FIRE RISK SUMMARY - HOWARD COURT

Date	13 October 2026
Campus	Avery Hill
Building	Howard Court (main building)
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	Residential
Construction of building	Built around 1995, Howard Court (main building) consists of 3 storey residential building arranged around a central courtyard. It is constructed 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 buildings are divided by compartment walls into several separate sub-blocks. Flats are laid out in a cluster fashion, i.e. several rooms are grouped together off a common protected corridor, which is accessed directly from the block's stairwell. In addition to student rooms, there is also a kitchen/diner located off the common corridor.
Summary of means of escape	Howard 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 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. Travel distances in flat corridors are reasonable.
Disabled means of escape provision	The upper floors of the building are not accessible. The ground floor has level access.
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, food stuffs, combustible packaging and waste. 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 and general fire safety guidance should be observed at all times.
General nature of ignition sources and methods of controlling these	Cooking, domestic electrical equipment, 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 lever operated latches.
Evacuation strategy	Should the alarm sound, occupants are to leave the building and assemble at assembly point (NE car park). Should you discover a fire, operate the nearest manual call point, evacuate and call the fire brigade.