



Essex County  
Fire & Rescue Service

██████████  
Chief Fire Officer / Chief Executive

Town and City Management  
C/O Sayers Court  
King Coel Road  
Colchester  
CO3 9BP

North East Group Service Delivery Point  
Colchester Fire Station  
Cowdray Avenue  
Colchester  
CO1 1XT

██  
[northeastgroupsdp@essex-fire.gov.uk](mailto:northeastgroupsdp@essex-fire.gov.uk)

Our Ref: 77376  
Your Ref:

Date: 21 September 2021

Dear ██████████

**THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**  
**Premises: King Coel Road, Colchester CO3 9BP**

**LETTER OF NON-COMPLIANCE**

Further to the recent visit carried out on 21<sup>st</sup> September 2021 the Essex Police, Fire and Crime Commissioner Fire and Rescue Authority is of the opinion that you are not fully complying with the above legislation. The Order requires fire safety issues at the above premises to be effectively managed. You are required to continuously monitor and review where necessary the effectiveness of your Fire Risk Assessment.

The visit was not a comprehensive audit of all fire safety matters but looked into a variety of aspects from which our findings are drawn. Failure to address the items specified in the report could result in enforcement action being taken. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding failures to comply with the legislation.

The part(s) of the legislation with which you are not complying are set out in the attached report; these matters are such that they require urgent attention.

No further audit will be carried out at this stage.

For technical detail and guidance you are strongly advised to purchase the guidance document from the list attached to this letter. Alternatively, these can be viewed online at <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>. When purchasing or installing equipment, compliance with the relevant British Standard is normally taken as being adequate. Should the issues set out in this report require major changes or costs then you are advised to take professional advice before proceeding.

If you have any further queries, then please contact the above Officer quoting our reference number.

Yours faithfully,

[Redacted Signature]

[Redacted Name]

**Protection**

## **REPORT**

Premises **King Coel Road, Colchester CO3 9BP**

Premises UPRN. **10070238341 10070238341**

The following issues were noted as requiring attention during the audit/visit.

### **Duty to take General Fire Precautions**

#### **Failure**

To take such general fire precautions as will ensure the safety of all employees.

#### **Legislation Applicable**

Article 8 (1) (a) of the Regulatory Reform (Fire Safety) Order 2005 supported by Article 4, which determines what is meant by general fire precautions.

The responsible person must take such general fire precautions as will ensure the safety of employees.

General fire precautions in relation to premises means:-

- (a) Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises;
- (b) **Measures in relation to the means of escape from the premises;**
- (c) **Measures for securing that, at all material times, the means of escape can be safely and effectively used;**
- (d) Measures in relation to the means for fighting fires on the premises;
- (e) Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and
- (f) Measures in relation to the arrangements for action to be taken in the event of fire on the premises, including -
  - (i) Measures relating to the instruction and training of employees; and
  - (ii) Measures to mitigate the effects of the fire.

The inspection revealed the recommendations of the fire risk assessment with regard to carrying out a full survey of all flat entrance doors had not been completed.

### **Suggested action to remedy failure**

The responsible person should act on the recommendations of the fire risk assessment and undertake a survey of all doors that give onto the common escape route To ensure they meet the requirements of the latest guidance relating to both flat entrance doors and also storage and service cupboards that open onto the common escape route.

### **Procedures for Serious and Imminent Danger and for Danger Areas**

#### **Failure**

Insufficient information was made available to persons in the event of serious and/or imminent danger

#### **Legislation Applicable**

Article 15 (2) (a) of the Regulatory Reform (Fire Safety) Order 2005

You must provide information concerning any significant risks to staff and other relevant persons that have been identified in your fire risk assessment or any similar assessment carried out by another user and responsible person in the building.

The inspection revealed no information was available to indicate to occupants as to the evacuation strategy for the building.

**Suggested action to remedy failure**

The responsible person should ensure adequate information is provided to all occupants as to the building's evacuation policy. As there is no fire alarm in the common areas, it is assumed a stay-put policy is in place. The current signage refers to action to be taken on hearing the fire alarm, this should be removed as it is incorrect information.

**Guides in the Series available from the CLG  
(Communities and Local Government)**

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>

1	Offices & Shops ISBN-13:978 1 851 12 851 0	Offices and retail premises (including individual units within larger premises, e.g. shopping centres)
2	Factories & Warehouses ISBN-13:978 1 851 12 816 7	Factories and warehouse storage premises
3	Sleeping Accommodation ISBN-13: 978 1 851 12 817 4	All premises where the main use is to provide sleeping accommodation, e.g. hotels, guest houses, B&Bs, hostels, residential training centres, holiday accommodation and the common areas of flats, maisonettes, HMOs and sheltered housing (other than those providing care - see Residential Care Premises), but excluding hospitals, residential care premises, places of custody and single private dwellings.
4	Residential Care Premises ISBN-13:978 1 851 12 818 1	Residential Care and nursing homes, common areas of sheltered housing (where care is provided) and similar premises, which are permanently staffed and where the primary use is the provision of care rather than healthcare (see Health Care Premises)
5	Educational Premises ISBN-13: 978 1 851 12 819 8	Teaching establishments ranging from pre-school through to universities, except the residential parts (See Sleeping Accommodation).
6	Small & Medium Places of Assembly ISBN -13: 978 1 851 12 820 4	Smaller public houses, clubs, restaurants and cafes, village halls, community centres, libraries, marquees, churches and other places of worship or study accommodating up to 300 people
7	Large Places of Assembly ISBN-13: 978 1 851 12 821 1	Larger premises where more than 300 people could gather, e.g. shopping centres (not the individual shops), large nightclubs and pubs, exhibition and conference centres, sports stadia, marquees, museums, libraries, churches, cathedrals and other places of worship or study
8	Theatres, Cinemas, and Similar Premises ISBN-13: 978 1 851 12 822 8	Theatres, cinemas, concert halls and similar premises used primarily for this purpose
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10	Healthcare Premises ISBN-13:978 1 851 12 824 2	Premises where the primary use is the provision of healthcare (including private) e.g. hospitals, doctors' surgeries, dentists and other similar healthcare premises
11	Transport Premises and Facilities ISBN-13:978 1 851 12 825 9	Transportation terminals and interchanges e.g. airports, railway stations (including sub-surface), transport tunnels, ports, bus and coach stations and similar premises but excluding the means of transport (e.g. trains, buses, planes and ships)
12	Animal Premises and Stables ISBN-13: 978 1 85112 844 6	Animal premises, stables, livery yards and stables within zoos, large animal sanctuaries or farm parks
13	<i>Supplementary Guide</i> Means of Escape for Disabled People ISBN – 13: 978 1 85112 873 7	This guide is a supplement to be read alongside other guides in this series. It provides additional information on accessibility and means of escape