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INTRODUCTION

About this guide

1 This guide is issued in connection with the operation of the Fire Precautions Act 1971 as it applies to hotels and boarding houses. It replaces the “Guide to the Fire Precautions Act 1971: 1. Hotels and Boarding Houses” first published in 1972.

2 The purpose of this guide is to set out reasonable standards for means of escape and other fire precautions in premises which require a fire certificate. It is not a design guide for new buildings or for those which are “materially” altered or subject to a material change of use within the meaning of the Building Regulations. Such buildings in England and Wales are subject to the requirements of the Building Regulations so far as structural fire precautions are concerned and following a review of these Regulations it is expected that the requirements will be extended to means of escape in case of fire. In Scotland such buildings are subject to the requirements of the technical standards for compliance with the Building Standards (Scotland) Regulations.

3 Part I of the guide deals with the legislation relating to fire precautions. It explains which premises used as sleeping accommodation under the 1971 Act require a fire certificate and which do not. Part II of the guide contains guidance on fire precautions which should be dealt with in the fire certificate. Part III makes recommendations in relation to matters on which a fire authority may be asked to provide advice to occupiers.

4 At various points in the text, certain words are in bold print. This means that the technical term is defined and a list of these definitions is at the beginning of Part II. The references in the left-hand margin in Part I are to sections of the Fire Precautions Act 1971. Reference is also made in Part I of the guide to offences under the 1971 Act. Further information on penalties and rights of appeal appear in Chapters 5 and 6.

Who the guide is for

5 The guide is directed mainly at fire authorities but it is also of importance to other professionals in the field of fire precautions. *It aims to set acceptable national standards of safety and encourage consistency of enforcement, while at the same time leaving scope for flexibility and the exercise of professional judgement and common sense.*

Principal changes between the 1972 guide and this guide

Automatic fire detection

6 This guide differs from the preceding one in making recommendations for automatic fire detection (AFD) in all hotels and boarding houses except, in certain circumstances, those of only single storey construction. This guidance recognises that for a number of years some fire authorities have, as a matter of policy, required AFD systems to protect escape routes and that some hotel operators (particularly the larger groups) have decided voluntarily to take this course of action. It also acknowledges the 1988 revision of British Standard 5839: Part 1 which gives additional advice on fire warning systems which are intended to cover sleeping risk situations.

7 AFD should be required in premises brought into use for the first time. The need to provide AFD may also arise if occupiers make material structural changes to the premises which affect the means of escape or change the use to the extent that an existing fire certificate requires amendment, but then, normally only in relation to those parts of the premises affected by the proposed changes. (See also Chapter 14).

Note: This guidance is not retrospective. It does not mean that existing fire warning systems should be upgraded, nor that fire authorities should seek to impose higher standards in hotels and boarding houses which already have a fire certificate, unless there is proper cause to do so.

Structural fire protection

8 As a result of experience gained over the years the opportunity has been taken to raise the standard of structural fire protection required for certain parts of the premises eg doors to bedrooms and partitions to corridors serving sleeping accommodation.

British Standards

9 References to British Standards are to those Standards in force at the time of publication. Where premises used as a hotel or boarding house were brought into use at a time earlier Standards or versions of Standards prevailed, those Standards should normally be regarded as acceptable. Where such premises are brought into use after the publication of this guide, the relevant British Standards will be those current at the time the work is undertaken. Appendix B provides a list of British Standards referred to in this guide.

EC Recommendation on Fire Safety in Existing Hotels

10 On 22 December 1986 the Council of the European Communities adopted a Recommendation on Fire Safety in Existing Hotels. The

recommendation is reproduced in full at Appendix C and fire authorities were advised of the details in Fire Service Circular No 7/1987 (in Scotland Fire Service Circular No 10/1987). It is considered that a fire certificate issued under the Fire Precautions Act 1971 requires a safety standard at least equivalent to that set out in the Annex to the EC Recommendation. The guide does however incorporate details from the Recommendation where this is considered to be appropriate.

EC Safety and Health directives for the workplace

11 The provisions of this guide are without prejudice to requirements included in Regulations likely to be made under section 12 of the Fire Precautions Act 1971 to implement the fire safety provisions of European Community Directives on Health and Safety in the workplace. The first of these requirements will have effect from 1 January 1993.

Guide for managers

12 There is a separate, and new, non technical guide for hotel managers and proprietors. Called "FIRE SAFETY MANAGEMENT IN HOTELS AND BOARDING HOUSES", it has been produced jointly by the Home Departments and the Fire Protection Association. It is published by HMSO ISBN 0 11 340980 X.

Status of the guide

13 The guide has no statutory force but presents a set of national standards intended to assist in the achievement of consistency of enforcement by fire authorities. It applies to England and Wales, and to Scotland, but not to other parts of the United Kingdom.

PART I

THE APPLICATION OF THE LAW TO PREMISES USED AS HOTELS AND BOARDING HOUSES

FIRE PRECAUTIONS LEGISLATION – ITS APPLICATION TO PREMISES USED AS HOTELS AND BOARDING HOUSES

1.1 The Fire Precautions Act 1971 is the principal instrument for the control of fire safety in occupied premises, and is designed to ensure the provision of adequate general fire precautions, ie means of escape and related fire precautions in premises within its scope. Premises put to a use designated under the Act are required to have a fire certificate. Fire authorities are responsible for the issue of fire certificates and they have a duty to enforce the provisions of the Act, and the regulations made under it, within their areas. In respect of Crown premises the responsibility rests with the Fire Service Inspectorates of the Home Office and The Scottish Office.

Legislation

1.2 The Fire Precautions Act 1971 came into force in 1972, when hotels and boarding houses were the first class of premises to be designated. Since then all but the smallest of these are required to have a fire certificate.

1.3 The Fire Safety and Safety of Places of Sport Act 1987 amended the 1971 Act. A feature of the 1971 Act (as amended) is that where there is a serious risk to life, it gives the fire authority power, in appropriate cases, to serve a prohibition notice on the occupier of the premises without the need to obtain a court order. This is explained further in Chapter 4 of this guide. Additionally, immediately an application for a fire certificate has been submitted, the occupier has an interim duty to take certain minimum fire precautions and these are outlined in paragraph 3.3.

1.4 Section 3 of the 1987 Act inserted a new section 8B into the 1971 Act which makes provision for the first time for charges to be made by fire authorities to recover the cost of issuing and amending fire certificates.

PREMISES FOR WHICH APPLICATION HAS TO BE MADE FOR A FIRE CERTIFICATE

2.1 By virtue of the Fire Precautions (Hotels and Boarding Houses) Order 1972 (in Scotland the Fire Precautions (Hotels and Boarding Houses) (Scotland) Order 1972) a fire certificate under the 1971 Act is required for any premises used for providing, in the course of carrying on the business of a hotel or boarding house keeper:-

- (a) sleeping accommodation for staff; or
- (b) sleeping, dining or other accommodation for guests.

Note: Premises used as a hotel or boarding house cannot simultaneously be regarded as a house in multiple occupation as different legislative regimes apply to the two types of premises. In cases of doubt it is important that the fire authority agree with the housing authority into which category the premises fall and who is responsible for enforcement.

2.2 However a fire certificate will not be required for such premises unless either:-

- (a) there is sleeping accommodation for more than six persons, whether they are staff or guests; or
- (b) some of the sleeping accommodation is above the first floor level; or
- (c) some of the sleeping accommodation is below the ground floor level.

2.3 The designating order states that “guests” means members of the general public, being travellers, holidaymakers or other persons, for whom sleeping accommodation is provided.

Notes: 1. It will be appreciated that, ultimately, only the courts can give a binding interpretation on a point of law. Nevertheless the Home Departments have issued interpretative guidance to fire authorities in respect of the designating order in the form of appendices to Fire Precautions Act 1971 Circulars/Memoranda. A summary of the most important of these forms Appendix A to this guide.

2. It should be noted that premises providing less sleeping accommodation than described in paragraph 2.2 are not put to a designated use. They are not therefore “exempt” from the requirement to have a fire certificate: in their case there is no such requirement, and section 9A of the 1971 Act is not relevant.

Application for a fire certificate and statutory interim duty

3.1 The Fire Precautions (Application for Certificate) Regulations 1989 (SI 1989 No. 77) prescribe a new form of application for a fire certificate superseding the Fire Precautions (Application for Certificate) Regulations 1976. The 1989 Regulations give effect to the revision of the application form which was necessary in the light of amendments made to the 1971 Act by the 1987 Act.

Section 5(1)

3.2 An application for a fire certificate must be made to the fire authority for the area in which the premises are situated, using form FP1 (Rev). This form is obtainable from the fire authority.

3.3 Where an application is made for a fire certificate with respect to any premises it is the duty of the occupier to secure that, when the application is made and pending its disposal:-

Section 5(2A)

- (a) the means of escape in case of fire with which the premises are provided can be safely and effectively used at all material times;
- (b) the means for fighting fire with which the premises are provided are maintained in efficient working order; and
- (c) any persons employed to work in the premises receive instruction or training in what to do in case of fire.

Section 5(2)

3.4 On receipt of an application for a fire certificate with respect to any premises the fire authority must notify the applicant of his duties under the Act.

Requests for further information

Section 5(2)

3.5 Before issuing a fire certificate the fire authority may need to ask the occupier for more information. Plans may be required of the premises and if the premises are only part of a building, plans of other specified parts of the building, so far as this is possible. If plans are not provided within the specified time or such further time as the fire authority may allow, the application will be deemed to have been withdrawn. Plans should comprise simple outline drawings showing the essential features but a fire authority will normally accept architects' plans if these are readily available and suitable for the purpose.

Inspection of the premises

Section 5(3) 3.6 Following the application for a fire certificate the premises must be inspected by the fire authority. If the premises form only part of a building, the other parts may also require inspection.

Note: The fire authority have no power to grant an exemption from certification in the case of a hotel or boarding house, because the Fire Precautions (Hotels and Boarding Houses) Order 1972 (in Scotland the Fire Precautions (Hotels and Boarding Houses) (Scotland) Order 1972) does not specify any descriptions of those premises which qualify for exemption.

Section 19, 20,
40 3.7 An inspector may take such action as is necessary for giving effect to the Act or regulations made under it. This includes power to enter at any reasonable time premises to which the Act applies, as well as the rest of the building containing such premises. Inspectors may also make such inquiries as may be necessary to find out if the Act and any regulations under the Act are being complied with, and may require appropriate facilities and assistance to be given to them in the exercise of their powers.

Section 19(4) 3.8 Inspectors may be required to produce proof of their authority upon request.

3.9 Inspectors should also have evidence of their identity and although there is no national standard identity document for fire brigade officers the document should state the name of the bearer, specify the legislation under which they are empowered to act, and be signed either by the Chief Fire Officer (in Scotland, the Firemaster) or the Chief Executive of the County or Regional Council.

Disclosure of information

Section 21 3.10 The Fire Precautions Act 1971 prohibits inspectors from disclosing any information they have obtained whilst in any premises entered by them in the course of carrying out their duties under the Act, unless such disclosure is necessary in the performance of their duty; for the purposes of legal proceedings or a report of such proceedings; or to an enforcing authority (within the meaning of the Health and Safety at Work etc Act 1974) to enable that authority to discharge any function falling within its field of responsibility. Details of the issue of prohibition notices are however now to be made available for public scrutiny under the provisions of the Environment and Safety Information Act 1988 (see Home Office Circular No 26/1989 – Fire Service Circular No 4/1989 (in Scotland Fire Service Circular 3/89)).

Issue of a fire certificate

Section 5(3) 3.11 If, following the inspection, the fire authority are satisfied that the means of escape from fire and related fire precautions in the premises concerned are such as may reasonably be required in the

circumstances of the case, they must issue a fire certificate. (See also the Note to paragraph 3.6).

Contents of a fire certificate

Section 6(1)

3.12 The fire certificate will specify:-

- (a) the use(s) of the premises covered by the fire certificate;
- (b) the means of escape in case of fire;
- (c) the means for ensuring that the means of escape can be safely and effectively used at all material times (this would cover such matters as measures to restrict the spread of fire, smoke and fumes, escape lighting and direction signs);
- (d) the type, number and location of the firefighting equipment for use by persons in the building; and
- (e) the type, number and location of the fire alarms.

The certificate may include a plan showing any of the above.

Section 6(2)

3.13 The fire authority may also decide to incorporate any of the following requirements in the fire certificate:-

- (a) that the means of escape are properly maintained and kept free from obstruction;
- (b) that everything covered in (c), (d) and (e) in paragraph 3.12 is properly maintained;
- (c) that all employees are given appropriate training in what to do in case of fire, and that records are kept of that training;
- (d) that the number of people who may be in the premises at any one time do not exceed a specified limit; and
- (e) other precautions to be observed in relation to the fire risk.

Section 6(3)

3.14 The certificate may apply any of the above requirements in varying degree to different parts of the premises.

Necessary improvements before a fire certificate is issued

Section 5(4)

3.15 If, on inspection, the fire authority are not satisfied about the matters at (b) to (e) in paragraph 3.12 they must serve a notice on the applicant stating what steps will have to be taken before they are so satisfied, and that they will not issue a fire certificate unless those steps are taken within a specified time. If a fire certificate is not issued by then or within such further time allowed by the fire authority (or by the

-
- Section 9(1)(a) court in the event of an appeal), the fire certificate will be deemed to have been refused, and it will be unlawful to use the premises for the purpose in question.
- Section 5(4)(b) 3.16 The applicant is responsible for doing or having done whatever work is necessary.

Obligations under fire certificates

- Section 6(4) 3.17 Matters specified in a fire certificate (see paragraph 3.12) must be kept in accordance with that specification, and other requirements of a fire certificate must always be observed. The occupier of the premises covered by a fire certificate will normally be the person responsible in the event of contravention of the requirements of the fire certificate.
- Section 6(5) 3.18 The fire authority also have discretion to impose requirements on other persons instead of, or in addition to, the occupier. The fire authority can also impose requirements relating to a part of the building other than that part comprising the premises and these requirements would be imposed on the occupier(s) of the other part. In these cases the fire authority must consult the other occupier(s) before imposing a requirement on them in respect of a fire certificate. There are rights of appeal regarding the requirements of a fire certificate (see Chapter 6 of this guide).
- Section 9(1) 3.19 The fire authority must consult the other occupier(s) before imposing a requirement on them in respect of a fire certificate. There are rights of appeal regarding the requirements of a fire certificate (see Chapter 6 of this guide).

Where the fire certificate must be kept

- Section 6(8) 3.19 The fire certificate must be kept in the premises to which it relates. It is an offence not to keep the fire certificate in the premises (see Chapter 5 of this guide).

Charges for issuing and amending fire certificates

- Section 8B 3.20 Under the 1971 Act provision is made for fire authorities to charge a reasonable fee for:-
- (a) issuing a fire certificate;
 - (b) amending a fire certificate; or
 - (c) issuing a new fire certificate as an alternative to amending an existing one.

3.21 This fee, which is determined by the fire authority, covers the cost of work reasonably done but does not include the cost of any inspections carried out.

3.22 There is no charge for amending a fire certificate if the sole cause of the amendment is the coming into force of any regulations made under section 12 of the Fire Precautions Act 1971.

Changes of conditions and alterations to premises having a fire certificate

Section 8(2)

3.23 The fire authority must be informed in advance if it is proposed:-

- (a) to make a material extension of, or material structural alteration to, the premises; or
- (b) to make a material alteration in the internal arrangement of the premises or in the furniture or equipment with which the premises are provided.

It is an offence to take such action without having given notice of the proposal to the fire authority (see Chapter 5).

3.24 The expression 'material' is not defined in the 1971 Act but it is considered that an alteration is material if it would render the means of escape and related fire precautions inadequate in relation to the normal conditions of the use of the premises at the time the fire certificate was issued. It is unlikely, therefore, that the fire authority will need to be informed each time it is proposed to redecorate (unless the redecoration affects the means of escape), but there is an obligation to do so if the proposals involve structural alterations to the means of escape and its associated matters. In case of doubt the fire authority should be consulted.

Section 8(2) & 8(3)

3.25 The obligation to notify the fire authority of proposals described in paragraphs 3.23 and 3.24 is placed on the occupier of the premises.

Section 8(4) & 8(5)

3.26 If the fire authority take the view that the means of escape and related fire precautions have become inadequate, or will become inadequate if the proposals are carried out, they may serve a notice on the occupier informing him or her what steps would have to be taken to remedy this. When this action has been taken, the fire authority will amend the fire certificate or issue a new one. If the steps are not taken within the time specified by the fire authority, the fire certificate may be cancelled.

Section 8(7) & 8(9)

Section 8(6)

3.27 The fire authority may also amend the fire certificate or issue a new one if they consider that, in consequence of changed conditions, any of the requirements of the certificate need to be varied, revoked or added to; or if the effect of the certificate needs to be altered as to the person(s) responsible.

Chapter 4: PROHIBITION NOTICES

- Section 1 O(2) 4.1 If, in the opinion of the fire authority, the risk to persons on the premises in case of fire is or will be so serious that the use of the premises ought to be prohibited or restricted, the fire authority may serve a prohibition notice on the occupier.
- Section 10(3) 4.2 The risk may include anything which affects escape from the premises.
- Section 1 O(4) 4.3 The prohibition notice should specify the matters that give (or will give) rise to the risk. It should direct that the use of the premises to which the notice relates be prohibited, or be restricted to a specified extent, until the matters which the notice has specified have been remedied.
- Section 10(5) 4.4 The notice may include directions as to the steps which will have to be taken in order to remedy those matters.
- Section 10(6) 4.5 The notice will take effect immediately it is served if the risk of serious personal injury is, or will be, imminent. Otherwise the notice will state a period at the end of which it will take effect.
- 4.6 In serving a prohibition notice, the fire authority may use the standard form attached as an annex to Fire Precautions Act 1971 Circular No 14 (in Scotland Memorandum No 14). It is advisable for the fire authority to obtain proof that the person on whom the notice is served has received the notice.
- Section 1 O(7) 4.7 The fire authority may withdraw a prohibition notice at any time, normally when they have inspected the premises and are satisfied that steps have been taken to remedy the matters specified in the notice. A prohibition notice may also be cancelled as a result of the court's direction following an appeal under section 10A. The bringing of an appeal against a prohibition notice does not suspend the operation of the notice unless the court so directs.

5.1 This Chapter provides a list of offences, under the Fire Precautions Act 1971 with the maximum penalty on summary conviction being indicated by A, B, C or D.

A is level 3 on the standard scale:

B is level 5 on the standard scale;

C is the “statutory maximum”; and

D is the “prescribed sum”.

The standard scale

5.2 The Criminal Justice Act 1982, besides amending the Fire Precautions Act 1971, established five levels of fines, rising from level 1 (minimum) to level 5 (maximum), with provision for the value of each level to be increased from time to time.

The statutory maximum

5.3 The “statutory maximum” is a term which derives from section 74 of the Criminal Justice Act 1982. In England and Wales it means the prescribed sum within the meaning of section 32 of the Magistrates’ Courts Act 1980. In Scotland it means the prescribed sum within the meaning of section 289G of the Criminal Procedure (Scotland) Act 1975.

(The “statutory maximum” always means the prescribed sum.)

The prescribed sum

5.4 The “prescribed sum” has a particular meaning in each part of the United Kingdom, by reference to the law of the relevant country. In England and Wales the “prescribed sum” as defined in section 32(a) of the Magistrates’ Courts Act 1980 is such sum as is for the time being substituted in that definition by an order in force under section 143(1) of that Act. In Scotland the sum is laid down by an order in force under section 289B(1) of the Criminal Procedure (Scotland) Act 1975.

5.5 All offences marked C and D in paragraph 5.6 are offences which may go to a higher court than a magistrates’ court (in England and Wales) or the sheriff (in Scotland), being triable either summarily or on

indictment. If the case does go to a higher court and the defendant is convicted on indictment, he or she is liable to a fine, or imprisonment for a period not exceeding two years, or both.

5.6 Offences are as follows:-

- | | |
|----------------------|--|
| Section 7(1) & 7(3) | (a) putting premises to a designated use when a fire certificate has not been issued and an application for a fire certificate has not been made (D); |
| Section 7(3A) | (b) contravening a requirement of the statutory interim duty pending disposal of an application for a fire certificate (B); |
| Section 7(4) | (c) contravening a requirement of a fire certificate. The offence is committed by every person who is named in the certificate as being responsible in the event of contravention of that requirement (D); |
| Section 7(6) | (d) failing to keep the fire certificate in the premises to which it relates (A); |
| Sections 8(2) & 8(3) | (e) while a fire certificate is in force, beginning to keep explosive or highly flammable materials at the premises in greater than the prescribed quantity without first notifying the fire authority of the proposal to do so. (No quantities have, as yet, been prescribed) (D); |
| Section 8(2) | (f) while a fire certificate is in force, proceeding with any alteration or change of condition which adversely affects the means of escape or other fire precautions required by the certificate without first notifying the fire authority of the proposal to do so (D); |
| Section 8(7) | (g) after notifying the fire authority of the proposals, contravening a direction by the fire authority (which they must serve within two months of receipt of the notification) not to carry out a specified proposal until certain steps have been taken (D); |
| Section 10B(1) | (h) contravening a prohibition or restriction imposed by a prohibition notice (C); |
| Section 10B(2) | <i>Note: It is a defence for a person, other than the one on whom the notice was served, to prove that he or she did not know and had no reason to believe that the prohibition notice had been served.</i> |
| Section 19(6) | (i) intentionally obstructing an inspector in the exercise or performance of his or her powers or duties under the 1971 Act (A); |
| Section 19(6) | (j) without reasonable excuse failing to comply with any requirements of an inspector to give him or her such facilities and assistance to which the defendant's responsibilities extend (whether they are the occupier or their employee) as enable him or her to exercise his or her powers (A); |

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- Section 21(1) (k) being or having been an inspector and disclosing information other than as authorised under the 1971 Act (A);
- Section 22(1) (l) knowingly or recklessly giving false information in purported compliance with an obligation under the 1971 Act (B);
- Section 22(1) (m) with intent to deceive, making or being in possession of a document so closely resembling a fire certificate as to be calculated to deceive (B);
- Section 22(1) (n) knowingly or recklessly giving false information to procure a fire certificate (B);
- Section 22(1) (o) making an entry in a book or document required to be kept under the 1971 Act, knowing it to be false (B);
- Section 22(2) (p) pretending to be an inspector under the 1971 Act, with intent to deceive (A).

Offences by bodies corporate

- Section 23(1) 5.7 Where an offence is committed by a body corporate with the consent, connivance or by the neglect of any director, manager, secretary or other similar officer of the body or any person purporting to act in such capacity, that person is also guilty of the offence.
- Section 23(2) 5.8 Where the affairs of a body corporate are managed by its members, any member whose acts or defaults in connection with his or her functions of management result in the commission of an offence is guilty of an offence as if the member were a director.

Offences due to the fault of another person

- Section 24 5.9 Where the commission of an offence by any person is due to the act or default of some other person, that other person may be charged jointly or separately with the offence and is liable to the same penalty.

Defence

- Section 25 5.10 It is a defence for the person charged to prove that he or she took all reasonable precautions and exercised all due diligence to avoid the commission of any of the above offences.

6.1 The Fire Precautions Act 1971 as amended by the Fire Safety and Safety of Places of Sport Act 1987 provides for a right of appeal to the courts in certain cases against a decision of the fire authority.

6.2 In the following cases a person may appeal to a magistrates' court (in England and Wales) or to the sheriff (in Scotland) within 21 days of the date on which the decision is made known to that person:-

- Section 9(1) (a) if the appellant objects to any step contained in a notice of steps to be taken which they are required to take as a condition of issuing or amending a fire certificate;
- Section 9(1) (b) if the appellant objects to any direction given to him or her in connection with any proposed alterations;
- Section 9(1) (c) if the appellant considers that any period of time allowed for taking steps is insufficient and has failed to persuade the fire authority to grant an extension or the extension is insufficient;
- Section 9(1) (d) if the fire authority refuse to issue a fire certificate;
- Section 9(1) (e) if the appellant objects to the inclusion or omission of anything in or from a fire certificate;
- Section 9(1) (f) if the fire authority refuse to amend a fire certificate;
- Section 9(1) (g) if the fire authority refuse to cancel a fire certificate; or
- Section 1 OA (h) if the fire authority issues a prohibition notice.

Section 9(1) 6.3 On hearing an appeal with regard to (a) to (g) above the court will make such order as it thinks fit.

Section 1 OA(2) 6.4 In the case of an appeal against a prohibition notice the court may cancel the notice, or affirm it either in its original form or with such modifications as it thinks fit.

Section 27(1) 6.5 If the appellant, or the fire authority or local authority, is aggrieved by the outcome of the appeal at this stage, there is a further right of appeal to the Crown Court (in England and Wales) or the Sheriff Principal or Court of Session (in Scotland).

Section 9(3) 6.6 Where an appeal is brought against the refusal of a fire authority to issue a fire certificate with respect to any premises or the cancellation or amendment in pursuance of section 8(7) or 8(9) of the Act of a fire certificate issued with respect to any premises, a person shall not be

guilty of an offence under section 7(1) or (2) of the Act by reason of the premises being put to a designated use or used as a dwelling at a time between the relevant date and the final determination of the appeal.

Section 9(4) 6.7 Similarly, if an appeal has been lodged against a requirement imposed in a fire certificate, it is lawful for the appellant not to observe that requirement pending final determination of the appeal.

Section 10A(3) 6.8 However, it is important to note that in the case of a prohibition notice the lodging of the appeal does NOT have the effect of suspending the notice. It will be necessary to apply to the court for the order to be suspended, and if the court so directs then the suspension will have effect from the moment of that direction.

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Chapter 7:

**EFFECT OF THE FIRE PRECAUTIONS ACT
1971 ON OTHER LEGISLATION**

- Section 30(2) 7.1 Some premises within the scope of the 1971 Act are already covered by provisions in local Acts relating to means of escape and fire precautions. These provisions cease to have effect when such matters are covered by a fire certificate issued in respect of the premises or by regulations made under section 12 of the 1971 Act.
- Section 31 (1) 7.2 Some of the premises in question may be required to be licensed and fire precautions may be imposed as conditions of the licence. Except in the case of premises licensed under the Explosives Act 1875 or the Petroleum (Consolidation) Act 1928, any condition, term etc., imposed by way of licence and which could be dealt with in a fire certificate will be of no effect whilst a fire certificate under the 1971 Act is in force.
- Schedule 2,
Paragraph 7
- Section 32 7.3 A person is excused from doing anything under a local Act which would involve him in a contravention of the 1971 Act or regulations made under it.

Section 40

8.1 Section 40 of the Fire Precautions Act 1971 provides for the application of provisions of the Act to Crown premises ie those premises which are owned and/or occupied by the Crown. Enforcement of the Act, including the issue of fire certificates, in these premises is the responsibility of fire inspectors (who are members of the Fire Service Inspectorates of the Home Office or The Scottish Office and not the fire authority).

8.2 Where parts of premises are occupied by the Crown but the building is not owned by the Crown, enforcement in those parts which are privately occupied will be the responsibility of the fire authority for the area and in those parts occupied by the Crown will be the responsibility of the Fire Service Inspectorates of the Home Office and The Scottish Office. In such premises it will be normal practice for the fire authority and fire inspector to jointly inspect the premises to ensure that the fire certificates each issue are compatible.

NEW BUILDINGS, STRUCTURAL ALTERATIONS AND THE EFFECT OF THE BUILDING REGULATIONS

Section 13

9.1 In England and Wales, if the premises are in a building to which, at the time it was built or altered, Building Regulations imposing requirements about means of escape in case of fire applied and required plans to be deposited with the local authority, the fire authority may not include in a notice of steps to be taken a requirement to carry out structural or other alterations to the means of escape unless:-

- (a) the alterations to the means of escape are necessary to ensure that the premises comply with the means of escape requirements of any regulations made under section 12 of the Fire Precautions Act 1971; or
- (b) the fire authority are satisfied that the means of escape in case of fire are inadequate by reason of circumstances, particulars of which were not required to be supplied to the local authority in connection with the deposit of plans under Building Regulations.

9.2 Following the Stage 2 review of the Building Regulations it is expected that the means of escape requirements of the Regulations will extend to hotels and boarding houses.

Section 14

9.3 In Scotland, the fire authority may not require alterations to be made to a building which would apply a standard higher than that contained in the Building Standards (Scotland) Regulations, except in certain specified circumstances.

Chapter 10: **CONSULTATION**

Section 16 & 17

10.1 The Act requires consultation between the fire authority and the local authority responsible for the Building Regulations in specified circumstances. In England and Wales the local authority are required to consult the fire authority before dispensing with requirements relating to structural fire precautions or means of escape in the Building Regulations, and before passing plans under them for a building if its first use is likely to be a designated use under the Act. (In Scotland, an applicant wishing relaxation of provisions of Building Standard Regulations must seek a direction from a local authority or the Scottish Office Building Directorate, who consult the Firemaster of the fire authority if requirements for means of escape or structural fire precautions are involved.) The fire authority, for their part, are required to consult the local authority (the local building control authority in Scotland) before requiring alterations to be made to a building in connection with the issue of a fire certificate. These measures are all designed to ensure that there is no avoidable conflict between the requirements of a fire authority and a local authority in respect of fire precautions in the same premises.

Section 17(1)(iii)

10.2 There is also a requirement for consultation between the fire authority and the authority enforcing Part I of the Health and Safety at Work etc. Act 1974 (usually the Health and Safety Executive) before requiring alterations to premises used as a place of work (ie including a hotel or boarding house) in case their requirements conflict with those of the 1974 Act. There is a corresponding requirement for the enforcing authority under the 1974 Act to consult the fire authority before issuing an improvement or prohibition notice if that notice might lead to the taking of measures affecting the means of escape in case of fire.

PART II

A TECHNICAL GUIDE TO FIRE PRECAUTIONS IN PREMISES USED AS HOTELS AND BOARDING HOUSES

DEFINITIONS OF TERMS USED IN THE GUIDE

Various terms are used in this guide which because of their importance in regard to **means of escape**, are defined below. (Defined terms appear in bold type in the text.)

Access room means a room that forms the only escape route from an inner room.

Accommodation stairway means a stairway which is provided for the convenience of the occupants in addition to that or those required for escape purposes.

Compartment is a part of the building separated from all other parts of the same building by compartment walls and/or compartment floors.

Distance of travel means the actual distance that a person must travel between any point in a building and the nearest final exit, or door to a stairway which is a protected route, or a door to a protected lobby, or a door for means of escape in the compartment wall.

Escape lighting means that part of the emergency lighting system provided for use when the supply to the normal lighting fails to ensure that the means of escape can be safely and effectively used at all material times.

Final exit means the termination of an escape route from a building giving direct access to a place of safety such as street, passageway, walkway or open space, and sited to ensure that persons can disperse safely from the vicinity of the building and the effects of fire.

Fire door means a door assembly which if tested under:-

- (a) the conditions of test for door assemblies described in British Standard 476: Part 22; or
- (b) the conditions of test contained in the British Standard currently in force at the time of the bringing into use of the premises as a hotel or boarding house; or
- (c) the conditions of test in the British Standard currently in force at the time the door was manufactured;

would satisfy the criteria for integrity for 20 minutes or for such longer period as may be specified for particular circumstances.

Notes: 1. Normally such doors should be rendered positively self-closing.

2. Door assemblies with non-metallic leaves should be maintained in accordance with the provisions of British Standard 8214.

Fire resisting construction means the ability of a component of a building to satisfy the appropriate criteria specified in British Standard 476: Parts 21 to 24; or the conditions of test contained in British Standard 476 in force at the time of the construction or the bringing into use of the building as an hotel or boarding house, (relating to load bearing capacity, integrity and, where appropriate, insulation), for not less than 30 minutes or for such longer periods as may be required in the case of that construction.

Inner room means a room from which escape is possible only by passing through an access room.

Means of escape is the structural means whereby a safe route is provided for persons to travel from any point in a building to a place of safety without outside assistance.

Members of the public include guests.

Place of safety means a place in which a person is no longer in danger from fire.

Protected lobby means a lobby having an adequate degree of protection from fire and forming part or the whole of the horizontal component of an escape route or affording additional protection to an escape route.

Protected route means a route having an adequate degree of protection from fire including walls (other than any part that is an external wall of a building), partitions and floors separating the route from the remainder of the building.

Separating wall means a wall separating buildings.

Fire resistance

11.1 The standards for **means of escape** and other fire precautions in this guide are based on the assumption that the elements of structure in the building, in particular walls (including doors) and floors will have at least the degree of fire resistance indicated in Table A. In older premises it may not always be possible to achieve these standards or they may be impracticable if it is desired to preserve architectural or historic features. In such circumstances, unless there are compensating features, such as the provision in relevant parts of the building of either automatic fire detection to the type L1 system as described in British Standard 5839: Part 1 (see note below), and/or an automatic fire suppression system, some reduction in the **distance of travel** may be necessary. Alternatively existing standards may be acceptable if changes are made to the uses to which parts of the building are put. (See also paragraph 14.8).

Note: The type L2 and L3 systems also described in British Standard 5839: Part 1 whilst offering an adequate level of cover for the protection of escape routes do not provide full cover throughout the building. A type L2 system is considered appropriate for most premises coming within the scope of this guide (but see paragraphs 14.2 and 14.8) except where automatic fire detection is considered as a compensating feature when a type L1 system will be necessary.

Table A Minimum Fire Resistance (integrity in minutes)
(Figures in brackets refer to the accompanying notes)

	Walls	Doors	Floors
Enclosing an area of high fire risk	60 (9 & 10)	60 (7, 9 & 10)	60 (9, 11 & 12)
Enclosing a protected route	30 (10)	30 (3, 5, 7 & 10)	30
Enclosing a stairway	30 (10)	30 (3, 5, 7 & 10)	30
In a stairway from ground floor to basement	30	2x30 (5, 6, 7 & 10)	—
In a corridor to sub-divide it	—	20 (5, 7, 8 & 10)	—
Enclosing a compartment	30 (10)	30 (5, 7 & 10)	30
Enclosing a lift well	30	30 (4, 5 & 7)	30
Enclosing a lift motor room	30 (10)	30 (5, 7 & 10)	30
Enclosing a ventilation duct	30 (1)	—	30 (1 & 2)
Floor immediately over a basement	—	—	60 (1 & 11)
All other floors	—	—	30 (1, 2 & 12)

Notes to Table A:

1. See paragraph 1 I. 8.
2. This does not include incomplete floors such as a gallery floor.
3. Except a door to a toilet containing no fire risk, provided that the toilet room is separated by **fire resisting construction** from the remainder **of** the building and the door is self-closing.
4. Except a lift well contained within a protected stairway enclosure (see also paragraph 13.57).
5. An existing timber door may be deemed to satisfy the necessary standard **of** fire resistance **if** it can be suitably modified in accordance with the methods recommended in the Timber Research and Development Association's wood information sheet, section 1, sheet 32 "Fire resisting doorset by upgrading".
6. See paragraph 13.43.
7. See paragraphs 13.27, 13.30 and 13.67(b) iv; and the technical definition **of** "Fire door".

8. *Doors separating the dead end where it joins a main corridor and doors subdividing a corridor should have 20 minutes integrity unless they are affording protection to a stairway.*

9. *See Chapter 12.*

10. (a) *Fire resisting glazed areas may be incorporated into the wall separating any accommodation from a corridor that is a **protected route** provided that the glazed element would satisfy the fire resistance criterion for the period given in the table were it tested to British Standard 476: Part 22.*

(b) *A glazed screen may be used to separate an escape corridor from a stairway enclosure provided that the appropriate fire resistance given in the table is maintained between the two areas. The insulation criterion **of** British Standard 476 may be waived where the glazing is limited to an area at least 1.1 m above the adjoining floor level.*

(c) *Vision panels incorporated into a door which protects an escape route should not reduce the fire resistance required **for** the door and should accord with the appropriate provisions **of** British Standard 6262.*

II. *See paragraph 11.3.*

12. *Other than ground floor.*

11.2 The periods of fire resistance set out in paragraph 11.1 should wherever practicable be achieved. In a building where the fire resistance of the main elements of structure offers less than a 60 minute standard, all floors and where applicable stairway enclosures should *under no circumstances* be of less than 30 minutes fire resistance.

11.3 Premises coming within the scope of this guide may need to be separated from other premises within the building by fire resisting construction. This can occur where the other premises form a different category of use, eg a shop, office or factory and in such circumstances these parts should be separated from the hotel/boarding house use by imperforate fire resisting construction of not less than 60 minutes assuming that the main elements of structure are to this standard. Under no circumstances should the standard of fire resistance be less than 30 minutes. However if a part of the premises eg a shop is put to a use which is incidental to, but forms part of, the hotel/boarding house use of the premises it need only be separated from that part of the premises by fire resisting construction where it is necessary to protect the **means of escape**.

Surface finishes of walls, ceilings and escape routes

11.4 Where buildings have been subject to requirements relating to internal fire spread (linings) (in connection with the depositing of plans with the local authority for the purpose of Building Regulations) the

surface finishes of walls and ceilings should be of the standard in respect of which Building Regulation approval was obtained.

11.5 In all other circumstances the surface finishes of walls and ceilings should generally be of a standard not lower than that indicated in Table B. However, if the premises have a type L1 System of automatic fire detection (provided and maintained to the specification detailed in British Standard 5839: Part 1) a fire authority may wish to consider whether existing linings of a standard not less than Class 1 can be accepted in circulation spaces and escape routes.

Table B Minimum classes for Surface Spread of Flame

Class 0	In circulation spaces and escape routes
Class 1	In rooms, other than small rooms and places of assembly
Class 3	In small rooms (not exceeding 4m ²)

11.6 Materials found in existing buildings are often difficult to assess in terms of their contribution to spread of flame and the development of fires. The following are examples of the type of finishes which should meet the required standards. Where there is doubt, as to whether a manufactured or treated surface finish meets the appropriate standard, written evidence of the standard achieved should be obtained and suitable maintenance of any special coatings should be provided for in the requirements imposed by the fire certificate.

Examples

Class 0: Acceptable in all locations including circulation spaces and escape routes

Brickwork, blockwork, concrete, plasterboard, ceramic tiles, plaster finishes (including rendering on wood or metal lathes), woodwool slab, thin vinyl and paper coverings on inorganic surface (other than heavy flock wallpapers) and certain thermosetting plastics.

Class 1: Acceptable in all rooms.

Timber, hardboard, blockboard, particleboard (chipboard), heavy flock wall papers, thermosetting plastics, that have been flame retardant treated.

Not acceptable on escape routes such as stairways, corridors, entrance halls.

Class 3: Acceptable in small rooms (ie not exceeding 4m²) and on parts of the walls of other rooms if the total area of those parts does not exceed an area equivalent to one half of the floor area subject to a maximum of 20m².

Timber, hardboard, blockboard, particleboard (chipboard), heavy flock wall papers, thermosetting plastics and thermoplastics (expanded polystyrene wall and ceiling linings).

Not acceptable on escape routes such as stairways, corridors, entrance halls or in rooms other than as specified above.

Notes:

- 1. Classes 1 and 3 are classifications determined by reference to a test method specified in British Standard 476: Part 7: Class 1 being the best.*
- 2. The classification Class 0 is not referred to in a British Standard test but refers to a standard which restricts both the spread of flame across a surface and also the rate at which heat is released from it. It is a higher standard than Class 1 and is referred to in Approved Document B which gives guidance on the way in which the functional requirements of Part B of the Building Regulations may be met in England and Wales. It is also specified as the prescribed or deemed to satisfy standard in certain circumstances in the Building Standards (Scotland) Regulations.*

11.7 Partitions, space dividers and other similar vertical surfaces which are provided to sub-divide a room should not be less than the class of surface required for the room in which they are situated.

Fire/smoke spread

11.8 In addition to the measures already described for **protected routes**, areas of high fire risk, lift wells etc (see paragraph 11.1) it will be necessary to safeguard the **means of escape** against the spread of fire or smoke and hot gases by way of service openings in the building structure, ie service ductwork, pipework openings, chutes and ventilation trunking. This list is not exhaustive but is intended to highlight those engineering services commonly found and which need to be considered. Safeguards normally consist of providing protective fire resisting enclosures to these services where they may pass through, or into, escape routes from other parts of the premises, or by effective fire/smoke stopping at the point where the building services penetrate the floors or walls. In the larger premises where ventilation ductwork is present, fire dampers may be required. Recommendations as to the provision of fire dampers are contained in British Standard 5588: Part 9.

11.9 Because of the need to protect the **means of escape** from the premises it will be necessary for a detailed examination to be made of structural separation in order to identify voids and wall cavities which may not be readily apparent. Without such an inspection and any defects being remedied, it is possible that heat and smoke could pass unrestricted through these openings thereby jeopardising the use of escape routes.

Notes/Amendments

Introduction

12.1 As premises covered by this guide can vary greatly in size and layout, the risk of fire can also vary considerably from one situation to another, particularly in hotels which contain atria, or those associated with shopping or leisure complexes or having a large restaurant facility. It is essential, therefore that the fire precautions to be provided should be determined having regard to all relevant circumstances.

12.2 It is not possible to offer clear-cut, hard and fast rules for making these assessments but it is possible to describe in broad terms the kind of factors which will need to be considered to determine the level of fire risk.

12.3 The details contained in the following paragraphs should be treated as broad indicators. It is emphasised that all factors should be considered, including any automatic fire detection and suppression systems which may be installed (such as sprinklers installed for the overall protection of the building) or other fire extinguishing systems covering specific areas of special fire risk. The presence of any of these systems may significantly reduce the dangers of rapid fire growth and consequently may have a bearing on the final risk assessment.

12.4 If a sprinkler system is provided it should conform to the provisions of British Standard 5306: Part 2.

Factors to be considered

12.5 An assessment should be made of the fire risk and associated life risk in the premises and any potential risk areas should receive special attention. The following are some of the factors which should be taken into account when making such an assessment:-

- (a) the presence of materials likely, when ignited, to cause a rapid spread of fire, smoke or fumes. This is the factor most likely to justify treating the risk as high. The materials may be solid, liquid or gaseous and as well as the normal forms may be present as dust, spray, mist or vapour. Such materials may be found in shops forming part of a hotel particularly where the shop retails highly combustible products (or products having highly combustible constituent parts); the risk may be made greater by the location or display of such products in a concentrated area.

-
- (b) the presence of undesirable structural features such as:-
- (i) unenclosed vertical shafts;
 - (ii) complexity of escape routes caused by extensive subdivision of large floor areas; or
 - (iii) large areas of flammable surfaces, either walls or ceilings (see paragraph 11.4).
- (c) unusual circumstances relating to occupants, either those permanently at work in the premises or **members of the public** present as either guests or visitors to a conference etc. These may be:
- (i) large numbers of persons present relative to the size of the building;
 - (ii) a high proportion of disabled guests;
 - (iii) additional large numbers of persons attending a separate function within the hotel eg a disco;
 - (iv) individuals or small groups of people working in isolated parts of the building; or
 - (v) few staff so that little assistance (if any) is available to **members of the public** in an emergency.
- (d) certain areas which, due to their function, may present a greater risk of fires occurring and developing than elsewhere, such as:-
- (i) maintenance workshops;
 - (ii) large kitchens;
 - (iii) oil-fired boiler rooms;
 - (iv) transformer or switchgear rooms; and
 - (v) basements used as sleeping accommodation, a dining room, a bar area, or kitchen. (In such cases the travel distances and structural protection provided should be to the same standard as for above ground accommodation). (See also paragraph 13.43).

Measures to adopt in general storage areas

12.6 Special consideration should be given to general storage areas, and those parts of the premises where reserve furniture or other flammable items are stored. Action should be taken to reduce the risk of fire as follows:-

- (a) storage of reserve furniture etc should be restricted to those parts of the premises to which **members of the public** are not admitted and should be secured against unauthorised entry. Such parts should be separated from the remainder of the premises by an enclosure, the floors, walls and self-closing doors of which possess a standard of fire resistance of not less than 60 minutes. (See paragraph 11 .1). The enclosure should not form any part of an escape route which would have to be used by **members of the public** in case of fire; and
- (b) the storage of furniture etc should be arranged so that there is a clear passageway from any point in the storage enclosure to the **means of escape**.

Measures to adopt in display/exhibition areas

12.7 Special consideration should be given to display areas as their presence can increase the fire risk and may affect the **means of escape** for occupants. Risks can be reduced by:-

- (a) ensuring that there is unimpeded access to all gangways leading to exits and that displays do not obstruct clear views of exits and their associated exit signs;
- (b) ensuring that no display consists of material or goods likely to readily ignite and/or spread fire rapidly; and
- (c) ensuring that no display or exhibition is:-
 - (i) on the same floor as an area that will attract large numbers of the public at any one time eg a restaurant or licensed bar; or
 - (ii) in any part of the premises where persons are invited to wait and receive specialist services eg hairdressing and beauty treatment salons

*unless in (c) adequate **means of escape** remain available for all the occupants of these areas.*

*Note: In the event of adequate means of **escape** not being available or being impracticable to provide, it will be necessary to impose a restriction precluding the simultaneous use of such high occupancy areas.*

Notes/Amendments

Introduction

13.1 This chapter deals with the **means of escape** and provides guidance for use in *existing* buildings. It should be appreciated that premises used as a hotel or boarding house will have varying structural standards and interior layouts which call for a reasonable and flexible assessment to be made within the broad criteria! of this guide. Standards relating to **means of escape** are set out in the following paragraphs which also contain simple diagrammatic illustrations (not to scale) to show the basic principles which should be applied.

General principles

13.2 In the event of a fire occurring in a building it is essential that all persons are quickly made aware of the danger and are able to reach a **place of safety** before being overtaken by smoke, toxic gas or other products of combustion.

13.3 The first awareness of a fire on the premises can be expected to be the result of direct observation, an announcement by a member of staff that a fire has occurred, or the fire warning system (see Chapter 14).

13.4 The basic principle, and the one on which these **means of escape** provisions are founded, is that persons should be able to walk to safety along a clearly recognisable route by their own unaided efforts regardless of where a fire might break out in the building. It is however recognised that it will be difficult, if not impossible, for some people with disabilities to make their way to a **place of safety** without the assistance of others. Arrangements for disabled people (both staff & guests) should therefore be carefully considered and these are set out in Chapter 18.

13.5 To enable persons to turn their back on the danger and walk to a **place of safety**, it may be necessary to protect escape routes and limit the **distance of travel** to avoid persons being overtaken by the effects of fire before reaching safety.

Factors to be considered

13.6 The various factors which need to be considered for **means of escape** are largely interdependent. They include evacuation time, the distance to exits, and the number, width and siting of exits. Collectively, the number and width of exits determine the 'exit capacity' which together with the use of the premises, floor area available and the siting of exits determines the maximum permitted number of persons - the 'occupant capacity'.

Distance of travel

13.7 The factors which have to be considered when assessing **means of escape** will vary widely from one set of premises to another. Accordingly, the distances suggested in the following paragraphs and the Tables below *should be regarded as guidelines* and not as hard and fast limits. There are likely to be many situations at both ends of the scale in which either reductions in the **distance of travel** are necessary or increases are possible.

DISTANCE OF TRAVEL IN METRES

Table C Escape in more than one direction
(See diagrams 1, 2, and 3)

Category	From any point	Distance of travel (see Note 3)	
		1 Within room	2 Total distance
1	Sleeping area	15m	32m
2	Area of high fire risk	12m	25m (Note 1)
3	All other situations	18m (Note 2)	35m

Table D Escape in one direction only
(See diagrams 4 and 5)

Category	From any point	Distance of travel (see Note 3)	
		1 Within room	2 Total distance
1	Sleeping area	8m	16m
2	Area of high fire risk	6m	12m (Note 1)
3	All other situations	9m	18m

Notes to Tables C & D

1. When the total distance of travel is not wholly within an area of high fire risk it will be reasonable to use a combination of the travel distances in tables C or D ie:- when the route to be travelled starts in an area of high fire risk (category 2) and then passes through a normal risk area (category 3) it will be appropriate to accept the total distance of travel as that recommended in column 2 of category 3 of the appropriate table, having firstly applied the relevant travel distance from column 1 of category 2.

However, (and although this situation should be avoided whenever possible), in those circumstances where the route starts in an area of normal risk (category 3) and then passes through an area of high fire risk (for instance an office area within a large kitchen), the whole of the route should be considered to be an area of high fire risk and the limits imposed in columns 1 & 2 of category 2 of the appropriate table should be used.

2. This distance may be increased to 35 m where one **of** the exits from the room is a final exit and not less than three exits are provided which have an aggregate capacity complying with paragraph 13.16.

3. See technical definition of ‘distance of travel’ and ‘protected route’.

Diagram 1 Example of escape in more than one direction: sleeping area

Distance of travel A-B-C
not exceeding 32m.

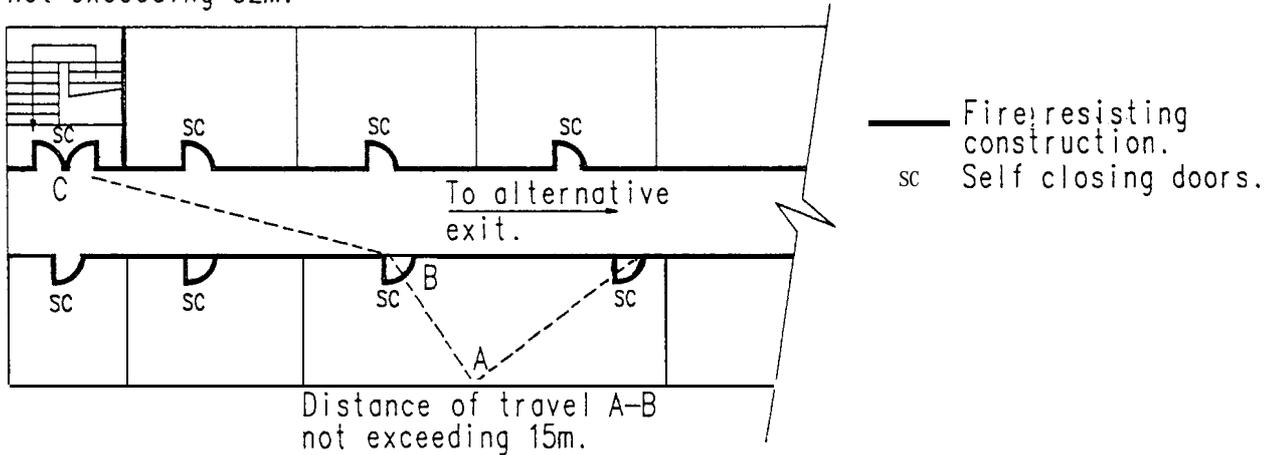


Diagram 2 Escape in more than one direction: area of high fire risk

Distance of travel A-B
not exceeding 12m.

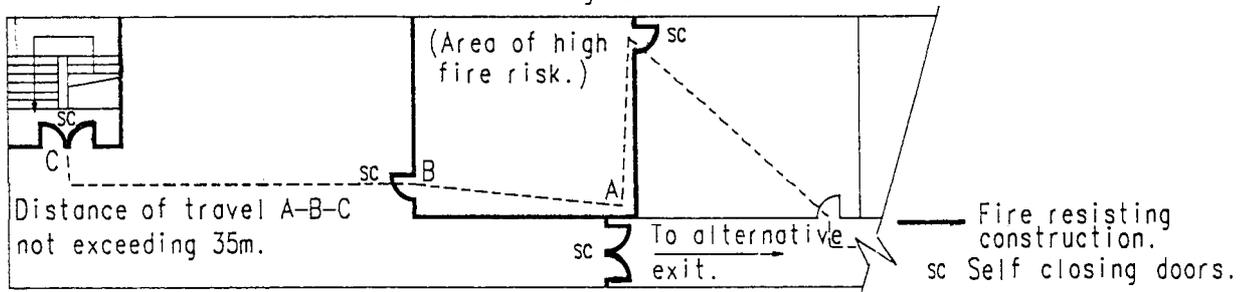


Diagram 3 Escape in more than one direction: other situations

Total distance of travel
A-B not exceeding 18m.

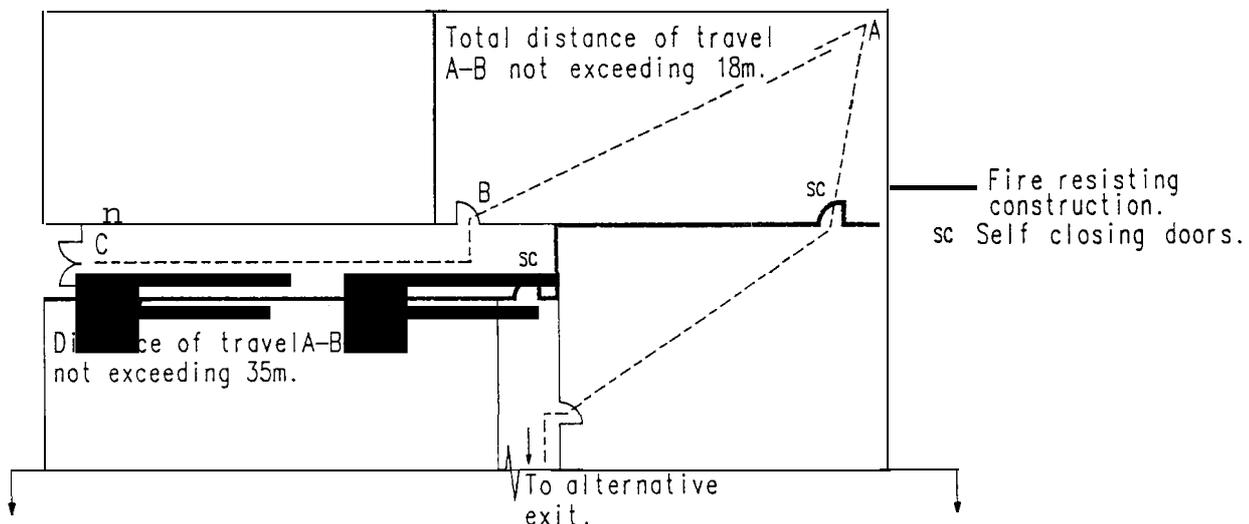


Diagram 4 Example of escape in one direction only: sleeping area

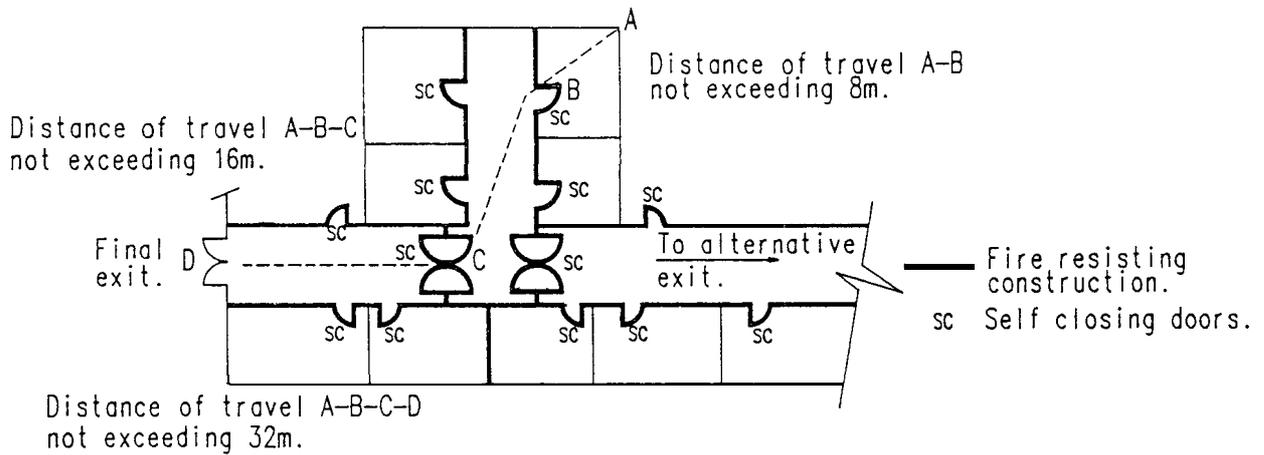
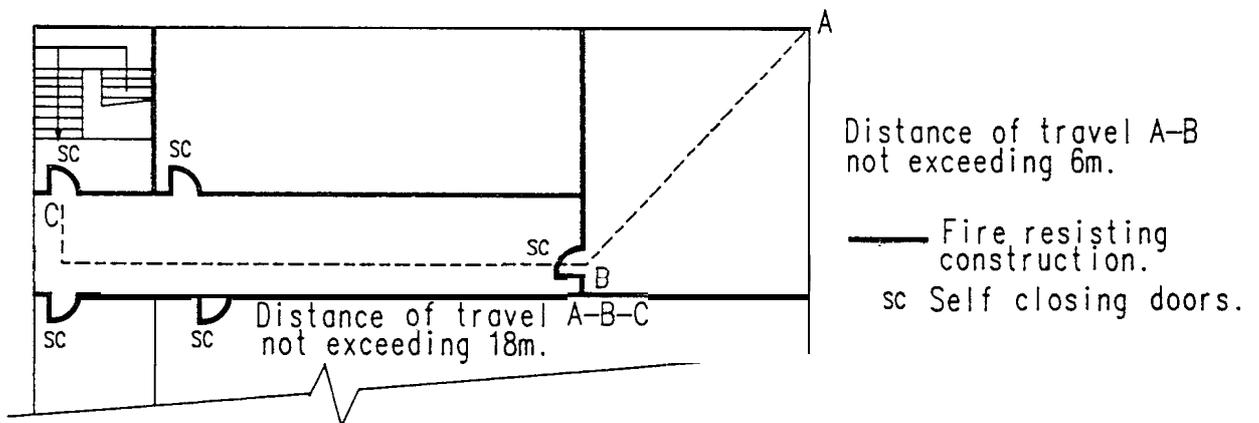


Diagram 5 Example of escape in one direction only: area of high fire risk



13.8 Where appropriate **means of escape** should be considered under various stages ie:-

- Stage 1 Travel within rooms
- Stage 2 Travel from rooms to a protected stairway or **final exit**
- Stage 3 Travel within stairways and to **final exits**

In many instances when applying the recommendations on **distances of travel** to reach a **place of safety**, particularly in premises where an open floor area discharges directly into a stairway which is a **protected route** (see paragraph 13.37), or discharges to **final exits**, it will be appropriate to consider only the one distance, ie the 'total **distance of travel**' dealt with in column 2 of the appropriate category of Tables C or D (see also paragraph 13.40).

Measuring distance of travel

13.9 **Distance of travel** should be measured as being the actual distance to be travelled between any point in a building (by way of independent and separate escape routes) and the nearest:-

- (a) **final exit**; or
- (b) door to a stairway which is a **protected route** (subject to paragraph 13.25); or
- (c) door to a **protected lobby**; or
- (d) door or doors in a compartment wall, or **separating wall**, provided that a **final exit**, or a door to a stairway which is a **protected route**, can, in all cases, be reached in both of the exit routes.

Initial dead end

13.10 Where an escape route consists initially of a dead end and then has an alternative route to any of the exits described in paragraph 13.9 (a) to (d) the distance in the dead end should not generally exceed the distances shown in column 1 of Table D of paragraph 13.7 as appropriate to the location from which it is to be measured; and the total **distance of travel** should not normally exceed the distance shown in column 2 of Table C (diagrams 4 & 5).

STAGE 1 – Travel within rooms

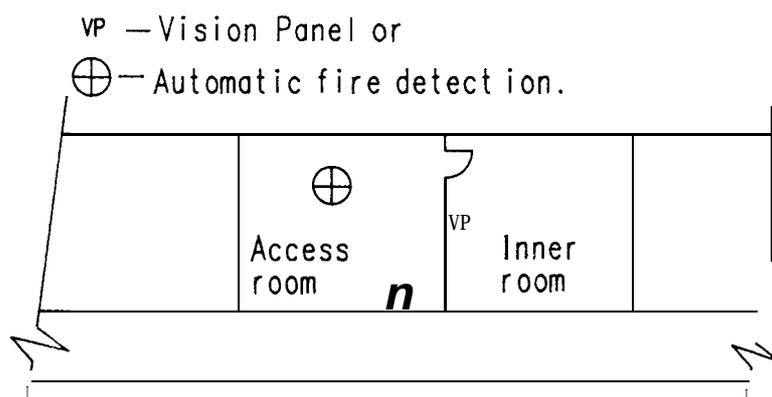
Inner and access rooms (including enclosures)

13.11 Where a room is an **inner room**, ie a room only accessible through an **access room**, the distance from any point in the **inner room** through the communicating door to the exit from the **access room** should not generally exceed – 8m from an **inner room** used as sleeping accommodation; 6m from an **inner room** constituting an area of high fire risk and 9m from an **inner room** used for any other purpose.

*Notes: 1. An access room should not be an area **of** high fire risk. (See Note 1 to Tables C & D)*

*2. In premises not required to have automatic fire detection (see paragraph 14.2), a clear vision panel **of** appropriate size (or similar facility) should be provided in a suitable position between the access room and the inner room and, **if** appropriate, between the access room and a corridor or other area leading to it. This will provide a facility **for** the occupants **of** these rooms to receive an early visual warning **of** fire in the room or area through which they may have to pass to reach a place **of** safety. The inner room should only be used as sleeping accommodation **if** smoke detection is provided in the access room. Where a vision panel is installed in a wall adjoining an escape route it will be necessary **for** that panel to satisfy the appropriate standard **of** fire resistance **of** that element (see diagram 6 and paragraph 14.7). **If** automatic fire detection is installed, vision panels may be omitted.*

Diagram 6. Example of a vision panel between an **inner room** and **access room** with the alternative shown, of automatic fire detection in the access room.



13.12 Where the door of an **inner room** opens into an **access room** and between the rooms there is a vision panel, or automatic fire detection is installed in the **access room**, the restriction on **distance of travel** recommended in paragraph 13.11 need not be applied if from the point of exit from the **inner room**, there is escape in more than one direction from the **access room** (see paragraph 13.21).

Number of exits

13.13 At least two exits should be provided in the following situations:-

- (a) if a room or floor is to be occupied by more than 60 people;
- (b) if the **distance of travel** between any point and the only exit is more than the appropriate distances recommended in Table D (paragraph 13.7); and
- (c) in large rooms such as drawing rooms, reception rooms and ballrooms or in other areas used for exhibition purposes.

Note: Parts of hotels may be used as dance halls, discotheques or conference centres. In such circumstances, it may be more appropriate to apply the fire precautionary standards set out in paragraphs 5.16 to 5.26 and 5.33 of the "Guide to Fire Precautions in Existing Places of Entertainment and Like Premises", obtainable from HMSO, ISBN 0 11340907 9.

13.14 Each **means of escape** from a floor or tier should be remote from, and independent of, the other and should discharge into the street, way or an acceptable open space.

13.15 In all instances the number of exits should be sufficient to meet the provisions in respect of **distance of travel** and (in relation to their width) exit capacity but these factors alone may not be enough to ensure a reasonable measure of safety as one or more exits could be obstructed. (An example would be that of a hotel which is entered through a lobby, and where a fire in the lobby would prevent use of the

main entrance door (or doors)). In such circumstances the aggregate capacity of all the exits less any one of the largest should be capable of evacuating all the persons in the building within the maximum calculated evacuation time.

Width of stairways, exits etc

13.16 Any stairway, lobby, corridor or passageway, which forms part of the **means of escape** from the premises, should be of a uniform width not less than the width of the exit, or the aggregate capacity of the exits, from which it leads and should be constructed and arranged so as not to impede the free flow of traffic or the safe escape of people using it. The following considerations should also apply:-

- (a) the clear width of an exit from any room should not normally be less than 750mm unless the exit will be used by fewer than 5 persons (see also paragraphs 13.64 & 13.66 and Chapter 18);
- (b) where it is necessary to have more than one exit for **means of escape** purposes, the aggregate capacity of all exits, less the widest of them, should not be less than:-
 - (i) 750mm for an occupancy of up to 100 persons; and
 - (ii) 1.05 m for an occupancy of up to 200 persons (see Chapter 18).

An additional 75 mm should be allowed for every 15 (or part of 15) persons above 200.

Notes: 1. As a general rule stairways should be at least 1.05 m wide and in all circumstances the aggregate capacity of stairways should be sufficient for the number of persons likely to have to use them at the time of a fire or other emergency.

2. Where wheelchair users may be present, exits should be not less than 900mm wide.

13.17 Stairways wider than 2.1 m should normally be divided into sections, each separated from the adjacent section by a handrail, so that each section measured between the handrails is not normally less than 1.05 m wide (see paragraph 13.36).

Measurement of width

13.18 Stairways and landings should be measured, with no account being taken of skirtings, as follows:-

- (a) when enclosed on each side by walls, from the finished surface of the wall on one side to the finished surface of the wall on the other side;

- (b) when constructed with a wall on one side only, from the finished surface of the wall to the outer edge of the steps and landings; and
- (c) when provided with balustrades on both sides, from the outer edge of the steps or landings on one side to the outer edge of the steps or landings on the other side.

Side handrails projecting not more than 100mm and central handrails of not more than 150mm in total width may be disregarded for calculation purposes.

13.19 In the case of doorways, the width measured should be taken as being the clear unobstructed width through the doorway where the doors are open at right angles to the frame.

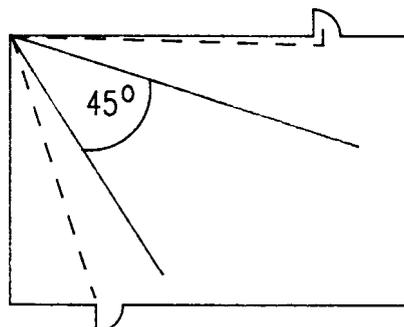
Siting of exits

13.20 When the minimum number of exits have been calculated their location should also be considered to ensure that the exits will fulfil their purpose in an emergency. For example, there could be in a particular building a sufficient number of exits all of which could be sited at one end of the occupied area. A fire in this vicinity could conceivably prevent access being gained to any or all of the exits (see paragraph 13.15). The main considerations are that:-

- (a) the required exits should be as widely spaced as possible so that the occupants can turn their backs on the fire and proceed in the opposite direction to a **place of safety**; and
- (b) exits from the area involved should lead via distinct and separate exit routes to a **place of safety**. A number of exits which discharge into a common space cannot be regarded as alternatives to each other.

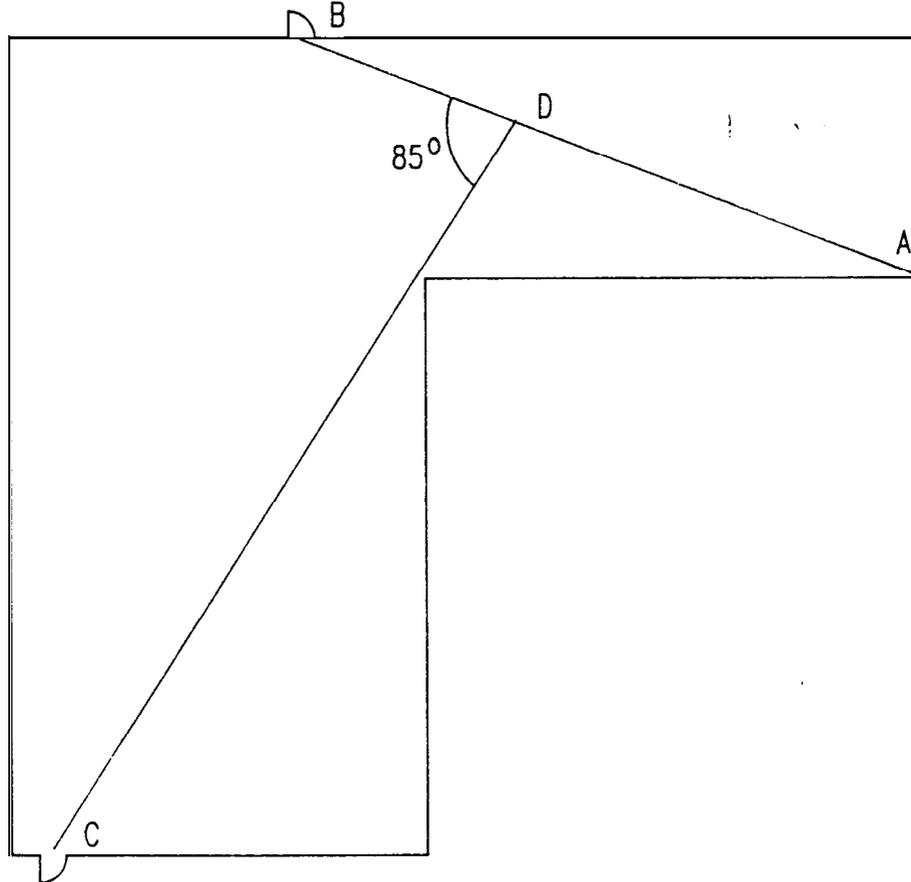
13.21 In a room or enclosure requiring more than one exit the exits will be satisfactorily sited if the angle between lines defining the routes from any point in the room to the exits is not less than 45 degrees (see diagram 7 (a)) and the **distance of travel** between that point and the nearest exit is assessed to conform with the guidance contained in column 1 of Table C (paragraph 13.7).

Diagram 7 (a) Example of siting of exits to show 45° rule



13.22 From any point where the route of travel is initially in one direction only for a distance not exceeding the limitations specified in columns 1 and 2 of Table D (paragraph 13.7) to a point where there are diverging routes, the angle of divergence should be not less than 45 degrees plus 2½ degrees for every metre travelled in one direction (see diagram 7 (b)).

Diagram 7 (b) Example of siting of exit to show the angle of divergence.



SUMMARY

1. A-D = 9 m travel distance (see Table D).
2. Angle of divergence required is $45'' + 22\% \text{ }^\circ (9 \times 2\%) = 67 \frac{1}{2} \text{ }^\circ$ (see paragraph 13.22).
3. Angle provided (BDC) = 85''

The angle of divergence is therefore acceptable.

13.23 From any point in the building where the route or routes of travel are separated by construction having a fire resistance rating of not less than 30 minutes, there should be no restriction on the angle of divergence.

Gangways and passageways

13.24 The contents of any room in which persons are working or any open floor area to which **members of the public** are admitted, (ie larger reception halls and circulation spaces, in which furniture and other movable objects may be present), should be arranged so as to ensure that there is a free passageway for all persons to a **means of escape** in the event of fire. It may also be necessary to ensure that gangways are clearly defined by using some form of durable but non-permanent marking.

STAGE 2 – Travel from rooms to a stairway or final exit

13.25 Escape in more than one direction in Stage 2 may be deemed to be available from any point from where there are different routes leading to:-

- (a) a **final exit**; or
- (b) a door to a stairway which is a **protected route**; or
- (c) a door to a **protected lobby**; or
- (d) any one of these together with a door or doors in a compartment wall, or **separating wall**, provided that a **final exit**, or door to a stairway which is a **protected route** can be reached in all of the exit routes.

Corridors

13.26 Corridors which serve sleeping accommodation and those corridors where escape is in one direction only, should be **protected routes**. Where a corridor consists initially of a dead end and then has alternative routes, where both sections of the corridor join, they should be separated by **fire resisting construction**. The distance that a person should travel from any point within the dead end to reach that junction should not exceed the **distance of travel** set out in Table D of paragraph 13.7.

13.27 Where the corridor is a **protected route**, all room doors (except doors to toilets containing no fire risk) giving on to the corridor should be **fire doors**. A door to a cupboard should also be a **fire door** and should be marked “Keep locked shut when not in use” (see paragraph 13.68).

13.28 Corridors, where possible, should connect directly with exits from a floor.

13.29 A main corridor should normally be not less than 1.05 m wide.

13.30 Corridors exceeding 30m should be sub-divided by doors to prevent the free travel of smoke and products of combustion through-

out the length of the corridor. Doors provided for the sole purpose of restricting the passage of smoke need not be **fire doors** provided that they are fitted with suitable smoke seals, are of substantial construction and self-closing and double swing as necessary. Care should be taken to ensure that smoke cannot readily by-pass these doors.

Note: Paragraph 13.69 deals with the method of keeping a fire door in the open position.

13.31 The floor of any corridor or passage should not be inclined at a gradient steeper than 1 in 12 to the horizontal.

13.32 Movement of persons up or down a group of not less than 3 steps will be so obvious to those following that they will be prepared for the change in level, but movement up or down one step is not so readily observed and may easily lead to a fall. Wherever practicable, differences of level in corridors, passages and lobbies should be overcome by the provision of inclines or ramps of gradients not exceeding 1 in 12 or steps not having less than 3 risers in any flight. And all corridors and passages should be level for a distance of 1.5 metres in each direction from any steps.

13.33 Any mirrors situated in escape routes should be so sited that persons escaping from a fire will not be thrown into confusion by any reflected image of the route they are using, or be misled as to the direction they should take to reach fire exits.

STAGE 3 – Travel within stairways and to final exits

Number of stairways

Building with a single stairway

13.34 It will normally be necessary for a building to be provided with two or more stairways, but a single stairway of suitable capacity for the number of persons using the route may be considered satisfactory in the following circumstances:-

- (a) the floor area of any upper floor of the building does not exceed 200m², and **distances of travel** conform to those given in Table D of paragraph 13.7;
- (b) the building has no more than 4 floors, or no upper floor is at a height of more than 11 metres;
- (c) the stairway conforms with one of the arrangements described in paragraph 13.35; and
- (d) in a building more than 2 floors in height access to the stairway from any room (other than a toilet containing no fire risk) is through two sets of **fire doors**. Exceptionally, where it is impracticable to achieve this, in premises of not more than 3

floors in height, access to the stairway from any room may be from a single **fire door**, subject to an automatic fire detection system being installed to the type L1 system in accordance with British Standard 5839: Part 1.

13.35 Ideally stairway enclosures should lead direct to a **final exit**. Where there is only one stairway from the upper floor(s) of a building and a **final exit** cannot be provided from the stairway enclosure, one of the following arrangements should be adopted:-

- (a) the provision of 2 exits from the stairway enclosure each giving access to **final exits** by way of routes separated from each other by **fire resisting construction** (see diagram 8); or
- (b) the provision of a **protected route** from the foot of the stairway enclosure leading to a **final exit** (see diagram 9).

Diagram 8 Example of a building of not more than two floors showing two exits from a stairway enclosure with separate routes to **final exits**.

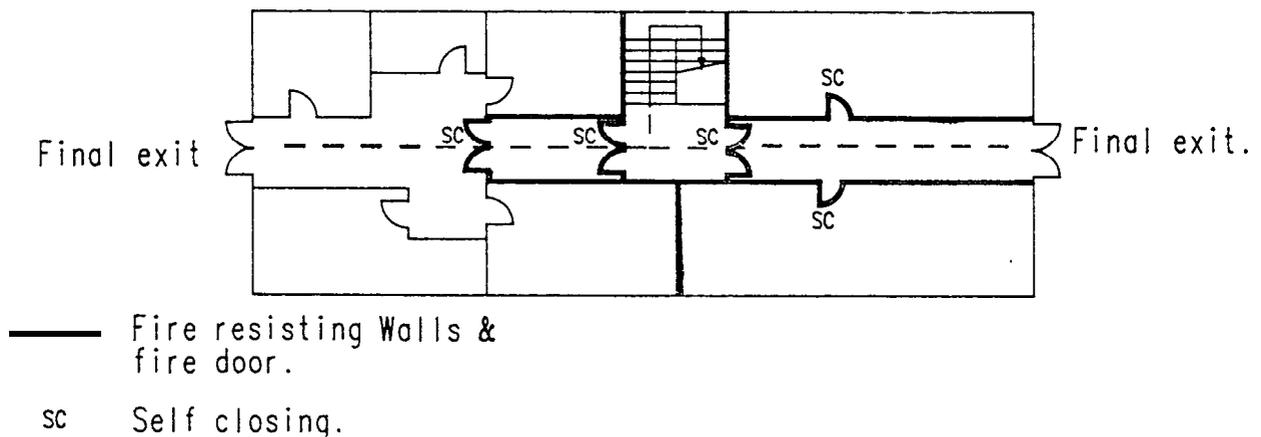
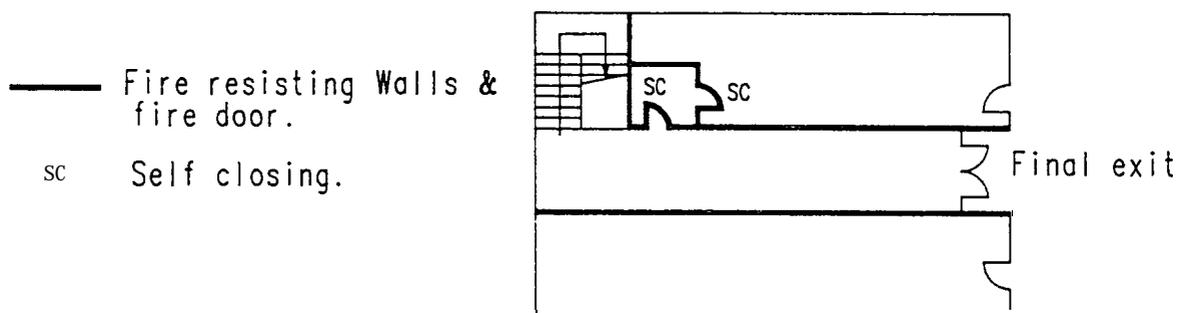


Diagram 9 Example of **protected route** from stairway enclosure to a **final exit**.



Buildings with two or more stairways

Width of stairways

13.36 As a general rule stairways should be at least 750mm wide and in all cases the aggregate width of stairways should be sufficient for the number of persons likely to have to use them at the time of a fire. In this connection it will be necessary to consider the possibility of one stairway being inaccessible because of the fire and the aggregate width should allow for this possible reduction (see paragraph 13.17).

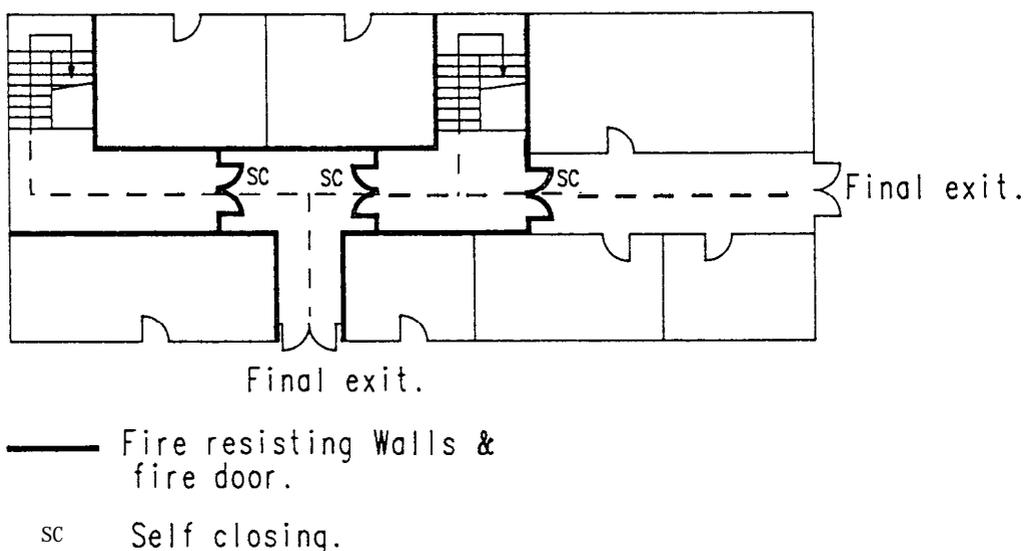
Enclosure of stairways

13.37 All stairways should be separated from the remainder of the building by **fire resisting construction** and **fire doors** so as to form a stairway enclosure.

13.38 The method whereby a stairway is separated from the remainder of the building should be such as to ensure that a person need not pass through a stairway enclosure to reach an alternative escape route. If this is not possible then the stairway should still be separated and it may be reasonable for an alternative route to by-pass the stairway by means of balconies (see paragraph 13.62) or by means of a by-pass corridor or exceptionally intercommunicating doors between rooms (see paragraph 13.61). By-pass corridors and doors should be of appropriate fire resistance (where necessary) and of suitable width (see paragraph 13.16). By-pass or intercommunicating doors should be kept clear and available at all times.

13.39 Where from an upper floor(s) of a building there is more than one stairway and the stairways do not have **final exits** from the stairway enclosures, the stairways and the routes to their respective **final exits** should be separated from one another by **fire resisting construction** and **fire doors** in such a way that an outbreak of fire at any point cannot affect more than one escape route from the stairways. (See diagram 10).

Diagram 10 Example of respective escape routes from stairway enclosures separated by **fire resisting construction**.



13.40 Where a stairway can be considered to be a **protected route**, it will not be necessary to have regard to the **distance of travel** in Stage 3. Where this is not the case, however, the Stage 3 section of the escape route should be regarded as forming part of the total permitted **distance of travel** (see column 2 of Tables C & D to paragraph 13.7).

13.41 A stairway separated from the remainder of the building should be regarded as a **protected route** if there is a **final exit** and the only doors into it are:-

- (a) from toilets containing no fire risk (see Note 3 to paragraph 11.1);
- (b) from **protected lobbies**;
- (c) from corridors;
- (d) from lift wells with no openings other than those to the stairway enclosure; or
- (e) a **final exit**.

13.42 Exceptionally, however, doors other than those referred to in paragraph 13.41 may prove acceptable if, for example, they are doors from rooms that open into the stairway provided that the number of doors is strictly limited and the doors are **fire doors**. If there is no **final exit** from the stairway it may still be possible to regard it as a **protected route** if it conforms to the provisions of paragraph 13.35 in the manner illustrated in diagrams 8 and 9.

Stairways from basements

13.43 There should be an alternative stairway from a basement to ground level, unless there is a **final exit** at basement level. This need not apply where the basement is used for storage, as a heating chamber or plant or a combination of these where the **distance of travel** does not exceed that given in column 2 of Table D. A stairway serving upper floors should not extend to the basement. Where the stairway links a basement with the ground floor the basement should be separated from the ground floor by two 30 minute **fire doors**, one at basement and one at ground level (see diagrams 11 and 12). (See also paragraph 12.5(d)(v).)

Accommodation stairways

13.44 Accommodation stairways need not be enclosed at ground floor level but they should be enclosed at all other levels, and separated from each other at ground floor level by a minimum of 30 minutes **fire resisting construction**.

Escalators

13.45 Escalators are not normally acceptable as a **means of escape**.

Diagram 11 Example of basement separated from the ground floor by 2 x 30 minutes **fire doors**, one at the foot of the stairway and one at its head.

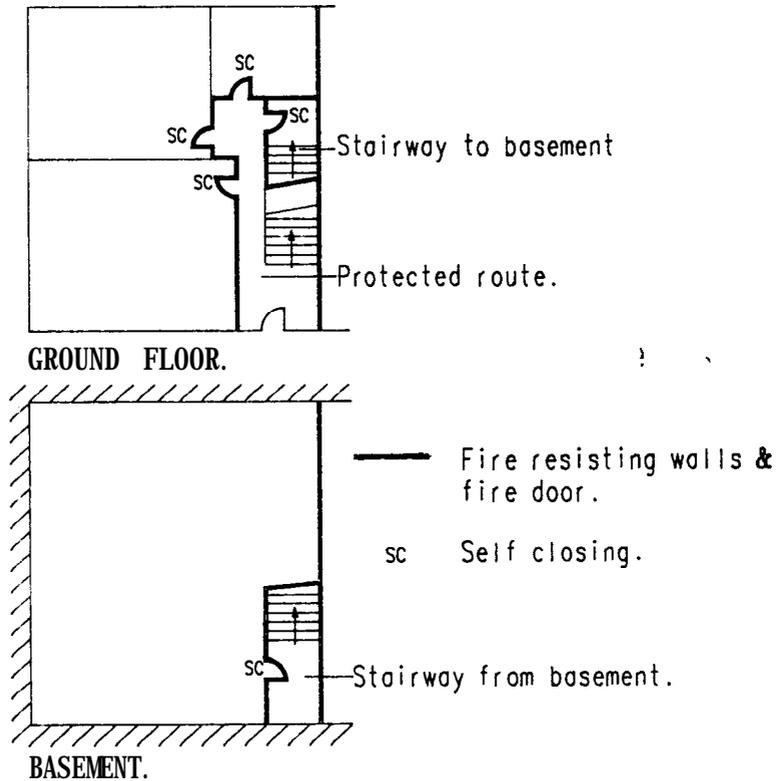
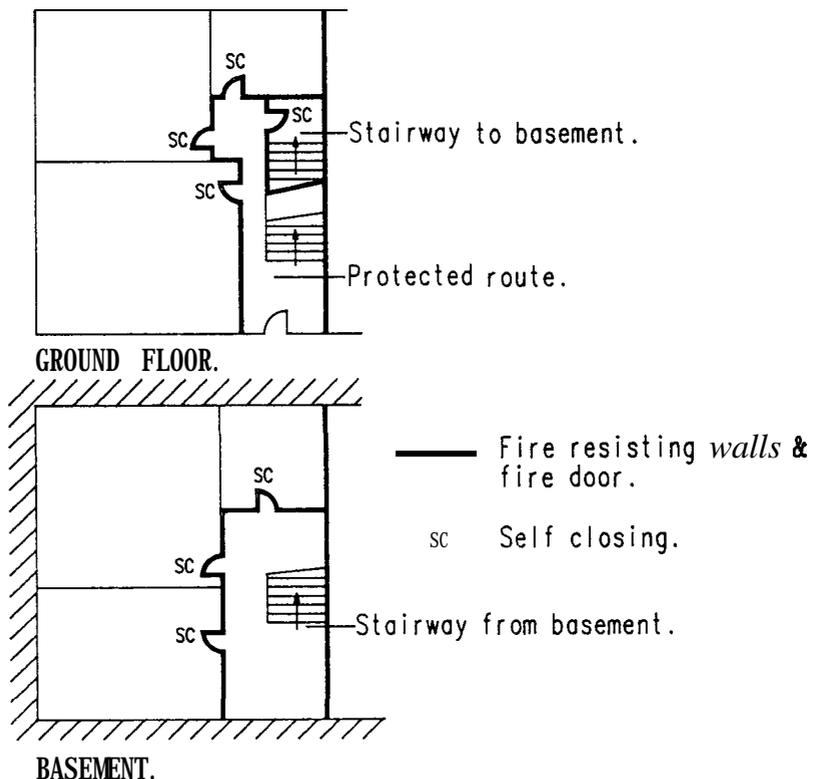


Diagram 12 Example of basement separated from the ground floor by 2 x 30 minutes **fire doors**, one between any self-contained unit within the basement and one at the head of the stairway at ground floor.



13.46 Escalators not within stairway enclosures may need to be separated from the remainder of the building by **fire resisting construction** and by **fire doors**. However, in certain premises, eg shops within a hotel complex, it may be reasonable to regard them as similar to **accommodation stairways** (see paragraph 13.44).

13.47 To avoid a situation where persons are carried towards a fire it is important that arrangements should be made to stop all escalators at the outset of an emergency.

General

Ventilation of stairways

13.48 Wherever practicable, there should be provision for ventilating stairways in the event of fire, particularly if the stairway enclosure is not adjacent to an external wall which has openable windows, and the stairway continues uninterrupted to the top of the building. The minimum area of permanent or openable venting should be not less than 1 m² or 5% of the cross sectional area of the stairway enclosure, whichever is the greater.

Unacceptable items within stairway enclosures or routes of escape

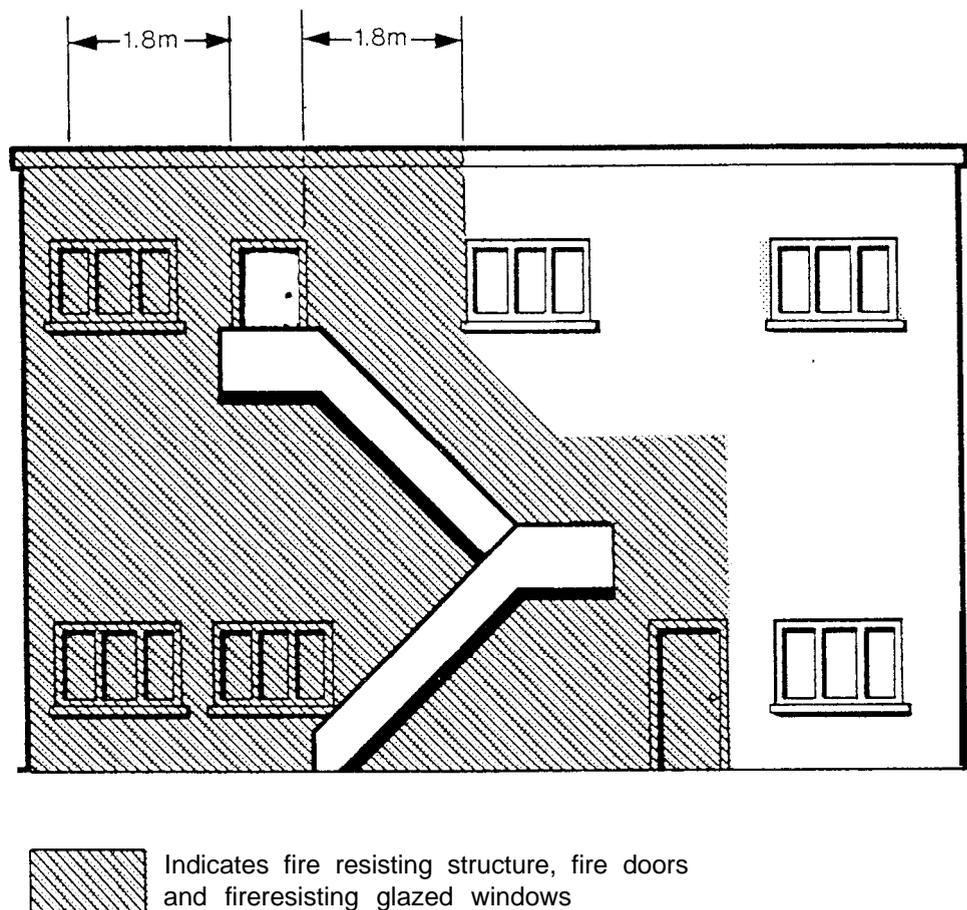
13.49 Items which *pose a potential fire risk* and those which could cause an obstruction should not be installed or stored on an escape route. The following are examples of unacceptable items:-

- (a) portable heaters of any type;
- (b) heaters which have unprotected naked flames or radiant bars;
- (c) fixed heaters using a gas supply cylinder;
- (d) oil-fuelled heaters or boilers;
- (e) cooking appliances;
- (f) stored furniture;
- (g) coat racks;
- (h) temporarily stored items including items in transit (eg beds, laundry);
- (i) lighting using naked flames;
- (j) gas boilers, pipes, meters or other fittings (other than those installed in accordance with appropriate Gas Safety Regulations);
- (k) gaming and/or vending machines; and
- (l) electrical equipment other than normal lighting, emergency lighting or fire alarm systems.

External stairways

13.50 Where an external escape stairway is provided it should be a **protected route** and it will be necessary to ensure that the use of it at the time of a fire cannot be prejudiced by smoke and flames issuing from openings (eg windows and doors) in the external wall of the building below and adjacent to the stairway. Any door opening onto the stairway below the top floor and any door in the external wall beneath the stairway should be of the same standard and self-closing. In situations where windows are less than 1.8 metres horizontally from the stairway, they should be of the fixed type and have a fire resistance similar to the wall in which they are situated. It will also be necessary to provide lighting and consider the protection of the stairway from the weather (see diagram 13).

Diagram 13 Example of defined zone for fire resisting windows and doors.



Spiral stairways

13.51 Existing spiral stairways are acceptable only in exceptional situations eg for use by not more than 50 able-bodied persons. The stairway should be not more than 9m in height, nor less than 1.6m in diameter and should give adequate headroom. The handrail should be continuous throughout the full length of the stairway.

Ramps

13.52 Where a ramp is provided it should have an easy gradient and in no case should it be steeper than 1 in 12. Handrails and non-slip surfaces should be provided to guard against a person slipping. This will be particularly necessary where a ramp is exposed to the weather (see paragraphs 13.80 to 13.82).

Ladder devices

13.53 Portable ladders and “throw-out” ladders are not suitable for **means of escape** purposes.

13.54 Existing fixed vertical and raking ladders are acceptable only for use by members of staff who are able-bodied and active enough to be able to negotiate them without difficulty. They are not suitable for **members of the public**.

Lowering lines, ropes

13.55 Automatic lowering lines, ropes, chutes, and other manipulative devices for self-rescue are not suitable for escape purposes.

Lifts and hoists

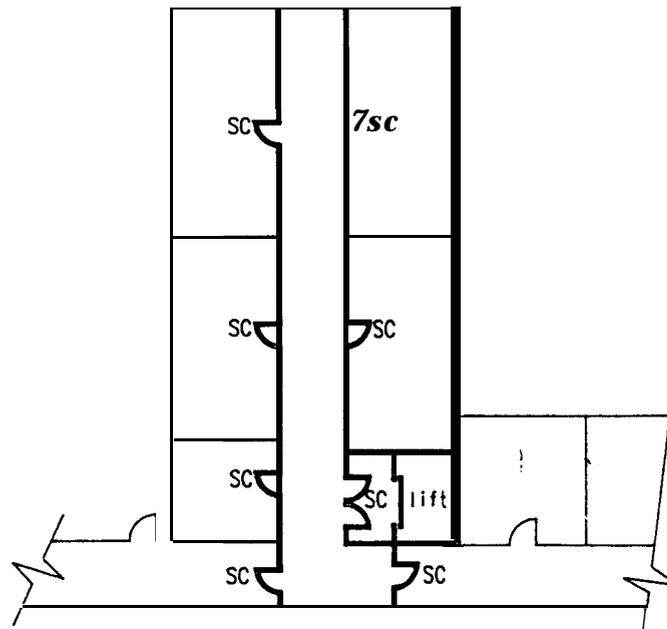
13.56 Lifts and hoists are not normally acceptable for **means of escape**. Exceptionally, however, when it is necessary to consider **means of escape** for persons on the premises who may be disabled, the use of lift(s) should not be discounted provided that the appropriate provisions of British Standard 5588: Part 8 are complied with.

13.57 Unless a lift is situated within a stairway enclosure which is a **protected route** it should be contained within a lift well enclosure of **fire resisting construction** in which the access doors are **fire doors**. Existing sliding doors to lift shaft openings are sometimes ill fitting in their slides and frames and offer a poor barrier to the passage of smoke. In such cases where the opening discharges into a corridor which is a dead end, a **protected lobby** should be provided at the entrance to the lift (see diagram 14). A person should not have to pass through the lobby to reach the continuing route of escape.

13.58 A lift motor situated at the foot of a lift well which is within the enclosure of a stairway which is a **protected route** and forms the only escape route from a building (or part of a building) should be housed in a **compartment** separated from the lift well by **fire resisting construction**. Any opening necessary in the separation between the **compartment** and the lift well for the operation of the lift should be as small as possible.

13.59 Where practicable, a lift well should have a permanent ventilation at the top equal to not less than 0.1 m² for each lift in the lift well enclosure.

Diagram 14 Example of protected lobby to lift entrance.



———— Fire resisting walls & fire door.
sc Self closing.

Wall and floor hatches

13.60 Only in exceptional circumstances should it be necessary to rely for **means of escape** on wall hatches (including breakout panels) and floor hatches. However, there may be some instances when; because of structural difficulties, it will be reasonable to accept arrangements of this kind for a very limited number of persons who are active enough to use them, but under no circumstances should they be provided for the use of **members of the public**. Where wall and floor hatches are provided, it may be necessary to take special precautions to safeguard against their obstruction and facilitate their use, eg by the provision of guard rails round the hatchway.

Intercommunication between rooms

13.61 It may be necessary to provide **means of escape** by way of intercommunication between adjoining rooms, occupancies and buildings. Normally this should be done by providing a doorway having a minimum width appropriate to the circumstances (see paragraph 13.16) and also having, where necessary, a door of the requisite degree of fire-resistance (see paragraph 11.1 and Table A). Where it could be difficult or it might not be reasonable to provide a doorway of normal height and width, it may be possible to accept an escape hatch or similar unconventional exit (see paragraph 13.60). Where intercommunication in this way between different occupancies is being considered it will be necessary to check that a binding agreement is in force between all interested parties so that the use of the route will always be available. This is particularly important if the different occupancies use their premises at different times.

Balconies, bridges and walkways

13.62 A balcony, bridge or walkway can sometimes be used to by-pass a stairway enclosure and in some instances can form Stage 2 of an escape route. Where they form any part of the **means of escape** it will be necessary to ensure that their use at the time of a fire cannot be prejudiced by smoke or flames issuing from openings (eg windows and doors) in the external wall of the building. A door to or from a balcony, bridge or walkway which is intended for use as a **means of escape** should be kept unlocked. In all cases it will also be necessary to ensure that these **means of escape** can be used safely by providing, as appropriate, guard rails, hand rails, toe boards, etc. Depending on the circumstances it may be necessary to provide weather protection and **escape lighting**.

Roof exits

13.63 Other than in exceptional circumstances, persons escaping from a fire, other than those escaping from a level below ground, should not normally have to ascend to a higher level to reach a **place of safety**. Where such a route is necessary roof exits may be acceptable provided that the following criteria are met:-

- (a) roof exits should not normally be used by **members of the public**;
- (b) the escape route should normally be flat. It should be adequately defined, lit (see paragraph 13.80) and the surface should be of a safe non slip character and the route guarded with protective barriers;
- (c) the escape route across the roof and its supporting structure should be constructed as a fire resisting floor;
- (d) if the escape route is in one direction only any ventilation outlet or other extract system and any door roof lights, or windows that are not fire resisting should not be sited within 3 metres of the route;
- (e) persons should not have to ascend more than one level (ie. from one floor to the next or from a top floor to roof level);
- (f) the higher level to which persons ascend should not be to an area of high fire risk;
- (g) the route by which the higher level is gained should be a stairway;
- (h) if the stairway also serves any lower level(s) the upward escape route should be separated from the remainder of the stairway by **fire resisting construction** and by **fire doors**; and
- (i) the exit from the roof should be in, or should lead directly to, a **place of safety**.

Wicket doors and gates

13.64 Often a wicket door is provided in a large door or in a shutter. These may be satisfactory for 2 or 3 persons for the purpose of **means of escape** in an area of high fire risk. Elsewhere they may also be acceptable provided that the numbers of persons likely to use them are not more than 10-15. Unless circumstances are exceptional, a wicket door should provide a minimum opening of which the top is not less than about 1.5 m and the bottom of which is not more than about 250 mm above the floor. The width of the opening should preferably be not less than 500mm and in no case less than 450mm. Wicket doors and gates are not suitable as **means of escape** for **members of the public**.

Goods delivery doors, shutters etc

13.65 Loading doors, goods doors, shutters (roll, folding or sliding), up-and-over doors and similarly filled openings do not normally afford satisfactory exits for **means of escape** in case of fire. However, there may be instances in buildings (or parts of buildings) where it will be possible to regard them as such provided that they are only to be used by staff, cannot be obstructed and can be opened manually even if normally power operated. Where these doors etc are used as a **means of escape** they should be capable of being opened immediately and easily from the inside.

Window exits

13.66 Only in exceptional circumstances should windows be used as a **means of escape** to a **place of safety**. Where they are provided, the following conditions should be met:-

- (a) the exit should not be used by **members of the public**;
- (b) the exit should not be used by more than 10 able-bodied people;
- (c) any such window should be of the casement type, sufficiently large and openable (to at least 850mm x 500mm wide in the clear with the casement open) to permit an average size person to pass through with ease;
- (d) suitable steps should be provided up to the windowsill, both inside and outside the building, with hand grips provided as necessary. The external ground surfaces should be level and unobstructed and the route of escape should lead to a point of dispersal well clear of the building;
- (e) the height of the windowsill should be not more than 1.1 m above the floor level of the room it serves and of the ground or external level surface upon which it discharges. Where the window forms part of a roof exit, the provisions of paragraph 13.63 should be applied;
- (f) simple fastenings which do not require the use of a key in an emergency should be fitted to the openable window; and

-
- (g) any such window should be conspicuously indicated as a “Fire Exit” (see paragraphs 13.74 and 13.80 for lighting).

Doors on escape routes

13.67 (a) Normally a door used for **means of escape** should open in the direction of escape. It should always do so:-

- (i) if it is from a room in which a fire may develop very rapidly; or
- (ii) if the door is from an area from which more than 50 persons may be required to escape.

(b) The door should also:-

- (i) be hung so that, when open, it does not obstruct any escape route;
- (ii) open through not less than 90 degrees;
- (iii) be provided with a vision panel if it is hung to swing both ways; and
- (iv) if protecting an escape route, be fitted with smoke seals (see paragraph 13.30).

Self-closing devices for doors

13.68 All **fire doors**, except those to cupboards and service ducts, should be fitted with self-closing devices to ensure the positive closure of the door. Generally, rising butt hinges are not acceptable. **Fire doors** to cupboards, service ducts and any vertical shafts linking floors should be kept locked shut when not in use (see paragraphs 13.77 and 13.78).

Automatic door releases

13.69 As a general rule, no form of automatic door release should be used to render the self-closing device on a fire-resisting door inoperative if the door forms part of a stairway enclosure. However, where the self-closing door may cause major difficulty for staff or guests and there is no other viable solution, consideration may need to be given to permitting the use of such a device. Where automatic door releases are permitted, the following criteria should be applied:-

- (a) the door release mechanism should conform to British Standard 5839: Part 3 and fail safe (ie in the event of a fault or loss of power the release mechanism should be triggered automatically);

- (b) all doors fitted with automatic door releases should be linked to a full cover life safety automatic fire warning system complying with British Standard 5839: Part 1 (ie a type L1 system);
- (c) all automatic door releases in the premises should be triggered by any of the following:-
 - (i) the actuation of any automatic fire detector;
 - (ii) the actuation of any manual fire alarm call point;
 - (iii) any fault in the fire warning system; and
 - (iv) any loss of power to the fire warning system.
- (d) automatic door releases should be provided with a ready means of manual operation from a position at the door;
- (e) each door fitted with an automatic door release should be closed at a predetermined time each night and remain closed throughout the sleeping hours. Or, if for reasons of management this is impracticable, it should be the specific responsibility of a competent member of staff to operate the release mechanisms at least once each week to ensure:-
 - (i) that the mechanisms are working effectively; and
 - (ii) the doors close effectively onto their frames; and
- (f) the fire warning system and the automatic door release mechanisms should be subject to an effective maintenance contract with a competent maintenance contractor.

*Note: If hoteliers intend to provide specific accommodation for disabled people or the elderly, the fire authority may consider that door-closing devices should be **of** the delayed action type.*

Fastenings on doors

13.70 Doors used for **means of escape** should be kept unlocked at all times when people are in the building and should be fastened so that they can be immediately opened by persons escaping without the use of a key (see paragraph 13.71). Where the door:-

- (a) might be used at the time of a fire by more than 50 persons;
- (b) is an exit from an area of high fire risk;

and has to be kept fastened while persons are in the building, it should be fastened only by means of a panic latch or panic bolt fastening which ensures that it can be readily opened by pressure applied by persons within. Panic bolts should be of a strong type and the working parts should be properly maintained. Panic bolts and panic latches

fitted after the publication of this guide should comply with British Standard 5725: Part 1.

13.71 Where special security arrangements are necessary consideration will need to be given to the fastening of doors. In these cases it will be necessary for all concerned to understand the method of fastening used and for all to be able to use it in the event of an emergency. Normally this type of fastening is not suitable for areas accessed by **members of the public**.

Note: Where a special form of mechanical fastening is used, a notice providing clear instructions as to its use should be prominently displayed. The use of electrically operated fastenings requires special consideration to ensure that they are readily operable at all material times and will fail safe in the open position.

Revolving doors

13.72 Because of the risk of jamming, conventional type revolving doors are not normally accepted as doors for **means of escape** purposes. Where provided they should therefore be supplemented by additional, and immediately adjacent, exit doors which are clearly indicated as such. Exceptionally, however, where only a small number of people are likely to be involved, it may be possible for exit doors which are not immediately adjacent to be accepted.

Note: The fire authority may wish to consider the provision of revolving doors which automatically convert to side hung outward opening upon pressure from within.

Sliding doors

13.73 These are not normally suitable on escape routes unless they convert to outward opening doors when under reasonable pressure from any position. In the case of powered sliding doors they should, in addition to converting to outward opening doors, be provided with a monitoring system to ensure that they fail safe to the fully open position in the event of a failure of the power supply.

Exit and directional signs

13.74 Any exit which is not a normal route of travel from a building should be indicated by a notice bearing the words "Fire exit" in conspicuous lettering of appropriate size. The notice should, wherever possible, be displayed immediately above the exit opening. Where this is not possible a position should be chosen where the notice can be seen and it is least likely to be obstructed.

13.75 Where an exit cannot be seen or where a person escaping might be in doubt as to the location of an exit, 'Fire exit' notices, to include a directional arrow, should be provided at suitable points along an escape route. Such notices should be fixed in conspicuous positions,

and wherever possible be positioned between 2m and 2.5 m above the floor level.

Note: Pictographic symbols are also acceptable.

Notices on doors

13.76 A notice with the words 'Push bar to open' should be permanently displayed immediately above the push-bar on all doors fitted with a panic bolt or panic latch.

13.77 A notice with the words 'Fire door - Keep shut' should be permanently displayed at about eye level on both faces of all **fire doors** except those to cupboards. **Fire doors** which are normally open but which close automatically on the operation of fire detectors should bear the words 'Automatic fire door - Keep clear' - 'Close at night' as appropriate. 'Fire door - keep shut' notices need not be displayed on the entrance doors to each individual bedroom.

13.78 A notice with the words 'Fire door - Keep locked' should be permanently displayed on the outside face of all **fire doors** not required to be self-closing eg cupboards.

13.79 A notice with the words 'Fire escape - keep clear' should be permanently displayed at about eye level on the external face of all doors which are provided solely as **means of escape** in case of fire and which, because they are not normally used, are liable to be obstructed. This is particularly relevant in the case of communicating or by-pass doors used as fire exits which pass through habitable rooms.

Notes: *1. All fire safety signs, notices and graphic symbols should conform with British Standard 5499: Parts 1 and 3. However, existing signs and notices need not be replaced immediately **if** they are fulfilling their purpose effectively. They should, however, be examined and replaced **if** they are found to be inadequate.*

*2. It should be noted that there is an EC proposal **for** a Council Directive concerning the minimum requirements **for** the provision **of** safety and/or health signs at work. This will result in HSE laying new regulations.*

Lighting

13.80 All escape routes, both internal and external, including stairways, should be provided with both normal and emergency electrical lighting systems. Normal lighting should be provided with a suitable system of control so that people are able to move within and escape from areas which do not have the benefit of daylight, and escape from the building during the hours of darkness.

13.81 Escape lighting should conform with the appropriate provisions including the certification, testing and servicing provisions of British Standard 5266: Part 1.

13.82 Notwithstanding the recommendations at sub clause 9.3.2 of British Standard 5266: Part 1, an existing **escape lighting** system may be acceptable if it is capable of maintaining the required level of illumination for two hours, although acceptance of not less than one hour should not be discounted in small buildings, ie those having not more than two floors above the ground floor and where the escape routes are straightforward.

Ventilation systems

13.83 Where ventilation systems might assist the spread of fire, smoke or hot gases, it will be necessary to take steps to safeguard the **means of escape** from this hazard (see paragraph 11.8).

Personal evacuation masks

13.84 Smoke hoods, smoke masks etc are not considered suitable for use in premises covered by this guide.

Notes/Amendments

4 5

MEANS FOR DETECTING AND GIVING WARNING IN CASE OF FIRE

14.1 In any premises to which this guide applies there should be a means of giving warning in case of fire to those who are in the premises.

14.2 Hotels and boarding houses should also be provided with automatic fire detection (AFD) equipment except, as indicated in paragraph 14.13, in certain premises which are of single storey construction.

Automatic fire detection systems: the general principles of this guidance

14.3 There is considerable scope for variation in the nature, coverage and means of operation of automatic fire detection systems. An automatic detection system should be regarded as acceptable if it is such as may reasonably be required in the circumstances of the case. The principle on which this guidance is based is that it is reasonable to expect that the kind of AFD system provided in hotels and boarding houses should ensure primarily that adequate warning of fire can be given to occupants before the escape routes within the premises are impeded by smoke or toxic gases. There may also be circumstances where it is reasonable to expect early warning of fire to be given to occupants of the room of origin (see paragraph 14.10).

14.4 “Dear Chief Officer” letter 11/1987 (in Scotland “Dear Firemaster” letter 1/1988) advised Chief Officers of Home Office sponsored research which had concluded that detectors sited solely in corridors could under certain circumstances be inadequate for the protection of escape routes in premises providing sleeping accommodation. The results of that research are now reflected in British Standard 5839: Part 1, as revised in 1988.

14.5 The revised recommendations given in this chapter of the guide do not imply that fire authorities may seek to require an AFD system if the premises already have a fire certificate and there is no basis in law for amending it. The new standards can of course be imposed where an application for a fire certificate is received for the first time; where the premises are materially altered (where AFD should normally be required in the newly altered parts) or where the fire certificate needs to be amended consequent upon a change of use.

14.6 In other cases, fire authorities should be prepared to point out to occupiers of hotels or boarding houses without AFD systems, or with inadequate fire detection systems, that the arrangements do not meet current standards but it should be made clear that any recommenda-

tions or advice given by the fire authority in such cases do not have the force of law.

Type of system

14.7 Any system installed should comply with the recommendations of British Standard 5839: Part 1. The occupier should ensure that the installer provides the commissioning and installation certificate specified in clause 26.6 of the British Standard.

14.8 The spacing, area coverage and siting of fire detectors should be in accordance with the type L2 system of British Standard 5839: Part 1 unless the system is accepted by the fire authority as a compensating feature, in which case an L1 system may be required. Alternatively the occupier may propose a more comprehensive system (but see paragraph 14.13).

Choice of detectors

14.9 Care should be taken to ensure that detectors are appropriately sensitive to the fire hazards which may be expected and that they are resistant to any environmental conditions which may cause false alarms. Although British Standard 5839: Part 1 permits the use of either heat or smoke sensitive detectors in rooms adjoining escape routes, because of the higher incidence of false alarms associated with smoke detectors, the recommended option is for heat detectors to be installed in hotel bedrooms which are to be occupied by, one or two persons.

14.10 There will however be circumstances in which it is reasonable to expect smoke detectors to be provided in sleeping accommodation in hotels. They include:-

- (a) where accommodation is provided specifically for disabled persons or for the elderly who may need assistance in case of fire;
- (b) where a room provides dormitory type accommodation for a larger number of people even though it may be partitioned into cubicles (see clause 13.6.2 and 13.6.3 of British Standard 5839: Part 1 1988); and
- (c) any other circumstances which suggest that there will be a higher than normal probability of ignition.

Self-contained detectors (domestic smoke alarms)

14.11 Self-contained detectors of the domestic type are not acceptable as an alternative to the type of AFD system recommended in this guide.

Maintenance

14.12 The recommendations of British Standard 5839: Part 1 relating to user responsibilities, testing and servicing should be followed.

Single storey accommodation

14.13 In premises which comprise only single storey construction, a manually operated electrical fire warning system will normally be satisfactory on the basis that occupants should find little difficulty in making their escape in case of fire. Automatic fire detection may be necessary, however, where the only practical **means of escape** are via internal routes or there are other exceptional risk factors.

Warning system

Call points

14.14 Call points should be provided to comply with the provisions of British Standard 5839: Part 2 and be installed in accordance with British Standard 5839: Part 1.

Warning signals

14.15 The signals incorporated into the electrical alarm system should be distinctive and the warning devices should be sited so as to ensure that a common warning system is perceptible throughout the building or throughout all parts in which there is a requirement to provide a warning system. In those parts where the noise level may be excessive, or in other situations where a normal type of sounder may be ineffective, visual signals should be used to supplement the audible alarms. They should not however be used on their own. Clause 9.7 of British Standard 5839: Part 1 gives advice on general requirements (see also paragraph 14.16)

Audible alarms by intercommunication or public address equipment

14.16 Where intercommunication (intercom) or public address equipment is used to transmit a general alarm, the signal should take priority and override other facilities of the equipment. The alarm signal, which may be followed by a voice transmission of essential information for safe evacuation, should be distinct from other signals which may be in general use on the system. Clause 9.12 of British Standard 5839: Part 1 gives advice on general requirements.

14.17 **Members of the public** do not always react quickly to fire alarms and it is good practice for the fire alarm system to be supplemented by instructions on the public address system. Wherever practicable, this should be built into the fire routine for the premises and staff should be trained accordingly. Evacuation messages should be succinct, positive and unambiguous. Wherever practicable they should be prepared in

advance and consideration should be given, where appropriate, to the provision of such messages in foreign languages.

Automatic connections to the local authority fire brigade

14.18 No automatic means of calling the fire brigade should be installed or used without prior consultation with the fire authority.

999 calls from bedrooms

14.19 Where hotel bedrooms provide a telephone with facilities for guests to dial 999 direct, the manager should ensure that guests' attention is drawn to the need to follow the fire procedure set out on the fire instruction notice displayed in the room. The instructions should ensure that, in the event of a guest discovering fire, he or she should raise the alarm within the hotel and then make their way out of the building to the place of assembly.

14.20 Similarly, as mobile or portable telephones are now in common use, managers should make sure that guests' attention is drawn to the need, in the event of fire, to follow the fire procedure for the premises.

Notes/Amendments

15.1 All premises should be provided with means for fighting fire for use by persons in the building. The premises covered by this guide will have the details of the fire-fighting equipment regarding type, number and location recorded on the fire certificate by the fire authority.

Class A fires

15.2 Class A fires are the most likely type of fire to occur in the majority of premises. Water, foam and general purpose powder are the most effective media for extinguishing these fires. Water and foam are usually considered most generally suitable and the appropriate equipment would therefore be hose reels, water type extinguishers or extinguishers containing fluoroprotein foam (FP), aqueous film forming foam (AFFF) or film forming fluoroprotein foam (FFFP).

Hose reels

15.3 If hose reels are installed they should be located where they are conspicuous and always accessible, eg in corridors. The hose should comply with Type 1 hose specified in British Standard 3169 and hose reel installations should conform with British Standard 5306: Part 1 and British Standard 5274.

Portable fire extinguishers

15.4 If portable fire extinguishers are installed they should be provided and allocated to comply with clause 5.2 of British Standard 5306: Part 3.

Class B fires

15.5 In buildings (or parts of buildings) where there is a risk of fire involving flammable liquid it will usually be appropriate to provide portable fire extinguishers of foam (including FP, AFFF and FFFP) and carbon dioxide (CO₂)*, halon* or powder types. Table 1 of clause 5.3 of British Standard 5306: Part 3 gives guidance on the minimum scale of provision of various extinguishing media for dealing with a fire involving exposed surfaces of contained liquid.

*Note: *Care should be taken when using halon or CO₂ extinguishers as the fumes and products of combustion may be hazardous in confined spaces. For environmental reasons it is recommended that the provision of halon extinguishers should be avoided where other suitable extinguishing media are available.*

Class C fires

15.6 No special extinguishers are made for dealing with fires involving gases because the only effective action against such fires is to stop the flow of gas by closing the valve or plugging the leak. There would be a risk of an explosion if a fire involving escaping gas were to be extinguished before the supply could be cut off.

Class D fires

15.7 None of the extinguishing media referred to in the preceding paragraphs will deal effectively with a fire involving metals. These fires should only be dealt with, using special extinguishers, by personnel trained in the handling of combustible metals (for example, aluminium, magnesium, sodium and potassium). It is however unlikely that Class D fires will arise in the premises covered by this guide.

General

15.8 Fire extinguishers should conform to British Standard 5423 and be installed and maintained as outlined in British Standard 5306: Part 3. The British Approvals for Fire Equipment (BAFE) and Loss Prevention Council (LPC) each provide schemes for ensuring conformity with these standards.

15.9 British Standard 5423 recommends that the, bodies of water extinguishers should be (a) predominantly red with a colour coded area; (b) predominantly colour coded; or (c) of self coloured metal with a colour coded area.

Fire blankets

15.10 Fire blankets are classified in British Standard 6575 and are described as follows:-

- (a) *Light duty* These are suitable for dealing with small fires in containers of cooking fat or oils and fires in clothing.
- (b) *Heavy duty* These are for industrial use where there is a need for the blanket to resist penetration by molten materials.

Electrical equipment

15.11 Only powder, halon and CO₂ extinguishers marked 'Suitable for use on electrical apparatus' should be installed close to electrical equipment.

15.12 Fires are classified in accordance with British Standard 4547 and are defined as follows:-

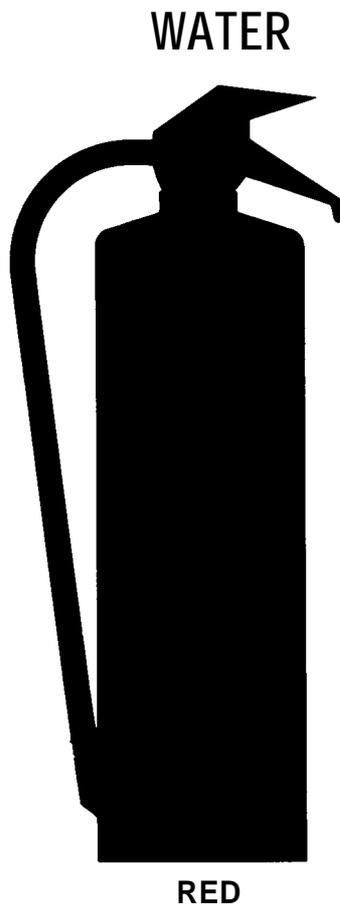
Class A fires – Fires involving ordinary combustible materials such as wood, cloth, paper.

Class B fires – Fires involving flammable liquids or liquefiable solids such as petrol, paraffin, paints, oils, greases and fats.

Class C fires – Fires involving gases.

Class D fires – Fires involving burning metals.

Fire Extinguishers



EXTINGUISHING ACTION

Mainly by cooling the burning material.

CLASS OF FIRE

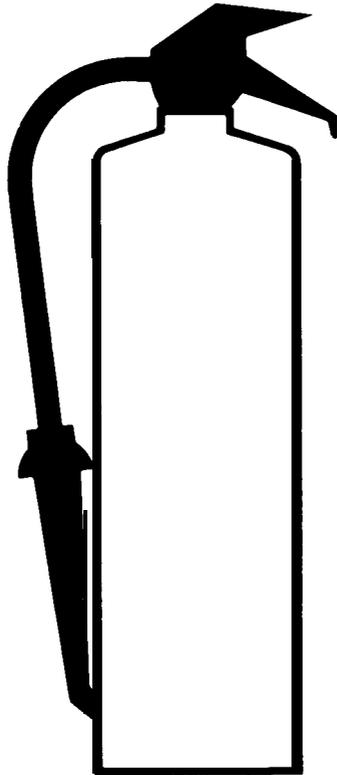
Class A

DANGER Do not use on live electrical equipment, burning fats or oils.

METHOD OF USE

The jet should be directed at the base of the flames and kept moving across the area of the fire. Any hot spots should be sought out after the main fire is out.

FOAM
(Protein P) Type



CREAM

EXTINGUISHING ACTION

Forms a blanket of foam over the surface of the burning liquid and smothers the fire.

CLASS OF FIRE

Class B

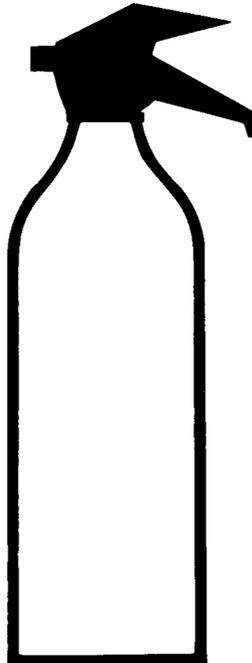
DANGER Do not use on live electrical equipment.

METHOD OF USE

The jet should not be aimed directly onto the liquid. Where the liquid on fire is in a container the jet should be directed at the edge of the container or on a nearby surface above the burning liquid. The foam should be allowed to build up so that it flows across the liquid.

Aqueous film-forming foam (AFFF)

Film-forming Fluoro- Fluoroprotein protein foam (FFFP) foam (FP)



CREAM

EXTINGUISHING ACTION

Forms a fire extinguishing water film on the surface of the burning liquid. Has a cooling action with a wider extinguishing application than water on solid combustible materials.

CLASS OF FIRE

Classes A & B

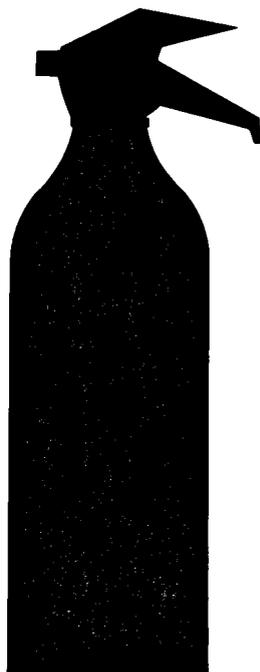
DANGER Some extinguishers of this type are not suitable for use on live electrical equipment.

METHOD OF USE

For Class A fires the directions for water extinguishers should be followed.

For Class B fires the directions for foam extinguishers should be followed.

POWDER



BLUE

EXTINGUISHING ACTION

Knocks down flames.

CLASS OF FIRE

Class B

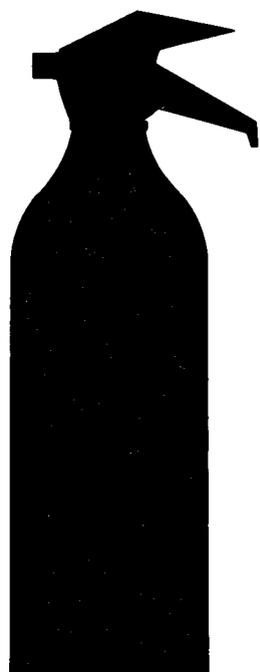
Safe on live electrical equipment although does not readily penetrate spaces inside equipment. A fire may re-ignite.

METHOD OF USE

The discharge nozzle should be directed at the base of the flames and with a rapid sweeping motion the flame should be driven towards the far edge until the flames are out. If the extinguisher has a shut-off control the air should then be allowed to clear; if the flames re-appear the procedure should be repeated.

WARNING Powder has a limited cooling effect and care should be taken to ensure the fire does not re-ignite.

POWDER (Multi-purpose)



BLUE

EXTINGUISHING ACTION

Knocks down flames and on burning solids melts down to form a skin smothering the fire. Has some cooling effect.

CLASS OF FIRE

Classes A & B

Safe on live electrical equipment although does not readily penetrate spaces inside equipment. A fire may re-ignite.

METHOD OF USE

The discharge nozzle should be directed at the base of the flames and with a rapid sweeping motion the flame should be driven towards the far edge until the flames are out. If the extinguisher has a shut-off control the air should then be allowed to clear; if the flames re-appear the procedure should be repeated.

WARNING Powder has a limited cooling effect and care should be taken to ensure the fire does not re-ignite.

CARBON DIOXIDE (CO₂)



BLACK

EXTINGUISHING ACTION

Vapourising liquid gas which smothers flames by displacement of oxygen in the air.

CLASS OF FIRE

Class B

Safe and clean to use on live electrical equipment.

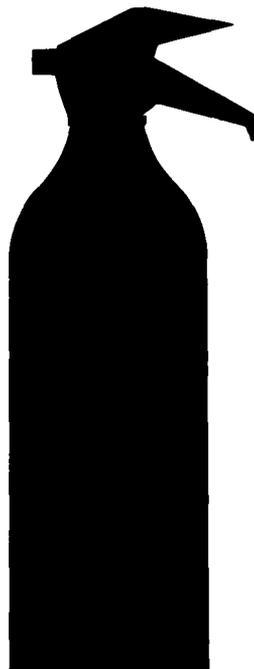
METHOD OF USE

The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire.

WARNING CO₂ has a limited cooling effect and care should be taken to ensure that the fire does not re-ignite.

DANGER Fumes from CO₂ extinguishers can be harmful to users in confined spaces. The area should therefore be ventilated as soon as the fire has been extinguished.

HALON



GREEN

EXTINGUISHING ACTION

Vapourising liquid gas giving rapid knock down by chemically inhibiting combustion.

CLASS OF FIRE

Class B

Clean and light. Can also be used on small surface burning Class A fires. Effective and safe on live electrical equipment.

NOTE For environmental reasons it is recommended that the provision of halon extinguishers should be avoided where other suitable extinguishing media is available.

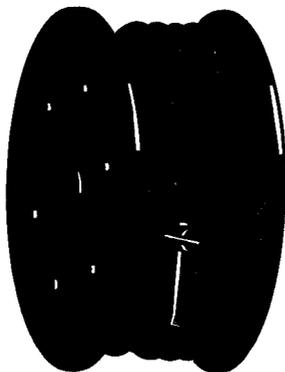
METHOD OF USE

The gas is expelled in a jet which should not be aimed into burning liquids as this risks spreading the fire. The discharge nozzle should therefore be aimed at the flames and kept moving across the area of the fire.

WARNING Halon has a limited cooling effect and care should be taken to ensure that the fire does not re-ignite.

DANGER Fumes from halon extinguishers can be harmful to users in confined spaces or if used on hot metal. The area should therefore be ventilated as soon as the fire has been extinguished.

RED



HOSE REEL

EXTINGUISHING ACTION

Mainly by cooling the burning material.

CLASS OF FIRE

Class A

DANGER Do not use on live electrical equipment.

METHOD OF USE

The jet should be aimed at the base of the flames and kept moving across the area of the fire. If an isolating valve is fitted it should be opened before the hose is unreeled.

RED



Light duty

Heavy duty

EXTINGUISHING ACTION

Smothering

CLASS OF FIRE

Classes A & B

Suitable for burning clothing and small fires involving burning liquids.

Suitable for industrial use.
Resistant to penetration by molten materials.

METHOD OF USE

The blanket should be placed carefully over the fire and the hands shielded from the fire. Care should be taken that the flames are not wafted towards the user or bystanders.

British Standard 5423 recommends that extinguishers should be (a) predominantly red with a colour coded area; (b) predominantly colour coded; or (c) of self-coloured metal with a colour coded area.

Notes/Amendments

16.1 Wherever premises require a fire certificate the fire authority should ensure that the occupier is aware of the need to train staff, and all who may work on the premises, in the action which should be taken in the event of fire.

Note: The fire authority must inform an applicant for a fire certificate of the occupier's duty to train staff in the action to be taken in the event of a fire pending disposal of the application (see paragraph 3.3).

16.2 All staff should receive regular training to ensure that they are adequately trained and know what action to take in the event of a fire. Day staff should receive training at not less than six monthly intervals; night staff at three monthly intervals. Instruction and training should be based on written procedures and should be appropriate to the duties and responsibilities of the staff.

16.3 It is particularly important that all new staff (including those casually employed) should be shown the **means of escape**, and told about the fire routine as soon after they start work as possible. There is also a need to ensure that occasional workers and others who work in the premises outside normal hours, such as cleaners and bar staff are similarly instructed. If staff are employed whose knowledge of the English language is limited, the training should be given in a manner which they can understand.

16.4 Training should be specific to the particular premises. In larger hotels managers should have a written action plan as part of the procedure used to train staff. The plan should recognise that many life threatening fires occur at night when the maximum number of guests will be in their rooms but few staff will be on duty.

16.5 Instruction should be given by a competent person and the following subjects should be covered in each training session with practical exercises where possible:-

- the action to be taken upon discovering a fire;
- the action to be taken upon hearing the fire alarm;
- raising the alarm, including the location of the alarm call points and alarm indicator panels;
- the correct method of calling the fire brigade;
- the location and use of fire-fighting equipment;
- knowledge of escape routes, including any stairway not in regular use;

- knowledge of the method of operation of any special escape door fastenings;
- appreciation of the importance of **fire doors** and the need to close all doors at the time of a fire and on hearing the fire alarm;
- stopping machines and processes and isolating power supplies where appropriate eg gas or electric ovens in the kitchens;
- the operation of all escape doors, not in regular use, to ensure that they function satisfactorily;
- the evacuation procedure for the building. This will include avoiding the use of lifts (but see paragraph 18.1 1), any special arrangements for physically disabled and sensory-impaired staff and guests, the checking of public areas, informing and reassuring **members of the public**; directing or escorting them to exits and checking the register (if appropriate) of guests and staff at an assembly point; and
- general fire precautions.

16.6 In addition to the above, certain categories of staff should be instructed and trained in matters which will be their particular responsibility in the event of a fire. These should include:-

Managers of departments
 Kitchen staff
 Engineering and Maintenance Staff
 Security Staff
 Receptionists

16.7 The training and instruction given should be recorded in a log book. The following are examples of matters which may need to be included in such a record:-

- (a) date of the instruction or exercise;
- (b) duration;
- (c) name of the person giving the instruction;
- (d) names of the persons receiving the instruction; and
- (e) the nature of the instruction, training or drill/exercise.

16.8 The purpose of a fire drill is to ensure that staff are trained in the role they would play if a fire should occur. A practice fire drill should be carried out at least once in every period of six months simulating conditions in which one or more of the escape routes from the building is obstructed. During these drills the fire alarm should be operated by a member of staff and thereafter the fire routine should be rehearsed as fully as circumstances allow. Advance notice should be given of the date and time of the drill so that guests are fully informed. **Manage-**

ment should ensure that the operation of the fire alarm in these circumstances does not result in the attendance of the fire brigade and/or police.

16.9 It will be appreciated that to evacuate guests in premises where seminars, training courses, exhibitions and other events may be taking place could cause difficulties. In such circumstances drills could be carried out with selected staff playing the role of guests. The system in smaller premises could involve a walk over the escape routes, the checking of **fire doors**, noting the position of fire alarms, fire fighting equipment etc.

16.10 In larger premises it is recommended that a small number of staff, including any safety representatives, be appointed to observe the fire drill. These individuals should be informed beforehand when the drill is to take place, the location of the supposed fire and which escape route is to be used. Afterwards, the observers should discuss the fire drill with the management team in order to identify and remedy any failings.

Fire notices and floor plans

16.11 The contents of fire notices will normally be specified in the fire certificate. Printed notices, including floor plans, should be displayed at conspicuous positions throughout the building (eg hotel bedrooms, public rooms etc) stating in concise terms the essentials of the action to be taken by both staff and guests upon discovering a fire or on hearing the fire alarm. A floor plan should not be elaborate but should indicate the route or routes to a **place of safety**. Where appropriate, a translation into other languages should be provided. Written instructions may be supplemented by advice in pictogram form. All notices should be fixed permanently in position and should be laminated or framed to prevent loss or defacement.

16.12 In all but the smallest of premises it is recommended that there should be a plan of the premises located in a place agreed with the fire authority. This recommendation is based on paragraph 8.1.2 of the Annex to the EC Recommendation on Fire Safety in Existing Hotels (see Appendix C). The plan would be for the information of the fire brigade and would indicate the location of -

- (a) stairways and escape routes;
- (b) available extinguishers;
- (c) gas and electricity supply shut-off devices;
- (d) where appropriate, the shut off device for the ventilation system;
- (e) where appropriate, the control panel for the automatic fire detection and alarm system; and
- (f) where appropriate, installations and areas of particular risk.

Notes/Amendments



PART III

ADVICE WHICH A FIRE AUTHORITY MAY
BE ASKED TO PROVIDE TO MANAGERS
OR OCCUPIERS OF HOTELS AND
BOARDING HOUSES

Responsibilities imposed by the Fire Certificate

17.1 In certificated premises it is the occupier who has responsibility for ensuring, among other things, the maintenance of:-

- (a) adequate **means of escape** (see Chapter 13);
- (b) a system whereby both staff and guests can be alerted to the presence of a fire (see Chapter 14); and
- (c) suitable means for fighting fire (see Chapter 15).

This responsibility extends to ensuring that staff are trained in the action to take in the event of fire and that guests know what they should do if they discover a fire, or if the fire alarm is sounded (see paragraph 14.17 and Chapter 16).

17.2 The fire certificate will normally require details of staff training, fire drills and the testing and maintenance of the fire warning system, **escape lighting** and fire fighting equipment to be recorded in a fire log-book kept for that purpose.

Note: Even when a fire log-book is not required by law it is recommended that a manager should still use one as a means of keeping a detailed record.

Fire safety management

17.3 Managers may wish to seek advice from the fire authority about their responsibilities in the event of a fire. Managers of every hotel, boarding house or similar establishment, however large or small, have a responsibility to minimise the risk of fire breaking out and to protect the lives of their staff and guests if it does. Comprehensive guidance is available in a document entitled “Fire Safety Management in Hotels and Boarding Houses” published by HMSO, ISBN 0 11 340980 X.

17.4 The manager’s responsibility may be a personal one as in the case of the occupier or owner, or it may be a delegated responsibility because the person has been employed for that purpose. Whatever the size of the premises there should be no doubt where this responsibility lies and if this individual is absent, some other person should have the authority to act in his or her place.

17.5 It is prudent for the manager to have in readiness a plan of action to be taken if a fire should occur, to include details of salvage companies, architects, builders, contractors etc. These contingency arrangements should be kept up to date and plans should also be made to cater for the comfort of guests who could be left without shelter after a fire.

17.6 The manager, or individual having responsibility for fire safety should be able to:-

- (a) assess the risk of fire in the premises;
- (b) take action to minimise the likelihood of a fire occurring (see also paragraph 13.49 and Chapter 20);
- (c) establish procedures to be followed in the event of fire;
- (d) limit the spread of fire (see also Chapter 19);
- (e) ensure that appropriate fire protection equipment is installed and maintained; and
- (f) ensure that guests are adequately informed on what to do in case of fire.

Comprehensive details in relation to (a) to (f) are given in Chapter 3 of Fire Safety Management in Hotels and Boarding Houses.

Notes/Amendments

General

18.1 In certificating premises, the applicant, owner or manager may seek advice about fire safety provisions for disabled people. Non technical guidance is available in “Fire Safety Management in Hotels and Boarding Houses” published by HMSO ISBN 0 11 340980 X. The paragraphs which follow are from Chapter 8 of that guide, and other technical guidance previously issued.

18.2 British Standard 5588: Part 8 Code of practice for means of escape for disabled people, provides guidance on the measures to be incorporated into new buildings (or existing buildings which have been altered), to enable the safe evacuation of disabled people in the event of fire. It is accepted that it may not always be possible to fully comply with the code in existing buildings and in these circumstances alternative ways of meeting its objectives should be sought.

The less able-bodied

18.3 If people use wheelchairs, or can move about only with the aid of a stick or crutches, their disability is obvious. However disabilities are less obvious for people who have had strokes or heart attacks, those who are arthritic or epileptic, and those with poor sight or hearing. There are also many people, such as those with broken limbs and other injuries, and women in the late stages of pregnancy whose condition affects their mobility. Elderly people and young children may also require special consideration.

18.4 When guests register it is important to identify, as far as is practicable, whether they are disabled or require special assistance. This should be recorded in the register so that members of staff who may be involved with evacuation of guests are aware of the likely location of the guest and the nature of the disability. Where practicable, consideration should be given as to whether special procedures should be adopted to accommodate the disability of a guest. For example, a person with impaired vision should be advised verbally about the procedures to be followed in the event of a fire.

18.5 If members of staff have disabilities or sensory impairments the fire routine should be developed in conjunction with the staff involved, taking their disabilities into account.

Wheelchair users and people with impaired mobility

18.6 In drawing up an evacuation plan for the premises management should consider how wheelchair users and people with impaired mobility (both guests and staff) can be assisted. Lifts should not be used in the event of a fire unless they are specially designed for the evacuation of the disabled as described in British Standard 5588: Part 8. Where stairs need to be negotiated and there is a likelihood that guests (or members of staff) may have to be carried, managers should consider training able-bodied members of staff in the correct methods of doing so. Advice on lifting and carrying disabled people may be obtained from the fire brigade, the ambulance service, the British Red Cross Society, the St John Ambulance Brigade, the St Andrew's Ambulance Association or certain of the access or disability organisations listed at paragraph 18.13.

People with impaired vision

18.7 The type and location of fire safety signs may be specified in a fire certificate but in all cases the signs should be sited so that they are easily seen and are readily distinguishable. Advice may be obtained about the siting of notices from the Royal National Institute for the Blind or the National Federation of the Blind of the United Kingdom.

18.8 Managers should ensure that any staff with impaired vision familiarise themselves with escape routes, especially those which are not in general use. Certain members of staff should be given the specific duty of monitoring the exit routes to ensure that any guests with impaired vision are guided along the escape routes and are not abandoned after leaving the building but led to a **place of safety**. In an evacuation of the building it is recommended that a sighted person should lead, inviting the other person to grasp his or her elbow or shoulder lightly, as this will enable the person being assisted to walk half a step behind and thereby gain information about doors and steps, etc. Assistance should be offered to guide dog owners and it is recommended that the helper holds the leash and not the dog's harness. A normally sighted member of staff should remain with guests until the emergency is over.

People with impaired hearing

18.9 Although people with impaired hearing may experience difficulty in hearing a fire alarm they may not be completely insensitive to sound. Many people with severe impairment have sufficiently clear perception of some types of conventional audible alarm signals to require no special provision. Managers should however ensure that where a member of staff does have difficulty, a colleague is given the responsibility of alerting the individual concerned. Managers should ensure that any guest with a hearing impairment is separately contacted in the event of fire. Specialist equipment is also available to assist these guests

when they are either awake or asleep in their bedrooms. Advice may also be sought from the Royal National Institute for the Deaf (see paragraph 18.13).

Assisting people with mental or physical handicaps

18.10 Managers should ensure that any mentally ill or physically handicapped staff or guests are adequately supervised and reassured in the event of fire and led to a **place of safety**. They should not be left unattended.

Use of lifts

18.11 Disabled people may rely on a lift as a **means of escape** only if it is an evacuation lift or a firefighting lift operated under the direction and control of management using an agreed evacuation procedure. The recommendations in paragraph A.3 of Appendix A to British Standard 5588: Part 8 should be followed.

Sources of advice

18.12 Comprehensive advice on the provision of **means of escape** for the disabled is contained in British Standard 5588: Part 8. Advice is also contained in “Tourism for All: Providing Accessible Accommodation” which can be obtained from the Tourist Boards.

18.13 Names and addresses of organisations representing disabled and sensory-impaired people can be found in Yellow Pages. For convenience, some of the principal organisations concerned are listed below.

1. Access Committee for England, 35 Great Smith Street, London SW1P 3BJ.
2. Access Committee for Wales/Cyngor Cymru I'r Anabl, Llys Ifor, Crescent Road, Caerphilly, Mid Glamorgan CF8 1XL.
3. Centre for Accessible Environments, 35 Great Smith Street, London SW1P 3BJ.
4. Disability Scotland, Princes House, 5 Shandwick Place, Edinburgh EH2 4RG.
5. Disabled Living Foundation, 380-384 Harrow Road, London W9 2HU.
6. Joint Committee on Mobility for the Disabled, 9 Moss Close, Pinner, Middlesex HA5 3AY.

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7. National Federation of the Blind of the United Kingdom, Unity House, Smyth Street, Westgate, Wakefield, West Yorkshire WF1 1ER.
 8. Royal Association for Disability and Rehabilitation, 25 Mortimer Street, London W1N 8AB.
 9. Royal National Institute for the Blind, 224 Great Portland Street, London W1N 6AA/9 Viewfield Place, Stirling SK8 1NL.
 10. Royal National Institute for the Deaf, 105 Gower Street, London WC1E 6AH/9 Clairmont Gardens, Glasgow G3 7LW.

Notes/Amendments

FLOOR COVERINGS, FURNITURE AND FURNISHINGS, BEDS AND BEDDING

19.1 In certificating premises the fire authority may be asked to give advice to the occupier on technical matters concerning the contents of the premises. The paragraphs which follow (which are also included in the “Guide to Fire Precautions in Existing Places of Entertainment and Like Premises”) should enable fire authorities to give consistent advice.

Floor coverings

19.2 Some floor coverings, when involved in fire, may react to produce large volumes of heat and smoke although the surface spread of flame may be relatively slow. The possibility that the floor coverings may present a hazard to **means of escape** should not be overlooked and should feature in the overall assessment of suitability of surfaces, walls and ceilings to **protected routes**. If new floor coverings are to be installed, they should comply with British Standard 5287 as conforming to the low radius of fire spread (up to 35mm) when tested in accordance with British Standard 4790 (see paragraph 3.2 of the Annex to the EC Recommendation reproduced at Appendix D).

Furniture, furnishings, beds and bedding, and synthetic materials

19.3 Furniture, furnishings, beds and bedding, and synthetic materials which are easily ignited or demonstrate rapid spread of flame characteristics present a particular fire hazard and their presence should be a factor in determining the acceptability of escape routes and in particular of **protected routes**.

19.4 It is recommended that upholstered furniture should only contain those filling materials specified in the Furniture and Furnishings (Fire)(Safety) Regulations 1988; and that invisible parts of permanent covers should comply with the provisions of the Furniture and Furnishings (Fire)(Safety) Amendment Regulations 1989. The furniture should satisfy as a minimum standard Ignition Source 0 (cigarette test) and Ignition Source 5 (timber crib test) of British Standard 5852. However, it should be noted that British Standard 5852 does not test the resistance to ignition of the underside of the seating. In addition, where the cover material, or any barrier fabric, has been treated chemically to impart a degree of flame retardance, it should be subjected to the water soak test, as advocated in the Furniture and Furnishings (Fire)(Safety) Regulations 1988. The new standards should be applied when refurbishment and replacement takes place.

19.5 Certification of upholstered furniture to British Standard 5852, in every instance, would be unnecessarily burdensome and not in keeping with the precedent set by the Department of Trade and Industry Regulations which allows predictive testing in the case of domestic upholstered furniture.

19.6 Newly published is British Standard 7176: Specification for Resistance to ignition of upholstered furniture for non-domestic seating by testing composites. This standard specifies the direct testing of the actual composite in use but also allows predictive testing for small orders (less than 200 identical units in any 12 month period), where a “worst case” composite is tested.

19.7 This route to compliance is described in Appendix A of British Standard 7176 which suggests a scheme whereby the manufacturer can test the cover over a standard substrate and test the filling under a standard cover. The label attached to the furniture would then indicate which route to compliance had been followed, ie direct or predictive testing.

19.8 Fire authorities should advise hoteliers that either route to compliance is acceptable but that direct testing is the definitive performance and that in some situations direct testing would be required regardless of the number of items to be provided.

*Notes: 1. Cellular foam filled furniture presents particular dangers **if** it is involved in a fire. Any such furniture in public areas should be checked regularly and carefully **for signs of wear** and should be replaced **if** the foam filling becomes exposed.*

2. There could be an area within a hotel, such as a basement disco where an increased performance criteria, such as ignition source 7 could be required.

*3. Where the composite **of** bed and bedding can be specified or controlled, the composite should be tested to Section three **of** British Standard 6807 and should resist ignition sources 0, 1 and 5. Where the composite cannot be specified or controlled, the bed should be tested to Section two **of** British Standard 6807 and should resist ignition sources 0, 1 and 5.*

Curtains, drapes and other textile hangings

19.9 Curtains or drapes should be of durably flame-retarded fabric or inherently flame-retarded fabric and should conform with British Standard 5867: Part 2 fabric type B when tested in accordance with British Standard 5438. Curtains or drapes should not conceal notices and where hung in front of fire exit doors should not obstruct exit signs. They should be arranged so as not to trail on the floor and with a centre opening when in front of pairs of doors.

*Notes: 1. Attention is drawn to the Department **of** the Environment test outlined in the “Department **of** the Environment Fire*

Retardant Specification No. 7 Ignition Standards for Curtains". Fabrics may be tested using crib ignition source 5 described in British Standard 5852 in which the fire produced is equivalent to a fire caused by a double sheet of newspaper. The occupier may wish to consider the use of this test which subjects curtains, hangings and drapes to a more searching indication of a material's performance in a fire situation. The appropriate procedure in British Standard 5651 should be completed prior to this test in respect of those fabrics which have been chemically treated.

2. Where doubt exists about the suitability of a material the occupier should be advised to obtain a test certificate to show compliance with the appropriate standard. Tests should be conducted by an approved laboratory under the Department of Trade and Industry's NAMAS scheme.

Artificial and dried foliage

19.10 It is not possible to assess dried or artificial foliage in terms of flame retarded fabrics using formal laboratory test methods. It is, however, recommended that these and similar items be subjected to ignition tests using small flaming sources comparable to those used for testing drapes and curtaining, as follows:—

a suitable small flaming ignition source, the match equivalent butane flame Ignition Source 1 specified in British Standard 5852: Part 1, should be applied to the treated leaves, flowers, etc, of the sample for 20 seconds. Ignition is acceptable during the application of the igniting flame but, on its removal, flaming, whilst continuing locally, should not spread beyond the area first ignited.

19.11 As it has been found difficult to totally inhibit the production of flaming molten droplets or debris from the solid plastics parts of artificial foliage such as stems, fire authorities should consider such factors as:-

- (a) location;
- (b) ease of access by **members of the public**; and
- (c) the overall amounts of artificial foliage present.

19.12 All artificial and dried foliage used for decorative purposes in public areas should be flame retardant treated. As flame retardant treatments can be adversely affected by contact with moisture (as this can cause recrystallisation on surfaces), periodic retreatment may be required to maintain the effectiveness of the flame retardant treatment and/or to maintain an acceptable appearance. Fire authorities should advise hoteliers to consider a policy of reappraisal for such treated items.

19.13 Dried flowers and grasses should not be sprayed with hair lacquer or other like substance, as such treatment will only enhance the ease of ignition and rate of fire spread.

Notes/Amendments

GOOD HOUSEKEEPING AND THE PREVENTION OF FIRE

General

20.1 The fire authority may be asked to give advice on good housekeeping and fire prevention. The paragraphs which follow are based on Chapter 7 of “Fire Safety Management in Hotels and Boarding Houses” published by HMSO ISBN 0 11 340980 X.

20.2 The need for good housekeeping and sensible fire precautions cannot be over-emphasised as these practices will reduce the possibility of a fire occurring. Poor housekeeping, carelessness and neglect not only make the outbreak of fire more likely but will inevitably allow a fire to spread more rapidly.

Common causes of fire

20.3 Common causes of fire include:-

- (a) faulty electrical wiring; plugs and sockets which are in poor condition, overloaded or inadequately protected by fuses or other devices;
- (b) electrical equipment left switched on when not in use (unless it is designed to be permanently connected);
- (c) careless disposal of cigarettes, the contents of pipes, or matches;
- (d) accumulation of rubbish, paper or other materials that can easily catch fire;
- (e) combustible material left close to sources of heat;
- (f) misuse of portable heaters;
- (g) obstruction to the ventilation of heaters, machinery or office equipment;
- (h) inadequate supervision of cooking activities; and
- (i) carelessness by contractors.
(For more details see Chapter 7 of Fire Safety Management in Hotels and Boarding Houses)

Plan of fire precautionary measures

20.4 Having examined the fire risks in the premises it is prudent for the manager or the individual responsible for fire safety to draw up a plan of fire precautionary measures under the following headings:-

- (a) electrical equipment and installations;
- (b) smoking and the provision of ashtrays;
- (c) kitchens;
- (d) building and maintenance work;
- (e) waste paper and other combustible rubbish;
- (f) liquefied petroleum gas (LPG);
- (g) floor coverings, furniture, furnishings, beds and bedding (see also Chapter 19); and
- (h) unoccupied areas.

Comprehensive details in relation to (a) to (f) are given in Chapter 7 of Fire Safety Management in Hotels and Boarding Houses.

Check list

20.5 Although fire precautions are mainly commonsense, staff need to know what to look for. The manager should therefore draw up a checklist to ensure that:-

- (a) the fire fighting equipment is in order, unobstructed and is in place;
- (b) there are no obstructions, apparent defects or damage to fire alarm call points, fire detectors or alarm sounders;
- (c) the **means of escape** are well signposted and kept clear of obstruction at all times;
- (d) internal **fire doors** are clearly labelled and any self-closing devices are kept in working order; and that all fire exit doors can be easily and immediately opened from the inside without the use of a key;
- (e) all electrical equipment is fitted with fuses of the correct size and type, and that lengths of flexible cable are kept to the minimum; that cables are run only where damage is unlikely and never under floor coverings or through doorways;
- (f) material which could readily catch fire is not left near to a source of heat;

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- (g) there are adequate facilities for the disposal of smoking materials;
 - (h) all furnishings are in good condition;
 - (i) there is no accumulation of rubbish, waste paper or other materials which could catch fire. (Such a check is particularly important when part of the premises has been used for a seminar or exhibition);
 - (j) decorative materials used at festive or social gatherings are not readily ignitable; that decorations are not attached to lights or heaters, and that they do not obscure fire safety notices and emergency lighting;
 - (k) heating appliances are fixed in position at a safe distance from any combustible materials and are adequately guarded; and
 - (l) open fires are protected with fixed guards to prevent the risk of sparks igniting materials in the close vicinity.

Note: (a), (b), (c) and (d) will normally be included on the fire certificate.

20.6 It is important that *at the end of the day's activities* a full check is made of the premises to ensure that:-

- (a) all **fire doors** are closed, including those held open during the day by automatic door release units;
- (b) electrical equipment not in use is unplugged;
- (c) smoking materials are not left smouldering; and
- (d) open fires are not left unguarded.

20.7 Effective arrangements should be made to ensure that any deficiency found during the checks carried out in accordance with paragraphs 20.5 and 20.6 is speedily rectified.

20.8 Staff should be encouraged to bring any potential fire risk to the attention of the manager.

Notes/Amendments

SUMMARY OF INFORMATION FROM FIRE SERVICE CIRCULARS AND FIRE PRECAUTIONS ACT 1971 CIRCULARS

General

1 The passage into law of the Fire Precautions (Hotels and Boarding Houses) Order 1972, (in Scotland the Fire Precautions (Hotels and Boarding Houses) (Scotland) Order 1972) prompted the issue of a number of circulars to fire authorities on how the Order should be interpreted. A summary of the main aspects of 'this' guidance is reproduced below.

2 Sleeping accommodation for staff:

- (i) Sleeping accommodation for staff in the context of section 3 of the Order should not be regarded as including the domestic quarters of the proprietor of a hotel or boarding house, and his family, nor of a resident inn-keeper and his family even though the inn-keeper could be an employee of the company owning the inn.
- (ii) Where the accommodation provided for guests constitutes a designated use, if staff are separately accommodated in another part of the same building, their accommodation should be treated as forming part of the premises as the provisions of section 1(8) of the 1971 Act apply.
- (iii) Where the sleeping accommodation for staff is in a separate building, this would be a designated use of the premises as it is separately covered by the Order.

(Fire Service Circular No. 38/1972 (in Scotland, Fire Service Circular No. 9/1972) and Fire Precautions Act Circular No. 1/1974 (in Scotland, Fire Precautions Act Memorandum No. 1))

3 Type of Establishment:

In determining whether or not premises are covered by the Order no conclusion should be drawn from the name of an establishment. For example the business of a hotel keeper is not restricted to keeping the sort of hotel defined in section 1 of the Hotel Proprietors Act 1956 but could include a private hotel, which while not catering for travellers, still provides accommodation generally for members of the public. Again the keeping of a boarding house is a general term which could apply to a variety of establishments which offer board and lodging but may be known as guest houses or lodging houses or have no name at all

– the criterion being whether the accommodation is provided in the course of carrying on the business of a hotel or boarding house keeper. (Fire Precautions Act Circular No. 1/1974 (in Scotland, Fire Precautions Act Memorandum No. 1)).

4 Definition of guests:

If admission to the premises is conditional upon membership of a particular group or association it is unlikely that members could be regarded as “guests” but premises would not avoid control unless they were maintained exclusively for its members.

5 Hostels:

Hostels are unlikely to come within the scope of the Order because most are for special categories of person, such as students, and many are run otherwise than by way of a business. Even if the hostel is run as a business it is necessary to determine whether admission is conditional upon membership of a particular group or association, and if it is, it is unlikely that individuals would be regarded as “guests”. (Fire Precautions Circular Act No. 1/1974 (in Scotland, Fire Precautions Act Memorandum No. 1)).

6 Cost of Fire Precautions:

Concern was expressed by Members of Parliament over the cost to hoteliers of bringing their premises up to the standard necessary for fire certification. It was recognised that there would be instances of hotel premises having a relatively low standard of fire precautions when the Order was made and that considerable work would be necessary. The cost of building work and fire precautions equipment was identified and fire authorities were urged to require only what was reasonable in the circumstances, and to make clear which requirements were mandatory and which advisory. (Fire Service Circular No. 6/1975 (in Scotland, Fire Precautions Act Memorandum No. 2)).

7 Use of University Halls of Residence etc during the Vacation Period:

Normally, universities or colleges using student accommodation during the long summer vacation would not be regarded as “carrying on the business of a hotel or boarding house keeper”. In most cases eg when the premises are used for accommodating persons attending conferences or courses, this may reasonably be regarded as continuing the university’s educational or academic activities particularly as the accommodation is not offered generally to members of the public. The difference comes when the University, Polytechnic or college goes outside what might be regarded as its normal activity by advertising in a Travel Journal that accommodation is being offered to the general public. Although the accommodation will be for a limited period, it is arguable that for this period, the business of a hotel or boarding house

keeper is being carried on. Much will depend on individual circumstances. (Fire Precautions Act Circular No. 2/1975 (in Scotland, Fire Precautions Act Memorandum No. 2)).

8 Apartels and Apartotels:

These premises are normally either conventional hotels which have combined restaurant licences or holiday flats where a part of the accommodation is given over to a restaurant and dancing facilities are provided. In either case, the guest accommodation takes the form of self-contained apartments including a private lounge with a fixed price payable for the accommodation regardless of the number of people occupying it. Guests may either provide their own meals, or may purchase them at extra cost from the restaurant. They may also make use of the dancing facilities. Both the restaurant and the dancing facilities are open to the public, but are available to guests at discount prices.

Article 3 of the 1972 Order makes it clear that the designated use relates primarily to the provision of sleeping accommodation for members of the general public. Also mentioned is the provision of “dining room, drawing room, ballroom or other accommodation” for those members of the public for whom sleeping accommodation is provided. Over all this is the requirement that the accommodation is provided “in the course of carrying on the business of a hotel or boarding house keeper”. Although much will depend upon the nature of the particular business, the arrangements do not appear to be incompatible with the business of keeping a hotel.

In the case of self-contained apartments occupied on a completely self-catering basis, with no other relevant facilities available, there may be more room for doubt as to whether the order applies. The view taken is that Article 3 is not aimed at that kind of business, which would appear to be more like the short term letting of furnished flats than the running of a hotel or boarding house. (Fire Precautions Act Circular No. 11/1983 (in Scotland, Fire Precautions Act Memorandum No. 12)).

Notes/Amendments

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Appendix B: **BRITISH STANDARDS REFERENCES**

References to British Standards in this guide are to those Standards in force at the time of publication. Where premises brought into use at a time earlier Standards or versions of Standards prevailed, those Standards should normally be regarded as acceptable. Where premises are brought into use after the publication of this guide, the references should be construed as references to the latest suitable versions of the relevant Standards when the work is undertaken.

British Standards relevant to the guide are listed below:

- BS 476:- FIRE TESTS ON BUILDING MATERIALS AND STRUCTURES:
- Part 7 Method for classification of the surface spread of flame of products
 - Part 21 Methods for determination of the fire resistance of loadbearing elements of construction
 - Part 22 Methods for determination of the fire resistance of non-loadbearing elements of construction
- BS 3169:- SPECIFICATION FOR FIRST AID REEL HOSES FOR FIRE FIGHTING PURPOSES
- BS 4547:- CLASSIFICATION OF FIRES
- BS 4790:- METHOD FOR DETERMINATION OF THE EFFECTS OF A SMALL SOURCE OF IGNITION ON TEXTILE FLOOR COVERINGS (HOT METAL NUT METHOD)
- BS 5266:- EMERGENCY LIGHTING:
- Part 1 Code of practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment
- BS 5274:- SPECIFICATION FOR FIRE HOSE REELS (WATER) FOR FIXED INSTALLATIONS
- BS 5287:- SPECIFICATION FOR ASSESSMENT AND LABELLING OF TEXTILE FLOOR COVERINGS TESTED TO BS 4790
- BS 5306:- FIRE EXTINGUISHING INSTALLATIONS AND EQUIPMENT ON PREMISES:
- Part 1 Hydrant systems, hose reels and foam inlets
 - Part 2 Sprinkler systems

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- Part 3 Code of practice for selection, installation and maintenance of portable fire extinguishers
- BS 5423:- SPECIFICATION FOR PORTABLE FIRE EXTINGUISHERS
- BS 5438:- METHODS OF TEST FOR FLAMMABILITY OF VERTICALLY ORIENTED TEXTILE FABRICS AND FABRIC ASSEMBLIES SUBJECTED TO A SMALL IGNITING FLAME
- BS 5499:- FIRE SAFETY SIGNS, NOTICES AND GRAPHIC SYMBOLS:
Part 1 Specification for fire safety signs
Part 3 Specification for internally-illuminated fire safety signs
- BS 5588:- FIRE PRECAUTIONS IN THE DESIGN AND CONSTRUCTION OF BUILDINGS:
Part 8 Code of practice for means of escape for disabled people
Part 10 Complex buildings (not yet published)
- BS 5651:- CLEANSING AND WETTING PROCEDURES FOR USE IN THE ASSESSMENT OF THE EFFECT OF CLEANSING AND WETTING ON THE FLAMMABILITY OF TEXTILE FABRICS AND FABRIC ASSEMBLIES
- BS 5725:- EMERGENCY EXIT DEVICES
Part 1 Specification for panic bolts and panic latches mechanically operated by a horizontal push-bar
- BS 5839:- FIRE DETECTION AND ALARM SYSTEMS FOR BUILDINGS:
Part 1 Code of practice for system design, installation and servicing
Part 2 Specification for manual call points
Part 3 Specification for automatic release mechanisms for certain fire protection equipment
- BS 5852:- FIRE TESTS FOR FURNITURE
Part 1 Methods of test for the ignitability by smokers' materials of upholstered composites for seating
Part 2 Methods of test for the ignitability of upholstered composites for seating by flaming sources
- BS 5867:- SPECIFICATION FOR FABRICS FOR CURTAINS AND DRAPES
Part 2 Flammability requirements
- BS 6262:- CODE OF PRACTICE FOR GLAZING FOR BUILDINGS
- BS 6575:- SPECIFICATION FOR FIRE BLANKETS

BS 6807:- METHODS OF TEST FOR THE IGNITABILITY OF MATTRESSES, DIVANS AND BED BASES WITH PRIMARY AND SECONDARY SOURCES OF IGNITION

BS 7176:- SPECIFICATION FOR RESISTANCE TO IGNITION OF UPHOLSTERED FURNITURE FOR NON-DOMESTIC SEATING BY TESTING COMPOSITES

BS 8214:- CODE OF PRACTICE FOR FIRE DOOR ASSEMBLIES WITH NON-METALLIC LEAVES

Copies of British Standards may be obtained from the Sales Department, British Standards Institution, Linford Wood, Milton Keynes, MK14 6LE (Telephone 0908 320066).

Note: Work on new British Standards can only proceed in circumstances where there is no CEN work item. If a CEN work item has been agreed, the UK cannot publish its own British Standard but has to contribute to and eventually implement the European Standard when this is approved.

Notes/Amendments

1. 2

EC RECOMMENDATION ON FIRE SAFETY IN EXISTING HOTELS

1 On 22 December 1986 the European Council (EC) adopted a Recommendation on fire safety in existing hotels. It was prepared as a consequence of a 1978 resolution of the European Parliament on fire safety regulations in the European Community, following tragic hotel fires in Amsterdam and Brussels.

2 The intended result of this Recommendation is to secure, as far as practicable, the safety of people in hotels in the European Community by setting out minimum standards of fire safety. The Recommendation incorporates principles which Member States should adopt where existing national legislation is not already sufficient. In the case of hotels offering accommodation to 20 or more “paying guests” Member States are asked to ensure that fire precautions meet the principles set out in paragraphs 1 and 2 of the Recommendation, taking into account the technical guidelines set out in the Annex. Other measures may be used, subject to certain changes, as stated in paragraph 3 of the Recommendation:

“Member States may use different or more stringent measures than those specified in the Annex, if they achieve at least an equivalent result. In particular, if any of the provisions of the Annex cannot be implemented for economic, technical (including anti-seismic or architectural) reasons, the alternative solutions adopted must ensure the overall minimum safety standard which the provisions of that Annex are designed to establish.”

Paragraph 3 also states:

“For establishments offering accommodation to less than 20 temporary paying guests Member States should adopt the most appropriate measures in order to guarantee their safety in conformity with the principles set out under points 1 and 2 above, taking into account the size of the risk.”

3 The Recommendation is less precisely drafted than United Kingdom legislation, for instance “existing” is undefined in relation to an hotel, but although it can be read as one in existence when the Recommendation was adopted, it is taken to mean one which is in present use as an hotel.

4 It is considered that a fire certificate issued under the Fire Precautions Act 1971 requires a safety standard at least equivalent to that set out in the Annex to the EC Recommendation. Hotels providing sleeping accommodation for six people or less, which are not subject to the provisions of the 1972 Order, can be said to have had the size of their risk taken into account in that they are excluded by the Order; they are also subject to the provisions of section 10 of the 1971 Act.

5 The guidance contained in Part II of this guide takes into consideration the Technical Annex to the Recommendation.

COUNCIL RECOMMENDATION
of 22 December 1986
on fire safety
in existing hotels

THE COUNCIL OF THE EUROPEAN COMMUNITIES

Having regard to the Treaty establishing the European Economic Community, and in particular Article 235 thereof,

Having regard to the proposal from the Commission (1)

Having regard to the Opinion of the European Parliament (2)

Having regard to the Opinion of the Economic and Social Committee (3)

Whereas rules governing fire safety in all hotels do not exist in all the Member States; whereas in many cases where they do exist the relevant provisions are incomplete and contained in several different texts and it is thus difficult to gain a clear picture; whereas they are not always fully observed;

Whereas, with the rapid expansion of tourism and business travel, more and more people need to stay in hotels in Member States other than their countries of origin; whereas such persons are entitled to adequate protection in the host country and to be informed of the nature and extent of that protection; whereas the safety of guests must be compatible with the safety of staff at work;

Whereas even allowing for any differences in type or construction in hotels in the Member States, it is possible to define a minimum standard of fire safety for all hotels; whereas their conformity with that minimum standard is essential for their continuing operation and whereas it is advisable to subject hotels to periodic inspections;

Whereas for economic, technical, and architectural reasons it will take some time fully to introduce fire precautions in hotels; whereas for the objective in question to be attained the period allowed must be within reasonable limits;

Whereas harmonized provisions regarding the use and application of materials from the point of view of fire protection do not exist at Community level; whereas this situation cannot justify the adoption by Member States of measures liable to aggravate technical barriers to

(1) OJ No. C 49, 21.2.1984, p 7

(2) OJ No. C 262, 14.10.1985, p 20, and OJ No. C 36, 17.2.1986, p 155

(3) OJ No. C 248, 17.9.1984, p 4

trade; whereas on the contrary fire precautions in hotels based on a minimum standard of safety must help to prepare and promote harmonization work in progress elsewhere;

Whereas for economic reasons and from the standpoint of the safety of tourists and persons travelling for any other reason from one Member State to another, it is important to promote the circulation and dissemination of information regarding measures adopted at national level to protect hotels against the risks of fire; whereas the Commission is called upon to play an essential role in the provision and dissemination of this type of information,

HEREBY RECOMMENDS MEMBER STATES:

(1) To take all appropriate measures insofar as existing laws are not already sufficient to meet the requirements of this Recommendation to ensure that fire precautions in existing hotels are subject to provisions based on the principles set out below.

Aim and means of ensuring safety in existing hotels:

1. The introduction of fire precautions in existing hotels is intended to:

1.1 reduce the risk of fire breaking out;

1.2 prevent the spread of flames and smoke;

1.3 ensure that all occupants can be evacuated safely;

1.4 enable the emergency services to take action.

2. In order to meet these objectives, all necessary precautions should be taken within the establishment so that:

2.1 safe escape routes are available, are clearly indicated and remain accessible and unobstructed;

2.2 the building's structural stability in the event of fire is guaranteed at least for as long as is needed for the occupants to evacuate the building safely;

2.3 the presence or use of highly flammable materials in wall, ceiling or floor coverings and interior decorations is carefully limited:

2.4 all technical equipment and appliances (electrical, gas, heating, etc) operate safely;

2.5 appropriate systems are installed and maintained in proper working order for alerting the occupants;

2.6 safety instructions and a plan of the premises with an indication of the escape routes are displayed in each room normally occupied by guests or staff;

2.7 emergency fire-fighting equipment (extinguishers, etc) is provided and maintained in proper working order;

2.8 the staff is given suitable instruction and training.

3. In applying the above principles to existing commercially operated establishments which occupy all or part of a building and which, under the name of hotel, boarding house, inn, tavern, motel or other equivalent designation, can offer accommodation to at least twenty temporary paying guests, Member States should take into account the technical guidelines set out in the Annex. Member States may use different or more stringent measures than those specified in the Annex, if they achieve at least an equivalent result. In particular, if any of the provisions of the Annex cannot be implemented for economic, technical (including anti-seismic or architectural) reasons, the alternative solutions adopted must ensure the overall minimum safety standard which the provisions of that Annex are designed to establish.

For establishments offering accommodation to less than twenty temporary paying guests, Member States should adopt the most appropriate measures in order to guarantee their safety in conformity with the principles set out under points 1 and 2 above, taking into account the size of the risk;

(2) to subject hotels to periodic inspection of their conformity with the national provisions based on the principles set out above;

(3) to inform the Commission of all national measures designed to ensure that hotels meet the requirements set out above and of the measures which they intend to take for this purpose within the next five years. The Commission will report to the Council, within a period of six months, on the measures taken or proposed.

Done at Brussels, 22. XII. 1986

For the Council
The President

(s) G SHAW

Certified true copy

For the Secretary-General

a CAMPO
Director-General

1. Escape routes**1.1 General**

1.1.1 The escape routes must be arranged and located in such a way as to lead independently into the street or into an open space large enough to allow people to move away from the building and to enable persons to evacuate the premises quickly and safely.

1.1.2 Doors, staircases, exits and routes thereto shall be indicated by standard safety signs visible day and night.

For this purpose, use shall be made in particular of the symbols for public information laid down in ISO/DIS standard 6309.2 (11.12.1985).

1.1.3 Doors which must not be used by the public in the event of fire and which give direct access to escape routes must, unless they are normally locked, be kept closed or be self-closing and bear an appropriate standard sign.

1.2 Direction of opening of doors – obstruction of escape routes

1.2.1 As far as possible, doors located on escape routes must be capable of opening in the intended direction of evacuation.

1.2.2 It must always be possible for the final exit door of an escape route to be opened easily from the inside by a person escaping from the hotel.

1.2.3 A door opening in the intended direction of evacuation must be provided alongside a revolving or sliding door.

1.2.4 Obstacles (stores, furniture, etc) which might impede movement and create a risk of fire spread must not be placed in escape routes.

1.2.5 Mirrors which might mislead occupants as to the direction of exits and stairways must not be hung in escape routes.

1.3 Minimum number of staircases

1.3.1 Various criteria may be used to determine whether an existing hotel has a sufficient number of staircases:

1.3.1.1 either the total number of persons that may be in the hotel,

1.3.1.2 or the distance to be covered to reach the staircases.

1.3.2 If the criterion used is the number of persons, hotels with two or more levels above the ground which can accommodate a total of more than 50 persons must have at least two staircases.

1.3.3 If the criterion used is the distance to be covered:

1.3.3.1 the length of blind passages must not exceed 10m,

1.3.3.2 when the hotel has two or more staircases the distance to be covered from any point on an escape route to reach one of them must not exceed 35m.

1.3.4 An existing hotel in a building of more than three levels above the ground should generally be provided with at least two staircases.

1.3.5 The maximum lengths of 10m for blind passages and 35 m for the distance to be covered to reach a staircase must be observed in all cases.

1.3.6 An outside staircase may be accepted as a 'second staircase, provided that it offers satisfactory conditions of safety.

1.3.7 In a hotel, the existing staircases must each be sufficiently wide to allow satisfactory evacuation of the persons likely to be on the premises. However, should it prove necessary to provide additional staircases to make an existing hotel safe, each of these new staircases shall have a minimum width of 0.80m.

2. Construction Features

2.1 It must be ensured that the construction features of existing hotels are such that:

2.1.1 the fire resistance of the loadbearing components is adequate to ensure the structural stability of the whole for a sufficient length of time in the event of fire;

2.1.2 the compartmentation provides a barrier to the spread of fire and smoke adequate to keep the escape routes accessible and usable for a sufficient length of time;

2.1.3 In general the situation must be assessed case by case on the basis of the minimum requirements set out below.

2.2 Building structures

2.2.1 In buildings having not more than 3 levels above the ground, with the exception of one-storey buildings without a basement, the fire resistance (R) of the structure of the building must be at least 30 minutes (R 30).

2.2.2 In buildings having more than 3 levels above the ground, the fire resistance (R) of the structure of the building must be at least 60 minutes (R 60).

2.3 Floors

2.3.1 In buildings having not more than 3 levels above the ground, the fire resistance (REI) of the floors must be at least 30 minutes (REI 30).

2.3.2 In buildings having more than 3 levels above the ground, the fire resistance (REI) of the floors must be at least 60 minutes (REI160).

2.4 Staircase enclosures

2.4.1 In general, the staircases of existing hotels having more than 2 levels above the ground must be enclosed.

2.4.1.1 The wall of the stairwell must have a fire resistance (REI) of at least 30 minutes (REI 30).

2.4.1.2 The access door sets to the stairwells must have a fire resistance (RE) of at least 30 minutes (RE 30), and the doors must be self-closing and bear an appropriate sign indicating that they must be kept shut.

2.4.2 If the same staircase provides access both to levels accessible to the public and to the basement, its enclosure shall be designed so as to enable the basement to be isolated from the remainder of the stairwell.

2.4.3 The upper part of each stairwell must have a skylight or window glazed in the glass about 1 M² in an area which if it is not directly accessible, must be fitted with a device allowing it to be opened easily from the ground floor.

2.4.4 The protection of the service stairwells accessible only to the staff of the establishment shall be based on the same principles as those applicable to the stairwells to which the public have access.

2.5 Partitions

2.5.1 In general, floor-to-ceiling partitions separating bedrooms from escape routes must have a fire resistance (REI) of at least 30 minutes (RE130); their access door sets must have a fire resistance (RE) of at least 15 minutes (RE 15).

2.5.2 In general, the structures (floors, floor-to-ceiling partitions and ceilings) separating bedrooms and escape routes from areas presenting special fire hazards must have a fire resistance (REI) of at least 60 minutes (RE160); and the doors must be self-closing and bear an appropriate sign indicating that they must be kept shut.

3. Coverings and decorations

3.1 The fire behaviour of the interior coverings and decorations of existing hotels shall be such that they do not constitute a particular hazard by contributing to fire spread and smoke production.

3.1.1 This requirement applies in particular to parts of the premises such as:

3.1.1.1 escape routes, especially corridors, staircases and open areas such as halls;

3.1.1.2 rooms accessible to the public and in particular to hotel guests, other than bedrooms.

3.1.2 In the areas referred to in 3.1.1 the coverings and decorations particularly concerned are:

3.1.2.1 floor coverings,

3.1.2.2 wall coverings and decorations,

3.1.2.3 ceilings coverings and decorations.

3.1.3 Since methods for testing and classifying materials as regards their reaction to fire have not as yet been harmonized, the minimum requirements to be met by interior coverings and decorations in existing hotels shall for the time being be expressed by reference to the national provisions on the subject.

3.2 Escape routes

3.2.1 The material classifications in the following table are regarded as corresponding to the minimum safety standard required for interior coverings and decorations in the escape routes of existing hotels:

Escape routes: recommended minimum requirements for the fire classification of materials

		(a)	(b)	(c)		(d)				
	Belgium	Germany	Denmark	France	Ireland	Italy	Luxembourg	Netherlands	United Kingdom	Greece
Floor Coverings	*Class M3(c) *or Class 3(f)	Class B2 or Class A	Fire Retardant	Class M3	low radius of effects of ignition (gl)	Class 1	Class B ₂ or Class A	Class 4		
Wall Hangings	*Class M2(c) *or Class 2(f)	Class A	Class 1	Class M2	*Class 0 (f)	Class 1	Class A (a)	Class 2	Class 0*	Class 0* (f)
Ceiling Coverings False Ceilings	*Class M1 (c) Class 1 (f)	Class A	Class 1	Class M1	*Class 0 (f)	Class 1	Class A (a)	Class 1	Class 0*	Class 0 (f)

*Except in the case of small decorative surfaces

3.2.2 The national provisions to which this table refers are as follows:

a. Germany

Standard DIN 4102 Part 1

Reaction to fire of construction components and materials.

b. Denmark

1977 construction code

Annex 3

c. France

Order of 4 June 1973 classifying construction components and materials by categories on the basis of their reaction to fire and specification of test methods (OJ R.F. of 26 July 1973).

d. Italy

Ministerial Decree of 26 June 1984 – classification of reaction to fire and approval of materials for the purpose of preventing fires (G.U. No. 234 of 25 August 1984).

e. Netherlands

Standard NEN 3883

f. United Kingdom

Standard BS 476, part 6, 1981

Fire propagation tests for products

Standard BS 476, part 7, 1971

Surface spread of flame for materials.

g. Ireland

1. Standard BS 4790, 1972 - Determination of the effect of a small source of ignition on textile floor coverings (hot metal nut method), evaluated in line with standard BS 5287, 1976).

2. Standard BS 5867, Part 2, 1980 - flammability requirements - specification for fabrics for curtains and drapes.

3. Standard BS 5852, Part 1, 1979.

Standard BS 5852, Part 2, 1982 - Methods of tests for the ignitability of upholstered composites for seating by flaming sources.

3.3 Rooms accessible to the public with the exception of bedrooms

3.3.1 When the room complies with the provisions in 2.5.2 the interior coverings and decorations must comply with the national provisions in force, depending on the use to which the room is put.

3.3.2 When the room does not comply with the provisions in 2.5.2, the interior coverings and decorations must at least comply with the provisions laid down in 3.2 which apply to escape routes.

3.3.3 For rooms accessible to the public other than those covered by 3.1 .1, independent escape routes must at least comply with all the provisions applicable to the escape routes from the hotel, adapted to circumstances in each case.

4. Electric lighting

4.1 Principal lighting system

4.1.1 The principal lighting system of a hotel establishment must be an electric lighting system.

4.1.2 The electrical installation in an existing hotel must be designed and fitted in such a way as to prevent among other things the ignition and spread of fires. The installation must be earthed.

4.1.3 Point 4.1.2 shall also apply if the hotel's electricity supply comes from an independent source.

4.2 Emergency lighting system

4.2.1 All hotel establishments must be equipped with a suitable emergency lighting system which comes into operation when the principal lighting system fails.

4.2.2 The emergency lighting system of a hotel establishment must be capable of operating for a sufficient period to enable all occupants to be evacuated if the principal lighting system fails.

5. Heating

5.1 General rule

5.1.1 Heating may be provided either by a central heating system or by fixed individual heaters.

5.1.2 The heating installations in an existing hotel must be designed and fitted in such a way as to prevent among other things the ignition and spread of fires.

5.2 Boiler room

When the effective capacity of a combustion heater is such, and in any case when it is 70kW or more, that the heater must be installed in a room separate from other rooms:

5.2.1 This room shall be designed and fitted out in accordance with the rules laid down in the relevant national legislation;

5.2.2 The walls of the boiler room must have a fire resistance (REI) of at least 60 minutes (REI 60) and the door sets must have a fire resistance (RE) of at least 60 minutes (RE 60); the doors must be self-closing and bear an appropriate sign indicating that they must be kept closed.

5.3 Liquid or gaseous fuel supply

5.3.1 Without prejudice to the provisions of 5.1.2, it must be possible to cut off the supply of liquid or gaseous fuel to the heating appliances by at least one manually controlled shut-off device.

5.3.1 .1 In the case of fixed individual heaters, this shut-off device must be situated near the appliance.

5.3.1.2 For block heaters installed in a boiler room, this shut-off device must be located outside the boiler room in an easily accessible position and be clearly marked.

5.3.2 Where a gas supply pipe serves the entire building in which the hotel is situated, it shall have at least one manually operated shut-off device located at the point at which the pipe enters the building and be clearly marked.

5.3.3 When liquid fuel is stored inside a room it must be designed so as to comply at least with the requirements of 5.2.2 and to be capable of containing any fuel leaks.

5.3.4 Liquified petroleum gas must be stored outside.

5.4 Fixed individual heaters

5.4.1 Without prejudice to the provisions of 5.1.2, when the use of fixed individual heaters is authorized in existing hotels they must be installed in such a way as to preclude any danger of fire and not to present a hazard for the occupants of the rooms in which they are located.

5.4.2 Fixed individual heaters must be suitably and regularly serviced and instructions for their use must be clearly posted.

6. Ventilation systems

6.1 Where an existing hotel is equipped with a ventilation system, measures must be taken to prevent among other things the spread of fire, hot gases and smoke through the supply ducts of such a system.

6.2 Ventilation systems must be equipped with a general shut-off device in an easily accessible and clearly marked position.

7. Fire fighting, alarm and alerting equipment

7.1 Emergency firefighting equipment

7.1.1 Emergency firefighting equipment is intended to fight the outbreak of a fire and must be distinguished from more powerful firefighting equipment intended to control an established fire and generally used by firefighting experts.

7.1.2 The emergency firefighting equipment shall consist of portable extinguishers and equivalent fixed devices. They shall be in accordance with the relevant national regulations or standards or, where appropriate, of the relevant European standards.

7.1.3 The emergency firefighting equipment must be located on every floor close to the access points to the stairways or exits, in the escape routes at intervals of not more than 25m and close to areas of particular risk.

7.1.4 The emergency firefighting equipment must be easily accessible and kept in good working order.

7.2 Alarm

7.2.1 Hotels shall be equipped with a reliable acoustic alarm system, the noise of which must be distinguishable from that of the telephone system.

7.2.2 Irrespective of type, the operation of this system must be adapted to the structural features of the establishment and must be such as to provide a warning to all persons in the different parts of the hotel in good time in the event of an emergency.

7.3 Alerting

7.3.1 It must be possible to alert the emergency services easily either by the public telephone service or via a direct line or by any other suitable equivalent means.

7.3.2 The procedure for calling the emergency services shall be clearly posted in the immediate vicinity of any point from which a call may be made.

Where the public telephone system is used, the telephone number and possibly the address of the emergency service shall be clearly posted near the hotel telephone.

7.4 Instructions for Staff

The hotel management must ensure that:

7.4.1 In the event of fire, the hotel staff are capable of correctly using the available emergency firefighting equipment, and activating the alerting and alarm systems.

7.4.2 In the event of fire, the hotel staff must be able to:

7.4.2.1 apply the instructions drawn up for their guidance;

7.4.2.2 help in the efficient evacuation of all hotel occupants.

7.4.3 Hotel staff shall be required to participate, at least twice a year, in a manner compatible with the running and, where appropriate, seasonal operation of the hotel, in instruction and training sessions involving the operation of the emergency firefighting equipment and the alerting and alarm systems and in evacuation exercises.

8. Safety Instructions

8.1 In the entrance hall of the hotel:

8.1.1 Precise instructions on action to be taken by the staff and the public in the event of fire must be prominently posted.

8.1.2 A plan of the hotel for the information of emergency teams shall indicate the location of:

- staircases and escape routes
- available extinguishers
- gas and electricity supply shut-off devices
- where appropriate, the shut-off device for the ventilation system
- the control panel for the automatic detection and alarm system where appropriate
- installations and areas of particular risk where appropriate.

8.2 On each floor:

A simplified layout plan located in the vicinity of the floor access point in hotels having two or more storeys above the ground.

8.3 In each bedroom:

8.3.1 Prominently posted and precise instructions shall indicate the action to be taken in the event of fire: in addition to the national languages, these instructions must be posted up in appropriate foreign languages depending on the origin of the hotel's usual guests.

8.3.2 These instructions shall be accompanied by a simplified floor plan showing schematically the location of the room in relation to escape routes, staircases and/or exits.

8.4 The instructions shall, in particular, draw attention to the fact that lifts must not be used in the event of fire, except for lifts reserved for the handicapped which are specially protected.

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