FIRE RISK SUMMARY - BOLEYN COURT

Date	26 October 2026
Campus	Avery Hill
Building	Boleyn Court
Address of premises	Southwood Site, Avery Hill Rd, London SE9 2UG
Accountable person (if Building Safety Act applies)	N/A
Primary responsible person	The LASE University Group Governing Body is the responsible person. Communication should be addressed to 'The Group University Secretary, The University of Greenwich, Queen Anne Building, Old Royal Naval College, Park Row, London SE10 9LS
Person appointed by primary responsible person to carry out/review fire risk assessments	University Fire Safety Officer
Other responsible persons	Sodexo PLC
Person appointed to carry out firefighting	Security guards (Sodexo PLC)
Organisation responsible for maintaining fire safety measures	Sodexo PLC
Number of floors	3
Use of building	Principally residential with some space occupied by FM provider as an office/rest room
Construction of building	Built around 1992, Boleyn Court consists primarily of concrete slab floors, a mixture of blockwork & lightweight partitions, and brick facework. The roof, formed from timber trusses, is pitched and tiled. The building is divided by compartment walls into several separate blocks arranged around a central courtyard. Flats are laid out in a cluster fashion, i.e. several are grouped together off a common protected corridor, which is accessed directly from the block's stairwell. In addition to student flats, there is also a bathroom, storeroom and kitchen/diner located off the common corridor.
Summary of means of escape	Boleyn Court consists of a series of connected blocks. Each block has a single main entrance and a protected staircase to the 2nd floor. Ventilation of the staircase is achieved by openable windows on each landing. Generally, two flats are located off each staircase landing. Entrance to the flats is via an FD30 door. Each flat has a protected corridor (off which are located bedrooms/living spaces) so the staircase is protected from fire by two fire doors. Travel distances in flat corridors are reasonable. Some flats have been converted to other uses, e.g. offices.
Disabled means of escape provision	The upper floors of the building are not accessible. The ground floor is and generally has level access. Some ground floor flats are designed to be accessible and have detection within bedrooms.
Normal hours of operation	24 hour
Any unusual fire risks	No

General nature of fuel sources and methods of controlling these	In accommodation: Furniture, bedding, personal possessions and food stuffs In office areas: Stationery, office equipment and furniture Ensure waste material is regularly removed and combustible material kept to a minimum. Staircases and corridors should be kept clear of all materials. Licence conditions should be observed at all times.
General nature of ignition sources and methods of controlling these	In accommodation: Cooking and domestic electrical equipment In offices: Office electrical equipment Generally: Fixed wiring and plant All staff, students and contractors should observe the guidance in the electrical safety policy. PAT testing is carried out regularly. Any hot works will require approval in advance. Smoking is not allowed in or within 5m of the building. Licence conditions and fire safety instructions should be observed at all times.
Alarm system fitted	The alarm consists of smoke & heat detectors and manual call points.
Other fire safety equipment	Emergency lighting. Fire blankets in accommodation kitchens.
Exit locking mechanisms	There are magnetic locks on some doors which will release when the fire alarm sounds or when the green manual release button next to the door is depressed. Flat front doors are fitted with night latches.
Evacuation strategy	Should the alarm sound, occupants are to leave the building and assemble at assembly point 4 (NW car park). Should you discover a fire, operate the nearest manual call point, evacuate and call the fire brigade.