FIRE RISK SUMMARY - SEYMOUR COURT

Date	26 October 2026
Campus	Avery Hill
Building	Seymour 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, Greenwich Students' Union
Person appointed to carry out firefighting	Security guards (Sodexo PLC)
Organisation responsible for maintaining fire safety measures	Sodexo PLC
Number of floors	3 & 4
Use of building	Principally residential with offices, a student union shop and a laundry located at ground floor level.
Construction of building	Built around 1992, Seymour 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. they consist of several student bedrooms located off a common protected corridor. In addition to student bedrooms, within each flat there is also a bathroom and a kitchen/diner (and, in some cases, a storage cupboard).
Summary of means of escape	Seymour 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 a modern FD30S 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. Some 2nd floor flats have an additional floor. In these instances a secondary means of escape is provided via a door into the neighbouring block. Travel distances in flat corridors are reasonable. Some flats have been converted to other uses, e.g. offices. Where this has happened, the escape provision has generally remained broadly the same.
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. The building's fire alarm incorporates detectors with an LED visual alert.
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 shop: Food stuffs, packaging, stationery supplies and clothing In office areas: Stationery, office equipment and furniture In laundry: Lint from tumble dryers Ensure waste material is regularly removed and combustible material kept to a minimum. Licence conditions should be observed at all times. Tumble dryers should be regularly cleaned. Staircases and corridors should be kept clear of all materials.
General nature of ignition sources and methods of controlling these	In accommodation: Cooking and domestic electrical equipment In laundry: Washing machines and tumble dryers In shop: Catering 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 extinguishers provided in offices, shop and laundry. 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 Salto locks (mechanically openable from the inside).
Evacuation strategy	Should the alarm sound, occupants should leave the building immediately and assemble at assembly point 3 (car park by changing rooms). Should an individual discover a fire, they should operate the nearest manual call point, evacuate and call the fire brigade by dialling 999.