



**NORWICH**  
City Council

# Fire precautions in dwellings

Private sector housing

Providing homes building communities

## Contents

	<b>Page</b>
<b>Introduction</b>	1–2
Types of dwellings	
<b>(A) Shared houses</b>	
Two storeys (or less)	3–4
Three or more storeys	5–6
<b>(B) Bedsits</b>	
Two storeys (or less)	7–8
Three or more storeys	9–10
<b>(C) Converted flats</b>	11–12
<b>(D) Single family dwellings</b>	13
<b>Appendix 1</b>	14–32
Fire precautions – what needs to be in place	
<b>Appendix 2</b>	33–36
Fire standards – further information	
<b>Appendix 3</b>	38–42
Fire risk assessment form	
<b>Appendix 4</b>	43
Fire risk assessment form notes	

---

## Introduction

The reason for insisting on fire precautions in houses in dwellings is to save lives and prevent injury by:

- providing early warning in the event of fire
- stopping smoke and fire spreading before residents have a chance of escape
- ensuring residents have a protected means of escape.

Residents in a HMO (House in Multiple Occupation) are potentially at greater risk. In general terms a HMO means accommodation where two or more households share amenities where a household includes: families, single people and couples.

## Fire guidance

This guidance sets out the fire precautions which the council would expect in different types of HMO properties and also for single family dwellings. Each property is unique. It is therefore not possible to have prescribed standards.

However this guide is aimed at providing an understanding of the minimum standards required.

In drawing up this guidance, reference has been made to the national fire guide *Housing – Fire Safety* published by Local Authorities Coordinators of Regulatory Services (Lacors). The layout plans in this guide makes reference to the Lacors document.

The guidance has been drawn up with Norfolk Fire Service under the terms of the: **Joint service level agreement between Norfolk Fire and Rescue Service and Norwich City Council.**

## Risk assessments

The fire precautions which are appropriate in a property will vary. They will depend on the circumstances at the property.

The circumstances taken into account include for example:

- Number of residents.
- Number of floors.
- Arrangements for cooking.
- Layout and ease of escape in the event of fire.
- The presence of fire escape windows.
- Construction of the building and flammability of building elements.
- Safety of appliances and services such as gas and electricity.
- Whether part of the building is used commercially.

The decisions concerning the standards which will be necessary are based on risk assessments carried out under:

- The Housing Health and Safety Rating Scheme under Part 1 Housing Act 2004.
- The Regulatory Reform Order (Fire Safety) Order 2005.

### Housing Health and Safety Rating Scheme (HHSRS)

The HHSRS is a new tool for assessing the living conditions of a property. The system is based on 29 possible hazards to the most vulnerable occupiers.

The Housing Act 2004 requires local authorities to use the HHSRS to assess conditions in dwellings.

The HHSRS is therefore used to assess risk from fire in HMOs and single family dwellings.

### Regulatory Reform Order (Fire Safety) Order 2005 (RRO)

Persons who are **responsible persons** under the terms of the RRO have a legal obligation to carry out risk assessments. **Responsible persons** include: owners and persons having control of the dwelling which can mean agents.

Failure to carry out a **fire risk assessment** is an offence enforced by the fire service who can ask to see a copy of your risk assessment at anytime.

You can either undertake a fire risk assessment yourself or pay a consultancy to carry it out.

The aims of the assessment are:

- to identify potential fire hazards.
- to detail options for reducing the risk from those hazards to as low a risk as possible.
- to decide what physical precautions and management arrangements are necessary to ensure the safety of people in your premises if the fire starts.

The assessment should also record any **significant findings** namely specific problems which need urgent attention.

### General

- This guide outlines the fire precautions which we would expect to find in an HMO. In appendix 1 there is a flow chart with layout plans and schedules of the standards expected in different types of HMO's.
- In appendix 2 there are summary notes on the fire precautions highlighted in appendix 1. More detailed information can be found in Lacors' national fire guidance *Housing – Fire Safety*.
- In appendix 3 there is a specimen risk assessment form to guide landlords in their risk assessments, and guidance notes in appendix 4.

### Please contact:

Private sector housing  
City Hall  
Norwich  
NR2 1NH

t: 0344 980 3333

e: [privatesectorhousing@norwich.gov.uk](mailto:privatesectorhousing@norwich.gov.uk)

## 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

*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 min 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

If emergency escape windows are fitted to the first floor a Grade D LD3 system is required. This means:

**Grade D** 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)

If the first floor windows are not suitable for emergency escape a Grade D LD2 system is required. 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

\* **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 3:1996 is required in each room with cooking facilities. All extinguishers are to be wall mounted on wall brackets in accordance with BS 5428: 1987, with carrying handle approximately 1m above ground level, maintained in good order and readily available for use at all times.

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 3:1988.

### 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.

---

## 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 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 half hour 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 understairs soffits must be underlined to provide half hour fire protection.
- understairs 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 half hour fire protected.
- that all doors leading from risk rooms\* onto the means of escape must be half hour 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 half hour fire protected and 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).

### 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 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

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

\* **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 3:1996 is required in each room with cooking facilities. All extinguishers are to be wall mounted on wall brackets in accordance with BS 5428: 1987, with carrying handle approximately 1m above ground level, maintained in good order and readily available for use at all times.

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 3:1988.

### 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.

---

## (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 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 half hour 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 understairs soffitts must be underlined to provide half hour fire protection.
- understairs 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 half hour fire protected.
- that all doors leading from risk rooms\* onto the means of escape must be half hour 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 half hour fire protected and 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).

### 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 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

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 3:1996 is required in each room with cooking facilities. All extinguishers are to be wall mounted on wall brackets in accordance with BS 5428: 1987, with carrying handle approximately 1m above ground level, maintained in good order and readily available for use at all times.

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 3:1988.

### 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).

---

## 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 half hour 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 understairs soffitts must be underlined to provide half hour fire protection.
- understairs 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 half hour fire protected.
- that all doors leading from risk rooms\* onto the means of escape must be half hour 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 half hour fire protected and 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).

### 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 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

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), 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 3:1996 is required in each room with cooking facilities. All extinguishers are to be wall mounted on wall brackets in accordance with BS 5428: 1987, with carrying handle approximately 1m above ground level, maintained in good order and readily available for use at all times.

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 3:1988.

### 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.

---

## (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

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 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 half hour 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 understairs soffits must be underlined to provide half hour fire protection.
- understairs 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 half hour fire protected.
- that all doors leading from risk rooms\* onto the means of escape must be half hour 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 half hour fire protected can 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).

### 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 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

In buildings where some or all of the flats are rented.

**Grade D** Mains powered interlinked detectors each with an integral standby supply (battery back up)

**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 3:1996 is required in each room with cooking facilities. All extinguishers are to be wall mounted on wall brackets in accordance with BS 5428: 1987, with carrying handle approximately 1m above ground level, maintained in good order and readily available for use at all times.

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 3:1988.

### 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.

## **(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 LD3 Grade D 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)

**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.

## Appendix 1: Fire precautions – what needs to be in place

As each property is unique we can not plan for every scenario but we have provided a flow chart and different layouts that should help you provide the relevant fire precaution. For further information and guidance there are page references to *National guidance Housing-Fire Safety* published by the Local Authorities Coordinators of Regulatory Services (Lacors).

When using the flow chart you need to consider how it relates specifically to your property in relation to the following:

- Number of residents.
- Number of floors.
- Arrangements for cooking.
- Layout and ease of escape in the event of fire.
- The presence of fire escape windows.
- Construction of the building and flammability of building elements.
- Safety of appliances and services such as gas and electricity.
- Whether part of the building is used commercially.
- Furnishings.
- Likely behaviour and activities of tenants.

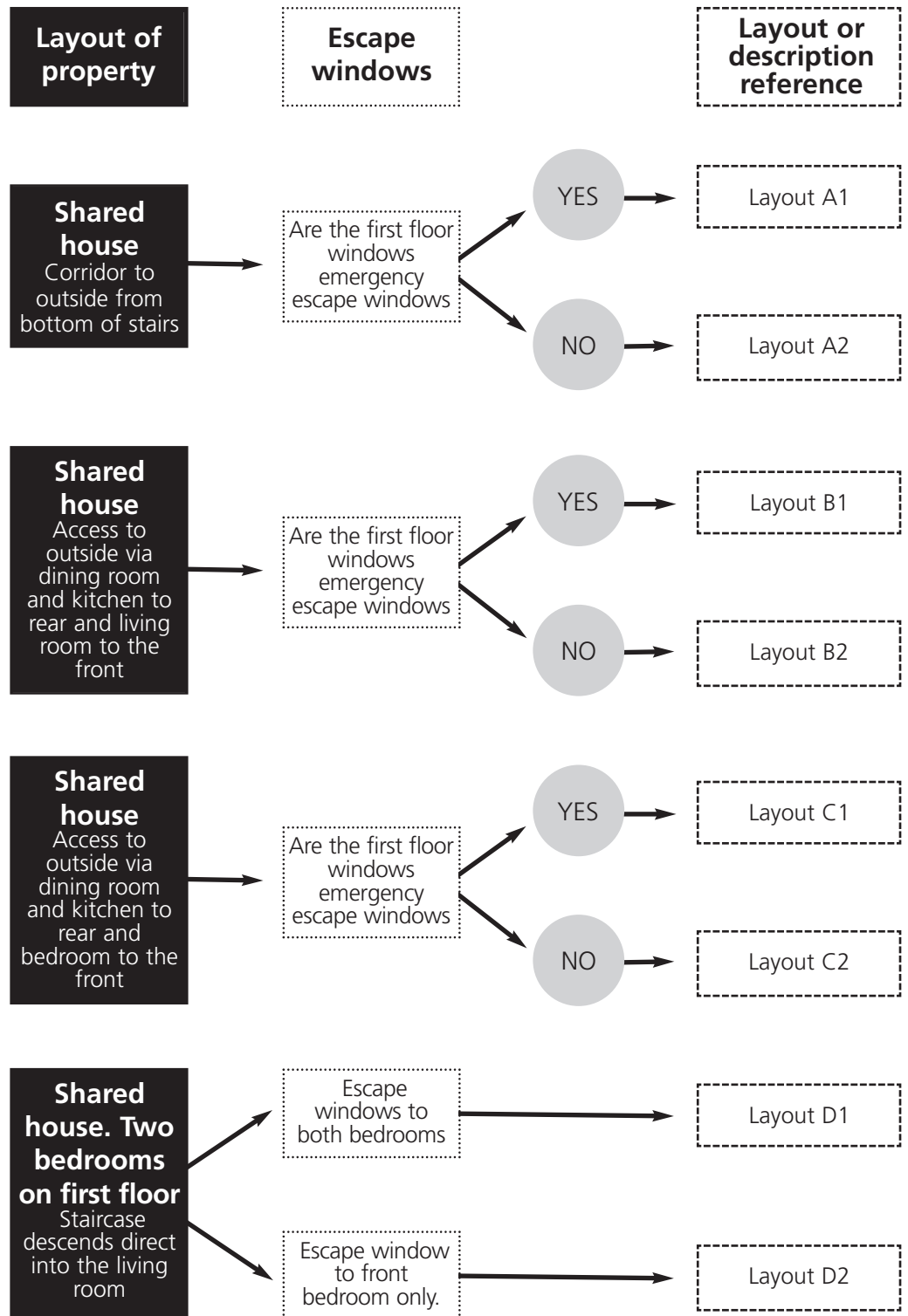
This flowchart has been designed to support you in making the right decisions concerning fire precautions and also help you in writing your risk assessments. The regulatory Reform (Fire Safety) Order 2005 requires landlords to write and keep current a fire risk assessment so we hope you find it helpful. However, if you have any queries or concerns, please contact us.

Private sector housing  
City Hall  
Norwich  
NR2 1NH

t: 0344 980 3333  
e: [privatesectorhousing@norwich.gov.uk](mailto:privatesectorhousing@norwich.gov.uk)

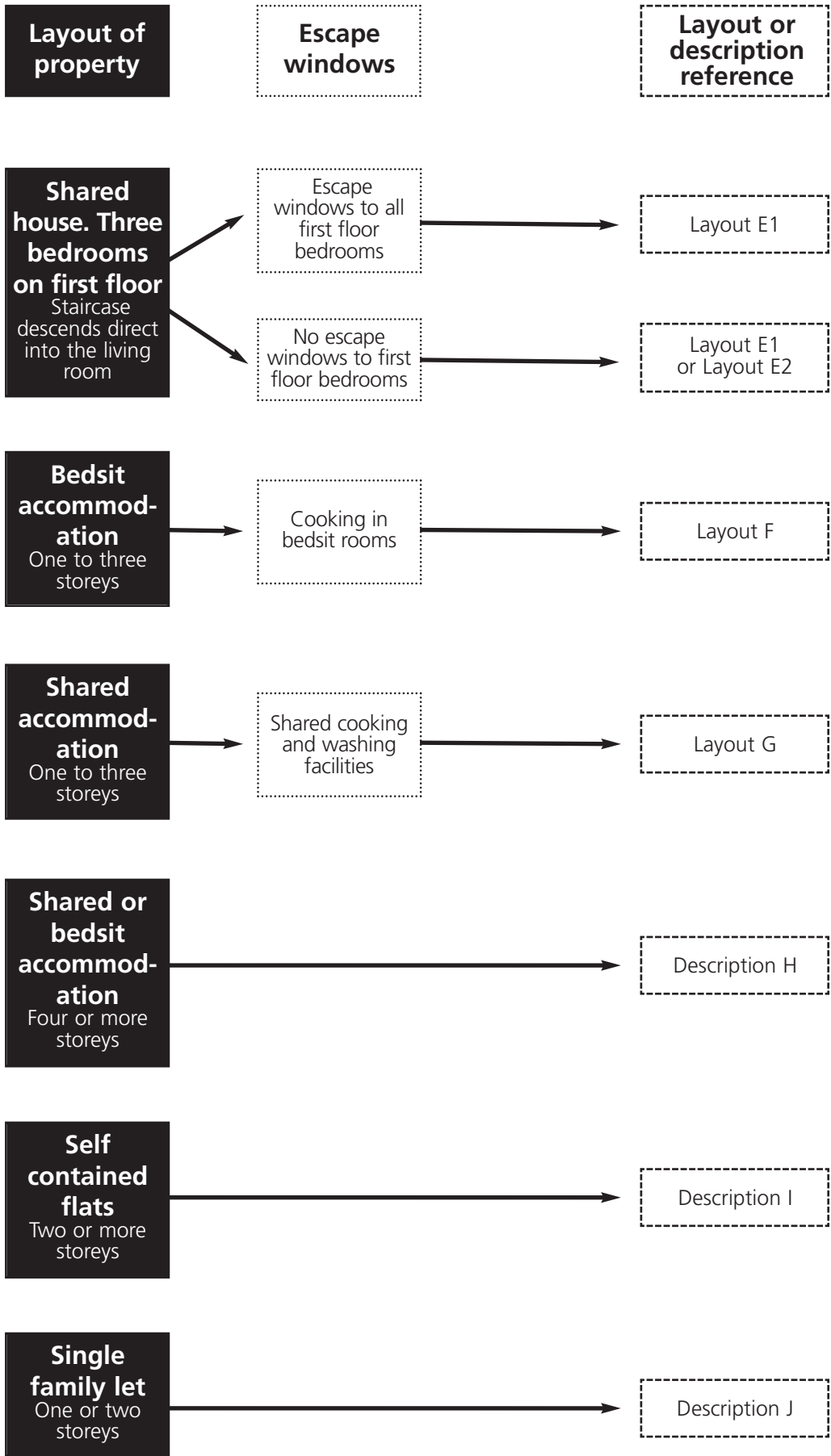
**Flow chart to assist in selecting fire precautions which need to be taken depending on the layout of the accommodation.**

Use the flow chart below to find out which layout best matches your property. A brief description is given of possible layouts and this guides you to the layout and the appropriate fire precautions. Please note that not all the options have layout plans. However a description of the appropriate fire precautions is provided.

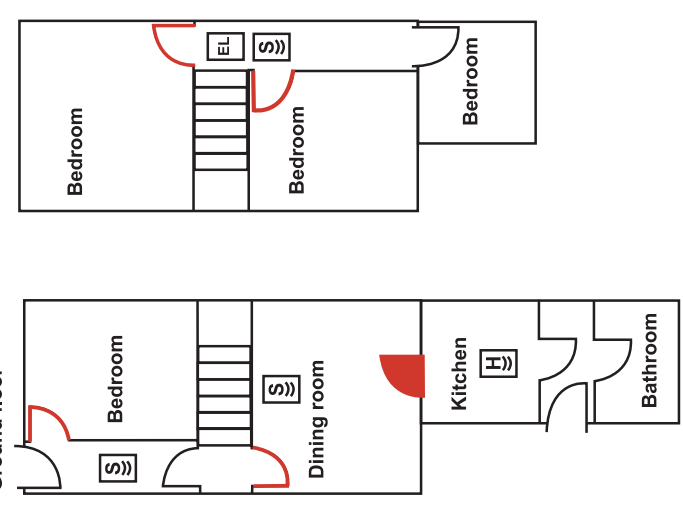








# Fire precautions in dwellings

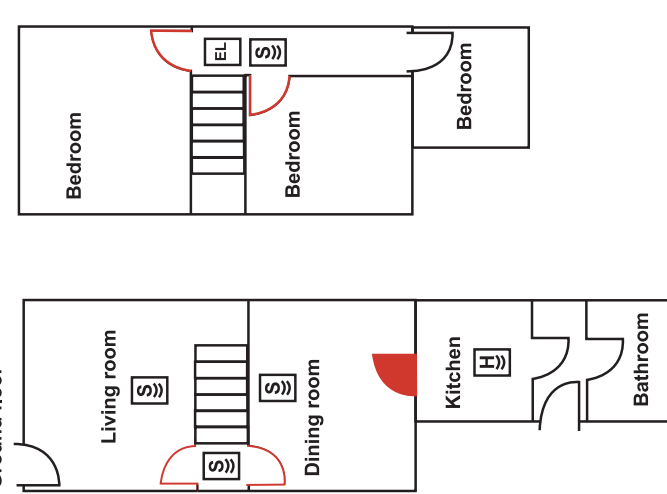






---

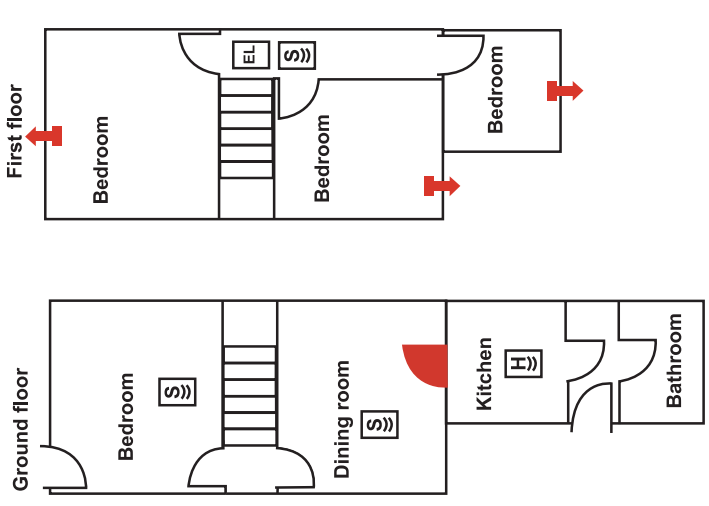
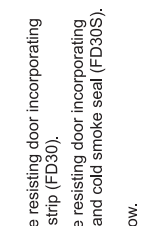



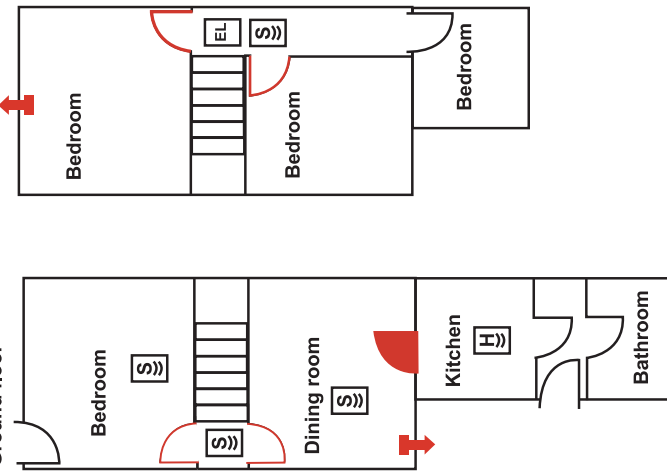






<p><b>Index key:</b> Layout A1  <b>House type:</b> Shared house  <b>Layout:</b> Two storey</p>	<p><b>LAYOUT A1</b>  <b>Escape windows</b></p> <p><b>Ground floor:</b>          Corridor linking the stairs to the front door.</p> <p><b>First floor:</b>          Fire escape windows in first floor rooms.</p>	<p><b>Fire precautions</b></p> <p><b>1) Fire alarm system</b>  <b>Grade D LD3+ system</b>  <b>Grade D system:</b> A system of mains powered interlinked smoke and heat detectors with integral battery back-up.  <b>LD3+ detection.</b> Detection in the following areas:  <b>Smoke detectors:</b></p> <ul style="list-style-type: none"> <li>• Hallway</li> <li>• Landing</li> <li>• Living room</li> </ul> <p><b>Heat detectors:</b></p> <ul style="list-style-type: none"> <li>• Kitchen</li> </ul> <p><b>2) Doors</b>          Close fitting doors of sound construction.</p> <p><b>3) Equipment</b>          Fire blanket and 2kg CO<sub>2</sub> extinguisher in the kitchen.</p> <p><b>4) Emergency lighting</b>          Emergency light on first floor landing.</p>	<p><b>Key</b></p> <ul style="list-style-type: none"> <li>(S) Mains powered with battery back up, interlinked combined smoke detector and sounder.</li> <li>(H) Mains powered with battery back up, interlinked combined heat detector and sounder.</li> <li>EL Emergency lighting.</li> <li>30 minute fire resisting door incorporating intumescent strip (FD30).</li> <li>30 minute fire resisting door incorporating intumescent and cold smoke seal (FD30S).</li> <li>Escape window.</li> </ul>
<p><b>Notes:</b>          National fire guidance is provided by Lacors: <i>Housing Fire Safety</i>. This guide can be seen at: <a href="http://www.propertyinfopoint.co.uk">www.propertyinfopoint.co.uk</a>. Read the following pages in guide for further information.          1. Fire alarm system: Pages 23-24    2. Fire doors: Pages 21-23    3. Escape window: Page 16    4. Emergency lighting: Pages 26-27    5. Fire fight equipment: Page 28</p>			

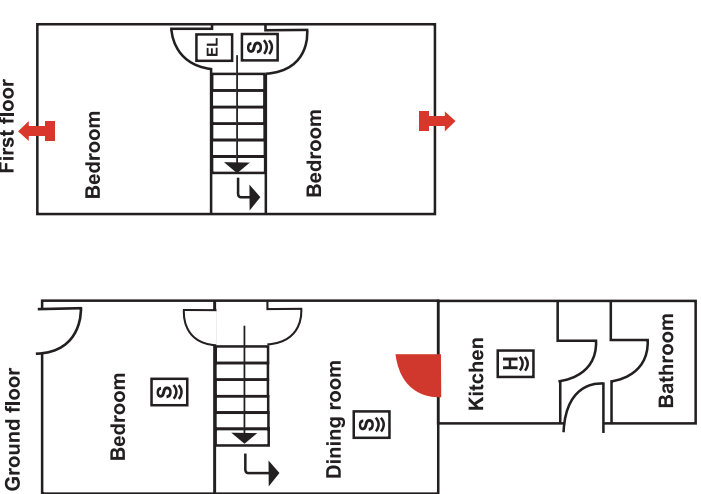
<p><b>Index key:</b> Layout A2  <b>House type:</b> Shared house  <b>Layout:</b> Two storey</p>	<p><b>Fire precautions</b></p> <p><b>1) Fire alarm system</b>  <b>Grade D LD3+ system</b>  <b>Grade D system:</b> A system of mains powered interlinked smoke and heat detectors with integral battery back-up.</p> <p><b>LD3+ detection.</b> Detection in the following areas:  <b>Smoke detectors:</b></p> <ul style="list-style-type: none"> <li>• Hallway</li> <li>• Landing</li> <li>• Living room</li> </ul> <p><b>Heat detectors:</b></p> <ul style="list-style-type: none"> <li>• Kitchen</li> </ul> <p><b>2) Doors</b></p> <ul style="list-style-type: none"> <li>• Fire doors to all risk rooms grade FD30.</li> </ul> <p>• Fire door (FD30S) to the kitchen. (Include smoke seal, intumescent strip and self closure).</p> <p><b>3) Equipment</b>  Fire blanket and 2kg CO<sub>2</sub> extinguisher in the kitchen.</p> <p><b>4) Emergency lighting</b>  Emergency light on first floor landing.</p>	<p><b>LAYOUT A2</b>  <b>No escape windows</b></p> <p><b>Ground floor:</b>  Corridor linking the stairs to the front door.</p> <p><b>First floor:</b>  No escape windows in first floor rooms.</p>  <p><b>Key</b></p> <ul style="list-style-type: none"> <li> Mains powered with battery back up, interlinked combined smoke detector and sounder.</li> <li> Mains powered with battery back up, interlinked combined heat detector and sounder.</li> <li> Emergency lighting.</li> <li> 30 minute fire resisting door incorporating intumescent strip (FD30).</li> <li> 30 minute fire resisting door incorporating intumescent and cold smoke seal (FD30S).</li> <li> Escape window.</li> </ul>
<p><b>Notes:</b>  National fire guidance is provided by Lacors: <i>Housing Fire Safety</i>. This guide can be seen at: <a href="http://www.propertyinfopoint.co.uk">www.propertyinfopoint.co.uk</a>. Read the following pages in guide for further information.  1. Fire alarm system: Pages 23-24    2. Fire doors: Pages 21-23    3. Escape window: Page 16    4. Emergency lighting: Pages 26-27    5. Fire fight equipment: Page 28</p>		

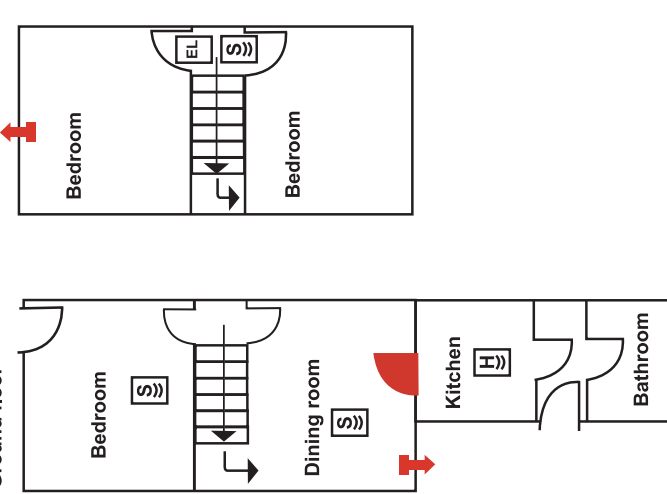






<p><b>Index key:</b> Layout B1  <b>House type:</b> Shared house  <b>Layout:</b> Two storey</p>	<p><b>LAYOUT B1</b>  <b>Escape windows</b></p>
<p><b>Fire precautions</b></p> <p><b>1) Fire alarm system</b>  <b>Grade D LD3+ system</b>  <b>Grade D system:</b> A system of mains powered interlinked smoke and heat detectors with integral battery back-up.  <b>LD3+ detection.</b> Detection in the following areas:  <b>Smoke detectors:</b></p> <ul style="list-style-type: none"> <li>• Dining room</li> <li>• Landing</li> <li>• Living room</li> </ul> <p><b>Heat detectors:</b></p> <ul style="list-style-type: none"> <li>• Kitchen</li> </ul> <p><b>2) Doors</b>  Close fitting doors of sound construction to all rooms.</p>	<p><b>Ground floor:</b>  Escape through either living room or rear kitchen.</p> <p><b>First floor:</b>  Fire escape windows in all rooms.</p> <p><b>Key</b></p> <ul style="list-style-type: none"> <li>(S) Mains powered with battery back up, interlinked combined smoke detector and sounder.</li> <li>(H) Mains powered with battery back up, interlinked combined heat detector and sounder.</li> <li>EL Emergency lighting.</li> <li>30 minute fire resisting door incorporating intumescent strip (FD30).</li> <li>30 minute fire resisting door incorporating intumescent and cold smoke seat (FD30S).</li> <li>Escape window.</li> </ul>
<p><b>Notes:</b>  National fire guidance is provided by Lacors: <i>Housing Fire Safety</i>. This guide can be seen at: <a href="http://www.propertyinfopoint.co.uk">www.propertyinfopoint.co.uk</a>. Read the following pages in guide for further information:  1. Fire alarm system: Pages 23-24    2. Fire doors: Pages 21-23    3. Escape window: Page 16    4. Emergency lighting: Pages 26-27    5. Fire fight equipment: Page 28</p>	

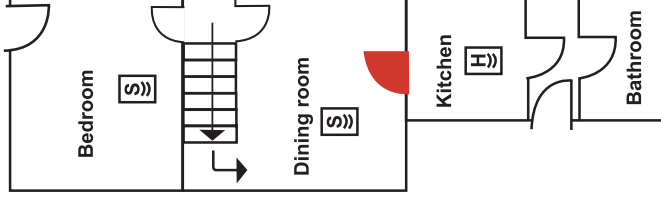
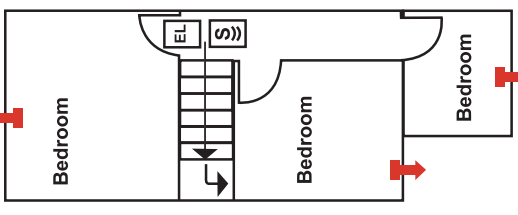






<p><b>Index key:</b> Layout B2  <b>House type:</b> Shared house  <b>Layout:</b> Two storey</p>	<p><b>LAYOUT B2</b>  <b>No escape windows</b></p> <p><b>Ground floor:</b>          Escape through either living room or rear kitchen.</p> <p><b>First floor:</b>          No fire escape windows in all rooms.</p>  <p><b>Key</b></p> <ul style="list-style-type: none"> <li> Mains powered with battery back up, interlinked combined smoke detector and sounder.</li> <li> Mains powered with battery back up, interlinked combined heat detector and sounder.</li> <li> Emergency lighting.</li> <li> 30 minute fire resisting door incorporating intumescent strip (FD30).</li> <li> 30 minute fire resisting door incorporating intumescent and cold smoke seal (FD30S).</li> <li> Escape window.</li> </ul>
<p><b>Fire precautions</b></p> <p><b>1) Fire alarm system</b>  <b>Grade D LD3+ system</b>  <b>Grade D system:</b> A system of mains powered interlinked smoke and heat detectors with integral battery back-up.</p> <p><b>LD3+ detection.</b> Detection in the following areas:  <b>Smoke detectors:</b></p> <ul style="list-style-type: none"> <li>• Dining room</li> <li>• Landing</li> <li>• Living room</li> </ul> <p><b>Heat detectors:</b></p> <ul style="list-style-type: none"> <li>• Kitchen</li> </ul> <p><b>2) Doors</b></p> <ul style="list-style-type: none"> <li>• Fire doors (FD30) to all risk rooms</li> </ul> <p>• Fire door (FD30S) to the kitchen. (Include smoke seal, intumescent strip and self closure.)</p> <p><b>3) Equipment</b>          Fire blanket and 2kg CO<sub>2</sub> extinguisher in the kitchen.</p> <p><b>4) Emergency lighting</b>          Emergency light on first floor landing.</p>	<p><b>Notes:</b>          National fire guidance is provided by Lacors: <i>Housing Fire Safety</i>. This guide can be seen at: <a href="http://www.propertyinfopoint.co.uk">www.propertyinfopoint.co.uk</a>. Read the following pages in guide for further information.          1. Fire alarm system: Pages 23-24    2. Fire doors: Pages 21-23    3. Escape window: Page 16    4. Emergency lighting: Pages 26-27    5. Fire fight equipment: Page 28</p>

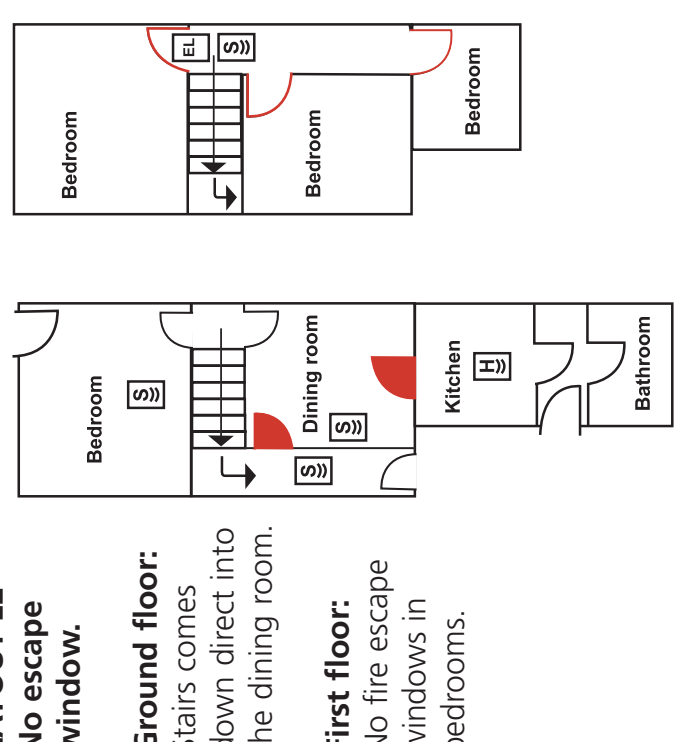
<p><b>Index key:</b> Layout C1  <b>House type:</b> Shared house  <b>Layout:</b> Two storey</p>	<p><b>LAYOUT C1</b>  <b>Escape windows</b></p>  <p><b>Ground floor:</b>          Escape through either: ground floor front bedroom or rear kitchen.</p> <p><b>First floor:</b>          Fire escape windows in all rooms.</p> <p><b>Key</b>            (S) Mains powered with battery back up, interlinked combined smoke detector and sounder.          (H) Mains powered with battery back up, interlinked combined heat detector and sounder.          (EL) Emergency lighting.</p>
<p><b>Fire precautions</b></p> <ol style="list-style-type: none"> <li><b>1) Fire alarm system</b></li> <li><b>Grade D LD3+ system</b>  <b>Grade D system:</b> A system of mains powered interlinked smoke and heat detectors with integral battery back-up.  <b>LD3+ detection.</b> Detection in the following areas:  <b>Smoke detectors:</b> <ul style="list-style-type: none"> <li>• Dining room</li> <li>• First floor landing</li> <li>• Ground floor bedroom</li> </ul> <b>Heat detectors:</b> <ul style="list-style-type: none"> <li>• Kitchen</li> </ul> </li> <li><b>2) Doors</b>                  Close fitting doors of sound construction to all rooms.             </li> </ol> <ul style="list-style-type: none"> <li>• Fire door (FD30S) to the kitchen.</li> </ul> <ol style="list-style-type: none"> <li><b>3) Equipment</b>                  Fire blanket and 2kg CO<sub>2</sub> extinguisher in the kitchen.</li> <li><b>4) Emergency lighting</b>                  Emergency light on first floor landing.</li> </ol>	<p><b>Ground floor:</b>          Escape through either: ground floor front bedroom or rear kitchen.</p> <p><b>First floor:</b>          Fire escape windows in all rooms.</p> <p><b>Key</b>            (S) Mains powered with battery back up, interlinked combined smoke detector and sounder.          (H) Mains powered with battery back up, interlinked combined heat detector and sounder.          (EL) Emergency lighting.</p>
<p><b>Notes:</b>          National fire guidance is provided by Lacors: <i>Housing Fire Safety</i>. This guide can be seen at: <a href="http://www.propertyinfopoint.co.uk">www.propertyinfopoint.co.uk</a>. Read the following pages in guide for further information:          1. Fire alarm system: Pages 23-24    2. Fire doors: Pages 21-23    3. Escape window: Page 16    4. Emergency lighting: Pages 26-27    5. Fire fight equipment: Page 28</p>	

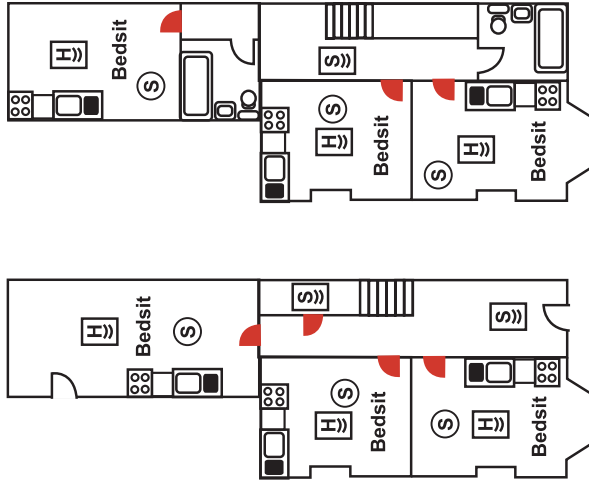





<p><b>Index key:</b> Layout C2  <b>House type:</b> Shared house  <b>Layout:</b> Two storey</p>	<p><b>Fire precautions</b></p> <p>1) <b>Fire alarm system</b>  <b>Grade D LD3+ system</b>  <b>Grade D system:</b> A system of mains powered interlinked smoke and heat detectors with integral battery back-up.  <b>LD3+ detection.</b> Detection in the following areas:  <b>Smoke detectors:</b></p> <ul style="list-style-type: none"> <li>• Dining room</li> <li>• Landing</li> <li>• Living room</li> </ul> <p><b>Heat detectors:</b></p> <ul style="list-style-type: none"> <li>• Kitchen</li> </ul> <p>2) <b>Doors</b></p> <ul style="list-style-type: none"> <li>• Fire doors (FD30) to first floor bedrooms, middle and front.</li> <li>• Fire doors (FD30) to ground floor bedroom and dining room.</li> </ul> <p>3) <b>Escape window/door</b></p> <ul style="list-style-type: none"> <li>• Fire door (FD30s) to the kitchen.</li> <li>• Provide escape window or door to ground floor living room.</li> <li>• Provide escape to first floor window front window.</li> </ul> <p>4) <b>Equipment</b>  Fire blanket and 2kg CO<sub>2</sub> extinguisher in the kitchen.</p> <p>5) <b>Emergency lighting</b>  Emergency light on first floor landing.</p> <p>6) <b>Escape access to first floor bedroom</b></p> <ul style="list-style-type: none"> <li>• No lock on bedroom door.</li> <li>• Adequate fire exit signs.</li> <li>• Fire escape instructions for tenants.</li> <li>• Management control to ensure access to bedroom at all times.</li> </ul>	<p><b>LAYOUT C2</b>  <b>No escape windows</b></p> <p><b>Ground floor:</b>  Escape through either: ground floor front bedroom room or rear kitchen</p> <p><b>First floor:</b>  No fire escape windows in all rooms.</p>  <p><b>Key</b></p> <ul style="list-style-type: none"> <li> Mains powered with battery back up, interlinked combined smoke detector and sounder.</li> <li> Mains powered with battery back up, interlinked combined heat detector and sounder.</li> <li> Emergency lighting.</li> <li> 30 minute fire resisting door incorporating intumescent strip (FD30).</li> <li> 30 minute fire resisting door incorporating intumescent and cold smoke seal (FD30S).</li> <li> Escape window.</li> </ul>	<p><b>Notes:</b>  National fire guidance is provided by Lacors: <i>Housing Fire Safety</i>. This guide can be seen at: <a href="http://www.propertyinfopoint.co.uk">www.propertyinfopoint.co.uk</a>. Read the following pages in guide for further information.  1. Fire alarm system: Pages 23-24    2. Fire doors: Pages 21-23    3. Escape window: Page 16    4. Emergency lighting: Pages 26-27    5. Fire fight equipment: Page 28</p>
--	---	--	---

<p><b>Index key:</b> Layout D1  <b>House type:</b> Shared house  <b>Layout:</b> Two storey. Two bedrooms on the first floor.</p>	<p><b>LAYOUT D1</b>  <b>Escape windows</b>  <b>Ground floor:</b> Stairs comes down direct into the dining room.  <b>First floor:</b> Fire escape windows in all rooms.</p> 
<p><b>Fire precautions</b></p> <ol style="list-style-type: none"> <li><b>1) Fire alarm system</b>  <b>Grade D LD3+ system</b>  <b>Grade D system:</b> A system of mains powered interlinked smoke and heat detectors with integral battery back-up.  <b>LD3+ detection.</b> Detection in the following areas:  <b>Smoke detectors:</b> <ul style="list-style-type: none"> <li>• Dining room</li> <li>• Landing</li> <li>• Living room</li> </ul> <b>Heat detectors:</b> <ul style="list-style-type: none"> <li>• Kitchen</li> </ul> </li> <li><b>2) Doors</b>  Close fitting doors of sound construction to all rooms. </li> </ol> <ul style="list-style-type: none"> <li>• Fire door (FD30S) to the kitchen.</li> </ul> <ol style="list-style-type: none"> <li><b>3) Equipment</b>  Fire blanket and 2kg CO<sub>2</sub> extinguisher in the kitchen.</li> <li><b>4) Emergency lighting</b>  Emergency light on first floor landing.</li> </ol>	<p><b>Key</b></p> <ul style="list-style-type: none"> <li>(S) Mains powered with battery back up, interlinked combined smoke detector and sounder.</li> <li>(H) Mains powered with battery back up, interlinked combined heat detector and sounder.</li> <li>EL Emergency lighting.</li> <li>30 minute fire resisting door incorporating intumescent strip (FD30).</li> <li>30 minute fire resisting door incorporating intumescent and cold smoke seat (FD30S).</li> <li>Escape window.</li> </ul>
<p><b>Notes:</b>  National fire guidance is provided by Lacors: <i>Housing Fire Safety</i>. This guide can be seen at: <a href="http://www.propertyinfopoint.co.uk">www.propertyinfopoint.co.uk</a>. Read the following pages in guide for further information.  1. Fire alarm system: Pages 23-24    2. Fire doors: Pages 21-23    3. Escape window: Page 16    4. Emergency lighting: Pages 26-27    5. Fire fight equipment: Page 28</p>	

<p><b>Index key:</b> Layout D2  <b>House type:</b> Shared house  <b>Layout:</b> Two storey. Two bedrooms on the first floor</p>	<p><b>Fire precautions</b></p> <p><b>1) Fire alarm system</b>  <b>Grade D LD3+ system</b>  <b>Grade D system:</b> A system of mains powered smoke and heat detectors with integral battery back-up.  <b>LD3+ detection.</b> Detection in the following areas:  <b>Smoke detectors:</b></p> <ul style="list-style-type: none"> <li>• Dining room</li> <li>• Landing</li> <li>• Living room</li> </ul> <p><b>Heat detectors:</b></p> <ul style="list-style-type: none"> <li>• Kitchen</li> </ul> <p><b>2) Doors</b></p> <ul style="list-style-type: none"> <li>• Fire door (FD30s) to the kitchen.</li> </ul> <p><b>3) Fire escape windows</b></p> <ul style="list-style-type: none"> <li>• Escape window or door to the dining room.</li> <li>• Escape window to first floor front bedroom</li> </ul> <p><b>4) Equipment</b>  Fire blanket and 2kg CO<sub>2</sub> extinguisher in the kitchen.</p> <p><b>5) Emergency lighting</b>  Emergency light on first floor landing.</p> <p><b>6) Escape access to first floor bedroom</b></p> <ul style="list-style-type: none"> <li>• No lock on bedroom door.</li> <li>• Adequate fire exit signs.</li> <li>• Fire escape instructions for tenants.</li> <li>• Management control to ensure access to bedroom at all times.</li> </ul>	<p><b>LAYOUT D2</b>  <b>No escape windows</b></p> <p><b>Ground floor:</b>  Stairs comes down direct into the dining room.</p> <p><b>First floor:</b>  If no escape windows there must be at least a fire escape window to first floor front bedroom window.</p>  <p><b>Key</b></p> <ul style="list-style-type: none"> <li> Mains powered with battery back up, interlinked combined smoke detector and sounder.</li> <li> Mains powered with battery back up, interlinked combined heat detector and sounder.</li> <li> Emergency lighting.</li> <li> 30 minute fire resisting door incorporating intumescent strip (FD30).</li> <li> 30 minute fire resisting door incorporating intumescent and cold smoke seal (FD30S).</li> <li> Escape window.</li> </ul>
<p><b>Notes:</b>  National fire guidance is provided by Lacors: <i>Housing Fire Safety</i>. This guide can be seen at: <a href="http://www.propertyinfopoint.co.uk">www.propertyinfopoint.co.uk</a>. Read the following pages in guide for further information.  1. Fire alarm system: Pages 23-24    2. Fire doors: Pages 21-23    3. Escape window: Page 16    4. Emergency lighting: Pages 26-27    5. Fire fight equipment: Page 28</p>		

<p><b>Index key:</b> Layout E1  <b>House type:</b> Shared house  <b>Layout:</b> Two storey. Three bedrooms on the first floor</p>	<p><b>LAYOUT E1</b>  <b>Escape windows</b>  <b>Ground floor:</b> Stairs comes down direct into the dining room.  <b>First floor:</b> Fire escape windows in all rooms.  <b>Note:</b> If you do not have escape windows you will need to adopt this plan or layout E2.</p>
<p><b>Fire precautions</b></p> <p><b>1) Fire alarm system</b>  <b>Grade D LD3+ system</b>  <b>Grade D system:</b> A system of mains powered interlinked smoke and heat detectors with integral battery back-up.  <b>LD3+ detection.</b> Detection in the following areas:  <b>Smoke detectors:</b></p> <ul style="list-style-type: none"> <li>• Dining room</li> <li>• Landing</li> <li>• Living room</li> </ul> <p><b>Heat detectors:</b></p> <ul style="list-style-type: none"> <li>• Kitchen</li> </ul> <p><b>2) Doors</b></p> <ul style="list-style-type: none"> <li>• Fire doors (FD30) to: First floor bedroom, first floor middle bedroom and ground floor bedroom.</li> <li>• Fire door (FD30S) to the kitchen.</li> </ul> <p><b>3) Equipment</b></p> <p>Fire blanket and 2kg CO<sub>2</sub> extinguisher in the kitchen.</p> <p><b>4) Emergency lighting</b></p> <p>Emergency light on first floor landing.</p>	<p><b>Ground floor</b></p>  <p><b>First floor</b></p>  <p><b>Key</b></p> <ul style="list-style-type: none"> <li> Mains powered with battery back up, interlinked combined smoke detector and sounder.</li> <li> Mains powered with battery back up, interlinked combined heat detector and sounder.</li> <li> Emergency lighting.</li> <li> 30 minute fire resisting door incorporating intumescent strip (FD30).</li> <li> 30 minute fire resisting door incorporating intumescent and cold smoke seat (FD30S).</li> <li> Escape window.</li> </ul>
<p><b>Notes:</b>  National fire guidance is provided by Lacors: <i>Housing Fire Safety</i>. This guide can be seen at: <a href="http://www.propertyinfopoint.co.uk">www.propertyinfopoint.co.uk</a>. Read the following pages in guide for further information.  1. Fire alarm system: Pages 23-24    2. Fire doors: Pages 21-23    3. Escape window: Page 16    4. Emergency lighting: Pages 26-27    5. Fire fight equipment: Page 28</p>	

<p><b>Index key:</b> Layout E2  <b>House type:</b> Shared house  <b>Layout:</b> Two storey. Three bedrooms on the first floor</p>	<p><b>Fire precautions</b></p> <p><b>1) Fire alarm system</b>  <b>Grade D LD3+ system</b>  <b>Grade D system:</b> A system of mains powered interlinked smoke and heat detectors with integral battery back-up.  <b>LD3+ detection.</b> Detection in the following areas:  <b>Smoke detectors:</b></p> <ul style="list-style-type: none"> <li>• Dining room</li> <li>• Landing</li> <li>• Living room</li> </ul> <p><b>Heat detectors:</b></p> <ul style="list-style-type: none"> <li>• Kitchen</li> </ul> <p><b>2) Doors</b></p> <ul style="list-style-type: none"> <li>• Fire doors (FD30) to: First floor bedroom, first floor middle bedroom and ground floor bedroom.</li> </ul> <p><b>3) Protected means of escape</b></p> <ul style="list-style-type: none"> <li>• Fire door (FD30S) to the kitchen.</li> <li>• Provide corridor from the bottom of stairs to the external.</li> <li>• The partition wall with the dining room should provide 30 min fire resistance.</li> <li>• The door from the new corridor into the dining room will have to be to standard FD30S with self closure.</li> </ul> <p><b>4) Equipment</b>  Fire blanket and 2kg CO<sub>2</sub> extinguisher in the kitchen.</p> <p><b>5) Emergency lighting</b>  Emergency light on first floor landing.</p>	<p><b>LAYOUT E2</b>  <b>No escape window.</b></p> <p><b>Ground floor:</b>  Stairs comes down direct into the dining room.</p> <p><b>First floor:</b>  No fire escape windows in bedrooms.</p>  <p><b>Key</b></p> <ul style="list-style-type: none"> <li> Mains powered with battery back up, interlinked combined smoke detector and sounder.</li> <li> Mains powered with battery back up, interlinked combined heat detector and sounder.</li> <li> Emergency lighting.</li> <li> 30 minute fire resisting door incorporating intumescent strip (FD30).</li> <li> 30 minute fire resisting door incorporating intumescent and cold smoke seal (FD30S).</li> <li> Escape window.</li> </ul>
<p><b>Notes:</b>  National fire guidance is provided by Lacors: <i>Housing Fire Safety</i>. This guide can be seen at: <a href="http://www.propertyinfopoint.co.uk">www.propertyinfopoint.co.uk</a>. Read the following pages in guide for further information.  1. Fire alarm system: Pages 23-24    2. Fire doors: Pages 21-23    3. Escape window: Page 16    4. Emergency lighting: Pages 26-27    5. Fire fight equipment: Page 28</p>		

<p><b>Index key:</b> Layout F  <b>House type:</b> Bedsit accommodation  <b>Layout:</b> Two or three storey</p>	<p><b>LAYOUT F</b>                  Escape from the rooms into protected means of escape providing 30 min fire resistance</p>  <p><b>Key</b>   Mains powered with battery back up, interlinked combined smoke detector and sounder.   Mains powered with battery back up, interlinked combined heat detector and sounder.   Emergency lighting.   Smoke detectors - non-interlinked.   Either mains powered or 10 year life battery.</p> <p>30 minute fire resisting door incorporating intumescent strip (FD30).                  30 minute fire resisting door incorporating intumescent and cold smoke seal (FD30S).                  Escape window.</p>
<p><b>Fire precautions</b></p> <p><b>1) Fire alarm system</b></p> <p><b>a) Whole house</b></p> <p><b>Grade D LD3+ system</b></p> <p><b>Grade D system:</b> A system of mains powered interlinked smoke and heat detectors with integral battery back-up.</p> <p><b>LD3+ detection.</b> Detection in the following areas:</p> <p><b>Smoke detectors:</b></p> <ul style="list-style-type: none"> <li>• Hallway and corridor</li> <li>• Each landing</li> <li>• Living room</li> </ul> <p><b>Heat detectors:</b></p> <ul style="list-style-type: none"> <li>• In each bedsit with cooking facilities</li> </ul> <p><b>b) Each bedsit</b></p> <p><b>Grade D LD3 system</b></p> <p>• Each bedsit should have own smoke detector. Ideally mains powered but tamper proof detectors with 10yr life lithium batteries can be considered.</p> <p><b>2) Doors</b></p> <ul style="list-style-type: none"> <li>• Fire doors (FD30S): including smoke seals, intumescent strips and self closures to all doors opening onto common area forming the means of escape.</li> </ul> <p><b>3) Emergency lighting</b></p> <p>Emergency lighting on each landing and hallway.</p> <p><b>4) Equipment</b></p> <p>Fire blanket and 2kg CO<sub>2</sub> extinguisher in the kitchen.</p>	<p><b>Notes:</b>                  National fire guidance is provided by Lacors: <i>Housing Fire Safety</i>. This guide can be seen at: <a href="http://www.propertyinfopoint.co.uk">www.propertyinfopoint.co.uk</a>. Read the following pages in guide for further information:                  1. Fire alarm system: Pages 23-24    2. Fire doors: Pages 21-23    3. Escape window: Page 16    4. Emergency lighting: Pages 26-27    5. Fire fight equipment: Page 28</p>

<p><b>Index key:</b> Layout G  <b>House type:</b> Shared house  <b>Layout:</b> Three floors and shared cooking and bathing facilities</p>	<p><b>LAYOUT G</b>                  Escape from the rooms into protected means of escape providing 30 min fire resistance</p> <p><b>LD3+ detection.</b> Detectors in the following areas:                  Smoke detectors:                  • Hallway and corridor                  • Each Landing                  • Living room and dining area  <b>Heat detectors:</b>                  • In rooms with cooking facilities</p> <p><b>2) Doors</b>  <b>Grade D LD2 system</b>                  • Fire doors (FD30S) include smoke seals, intumescent strips and self closures to all doors opening onto a common area forming the means of escape.  <b>Grade D LD3 system</b>                  • Fire doors (FD30): these do not need smoke seals, but otherwise the same as FD30S above.</p> <p><b>3) Emergency lighting</b>                  • Emergency lighting on each landing and hallway.</p> <p><b>4) Equipment</b>                  Fire blanket and 2kg CO2 extinguisher in the kitchen</p> <p><b>Notes:</b>                  National fire guidance is provided by Lacors: <i>Housing Fire Safety</i>. This guide can be seen at: <a href="http://www.propertyinfopoint.co.uk">www.propertyinfopoint.co.uk</a>. Read the following pages in guide for further information.                  1. Fire alarm system: Pages 23-24    2. Fire doors: Pages 21-23    3. Escape window: Page 16    4. Emergency lighting: Pages 26-27    5. Fire fight equipment: Page 28</p>
---	--

<p><b>Index key:</b> Description H  <b>House type:</b> Shared house or bedsit accommodation  <b>Layout:</b> Four or more storeys</p>	<p><b>DESCRIPTION H – no layout plan</b>                  Escape from the rooms into protected means of escape providing 30 min fire resistance</p>
<p><b>Fire precautions</b></p> <p><b>1) Fire alarm system</b>  <b>Grade A LD2 system</b>  <b>Grade A system:</b> A system of electrically operated smoke and heat detectors linked to a control panel. (The panel should be secure and tamper protected and can be only reset by nominated key holder. The contact details of the key holder should be displayed in the prominent position near to the panel. A monthly record of testing should be also displayed close to the panel).  <b>LD2 detection.</b> Detection in the following areas:  <b>Smoke detectors:</b></p> <ul style="list-style-type: none"> <li>• Hallways, corridors and landings</li> </ul> <p><b>2) Doors</b></p> <ul style="list-style-type: none"> <li>• Fire doors (FD30S): including smoke seals, intumescent strips and self closures to all doors opening onto common area forming the means of escape.</li> </ul> <p><b>3) Emergency lighting</b>                  Emergency lighting on each landing and hallway.</p> <p><b>4) Equipment</b>                  Fire blanket and 2kg CO<sub>2</sub> extinguisher in the kitchen.</p> <p><b>5) In all risk rooms including bedrooms and communal rooms.</b>  <b>Heat detectors:</b></p> <ul style="list-style-type: none"> <li>• Any room with cooking facilities.</li> </ul>	
<p><b>Notes:</b>                  National fire guidance is provided by Lacors: <i>Housing Fire Safety</i>. This guide can be seen at: <a href="http://www.propertyinfopoint.co.uk">www.propertyinfopoint.co.uk</a>. Read the following pages in guide for further information:                  1. Fire alarm system: Pages 23-24    2. Fire doors: Pages 21-23    3. Escape window: Page 16    4. Emergency lighting: Pages 26-27    5. Fire fight equipment: Page 28</p>	

<p><b>Index key:</b> Description I  <b>House type:</b> Individual family let  <b>Layout:</b> Single family property</p>	<p><b>DESCRIPTION I – no layout plan</b></p> <p><b>Ground floor:</b> Stairs comes down direct into the dining room.</p> <p><b>First floor:</b> No fire escape windows in bedrooms.</p>
<p><b>Fire precautions</b></p> <p><b>1) Fire alarm system</b>  <b>Grade D or F LD3 system</b>  <b>Grade D system:</b> System of mains powered interlinked smoke and heat detectors with integral battery back-up.  <b>Grade F system:</b> A system of battery operated detectors. These must be tamper proof with 10year life lithium batteries.</p> <p><b>LD3 detection.</b> Detection in the following areas:</p> <p><b>Smoke detectors:</b></p> <ul style="list-style-type: none"> <li>• Hallway and landings.</li> <li>• Lounge and/or dining room area. depending on the layout.</li> </ul> <p><b>Heat detectors:</b></p> <ul style="list-style-type: none"> <li>• Kitchen depending on layout.</li> </ul> <p><b>2) Doors</b> Doors should be of sound construction and there should always be a door into the kitchen.</p> <p><b>3) Equipment</b> Fire blanket in the kitchen.</p>	<p><b>Notes:</b> National fire guidance is provided by Lacors: <i>Housing Fire Safety</i>. This guide can be seen at: <a href="http://www.propertyinfopoint.co.uk">www.propertyinfopoint.co.uk</a>. Read the following pages in guide for further information.  1. Fire alarm system: Pages 23-24    2. Fire doors: Pages 21-23    3. Escape window: Page 16    4. Emergency lighting: Pages 26-27    5. Fire fight equipment: Page 28</p>

<p><b>Index key:</b> Description J  <b>House type:</b> Self contained flats  <b>Layout:</b> Block development</p>	<p><b>Description J – no layout plan</b>                  Flats share common staircase and entrances out of the building.</p>
<p><b>Fire precautions</b></p> <p><b>1) Alarm systems</b></p> <p><b>a) Common areas</b></p> <p><b>Grade D or Grade A LD2 system.</b></p> <p><b>Grade D system:</b> System of mains powered interlinked smoke and heat detectors with integral battery back-up.</p> <p><b>Grade A system:</b> A system of electrically operated smoke and heat detectors linked to a control panel.</p> <p><b>LD2 detection.</b> Detection in the following areas:</p> <p><b>Smoke detectors:</b></p> <ul style="list-style-type: none"> <li>• Common hallways, entrances and landings.</li> <li>• Lounge and/or dining room area depending on the layout.</li> </ul> <p><b>Heat detectors:</b></p> <ul style="list-style-type: none"> <li>• Front entrance lobby of each flat.</li> </ul> <p><b>b) Each flat</b></p> <p><b>Grade D or Grade F systems.</b></p> <p><b>Grade D LD3 system.</b></p> <p><b>Grade D system:</b> System of mains powered interlinked smoke and heat detectors with integral battery back-up.</p> <p><b>LD3:</b> Smoke detectors near kitchens and risk room</p> <p><b>Grade F system:</b> A system of battery operated detectors. These must be tamper proof with 10year life lithium batteries.</p> <p><b>2) Doors</b></p> <p>FD30S standard for doors which open out onto the common areas providing the route of escape.</p> <p><b>3) Emergency lighting</b></p> <p>Provided on route of escape including landings and hallways.</p> <p><b>3) Equipment</b></p> <p>Fire blanket and 2kg CO<sub>2</sub> extinguisher in the kitchen.</p>	
<p><b>Notes:</b>                  National fire guidance is provided by Lacors: <i>Housing Fire Safety</i>. This guide can be seen at: <a href="http://www.propertyinfopoint.co.uk">www.propertyinfopoint.co.uk</a>. Read the following pages in guide for further information:                  1. Fire alarm system: Pages 23-24    2. Fire doors: Pages 21-23    3. Escape window: Page 16    4. Emergency lighting: Pages 26-27    5. Fire fight equipment: Page 28</p>	

## Appendix 2: Fire standards further information

### Notes

**Standards** The standards detailed in the chart are those which would *normally* be expected. Variations from the standard can occur depending on circumstances and the result of 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 min fire resistance) 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 min fire resisting structure to walls and ceilings separating habitable rooms and other habitable rooms kitchens and the common escape routes. 60 min 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.

### Risk assessments

The standards set out in the flow chart 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 HMO's 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 3rd 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 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**

The 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 ie. 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 LD2 Grade D.

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.
- 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 mins.
- 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 min 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 30 min standard will have to be agreed following the site inspection.

This may include the upgrading of unkeyed plaster (particularly lath and plaster) by fitting 9.5mm plasterboard on both faces. The scriming 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 min 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<sup>2</sup> with the width and height dimension being a minimum of 450mm. Side hung opening lights are recommended.

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).



## Norwich City Council

## Appendix 3

## Fire safety in houses in multi occupation

## Fire risk assessment form

Address of premises:		Owner of premises:	
Size of premises:		Age of premises:	
2 Storey <input type="checkbox"/> 3 Storey <input type="checkbox"/> 4+ Storeys <input type="checkbox"/>			
Name of person carrying out fire risk assessment:			
Position / responsibility:			
Fire risk assessment - key steps reviewed		Date of review:	
Key steps	Assessment made?		
Fire hazards	Yes <input type="checkbox"/> No <input type="checkbox"/>	Signed:	
People at risk	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Risk review	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Record keeping	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Review and plan of action	Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Dated:	

## Fire safety in houses in multi occupation. Regulatory Reform (Fire Safety) Order 2005 risk assessment form

Fire risk assessment for: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode \_\_\_\_\_

To ensure the adequacy of existing fire precautions within a house in multi occupation (HMO), a risk assessment should be carried out: by or on the behalf of; the owner, the licensee/ prospective licensee to establish both the risk of a fire occurring and the risk to people in the event of fire.

Under the Regulatory Reform (Fire Safety) Order 2005 you must:

- Carry out a fire-risk assessment identifying any possible dangers and risks.
- Consider who may be especially at risk.
- Remove or reduce the risk of fire and provide general fire precautions to deal with any remaining risk.
- Create a plan to deal with any emergency and keep a record of your findings.
- Review your findings when necessary.

The risk assessment form below guides you in the steps you need to take in undertaking a risk assessment. It provides you with a series of questions, which you will need to consider in undertaking an assessment.

The checklist or something similar must be submitted to Norwich City Council. The answer to all the questions should be *yes*, *no* or *not applicable* (N/A).

For those who are responsible for smaller HMO's you may think some of the questions are do not apply to you. However you should indicate this by marking the *not applicable* column. It is important for the council to see that you have considered all the questions.

In the *details/justification* column you should provide further information on:

- the deficiencies identified
- the arrangements in place which satisfy the question
- the justification for answering the question *not applicable*

# Fire risk assessment

Key steps	Yes	No	N/A	Details/Justification	Action taken
<b>Step one - Hazards</b>					
1 Have the premises been recently modified as a result of: a Building control requirements and/or b A schedule issued by the council.					
2 Have flammable and combustible materials (eg. paints, cleaning agents, aerosols, stored furnishings etc) been identified and minimised where possible?					
3 Are all flammable substances and combustible materials stored safely?					
4 Are heating appliances fixed in a position at a safe distance from any combustible materials and suitably guarded? (eg. are curtains, drapes furniture too near heating appliances?)					
5 Have you a gas safety certificate issued in the past year by a Corgi registered engineer?					
6 Is the furniture upholstery made of fire resistant materials meeting the Furniture and Furnishings (Fire) (Safety) Regulations 1988?					
7 Has there been an electrical safety certificate issued for the premises in the past five years?					
8 Are all items of electrical equipment fitted with fuses of the correct rating?					
9 Are all lengths of flexible cable and multi-point adaptors kept to a minimum?					
10 Are cables run only where damage is unlikely and not under any floor coverings or through doorways?					
11 Have you had portable appliances tests on electrical equipment?					
12 Are the premises free from accumulations of: rubbish, waste-paper or other materials which could cause a fire if set alight?					
13 Have measures been taken to reduce the risk of either: accidental or deliberate fire?					
14 Are there suitable management procedures in place to ensure fire safety standards are maintained?					
15 Have you in place management arrangements for dealing with tenants whose behaviour might lead to a risk to other tenants?					
<b>Step two - People at risk</b>					
Have you made an assessment of risk to residents and visitors arising out of special needs such as; disability, mental health problems, behavioural problems, language difficulties? Regarding the above have you considered the following: 1 Are all your residents able to understand the fire safety measures you have put in place?					

Key steps	Yes	No	N/A	Details/Justification	Action taken
<b>Step two - People at risk</b> <i>continued</i>					
2 Have residents been given clear instruction on fire safety?					
3 Are all the residents in the property reasonably mobile?					
4 Are there suitable procedures in place for the evacuation of residents?					
5 Have you assessed whether any resident may present a particular fire risk?					
<b>Step three - Reducing the risk</b>					
<b>A means of escape</b>					
1 Is the fire detection system adequate for the size of property and the number of people accommodated? (See council guidance)					
2 Is the property of sound construction with suitable fire resistance to: walls, floors, landings, stairwells and ceilings?					
3 Are there sufficient exits for the number of people present?					
4 Do all residents have access to a protected means of escape in the event of a fire?					
5 Do all exits lead to a place of safety? (Enclosed rear gardens are not considered as a place of safety)					
6 Do residents have to go through a risk room as the means of escape? (Risk rooms include: bedrooms, living rooms, dining rooms and kitchens.)					
7 Are all corridors and escape routes free from obstruction?					
8 Are the floor surfaces on escape routes free from tripping and slipping hazards?					
9 Are all internal fire doors clearly labelled?					
10 Are all doors used as means of escape in good repair and can these doors be easily and immediately opened without the use of a key?					
11 Can all fire safety signs and exit notices be clearly seen? (Notices and signs should comply with BS 5499: Part 1 1990)					
12 Are self closing devices on fire doors in working order?					
13 Are all vents and service ducts, etc suitably protected where appropriate to prevent the spread of fire, heat or smoke?					
<b>B Lighting</b>					
1 Has the need for emergency lighting being considered?					
2 Are routes to a place of safety adequately lit?					
3 Is the emergency lighting in working order and maintained regularly?					

# Fire precautions in dwellings

Key steps	Yes	No	N/A	Details/Justification	Action taken
<b>C Fire alarm</b>					
1 Is there an automatic fire alarm system ie. a system with mains power supply?					
2 Is the automatic fire alarm system in working order?					
3 Is the fire alarm system tested and maintained regularly?					
4 Has a test certificate for the alarm system been issued in the past year?					
<b>D Fire fighting</b>					
1 Is there sufficient fire fighting equipment of the correct type? (Each kitchen are should have a fire extinguisher and fire blanket)					
2 Are portable fire extinguishers, fire blankets etc, suitably located and available for use?					
3 Have portable fire extinguishers been serviced in the past year?					
4 Is the fire fighting equipment in working order?					
<b>E Fire instructions / emergency plan</b>					
1 Are fire instructions clearly displayed throughout the premises?					
2 Have steps been taken to plan what actions everyone should take if a fire starts?					
3 Have these steps been brought to the attention of all the residents?					
<b>Step four - Record keeping</b>					
1 Have you recorded the findings of your risk assessment?					
2 Has a procedure been established to review the fire risk periodically?					
3 Do you keep records of the routine testing of the fire alarms?					
4 Do you keep maintenance check records to monitor any defects or damage, which may arise, leading to a fire risk?					
5 Do you have records of the annual checks for the fire alarm system and fire fighting equipment?					

Note: Once completed, this checklist should help you to meet your responsibilities under the Regulatory Reform (Fire Safety) Order 2005 in that you have identified fire hazards in your HMO. What you must also do is reduce the risk of those hazards and decide what physical fire precautions and management requirements are required to ensure fire safety is achieved. Depending on your answers in the above checklist you should identify the risks on the sheet below and also detail the actions you will be taking to reduce the risk and set a date by which time the works are to be completed.

**Note:** You should list below those areas for attention identified both from the checklist above and any other investigations. You should list these in priority order under the headings **urgent attention** etc.

Record of significant findings	Actions to be taken	Completion date
Step five - Review and plan of action		

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

## Appendix 4: Risk assessment form notes

### Step 1 – Question 5

You have duties under the Gas Safety (Installation and Use) Regulations 1998 to arrange maintenance by a CORGI-registered installer for all pipe work, appliances and flues, which you own and have provided for your tenants' use. You must also arrange for an annual gas safety check to be carried out every 12 months by a CORGI-registered installer. You must keep a record of the safety check for two years and issue a copy to each existing tenant within 28 days of the check being completed and issue a copy to any new tenants before they move in.

### Step 1 – Question 6

Furniture and Furnishings Regulations (Fire) (Safety) Regulations 1988. Landlords and agents must ensure any furniture or furnishings they provided in the property meet appropriate safety standards. Under these regulations landlords must ensure their furniture and furnishings meet the following standard tests:

- Upholstered articles must have fire resistant material.
- Upholstered articles must pass the match resistance test.
- Combinations of cover material and filling material have passed the cigarette resistance test.

### Step 1 – Question 7

Landlords should have electrical safety certificates issued on the premises every five years. The certificate should be issued by a competent electrician namely one who is a member of the following:

- NECEIC.
- Electrical Contractors Association
- CITB defined competency scheme.
- NAPIT Certification Scheme.

(You will need Building Regulation approval for electrical work unless it is carried out by a competent electrician).

### Step 1 – Question 11

Since 1997 it has been mandatory under the Electrical Equipment (Safety) Regulations for all electrical appliances supplied with rented accommodation to be safe. This applies to both new and second hand equipment.

The best way to be sure that appliances are safe is to have a **portable appliance test** undertaken by a competent person.

### Step 3 – All questions

Please refer to the council's guidance *Fire precautions in dwellings* for the subsequent questions.





If you require this booklet in another language or format, eg large print, audio cassette or Braille, please contact Norwich City Council on 0344 980 3333 or email [info@norwich.gov.uk](mailto:info@norwich.gov.uk)

Published by Norwich City Council June 2010  
Norwich City Council, City Hall, Norwich, NR2 1NH

[www.norwich.gov.uk](http://www.norwich.gov.uk)