



For the attention of [REDACTED]
Eddisons, incorporating Daniells Harrison
The Old Manor House
Wickham Road
Fareham
PO16 7AR

Date: 22 September 2023

Enquiries To: [REDACTED]

My Reference: F6/[REDACTED]/10317/10392432

Mobile Tel: [REDACTED]

Dear [REDACTED]

Letter of Fire Safety Matters

Premises: The Gatehouse Apartments, Gorseway Park, 354 Seafront, Hayling Island, PO11 0AT

I visited your premises on 15 September 2023 and evaluated the fire safety provided. I am of the opinion that some people are at risk in case of fire. You have an ongoing duty to ensure the safety of people. The attached schedule sets out what you need to do.

Timescale for Completion

You should complete the work outlined in the schedule as soon as possible, balancing the need for safety against the demands on your business or undertaking. You should complete the actions and outcomes before the **01 January 2024**. I will visit again and will contact you approximately one month before that date to arrange my next visit.

Consequence for Non-compliance

If you do not address the matters in the schedule (or I find that safety provisions have worsened), the authority may serve an enforcement notice on you. An enforcement notice would legally bind you to do the work.

Route to Appeal

If you are unsure of the contents of this schedule, you can clarify or challenge what you need to do by contacting us on the above details.

Have Your Say

We would also appreciate feedback on our visit, please feel free to complete our post engagement form, it should take a couple of minutes and all responses are anonymous (unless you provide us with your details). [HIWFRS Fire Safety Post Engagement Feedback Form](#).

Alternative Solutions

You might want to use a different solution to meet the outcome(s) stated in the schedule. An alternative approach might enable you to make improvements that better meet your needs. I will be happy to discuss your ideas and suggestions.

Yours sincerely



Authorised Fire Safety Inspecting Officer
On behalf of, and duly appointed by the Hampshire & IOW Fire & Rescue Authority

Schedule of Fire Safety Improvements

Notes to this schedule:

The government guidance most suitable to your premises is **Fire Safety in Specialised Housing** which can be found at: [NFCC Specialised Housing Guidance - Copy.pdf](https://nationalfirechiefs.org.uk/nfccc-specialised-housing-guidance-copy.pdf) (nationalfirechiefs.org.uk)

Before you make certain changes to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. If you have doubt about the need for approval, you should ask the relevant body. For example, you may have to apply for approval from a Building Control Body to make material alterations, website:

<http://www.legislation.gov.uk/ukxi/2010/2214/regulation/3/made> tells you how.

You might also need to apply for the property owners' permission or for listed building consent, website: <https://www.historicengland.org.uk/advice/planning/consents/lbc/> among others tells you how.

Item Number 1	
Outcome	This work is necessary to make sure that escape routes (corridors, stairs, and doors) can be safely used whenever they are needed.
Suggested Action	Carry out a full survey of all flat entrance and communal fire doors, to ensure they are in good working order, close effectively onto their intumescent strips and smoke seals, do not have excessive gaps, and are complete fire doorsets. Where deficiencies are identified, ensure these are remedied. This should be carried out by a competent person (third party accreditation is advised). The term 'door-set' refers to the complete element as used in practice: • The door leaf or leaves. • The frame in which the door is hung. • Hardware essential to the functioning of the doorset. • Intumescent seals and smoke sealing devices. • In the case of double doors, you should ensure that they close without affecting the operation of the seals.
Reason	Doors were not capable of preventing the spread of fire for long enough to enable people to escape because deficiencies were identified, including flat entrance doors missing intumescent strips and cold smoke seals, excessive threshold gaps, no self-closer device, and no intumescent seal on letterboxes; and communal doors not closing into their frame effectively, missing intumescent strips and cold smoke seals, and screws missing from hinges.

Item Number 2	
Outcome	This work is necessary to maintain your provision of fire doors.
Suggested Action	Ensure that enough competent people are appointed to maintain the provision of fire doors.
Reason	Not enough competent people have been appointed to help you maintain your provision of fire doors. This means that you cannot rely on your fire safety systems and that people would be at risk in case of fire.

Item Number 3	
Outcome	This work is necessary to ensure your fire doors are maintained as required.
Suggested Action	You should put in place a suitable system to check and maintain your provision of fire doors.
Reason	The system to check and maintain your provision of fire doors is inadequate, as numerous fire door deficiencies were observed on the fire doors sampled.

Item Number 4	
Outcome	This work is necessary to reduce the risk of the spread of fire.
Suggested Action	Carry out a fire stopping and compartmentation survey in the service riser cupboards and communal escape routes to identify breaches in the compartmentation and adequacy of the fire stopping. Where deficiencies are identified, carry out remediation using appropriate fire stopping products. All works should be carried out by a competent person (third party accreditation is advised).
Reason	There were breaches of compartmentation observed in the sampled service riser cupboards and above the suspended ceiling in the escape routes. There was evidence of the use of inappropriate fire stopping products to seal gaps and holes in the compartmentation.

Item Number 5	
Outcome	This work is necessary to stop your fire safety falling below an acceptable standard.
Suggested Action	Cooperate with Agincare and they must cooperate with you. The cooperation must ensure that the shared fire safety responsibilities are managed effectively and protect you all. Where two or more responsible persons share, or have duties in respect of premises (whether on a temporary or permanent basis) each such person must: (a) Co-operate with the other responsible persons concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed on them by Regulatory Reform (fire safety) Order 2005. (b) Taking into account the nature of their activities, take all reasonable steps to co-ordinate the measures they take to comply with Regulatory Reform (fire safety) Order 2005 with the measures other responsible persons are taking in order to comply. (c) Take all reasonable steps to inform the other responsible persons concerned of the risks to relevant persons arising in connection with the conduct of their undertaking. You should co-operate with Agincare to ensure person-centred fire risk assessments are carried out for all applicable residents, and any identified provisions are provided in areas of your responsibility.
Reason	You are required to co-operate and co-ordinate with other responsible persons sharing the same premises to comply with the requirements and prohibitions imposed under the Fire Safety Order.

Further Recommendations

We want your undertaking to be successful. The information, provided below, should assist you to improve safety or to enhance business continuity matters within your premises.

There was evidence observed of residents wedging open their flat entrance fire doors. You should ensure all residents are instructed not to do this and are reminded of the reasons why, to prevent fire and smoke spreading from a fire in a flat, thus enabling the stay put strategy to remain effective, and to protect the means of escape.

It is not normally considered necessary to provide firefighting equipment, such as fire extinguishers and/or fire blankets in the common parts of sheltered or assisted living housing, as this equipment should only be used by persons trained to do so. If a fire occurs in a flat, the provision of fire extinguishers in the common parts might encourage some residents to enter the common parts, obtain such equipment and return to their flat to fight the fire. You should consider removing the equipment in the common parts and only provide it in areas such as the warden office or plant room, where trained employees could use them if required.