTY MANAGERS' GUIDE TO FIRE SAFETY

### Information sources:

- Norwich City Council - 0344 980 3333  
[www.norwich.gov.uk](http://www.norwich.gov.uk) / Housing / Private Sector Housing / Houses in Multiple Occupations.
- Local Authorities Coordinators of Regulatory Services (LACoRS) -  
[www.lacors.gov.uk/lacors/NewsArticleDetails.aspx?id=19844](http://www.lacors.gov.uk/lacors/NewsArticleDetails.aspx?id=19844)
- [www.propertyinfopoint.co.uk](http://www.propertyinfopoint.co.uk) / Landlord Zone – helpful information for landlords, especially ...
  - Useful Links / Landlords Guide to Private Letting / HMO's / Management regulations.

### I need personalised advice, who can help me?

Ace Fire ([www.acefire.co.uk](http://www.acefire.co.uk)) offer you a FREE SURVEY and quotation. We help an extensive portfolio of Property Owners/Managers around East Anglia. For advice on extinguishers, fire alarms, emergency lights or arranging a Fire Risk Assessment ring 01603 787333 or email [info@acefire.co.uk](mailto:info@acefire.co.uk) One of our experts will help you explore your needs and discuss your free on-site survey.

### What is an HMO?

HMO stands for House in Multiple Occupation, which means a building or part of a building that:

- is occupied by more than one household and where more than one household shares – or lacks – an amenity, such as a bathroom, toilet or cooking facilities or
- is occupied by more than one household and which is a converted building – but not entirely self contained flats (whether or not some amenities are shared or lacking) or
- is converted into many self contained flats, with at least one-third of the flats being occupied under short tenancies, but does not meet as a minimum standard the requirements of the 1991 Building Regulations.

Under the 2004 Housing Act, a household refers to:

- families, including single people and couples (including same sex couples)
- other relationships, such as foster families, carers and domestic staff.
- This means, in most instances, a shared house.

### Do HMOs have to be licensed?

Yes. The Housing Act 2004 introduced licensing of HMOs. This means that since 6 April 2006 it has been compulsory to licence larger HMOs (please see below).

### What is the purpose of licensing HMOs?

To make sure there are not poor management standards in HMOs, the government recognises that it is vital that they are properly regulated.

Licensing is intended to make sure that:

- landlords or managers of HMOs do not have a criminal record or offences related to the management of rented accommodation
- each HMO is suitable for occupation by the number of people allowed under the licence

## PROPERTY MANAGERS' GUIDE TO FIRE SAFETY

- the standard of management if the HMO (including repairs, amenities, health and safety) is to an adequate level
- high risk HMOs can be identified and targeted for improvement.

### Do I need a licence?

Not all HMOs need a licence. Under the Housing Act 2004 Licensing applies to HMOs:

- which are three or more storeys high **and**
- have shared amenities such as bathrooms, toilets or cooking facilities **and**
- are occupied by five or more people.

Properties consisting only of **self-contained flats** will **not** need a licence.

A **storey** includes:

- basements
- attics (if they are used for any purpose of living i.e. bedroom or living room)
- any floors which are suitable for occupation but are not being occupied
- floors which are in use in connection with the HMO i.e. used for access, communal facilities etc.
- commercial premises on the ground or any upper floor
- any other floors in the building but not part of the HMO i.e. other flats in the building.

The person owning or managing a licensable HMO within the Norwich City Council boundary must apply for a licence for that property from Norwich City Council. Failure to do so could result in a fine of up to £20,000. .

### What are the conditions of the licence?

Licence conditions can vary from property to property however in the majority of instances the conditions will be the same as the following link:

<http://www.norwich.gov.uk/Housing/PrivateSectorHousing/documents/Hmollicenceconditionsjuly2011.pdf>

Of the 14 conditions listed in that document, no.6 relates to **Fire Protection**:

6.1 The licence holder must ensure that a fire detection system, which includes smoke alarms, is installed in the property and that the system is kept in proper working order.

6.2 The fire detection system must be appropriate to the design and use of the building. Guidance available from Norwich City Council or the national LACORS guidance specifies systems which are deemed appropriate.

6.3 The means of escape from fire must be appropriate to the design, construction and use of the building. Guidance available from Norwich City Council or the national LACORS guidance specifies systems which are deemed appropriate.

6.4 All fire doors must be installed and maintained to meet compliance with British Standards.

## **PROPERTY MANAGERS' GUIDE TO FIRE SAFETY**

6.5 If requested by the council, the licence holder will be required to supply a declaration that the detection is in proper working order and require details of the positioning of each device.

6.6 Where appropriate the council may also require copies of relevant test certificates. The licence holder must supply these on request.

### **What fire precautions are needed?**

For **licensed** properties you must have the following precautions:

- interlinked mains powered with battery backup smoke detectors in all risk rooms\*
- interlinked mains powered with battery backup heat detectors in all kitchens
- interlinked mains powered with battery backup smoke detectors in all circulation spaces such as corridors and hallways\*
- fire doors to all risk rooms\* and all kitchens. Fire doors will need to provide 30 minutes fire and smoke separation and must have an intumescent strip and a cold smoke seal
- emergency lighting to all circulation spaces where there is no natural light.

\*Risk rooms are all bedrooms and living rooms. Bathrooms are considered a risk room if a source of ignition is located in the room such as a boiler.

### **How do I apply for a licence?**

Licences must be applied for online using the following link:

<https://www.gov.uk/apply-for-a-licence/house-in-multiple-occupation-licence/norwich/apply-1>

### **What information/evidence will I need to provide?**

As part of the application process you will need to supply the following documents electronically, when prompted to do so.

- A landlord's gas safety certificate if gas is located at the property. The certificate must cover all fixed gas appliances and the certificate must be issued by a Gas Safe registered installer.
- A periodic electrical safety inspection certificate. The certificate must be issued by an electrician who is registered with a recognised registration body i.e. NICEIC.
- A fire alarm test certificate confirming the system meets BSE 5839.
- A fire risk assessment for the property to be licensed. A risk assessment template can be found at the back of the council's Fire Precautions in Dwellings booklet (see link below).
- Detailed floor plans of the property. The council can accept all CAD file types as well as PDFs and scanned documents.

### **What does it cost?**

The licence fee is £637 for a five year period. This was approved by the council's cabinet in July 2011.

### **How long does the licence last?**

The licence lasts for five years.

## PROPERTY MANAGERS' GUIDE TO FIRE SAFETY

### FIRE PRECAUTIONS IN LICENSED and NON-LICENSED HMO's

Fire Precautions in Dwellings Standards as detailed are those which would normally be expected. Variations from the Standard can occur depending on circumstances and the result of Fire Risk Assessments.

#### **I need personalised advice, who can help me?**

Ace Fire ([www.acefire.co.uk](http://www.acefire.co.uk)) offers you a FREE SURVEY and quotation. We help an extensive portfolio of Property Owners/Managers around East Anglia. For advice on extinguishers, fire alarms, emergency lights or arranging a Fire Risk Assessment ring 01603 787333 or email [info@acefire.co.uk](mailto:info@acefire.co.uk) One of our experts will help you explore your needs and discuss your free on-site survey.

Should you wish to personally explore deeper regarding licensed and non-licensed HMOs we suggest you refer to the Fire Precautions in Dwellings Guide:

<http://www.norwich.gov.uk/Housing/PrivateSectorHousing/documents/Fireprecautionstandards.pdf>

**Selected sections from the above (48 page) Fire Precautions in Dwellings Guide ...**

## **Types of dwellings**

### **(A) Shared houses, TWO storeys**

These include houses where the residents live together as friends (such as a group of students or work mates).

The fire precautions required for this type of property depend upon the risks involved. Risks can depend on factors such as:

- the number of people sharing
- the stability of the group (do residents keep moving out and being replaced?)
- the vulnerability of the occupants (for example children or elderly persons, physically or mentally disabled persons)
- whether there are cooking facilities in the rooms
- whether the first floor windows are suitable for emergency escape
- the construction and the layout of the property
- whether all rooms have close fitting doors
- whether there is an adverse risk of arson (for instance is the property used for persons retreating from domestic violence).

A typical house would include one shared kitchen and there may also be a shared living room or dining room. There would be six or less occupants and no vulnerable persons.

#### **Means of escape**

## **PROPERTY MANAGERS' GUIDE TO FIRE SAFETY**

Means of escape refers to the provision of a safe route of escape in the event of fire. Escape routes includes: the stairways, hallways, landing areas and corridors leading from each risk room to the final exit and place of safety.

The escape must usually be protected to a minimum level of 30 minutes fire protection. This will include fire doors opening out into escape routes.

However, in a typical low risk shared house a protected means of escape (fire doors etc.) will not be required.

### **Fire detection**

A Grade D LD3 system is required. This means:

Mains powered interlinked detectors each with an integral standby supply (battery back-up).

LD3

The detectors are to be in all circulation spaces that form part of the escape route (typically in corridors and landings) and in rooms or areas that present a high fire risk\* to occupants.

\* Risk rooms:

This includes all rooms used for living and/or sleeping accommodation and kitchens. It does not include bathrooms unless there is an ignition source (such as any electrical item other than fixed lighting).

### **Extinguishers and blankets**

A 2kg multi-purpose dry powder extinguisher to BS EN 3 is required in each room with cooking facilities. All extinguishers are to be wall mounted on brackets in accordance with BS 5306-3: 2009, with carrying handle approximately 1.5m above ground level (1m for larger, heavier extinguishers), maintained in good order and readily available for use at all times.

9 litre water extinguishers are usually required on every landing in the common areas.

A wall mounted fire blanket situated approximately 1.5m above floor level to comply with BS EN 1869:1997 is required in all rooms containing cooking facilities.

Fire fighting equipment must be maintained in accordance with BS 5306:Part 3.

### **Emergency lighting**

Emergency lighting may be required if the protected escape route is not provided with adequate background light either natural or borrowed from street lighting to ensure the safe movement to the final exit door. Where emergency lighting is provided it must comply with BS 5266 Part 1:1988.

### **Please note:**

The exit from the building should not involve going through a risk room, such as a bedroom, living room or kitchen. The route out of a building has to be kept clear, free from ignition sources, free from furniture and stored goods. A bedroom or a living room would not be able to provide this protection. In situations where this does occur a satisfactory alternative route must be provided. Please refer to the floor plans in Appendix 1 for an example of how this can be carried out.

## PROPERTY MANAGERS' GUIDE TO FIRE SAFETY

I need personalised advice, who can help me?

Ace Fire ([www.acefire.co.uk](http://www.acefire.co.uk)) offers you a FREE SURVEY and quotation. We help an extensive portfolio of Property Owners/Managers around East Anglia. For advice on extinguishers, fire alarms, emergency lights or arranging a Fire Risk Assessment ring 01603 787333 or email [info@acefire.co.uk](mailto:info@acefire.co.uk) One of our experts will help you explore your needs and discuss your free on-site survey.

### (A) (continued) Shared houses, THREE or more storeys

This includes houses built with three storeys or houses with converted basements or attics. The type of resident will typically be the same as a two storey shared house (although there may be six or more persons).

#### Means of escape:

A house with three or more storeys is considered higher risk. This means that the escape route needs protecting. A route of escape typically includes the main staircases and all corridors/landings that a person would have to travel through to reach the front door. A protected route of escape means:

- that all walls between the escape route and risk rooms must be capable of giving 30 minutes fire and smoke protection. Gaps in walls for pipes and cables must be filled to provide protection. Unkeyed plaster (particularly lath and plaster) will need to be upgraded (see appendix 2)
- that all ceilings between the route of escape and risk rooms\* must be capable of giving 30 minutes fire and smoke protection. Gaps for pipes and cables must be filled to provide protection. Unkeyed plaster (particularly lath and plaster) will need to be upgraded (see appendix 2)
- that cupboards leading onto the means of escape should be emptied of flammable goods and kept locked
- that under stairs soffits must be underlined to provide 30 minutes fire protection
- under stairs cupboards must be emptied of flammable goods and kept locked
- that all cupboards containing risk of ignition (such as electrical fuse boards or water heaters) must be 30 minutes fire protected
- that all doors leading from risk rooms\* onto the means of escape must be 30 minutes fire and smoke protected
- that there is no storage on the means of escape
- the final exit door should be capable of being opened from inside without the use of a key
- walls and ceilings dividing risk rooms\* must be fire protected and capable of giving 30 minutes fire and smoke protection. Gaps in walls for pipes and cables must be filled to provide protection. Unkeyed plaster (particularly lath and plaster) will need to be upgraded (see appendix 2).

#### Sprinkler systems

A domestic sprinkler system may be considered. In some cases where a domestic sprinkler system and an alarm system is installed it may not be necessary to provide certain structural features such as fire doors, fire extinguishers, or to upgrade walls and staircases.

## PROPERTY MANAGERS' GUIDE TO FIRE SAFETY

Any installation must be installed in accordance with BS 9251:2005. If such a system is being considered this must be carried out in consultation with the council's private sector housing team.

\* Risk rooms:

This includes all rooms used for living and/or sleeping accommodation and kitchens. It does not include bathrooms unless there is an ignition source (such as any electrical item except fixed lighting).

### Fire detection

In most cases a Grade D LD2 system is required (see appendix 2). This means:

Mains powered interlinked detectors each with an integral standby supply (battery back up).

LD2

The detectors are to be in all circulation spaces that form part of the escape route (typically in corridors and landings) and in rooms

or areas that present a high fire risk\* to occupants.

\* Risk rooms:

This includes all rooms used for living and/or sleeping accommodation and kitchens. It does not include bathrooms unless there is an ignition source.

\* Any electrical item

### Extinguishers and blankets

A 2kg multi-purpose dry powder extinguisher to BS EN 3 is required in each room with cooking facilities. All extinguishers are to be wall mounted on brackets in accordance with BS 5306-3: 2009, with carrying handle approximately 1.5m above ground level (1m for larger, heavier extinguishers), maintained in good order and readily available for use at all times.

9 litre water extinguishers are usually required on every landing in the common areas.

A wall mounted fire blanket situated approximately 1.5m above floor level to comply with BS EN 1869:1997 is required in all rooms containing cooking facilities.

Fire fighting equipment must be maintained in accordance with BS 5306:Part 3.

### Emergency lighting

Emergency lighting may be required if the protected escape route is not provided with adequate background light either natural or borrowed from street lighting to ensure the safe movement to the final exit door. Where emergency lighting is provided it must comply with BS 5266 Part 1:1988.

### I need personalised advice, who can help me?

Ace Fire ([www.acefire.co.uk](http://www.acefire.co.uk)) offers you a FREE SURVEY and quotation. We help an extensive portfolio of Property Owners/Managers around East Anglia. For advice on extinguishers, fire alarms, emergency lights or arranging a Fire Risk Assessment ring 01603 787333 or email [info@acefire.co.uk](mailto:info@acefire.co.uk) One of our experts will help you explore your needs and discuss your free on-site survey.

## **PROPERTY MANAGERS' GUIDE TO FIRE SAFETY**

### **(B) Bedsit type accommodation, TWO storeys**

These are typically houses where the tenants have their own room/rooms but the units are not fully self contained (there is some sharing of either a kitchen or a bathroom).

#### **Means of escape**

The escape route needs protecting. A route of escape typically includes the main staircases and all corridors/landings that a person would have to travel through to reach the front door. A protected route of escape means:

- that all walls between the escape route and risk rooms must be capable of giving 30 minutes fire and smoke protection. Gaps in walls for pipes and cables must be filled to provide protection. Unkeyed plaster (particularly lath and plaster) will need to be upgraded (see appendix 2)
- that all ceilings between the route of escape and risk rooms\* must be capable of giving 30 minutes fire and smoke protection. Gaps for pipes and cables must be filled to provide protection. Unkeyed plaster (particularly lath and plaster) will need to be upgraded (see appendix 2)
- that cupboards leading onto the means of escape should be emptied of flammable goods and kept locked
- that under stairs soffits must be underlined to provide 30 minutes fire protection
- under stairs cupboards must be emptied of flammable goods and kept locked
- that all cupboards containing risk of ignition (such as electrical fuse boards or water heaters) must be 30 minutes fire protected
- that all doors leading from risk rooms\* onto the means of escape must be 30 minutes fire and smoke protected
- that there is no storage on the means of escape
- the final exit door should be capable of being opened from inside without the use of a key
- walls and ceilings dividing risk rooms\* must be fire protected and be capable of giving 30 minutes fire and smoke protection. Gaps in walls for pipes and cables must be filled to provide protection. Unkeyed plaster (particularly lath and plaster) will need to be upgraded (see appendix 2).

#### **Sprinkler systems**

A domestic sprinkler system may be considered. In some cases where a domestic sprinkler system and an alarm system is installed it may not be necessary to provide certain structural features such as fire doors, fire extinguishers, or to upgrade walls and staircases. Any installation must be installed in accordance with BS 9251:2005.

If such a system is being considered this must be carried out in consultation with the council's private sector housing team.

\* Risk rooms:

## **PROPERTY MANAGERS' GUIDE TO FIRE SAFETY**

This includes all rooms used for living and/or sleeping accommodation and kitchens. It does not include bathrooms unless there is an ignition source (such as any electrical item except fixed lighting).

### **Fire detection**

In most cases a Grade D LD2 system is required (see appendix 2). This means:

#### Grade D

Mains powered interlinked detectors each with an integral standby supply (battery back up).

#### LD2

The detectors are to be in all circulation spaces that form part of the escape route (typically in corridors and landings) and in rooms or areas that present a high fire risk\* to occupants.

### **Extinguishers and blankets**

A 2kg multi-purpose dry powder extinguisher to BS EN 3 is required in each room with cooking facilities. All extinguishers are to be wall mounted on brackets in accordance with BS 5306-3: 2009, with carrying handle approximately 1.5m above ground level (1m for larger, heavier extinguishers), maintained in good order and readily available for use at all times.

9 litre water extinguishers are usually required on every landing in the common areas.

A wall mounted fire blanket situated approximately 1.5m above floor level to comply with BS EN 1869:1997 is required in all rooms containing cooking facilities.

Fire fighting equipment must be maintained in accordance with BS 5306:Part 3.

### **Emergency lighting**

Emergency lighting may be required if the protected escape route is not provided with adequate background light either natural or borrowed from street lighting to ensure the safe movement to the final exit door. Where emergency lighting is provided it must comply with BS 5266 Part 1:1988.

\* Risk rooms:

This includes all rooms used for living and/or sleeping accommodation and kitchens. It does not include bathrooms unless there is an ignition source (such as a water heater).

### **I need personalised advice, who can help me?**

Ace Fire ([www.acefire.co.uk](http://www.acefire.co.uk)) offers you a FREE SURVEY and quotation. We help an extensive portfolio of Property Owners/Managers around East Anglia. For advice on extinguishers, fire alarms, emergency lights or arranging a Fire Risk Assessment ring 01603 787333 or email [info@acefire.co.uk](mailto:info@acefire.co.uk) One of our experts will help you explore your needs and discuss your free on-site survey.

## **PROPERTY MANAGERS' GUIDE TO FIRE SAFETY**

### **(B) (continued) Bedsit type accommodation, THREE or more storeys**

#### **Means of escape**

A house with three or more storeys is considered higher risk. The route of escape needs protecting. A route of escape typically includes the main staircases and all corridors/landings that a person would have to travel through to reach the front door. A protected route of escape means:

- that all walls between the escape route and risk rooms must be capable of giving half hour fire and smoke protection. Gaps in walls for pipes and cables must be filled to provide protection. Unkeyed plaster (particularly lath and plaster) will need to be upgraded (see appendix 2)
- that all ceilings between the route of escape and risk rooms\* must be capable of giving 30 minutes fire and smoke protection. Gaps for pipes and cables must be filled to provide protection. Unkeyed plaster (particularly lath and plaster) will need to be upgraded (see appendix 2)
- that cupboards leading onto the means of escape should be emptied of flammable goods and kept locked
- that under stairs soffits must be underlined to provide 30 minutes fire protection
- under stairs cupboards must be emptied of flammable goods and kept locked
- that all cupboards containing risk of ignition (such as electrical fuse boards or water heaters) must be 30 minutes fire protected
- that all doors leading from risk rooms\* onto the means of escape must be 30 minutes fire and smoke protected
- that there is no storage on the means of escape
- the final exit door should be capable of being opened from inside without the use of a key
- walls and ceilings dividing risk rooms\* must be fire protected and be capable of giving 30 minutes fire and smoke protection. Gaps in walls for pipes and cables must be filled to provide protection. Unkeyed plaster (particularly lath and plaster) will need to be upgraded (see appendix 2).

#### **Sprinkler systems**

A domestic sprinkler system may be considered. In some cases where a domestic sprinkler system and an alarm system is installed it may not be necessary to provide certain structural features such as fire doors, fire extinguishers, or to upgrade walls and staircases. Any installation must be installed in accordance with BS 9251:2005.

If such a system is being considered this must be carried out in consultation with the council's private sector housing.

\* Risk rooms:

This includes all rooms used for living and/or sleeping accommodation and kitchens. It does not include bathrooms unless there is an ignition source (such as any electrical item except fixed lighting).

#### **Fire detection**

## PROPERTY MANAGERS' GUIDE TO FIRE SAFETY

In most cases a Grade D LD2 system is required (see appendix 2). This means:

Mains powered interlinked detectors each with an integral standby supply (battery back up), with central control equipment.

LD2

The detectors are to be in all circulation spaces that form part of the escape route (typically in corridors and landings) and in rooms or areas that present a high fire risk\* to occupants.

When identified large, high risk HMOs will require a Grade D LD2 system in the individual dwelling units and a Grade A LD2 system in the communal areas.

\* Risk rooms:

This includes all rooms used for living and/or sleeping accommodation and kitchens. It does not include bathrooms unless there is an ignition source.

\* Any electrical item

### Extinguishers and blankets

A 2kg multi-purpose dry powder extinguisher to BS EN 3 is required in each room with cooking facilities. All extinguishers are to be wall mounted on brackets in accordance with BS 5306-3: 2009, with carrying handle approximately 1.5m above ground level (1m for larger, heavier extinguishers), maintained in good order and readily available for use at all times.

9 litre water extinguishers are usually required on every landing in the common areas.

A wall mounted fire blanket situated approximately 1.5m above floor level to comply with BS EN 1869:1997 is required in all rooms containing cooking facilities.

Fire fighting equipment must be maintained in accordance with BS 5306:Part 3.

### Emergency lighting

Emergency lighting may be required if the protected escape route is not provided with adequate background light either natural or borrowed from street lighting to ensure the safe movement to the final exit door. Where emergency lighting is provided it must comply with BS 5266 Part 1:1988.

### I need personalised advice, who can help me?

Ace Fire ([www.acefire.co.uk](http://www.acefire.co.uk)) offers you a FREE SURVEY and quotation. We help an extensive portfolio of Property Owners/Managers around East Anglia. For advice on extinguishers, fire alarms, emergency lights or arranging a Fire Risk Assessment ring 01603 787333 or email [info@acefire.co.uk](mailto:info@acefire.co.uk) One of our experts will help you explore your needs and discuss your free on-site survey.

## (C) Converted flats

This category includes buildings converted into flats where the conversion was carried out before 1 June 1992, or if it has been converted since 1992 but does not meet standards set in the Building Regulations 1991.

### Means of escape

## PROPERTY MANAGERS' GUIDE TO FIRE SAFETY

The escape route needs protecting. A route of escape typically includes the main staircases and all common corridors/landings that a person would have to travel through to reach the front door. A protected route of escape means:

- that all walls between the escape route and risk rooms must be capable of giving 30 minutes fire and smoke protection. Gaps in walls for pipes and cables must be filled to provide protection. Unkeyed plaster (particularly lath and plaster) will need to be upgraded (see appendix 2)
- that all ceilings between the route of escape and risk rooms\* must be capable of giving 30 minutes fire and smoke protection. Gaps for pipes and cables must be filled to provide protection. Unkeyed plaster (particularly lath and plaster) will need to be upgraded (see appendix 2)
- that cupboards leading onto the means of escape should be emptied of flammable goods and kept locked
- that under stairs soffits must be underlined to provide 30 minutes fire protection
- under stairs cupboards must be emptied of flammable goods and kept locked
- that all cupboards containing risk of ignition (such as electrical fuse boards or water heaters) must be 30 minutes fire protected
- that all doors leading from risk rooms\* onto the means of escape must be 30 minutes fire and smoke protected
- that there is no storage on the means of escape
- the final exit door should be capable of being opened from inside without the use of a key
- walls and ceilings dividing risk rooms\* must be fire protected and be capable of giving 30 minutes fire and smoke protection. Gaps in walls for pipes and cables must be filled to provide protection. Unkeyed plaster (particularly lath and plaster) will need to be upgraded (see appendix 2).

### **Sprinkler systems**

A domestic sprinkler system may be considered. In some cases where a domestic sprinkler system and an alarm system is installed it may not be necessary to provide certain structural features such as fire doors, fire extinguishers, or to upgrade walls and staircases. Any installation must be installed in accordance with BS 9251:2005.

If such a system is being considered this must be carried out in consultation with the council's private sector housing team.

\* Risk rooms:

This includes all rooms used for living and/or sleeping accommodation and kitchens. It does not include bathrooms unless there is an ignition source (such as any electrical item except fixed lighting).

### **Fire detection**

In buildings where some or all of the flats are rented, a Grade D LD2 system is required (see appendix 2). This means:

Mains powered interlinked detectors each with an integral standby supply (battery back up).

## PROPERTY MANAGERS' GUIDE TO FIRE SAFETY

LD 2

The detectors should be sited:

- in all circulation spaces in the common areas (for example in all landings and in the entrance hall)
- in each flat, situated in the room/lobby that leads onto the means of escape (ie near to the front door to the flat).

### Extinguishers and blankets

A 2kg multi-purpose dry powder extinguisher to BS EN 3 is required in each room with cooking facilities. All extinguishers are to be wall mounted on brackets in accordance with BS 5306-3: 2009, with carrying handle approximately 1.5m above ground level (1m for larger, heavier extinguishers), maintained in good order and readily available for use at all times.

9 litre water extinguishers are usually required on every landing in the common areas.

A wall mounted fire blanket situated approximately 1.5m above floor level to comply with BS EN 1869:1997 is required in all rooms containing cooking facilities.

Fire fighting equipment must be maintained in accordance with BS 5306:Part 3.

### Emergency lighting

Emergency lighting may be required if the protected escape route is not provided with adequate background light either natural or borrowed from street lighting to ensure the safe movement to the final exit door. Where emergency lighting is provided it must comply with BS 5266 Part 1:1988.

### I need personalised advice, who can help me?

Ace Fire ([www.acefire.co.uk](http://www.acefire.co.uk)) offers you a FREE SURVEY and quotation. We help an extensive portfolio of Property Owners/Managers around East Anglia. For advice on extinguishers, fire alarms, emergency lights or arranging a Fire Risk Assessment ring 01603 787333 or email [info@acefire.co.uk](mailto:info@acefire.co.uk) One of our experts will help you explore your needs and discuss your free on-site survey.

## (D) Single family dwellings

This category is typically a dwelling that is not an HMO. This would include a self contained flat or house occupied by either a family, a couple, a single person, two people living together.

In a house of less than three storeys a Grade F system is required.

This means one or more battery-powered smoke alarms (usually in the entrance hall and first floor landing).

In a house of three or more storeys it is advisable to fit a Grade D LD3 system.

This will ensure that any person who has the furthest distance to get to an exit, has an early warning of fire.

This means:

Grade D

Mains powered interlinked detectors each with an integral standby supply (battery back up).

## PROPERTY MANAGERS' GUIDE TO FIRE SAFETY

LD3

The detectors are to be in all circulation spaces that form part of the escape route (typically in corridors and landings).

### **Fire blanket**

A wall mounted fire blanket, situated approximately 1.5m above floor level, to comply with BS EN 1869:1997 is required in all rooms with cooking facilities.

### **I need personalised advice, who can help me?**

Ace Fire ([www.acefire.co.uk](http://www.acefire.co.uk)) offers you a FREE SURVEY and quotation. We help an extensive portfolio of Property Owners/Managers around East Anglia. For advice on extinguishers, fire alarms, emergency lights or arranging a Fire Risk Assessment ring 01603 787333 or email [info@acefire.co.uk](mailto:info@acefire.co.uk) One of our experts will help you explore your needs and discuss your free on-site survey.

## **APPENDIX – FIRE STANDARDS FURTHER INFORMATION**

Fire Precautions in Dwellings Standards as detailed are those which would normally be expected. Variations from the Standards can occur depending on circumstances and the result of Fire Risk Assessments.

### **General**

**Fire alarm systems** – systems to be installed according to BS 5839-6:2004.

Smoke detectors –ensure optical type detectors are installed to rooms and ionising type to: landings hallways and corridors.

**Fire doors** – to FD30S (30 minutes fire and smoke protection) incorporating intumescent strips, smoke seals and self closures.

**Kitchens** – all cases provision of fire blanket and 2kg dry powder fire extinguisher.

**Construction** – generally there must be a 30 minute fire resisting structure to walls and ceilings separating habitable rooms and other habitable rooms kitchens and the common escape routes. 60 minute fire resistance may be needed such as for basements and properties above and adjoining commercial premises.

**Fire escape windows** – to comply with current building regulations.

**Place of safety** – enclosed courtyards and absence of rear exits which prevent escape from building area are considered not providing place of safety.

**Place of safety (alley gates)** – in properties where exit from the rear to the front is via a locked alley gate, arrangements need to be considered for ensuring that the gate can be easily opened particularly where a mortice lock is used.

**Keys** need to be readily available in an emergency. Providing a key pad lock could be considered.

**Emergency lighting** – to be installed according to BS 5266 where deemed necessary following risk assessment. However it would probably be judged as necessary in most instances.

## **PROPERTY MANAGERS' GUIDE TO FIRE SAFETY**

### **Risk assessments**

The standards set out (in the flow chart in the main document per page 3 above) are guide standards and can be subject to variation depending on risk assessments undertaken under the Housing Health and Safety Rating Scheme by the council and fire risk assessments carried out by the landlord under the provisions of the Regulatory Reform Order (Fire Safety) 2005. Variations from the guide standard can arise because of particular circumstances and layout existing at the premises. Variations can follow from discussions between councils, fire service and landlords.

### **Fire fighting equipment**

For each room with cooking facilities provide a 2kg multi purpose dry powder extinguisher to BS EN 3:1996. All extinguishers are to be wall mounted in accordance with BS 5428:1987 and a wall mounted fire blanket approximately 1.5m above floor level in accordance with BS EN 1869: 1997.

### **Sprinkler systems**

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.

There are potential safety, economic and management reasons for installing a sprinkler system. Installation should be carried out by an experienced contractor suitably qualified and registered with the FIRAS / Fire Sprinkler Association third party certification scheme. Alternatively, installers may be certificated under the LPS 1048 Scheme Requirements for certified sprinkler installers, supervising bodies and supervised installers.

### **Fire alarm systems**

#### **Grade A system**

Fire alarm system to comply with current British Standard (BS) 5839 Part 6 Grade A.

This comprises a system of electrically operated smoke and/or heat detectors which are linked to a control panel to give information on the location of any fire or any fault which may develop.

The control panel must conform to current British Standard 5839 Part 4.

#### **Grade D system**

Fire alarm system to comply with current British Standard 5839 Part 6: Grade D

## **PROPERTY MANAGERS' GUIDE TO FIRE SAFETY**

This comprises a system of one or more interlinked mains powered and/or heat detectors each with a standby battery and built in alarm.

LD 2: means Detectors are to be in all circulation spaces that form part of the escape route (typically in corridors and landings) and in rooms or areas that present a high risk to occupants.

(High risk rooms include rooms used for living and/or sleeping and kitchens.

LD 3: means Detectors are to be in all circulation spaces that form part of the escape route.

Installation of fire alarm system is to be in accordance with BS 5839-6:2004 and BS 5839-1:2002 and should ensure that the alarm signal gives a sound level of 75dB(A) in all rooms particularly in bedrooms.

Installation of detectors

Type

There are two types of detectors optical and ionization. It is better to install optical in most situations as these are less likely to cause false alarms.

Mounting position

Smoke and heat detectors should preferably be mounted on ceilings on a horizontal surface. Detectors should not be positioned at an angle.

The detectors should be placed at least 500mm horizontally from any wall/beam or light fitting.

Obstructions

The detector should be positioned either side of a ceiling obstruction such as beams or down-stands which are greater than 150mm depth.

Power supply

The detectors can be supplied from the lighting circuits. However if the tenant is on a payment meter the supply must be taken from the landlord's supply i.e. The power supply will need to come from a dedicated circuit from the main consumer unit.

A competent installer should install the system in accordance with BS 7671. The installer should certify that the installation conforms to the recommendation of BS 5839 for the type Grade D LD2.

Upon completion of the installation obtain and submit to private sector housing a completion certificate in a form which satisfies the requirements of BS 5839.

### **Fire doors**

Fire doors to provide a minimum of 30 minutes fire and smoke protection

(FD30s) complying with BS 476: Part 22 1987 and Section 31.1:1983. The doors must be installed to satisfy the requirements of BS 8214:1990 as set out in the notes below:

Unless otherwise stated each fire door to meet the standards below:

a To be fitted with plain steel butt hinges of not less 100mm x 75mm.

## **PROPERTY MANAGERS' GUIDE TO FIRE SAFETY**

b To be fitted with heat activated intumescent seals 4mm x 10 mm rebated in the head and sides of the doors or into the frame coincident with the closed position of the door sides and head. (The strip must not be rebated into the door stops or a coincident position with the stops on the door.)

c To be fitted with a self closing device (preferably of the overhead hydraulic type) manufactured to satisfy the requirements of BS EN 1154:1997.

d The self closing device to be capable of: closing the door positively onto the latch or where the latch is not required, of holding the door for not less than 30 minutes.

e The gap between the door and door lining (or frame) to be not more than 3mm.

f All hinges and latch parts necessary for holding the door in place during a fire to have a melting point in excess of 8000 C and to comply with BS 8214:1990 and BS 5872:1980.

g Where there are gaps between the door lining and the surrounding construction fill all voids with fire stopping material such as an intumescent foam or filler.

h Where glazing is incorporated into the fire doors install 6mm Georgian wired glass or fire resistant glazing. The glazing to be fixed to BS 476 parts 20-23 requirements.

### **Emergency lighting**

Emergency lighting systems must comply with the provisions of BS 5266-1:1999.

Upon completion of the installation obtain and submit to private sector housing a completion certificate in a form which satisfies the requirements of BS 5266 Part 1 1999.

### **Wall and ceiling finishes**

Wall and ceiling finishes should provide 30 minute fire resistance.

For new stud partitions this can be achieved by:

Constructing a frame of 75mm X 50mm timbers with head and sole plate and studs at 600mm centres. Providing 12.5mm plasterboard for each face, taping the joints and finishing with a top coat of 3mm multi finish plaster.

For existing wall and ceiling surfaces the appropriate construction standard to bring them up to the 30 minute standard will have to be agreed following the site inspection.

This may include the upgrading of un-keyed plaster (particularly lath and plaster) by fitting 9.5mm plasterboard on both faces. The scrimming of joints and also junctions with ceilings with 75mm wide scrim tape and applying setting coat of multi finish plaster, finished flush with existing surfaces.

Wall and ceilings adjoining commercial premises should provide 60 minutes fire resistance.

### **Fire escape windows**

Where windows are proposed to be used as a means of escape they must comply with the following:

The window must have an unobstructed openable window area of at least 0.33m square with the width and height dimension being a minimum of 450mm.

Side hung opening lights are recommended.

## PROPERTY MANAGERS' GUIDE TO FIRE SAFETY

The bottom of the openable area (window sill level) must be not more than 1100mm and not less than 800mm above floor level.

Windows are suitable for means of escape where the drop from the window to the ground level is one storey only (not exceeding 4.5m from first floor level to outside ground level).

Note:

The ground below the windows must be flat and free from hazards (low walls and railings etc.).

-----

This document comprises selected sections from the following guide. For wider advice relating to licensed and **non**-licensed HMOs or for further information please refer to the Fire Precautions in Dwellings Guide:

<http://www.norwich.gov.uk/Housing/PrivateSectorHousing/documents/Fireprecautionstandards.pdf>

-----

### **I need personalised advice, who can help me?**

Ace Fire ([www.acefire.co.uk](http://www.acefire.co.uk)) offers you a FREE SURVEY and quotation. We help an extensive portfolio of Property Owners/Managers around East Anglia. For advice on extinguishers, fire alarms, emergency lights or arranging a Fire Risk Assessment ring 01603 787333 or email [info@acefire.co.uk](mailto:info@acefire.co.uk) One of our experts will help you explore your needs and discuss your free on-site survey.