



**East Sussex**  
Fire & Rescue Service

# EAST SUSSEX FIRE & RESCUE SERVICE ENFORCEMENT NOTICE

**Notice No: ESFRS/HA/MH/1130/E1/23**

**Notice requiring steps to be taken under Article 30 of the Regulatory Reform (Fire Safety) Order 2005**

**Name of Premises:** Common Ways  
**Address of Premises:** 23, Saxon Street, St Leonards, TN37 6AG.  
**Responsible Person:** The Responsible Person

I, [REDACTED], on behalf of East Sussex Fire Authority, hereby give you notice that the Fire Authority are of the opinion that, as a person being under an obligation to do so, you have failed to comply with the requirements placed upon you by the Regulatory Reform (Fire Safety) Order 2005 in respect of the above named premises and the persons who may be on the premises or who may be affected by a fire on the premises.

The matters which, in the opinion of the Fire Authority, constitute the failures to comply with the Regulatory Reform (Fire Safety) Order 2005 are specified in the Schedule to this Notice.

The Fire Authority is further of the opinion that the steps identified in the Schedule to this Notice must be taken to remedy the specified failures to comply with the Regulatory Reform (Fire Safety) Order 2005.

The steps identified in the Schedule are to be completed by the dates indicated.

Unless the steps identified in the Schedule to this Notice have been completed within the given time limit, you will be deemed not to have complied with this Notice and the Fire Authority may consider a prosecution against you. You may however apply for an extension to this time limit (see notes).

You have the right to appeal against the Notice (see notes), by way of complaint for an order, to the Clerk to the Court of the Magistrates' Court acting for the petty sessions area in which your premises is located. If you wish to bring an appeal, you must do so within 21 days of the date this Notice is served on you. The Magistrates' Courts Act 1980 will apply to the proceedings. The bringing of an appeal shall have the effect of suspending the operation of this Enforcement Notice until the appeal is finally disposed of or, if the appeal is withdrawn, until the withdrawal of the appeal.

Signature [REDACTED]

Date: 30th November 2023

(on behalf of, and duly authorised by, East Sussex Fire Authority)

**SCHEDULE REFERRED TO IN ENFORCEMENT NOTICE NO ESFRS/HA/MH/1130/E1/23  
REQUIRING STEPS TO BE TAKEN UNDER ARTICLE 30 OF THE REGULATORY REFORM  
(FIRE SAFETY) ORDER 2005 ISSUED BY EAST SUSSEX FIRE AUTHORITY ON 30  
NOVEMBER 2023.**

**Name of Premises:** Common Ways

**Address of Premises:** 23, Saxon Street, St Leonards, TN37 6AG.

Where appropriate, a plan may form part of this Schedule to illustrate the steps which, in the opinion of the Fire Authority, need to be taken in order to comply with the Regulatory Reform (Fire Safety) Order 2005.

**Note:** Notwithstanding any consultation undertaken by the Fire Authority, **before** you make any alterations to the premises, **you** may need to apply for approval from either the Local Authority Building Control or an Approved Inspector and/or the approval of any other local bodies having a statutory interest in the premises.

## **SCHEDULE**

**The location and details of matters which are considered to be failures to comply with the Regulatory Reform (Fire Safety) Order 2005 are detailed, along with the steps considered necessary to remedy the failures.**

**1 Failure under Article 8(1)(b) of the Regulatory Reform (Fire Safety) Order 2005.**  
*(The responsible person must take such general fire precautions as will ensure the safety of any relevant persons present).*

**1.1 Failure**

The Responsible Person has failed to take measures to reduce the risk of the spread of fire and smoke throughout the premises.

**Remedy**

The two first floor flat entrance doors must be fitted with suitable self-closing devices, intumescent strips and cold smoke seals. The storage cupboard on the half landing should be fitted with a suitable ½ hour fire door (FD30S) and kept shut, and the electrical intake cupboard at the bottom of the stairs enclosed with suitable ½ hour fire resisting construction.

**DATE REQUIRED - 1 March 2024**

**2 Failure under Article 9 of the Regulatory Reform (Fire Safety) Order 2005.**  
*(The responsible person must carry out a suitable and sufficient fire risk assessment. This risk assessment must identify the general fire precautions needed to comply with the legislation).*

**2.1 Failure**

The Responsible Person has failed to carry out a suitable and sufficient fire risk assessment for the premises.

**Remedy**

The Responsible Person must make a record of the assessment of the fire related risks to which relevant persons are exposed and identify the general fire precautions that need to be taken to comply with the published guidance.

**DATE REQUIRED - 8 January 2024**

### Supporting Information

Your risk assessment should adequately address the needs of all people, including disabled people who may be on the premises and ensure that they can safely leave the building in the event of a fire.

For the purposes of identifying the measures to be taken to comply with the relevant legislation, information on how to carry out a fire risk assessment has been published by HM Government in the form of a series of Fire Risk Assessment Guides for different uses of premises. They are available for free download at: <https://www.gov.uk/government/collections/fire-safety-legislation-guidance-for-those-with-legal-duties> or can be purchased at bookshops. If the Responsible Person feels that they do not have the necessary experience or expertise to do this, they must appoint one or more competent persons to assist them in identifying the general fire precautions needed to comply with the requirements and prohibitions imposed by this Order.

The risk assessment should also consider the travel distance along the ground floor escape corridor, and whether a fire resisting self-closing door is required to reduce the distance from the closest risk room to the final exit.

In order to help ensure any risk assessor is properly competent, third party assurance can be sought such as can be found by finding an assessor from [Fire Risk Assessors \(FRA\) Register \(ife.org.uk\)](http://fire.org.uk)

- 3 Failure under Article 11 of the Regulatory Reform (Fire Safety) Order 2005.**  
*(The responsible person must record the appropriate arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures).*

**3.1 Failure**

The Responsible Person has failed to make and give effect and record the appropriate fire safety arrangements relating to the fire precautions within the premises.

**Remedy**

The Responsible Person must make and give effect and record the appropriate fire safety arrangements relating to the fire precautions within the premises. The arrangements must be recorded as referred to in paragraph (1).

**DATE REQUIRED - 8 January 2024**

**Supporting Information**

Such arrangements should show what is to be done, who is responsible for ensuring that it is done and when it is scheduled to take place. In making and giving effect to such arrangements, the following matters should be considered:

- Has someone been appointed to take responsibility for all matters relating to fire safety?
- Has a fire risk assessment been planned, completed, recorded and reviewed, etc.?
- Has appropriate equipment maintenance been scheduled and

booked?

- Are all of the above matters written into a fire safety policy document?

**4 Failure under Article 17 of the Regulatory Reform (Fire Safety) Order 2005.**  
*(The responsible person must ensure that any facilities, equipment and devices provided in relation to fire safety matters within the premises are maintained in an efficient state, in efficient working order and in good repair).*

**4.1 Failure**

The Responsible Person has failed to ensure that the fire alarm system provided within the premises is adequately maintained, as at the time of our audit it was in fault condition.

**Remedy**

The fire alarm system is to be maintained and tested regularly as required by the current British Standard.

**DATE REQUIRED - 8 January 2024**

**Supporting Information**

The requirements for the testing and maintenance of fire detection and warning systems are detailed in Section 6 of BS 5839: Part 1. Such testing should include a weekly inspection and functional test by the premises occupier and a biannual service and detailed test of the system by a competent engineer.

**4.2 Failure**

The Responsible Person has failed to ensure that the emergency lighting system provided within the premises is adequately maintained.

**Remedy**

The emergency lighting system is to be maintained and tested regularly as required by the current British Standard.

**DATE REQUIRED - 8 January 2024**

**Supporting Information**

The requirements for the testing and maintenance of the emergency lighting system are detailed in Section 7.2 of BS 5266: Part 8. Such testing should include a monthly inspection and functional test by the premises occupier and an annual service and detailed test of the system by a competent engineer.

**5 Failure under Article 24 of the Regulatory Reform (Fire Safety) Order 2005.**

**Failure under Regulation 9(1), 9(2), and 9(3) of The Fire Safety (England) Regulations 2022.**

*(The responsible person must display fire safety instructions in a conspicuous part of any building which contains two or more sets of domestic premises; and which contains common parts through which residents would need to evacuate in the case of an emergency).*

**5.1 Failure**

The Responsible Person for The Premises, which contains two or more sets of domestic premises and common parts through which residents would need to evacuate in the case of an emergency, has not displayed fire safety instructions in a conspicuous part of the building.

**Remedy**

The Responsible Person must display fire safety instructions in a conspicuous part of the building.

**DATE REQUIRED - 8 January 2024**

**Supporting Information**

The said instructions must:

(a) be in a comprehensible form that the residents can be reasonably expected to understand  
and (b) Include:

- (i) instructions relating to the evacuation strategy for the building (e.g., stay put or simultaneous evacuation);
- (ii) instructions as regards how to report a fire to the fire and rescue authority (e.g., use of 999 or 112, the correct address to give to the fire and rescue service, etc.);
- (iii) any other instruction that tells residents what they must do when a fire has occurred, such as ensuring that fire resisting doors have closed shut behind them when making their escape in the event of fire.

**5.2 Failure**

The Responsible Person, has not provided a copy of the instructions referred to in paragraph 9(1) of the said Regulations.

**Remedy**

The Responsible Person for The Premises, which contains two or more sets of domestic premises and common parts through which residents would need to evacuate in the case of an emergency, must provide a copy of the instructions referred to in paragraph 9(1) of the said Regulations:

- (a) to a new resident of domestic premises within the building, as soon as reasonably practicable after that resident moves into the premises; and
- (b) to all residents of domestic premises within the building within each period of 12 months beginning with the date the said Regulations came into force, namely on the 23rd day of January 2023.

**DATE REQUIRED - 8 January 2024**

**Supporting Information**

The said instructions must:

(a) be in a comprehensible form that the residents can be reasonably expected to understand and (b) Include:

- (i) instructions relating to the evacuation strategy for the building (e.g., stay put or simultaneous evacuation);

- (ii) instructions as regards how to report a fire to the fire and rescue authority (e.g., use of 999 or 112, the correct address to give to the fire and rescue service, etc.);
- (iii) any other instruction that tells residents what they must do when a fire has occurred, such as ensuring that fire resisting doors have closed shut behind them when making their escape in the event of fire.

### 5.3

#### **Failure under Regulation 10 of The Fire Safety (England) Regulations 2022**

*(The responsible person, in relation to a building which contains two or more sets of domestic premises and which contains common parts through which residents would need to evacuate in the case of an emergency, must provide the required information about fire doors to the residents of the building).*

#### **Failure**

The Responsible Person has not provided information about fire doors to the residents of the building.

#### **Remedy**

The Responsible Person must provide required information about fire doors in accordance with Regulation 10 to the residents of the building containing two or more sets of domestic premises and which contains common parts through which residents would need to evacuate in the case of an emergency.

#### **DATE REQUIRED - 8 January 2024**

#### **Supporting Information**

The required information is information to the effect that:

- (a) fire doors should be kept shut when not in use
- (b) residents or their guests should not tamper with the self-closing devices  
residents should report any faults or damages with doors immediately to the responsible person

The required information must be provided by the responsible person to:

- (a) a new resident of domestic premises in the building, as soon as reasonably practicable after that resident moves into the premises
- (b) to all residents of domestic premises within the building, within each period of 12 months beginning with the date these Regulations came into force on 23<sup>rd</sup> January 2023.

The Fire Authority considers that the above detailed steps will reduce the excessive risk to an acceptable level in the premises. Alternative ways of achieving an equivalent standard may be available and any request for the Fire Authority to consider alternative proposals should be submitted as a matter of urgency.



**NOTES TO ACCOMPANY ENFORCEMENT NOTICE  
SERVED UNDER ARTICLE 30 OF THE  
REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

1. Contravention of any requirement imposed by an Enforcement Notice is an offence under Article 32 of the Regulatory Reform (Fire Safety) Order 2005 and renders the offender liable, on summary conviction, to a fine not exceeding the statutory maximum or, on conviction on indictment, to an unlimited fine, or imprisonment for a term not exceeding two years, or both.
2. In any proceedings for an offence referred to in Note 1, where the commission by any person of an offence under the Order is due to the act or default of some other person, that person is guilty of the offence, and a person may be charged with and convicted of the offence whether or not proceedings are taken against the first mentioned person.
3. Nothing in the Order operates so as to afford an employer a defence in any criminal proceedings for a contravention of those provisions by reason of any act or default of an employee or person nominated to implement measures for fire-fighting and procedures for serious and imminent danger and for danger areas, and appointed to assist him/her in undertaking such preventive and protective measures as necessary.
4. Subject to Note 3, in any proceedings for an offence under the Order, except for a failure to comply with articles 8(a) (Duty to take general fire precautions) or 12 (Elimination or reduction of risks from dangerous substances), it is a defence for the person charged to prove that he/she took all reasonable precautions and exercised due diligence to avoid the commission of such an offence.
5. In any proceedings for an offence under the Order consisting of a failure to comply with a duty or requirement so far as is reasonably practicable, it is for the accused to prove that it was not reasonably practicable to do more than was in fact done to satisfy the duty or requirement.
6. A person on whom an Enforcement Notice is served may under Article 35 of the Order appeal to the Magistrates' Court within 21 days from the date on which the Enforcement Notice was served. The bringing of an appeal has the effect of suspending the operation of the Notice until the appeal is finally disposed of or, if the appeal is withdrawn, until the withdrawal of the appeal.
7. The Fire Authority may grant, at their discretion, an extension (or further extension) of time specified for the steps to be taken if an appeal against the Notice is not pending. Application for an extension of time should be addressed to the above named Officer.
8. If you are the responsible person you are under an obligation to comply with the provisions of the Order or of any regulations made under it. If you have failed to comply and you and the Fire Authority cannot agree on the measures that are necessary to remedy the failure(s), the question may be referred to the Secretary of State for his determination under Article 36 of the Order.
9. To satisfy the 'Environment and Safety Information Act 1988' the Fire Authority is obliged to enter details of this Enforcement Notice into a register to which the public have access. If you feel that any such entry would disclose secret or confidential trade or manufacturing information, then you should appeal in writing to the Authority within a period of fourteen days following; a) the day on which the appeal period in Note 6 above expires, or b) the day on which the appeal is finally disposed of, where an appeal is brought. The following summary of the contents of the Notice will be entered on the public register: -

| Served On  | Notice Type | Premises Name                  | Location    | Notice Number          |
|------------|-------------|--------------------------------|-------------|------------------------|
| 30/11/2023 | Enforcement | Common Ways<br>23 Saxon Street | St Leonards | ESFRS/HA/MH/1130/E1/23 |

The Public Register can be accessed via the internet at **[www.esfrs.org](http://www.esfrs.org)** and this actual notice may be viewed by clicking on the link shown in the table above.

10. The works or actions specified in the Notice are only intended to ensure a satisfactory standard of fire precautions that will comply with the Order. The Notice is issued without prejudice to any other enforcement action that may be taken by this, or any other, enforcing authority.
11. The Fire Authority would be willing to consider and reasonably assist with any proposals you may have to remedy the matters specified in the Notice.
12. To assist with administration procedures, it would be helpful if you could quote the reference number (at the top of this Notice) when dealing with the Fire Authority.