

Fire Risk Assessment



Based on PAS79 Fire Risk Assessment guidance and a recommended methodology

Client Name: Crawley Borough Council
Address: Schaffer House, Proctor Close, Maidenbower, Crawley, West Sussex. RH10 7JQ.
Date: 4th February 2020
Assessor: Paul Fuller - Tech IOSH, GIFireE
Validated by: Paul Fuller - Tech IOSH, GIFireE
Reference Number: 53075



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Life Safety Fire Risk Assessment Certificate of Conformity

This certificate is issued by the organisation named in Part 1 of the schedule in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

Schedule

Name of issuing Certificated Organization:	Fire Risk UK Ltd
BAFE registration no. of issuing organisation:	SUSS127
Name of client:	Crawley Borough Council
Address of premises for which the fire risk assessment was carried out:	Schaffer House, Proctor Close, Maidenbower, Crawley, West Sussex. RH10 7JQ.
Part or parts of the premises to which the fire risk assessment applies:	Common area(s) under the control of the responsible person / persons.
Brief description of the scope and purpose of the fire risk assessment:	Life Safety Assessment, Type 1 (non-invasive, visual only).
Effective date of the fire risk assessment:	4th February 2020
Recommended date for review of the fire risk assessment:	4th February 2021
Unique reference number of this certificate:	53075

We, being currently a 'Certificated Organisation' in respect of life safety fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment.

Signed for and on behalf of the issuing Certificated Organisation:

Name	Paul Fuller - Tech IOSH, GIFireE	Position	Validator
Signature		Date	4th February 2020

Name and address of Third Party Certification Body:

SSAIB
7 - 11 Earsdon Road
West Monkseaton
Whitley Bay
NE25 9SX



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Scope and Terms of this Assessment

- 1 The Regulatory Reform (Fire Safety) Order (if the relevant premises are in England or Wales) or the Fire (Scotland) Act (if the relevant premises are in Scotland) require the responsible person to carry out a fire risk assessment of the premises they are responsible for.
- 2 This risk assessment carried out is made to enable the Employer or other responsible person to comply with the legal requirements summarised in Paragraph 1 above.
- 3 This report is addressed to the Employer (or if applicable other responsible person in relation to the premises) for its sole benefit and may not be relied upon by any other person, firm or company.
- 4 We have agreed with you that this assessment should be conducted by us in accordance with and on the basis and assumptions set out in this scope.
- 5 The risk assessment should be available for inspection, at all times.
- 6 We have not carried out an occupancy calculation as part of the assessment unless otherwise agreed in writing.
- 7 The fire risk assessment should be reviewed by the responsible person regularly so as to keep it up-to-date and, in any event by the date indicated on the general information page of this report or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergone significant changes, extensions, or conversions. By way of example and without limiting the general statement made above, the assessment should be reviewed following:
 - a) Significant changes to work practices or procedures.
 - b) A significant change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability.
 - c) Any significant structural or material changes to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new equipment.
 - d) Significant changes to furniture and fixings and / or to displays or quantities of stock.
 - e) The introduction or increase in the storage of hazardous substances.
 - f) Any change in the fire precautions in the premises.
 - g) Any near miss or fire incident.

and, in any event, at recommended intervals of no more than twelve months.

- 8 The hazards and / or risks identified (if any) in each section of this document increase the risk to life and / or property safety in and around the areas assessed.
- 9 The Employer, or other responsible person, should ensure that the additional fire safety controls, recommendations and actions set out in this document are effected to bring the assessed areas up to a standard that will ensure, so far as is reasonably practicable, the safety of any of his employees, any other person lawfully on the premises or any person in the immediate vicinity of the premises at risk from a fire on the premises.
- 10 The Regulatory Reform (Fire Safety) Order and the Fire (Scotland) Act, as applicable, impose various other obligations in relation to fire safety on responsible persons. We would be pleased to provide further guidance on these obligations but would like to draw your particular attention to the following:

Responsible persons must, amongst other things, provide their employees with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures in place in the event of serious and imminent danger to them.

11 In this report:

- a) We confirm that the information shown is correct based upon a general 'walk through' inspection of the premises, and discussions with both responsible management and staff. The contents are, to the best of the Assessor's knowledge, a true and fair review of the fire safety status of the premises, and meet the employer's responsibilities in carrying out a fire risk assessment under the relevant legislation. Whilst the inspecting Assessor has taken all reasonable care to ensure accuracy of the information offered, Fire Risk UK Ltd cannot accept legal liability for any loss (including loss of anticipated profits, loss of expected future business, or damage to goodwill), nor claims for damages in connection with this report.
- b) Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and / or responses provided by or on behalf of the Employer or other responsible person.
- c) We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).
- d) Unless otherwise stated, we have assumed that at the premises -
 - (i) all fire safety equipment, including fire doors and fire resistant partitions and
 - (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.
- e) We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.
- f) We have assumed that information and documentation supplied to us by or on behalf of the Employer or other responsible person which has a bearing on this fire risk assessment is current, true, accurate and not misleading.
- g) The term "responsible person" has the meaning given to it in The Regulatory Reform (Fire Safety) Order and the Fire (Scotland) Act.
- h) The assessment is non invasive i.e. there will be no penetration, changes or damage to the structure of the building.

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General Information	
Client name:	Crawley Borough Council
Address:	Schaffer House, Proctor Close, Maidenbower, Crawley, West Sussex. RH10 7JQ.
Part or parts of the premises to which the fire risk assessment applies:	Common area(s) under the control of the responsible person / persons.
Date of Previous fire risk assessment:	14th January 2019
Person(s) Consulted:	Lindsey Hide - Older Persons Support Officer (OPSO)
Assessor:	Paul Fuller - Tech IOSH, GIFireE
Date of risk assessment:	4th February 2020
Validator:	Paul Fuller - Tech IOSH, GIFireE
Date Validated:	4th February 2020
Suggested date of review[1]	4th February 2021
Responsible Person(s):	Crawley Borough Council
Position(s) Held:	Older Persons Support Officer (OPSO)
Contact Number:	01293 881085
Fire safety legislation or any other applicable legislation for premises:	
Regulatory Reform (Fire Safety) Order (RRO) Management of Health and Safety at Work Regulations Workplace (Health, Safety and Welfare) Regulations Health and Safety (Safety Signs & Signals) Regulations Electricity at Work Regulations Health & Safety Executive HSG107 Maintaining portable & transportable electrical equipment The Equality Act The Smoke-free (Premises & Enforcement) Regulations	

The Premises:	
Number of floors:	3 - ground, first and second floors
Brief details of property:	Purpose-built, sheltered housing accommodation block, constructed c.1997. Constructed of concrete, brick, glass, timber with pitched, tiled roofs. One main entrance/exit and five additional exits at ground floor level. Three internal staircases and two lifts serving all floors.
Use of Premises	Sheltered Housing - Group 2(a) - Residential Institutional (defined by Classification of Purpose Groups, Table 0.1, Approved Document B, vol 2, (Fire Safety) 2019).
Floor Area:	Unknown

The Occupancy:	
Hours building occupied:	Building in constant occupation.
Approximate max. number of persons at any one time:	53
Approximate max. number of employees:	2 - OPSO and cleaner are usually present Monday to Thursday 0800-1630 hrs and Friday 0800 - 1600 hrs.
Approximate max. number of members of the public:	Exact numbers unknown - residents may have friends or family visiting. Contractors may also be present.
Number of sleeping occupants:	51 - 45 flats can accommodate up to 52 residents & guests.
Disabled occupants:	Residents are all elderly (aged 52-100) - most having a wide range of disabilities or mobility impairments.
Occupants in remote areas & lone working:	None
Young persons:	Young visitors / guests may be present.
Fire Loss Experience:	None reported.
Legislation enforced by:	The Local Fire Authority
Scope and purpose of the fire risk assessment:	Life Safety Assessment, Type 1 (<i>non-invasive, visual only</i>).
Additional comments:	In accordance with Article 9 (3) of the Regulatory Reform (Fire Safety) Order and PAS79: 2012 the fire risk assessment must be reviewed by the date indicated on the report or earlier if it is no longer valid or there has been a significant change in the matters to which it relates, or if a fire occurs.

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

The report does not address the risk to property or business continuity from fire.

[1] This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

1	ELECTRICAL SOURCES OF IGNITION	
1.1	Reasonable measures taken to prevent fires of electrical origin?	Yes
1.2	More specifically:	
	• Fixed installation periodically inspected and tested?	Yes
	• Portable appliance testing carried out?	Yes
	• Suitable policy regarding the use of personal electrical appliances?	Yes
	• Suitable limitation of trailing leads and adapters?	Yes
	• Sockets and extension leads loaded correctly?	Yes
Standard Advice	<p><i>Extension leads may constitute a tripping hazard and their use should be kept to a minimum. Extension leads and socket outlets should not be overloaded, and reel type extension leads should be fully unwound if the appliance that they supply is of a wattage that is greater than that which may be used with an unwound lead. Where cables and leads could constitute a tripping hazard their routes should be indicated with hazard warning tape, and where they may suffer damage by being walked upon they should be run in protective flexible plastic sheathing. Check the condition of all the cables and check that the appliances are fitted with correctly rated fuses; a fuse of too high a rating can lead to a fire in the appliance that it is supposed to protect. Regular inspection of such equipment is a requirement of the Electricity at Work Regulations 1989.</i></p> <p><i>Electrical installation periodic inspection; all public buildings, caravan parks, sports and leisure facilities should be tested every year, industrial and agricultural every three years, commercial, educational and residential every five years.</i></p>	
<p>Comments and hazards observed: Electrical installation inspection was carried out by Volts Electrical Ltd., on 22/11/18. Records seen. The report highlighted remedial actions. These should be confirmed as completed/rectified with records kept on file. A Photovoltaic, solar power unit has been installed. PAT testing was carried out on all appliances, where applicable, by Volts Electrical Ltd., on 26/6/19. Markings present on electrical items. No records available at time of inspection. These should be obtained and kept on file for future inspections. No loose wires or trailing cables noted in common parts or circulation areas. The Mobility Scooter charging room has had RCD circuit breakers installed.</p>		

2	SMOKING	
Smoking ban in place from 1st July 2007. The Smoke-free (Premises & Enforcement) Regulations 2006		
2.1	Reasonable measures taken to prevent fires as a result of smoking?	Yes
2.2	More specifically:	
	• Smoking prohibited in building and 'No Smoking' signage displayed?	Yes
	• Suitable arrangements for those who wish to smoke?	Yes
	• This policy appeared to be observed at time of assessment?	Yes
<p>Comments and hazards observed: 'No Smoking' signs displayed. A receptacle for the disposal of smoking materials is provided. No discarded smoking materials seen around perimeter of building.</p>		

3	ARSON	
3.1	Does basic security against arson by outsiders appear reasonable?(2)	Yes
3.2	Are the premises reasonably secure during hours of darkness?	Yes
3.3	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	No
3.4	Are waste containers lockable?	Yes
3.5	Are waste containers remote from the building?	No
3.6	Is CCTV provided?	No
Standard Advice	<p><i>Arson is a major cause of fires in industry and commerce; some 40% of all fires in non-domestic premises are started deliberately. Good security is probably the best protection against arson and therefore it is important to ensure that all means of access to the premises doors and windows are locked at all times when building is unoccupied</i></p> <p><i>Staff should be trained to challenge anybody whose presence or behaviour gives cause for concern and to immediately report any suspicious behaviour.</i></p>	
<p>2) Note: Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</p>		
<p>Comments and hazards observed: Main entrance/exit fitted with an entry control system. All waste and recycling bins stored internally within a purpose-built, bin store. All bins are emptied regularly by local authority. However, it was observed that some waste containers were stored outside by the Mobility Scooter storage area and were observed unlocked. See Action Plan regarding reducing the risk of arson.</p>		

4	PORTABLE HEATERS AND HEATING INSTALLATIONS	
4.1	Is the use of portable heaters avoided as far as practicable?	Yes
4.2	If portable heaters are used:	
	• Is the use of the more hazardous type (e.g. radiant bar or LPG appliances) avoided?	N/A
	• Are suitable measures taken to minimize the ignition of combustible materials?	N/A
4.3	Are fixed heating, HVAC and air-conditioning installations subject to regular maintenance?	Yes
A full investigation of the design of the HVAC system is outside the scope of this fire risk assessment		
Comments and hazards observed: Gas boilers for the building heating system serviced by Liberty Group on 15/10/19. Records seen. No HVAC systems or air conditioning units fitted within the building. Assessor informed there are boilers within individual flats. These should be serviced annually if present, with record kept. Note: where installed, it is recommended carbon monoxide detectors are also installed.		

5.0	COOKING	
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes
5.2	More specifically:	
	• Are all cooking appliances maintained and in a good condition?	Yes
	• Is the kitchen area clear of any combustible furnishings?	Yes
	• Filters changed and extractors and ductwork cleaned regularly in accordance with the industry specification TR19?	N/A
	• Suitable extinguishing appliances available?	Yes
Standard Advice	<i>The large amount of grease drawn into a kitchen ventilation system creates a fire risk. One of the most common causes of commercial kitchen fires is through sudden combustion of grease laden air in the extraction system. It can happen very quickly with no obvious cause to the kitchen staff.</i>	
Comments and hazards observed: Small communal kitchen located directly off the community lounge and is mainly used to serve teas. Oven and hob, microwave ovens, toaster, kettles, refrigerator, etc, observed in a reasonable condition at the time of assessment. 1 x Fire blanket installed. Fire shutter also installed and lowers on activation of the fire alarm system. All residents are responsible for kitchen fire safety within the building		

6	LIGHTNING	
6.1	Is a lightning protection system provided to the building?	Yes

7	HOUSEKEEPING	
7.1	Is the standard of housekeeping adequate?	Yes
7.2	More specifically:	
	• Combustible materials appear to be separated from ignition sources?	Yes
	• Avoidance of unnecessary storage or accumulation of combustible materials or waste?	Yes
	• Appropriate storage of hazardous materials?	Yes
	• Are all cleaning cloths impregnated with solvents etc. kept in metal-lidded containers?	N/A
	• Are external bins kept at a reasonable fill level and away from the side of the building?	No
Standard Advice	<i>All rubbish and combustible waste should be cleared from the building on a daily basis and securely stored, preferably in lockable metal skips, outside the building and away from fire exits and not under any overhanging structure.</i> <i>Old and dilapidated furniture can contribute to the spread of fire and torn upholstery exposes combustible filling material that may be used as kindling material by a potential arsonist. All new upholstered furniture for non-domestic use should comply with the requirements of British Standards 7176, and BS 7177.</i>	
Comments and hazards observed: A reasonably good standard of housekeeping noted at assessment. Note: Good housekeeping is fundamental to reducing risk in buildings. Controlling the presence of combustible materials and ignition sources not only reduces the potential for accidental fires to start and develop in the common parts, it also significantly reduces the scope for deliberate fires. It also ensures escape routes are free of obstructions that might hinder the evacuation of people from the building and access for fire-fighters.		

8	HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS	
8.1	Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?	Yes
8.2	Are fire safety conditions imposed on outside contractors?	Yes
8.3	If there are in house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits?	N/A
8.4	Are contractors made aware of the emergency procedures?	Yes
<p>Comments: Any contractors, working directly on site, are approved by Crawley Borough Council. It is understood that risk assessments are submitted by contractors, prior to commencing any work, detailing whether 'hot' works are to be carried out. Crawley Borough Council would arrange for 'hot' work permits to be issued, where necessary. Contractors are responsible for conducting safe systems of work and understanding the emergency fire procedures.</p>		

9	OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS	
9.1	Are all the combustible materials and flammable liquids and gases stored/used safely?	Yes
Standard Advice	<p><i>Stores for flammable liquids and stores for combustible materials should be sited at secure locations, and they should carry No Smoking signs and signs such as "Flammable Liquid", "Flammable Gas" etc. as appropriate.</i></p> <p><i>The arrangements for the storage of flammable liquids should conform to the guidelines published by the Health and Safety Executive. The storage of highly flammable liquids and liquefied petroleum gases should conform to the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).</i></p>	
9.2	Other Hazards: Medical oxygen cylinders.	
<p>Comments: 1 x medical oxygen cylinder currently used. Information displayed by the main fire alarm panel to indicate the presence of oxygen cylinders. Records of where medical oxygen is being used is available to the fire and rescue service in the event of a fire emergency.</p>		

	DANGEROUS SUBSTANCES	
9.3	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	Yes
9.4	If 9.3 applies, has a specific fire risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations?	N/A
Standard Advice	<p><i>Dangerous substances can put peoples' safety at risk from fire and explosion. DSEAR puts duties on employers and the self-employed to protect people from risks to their safety from fires, explosions and similar events in the workplace, this includes members of the public who may be put at risk by work activity.</i></p> <p><i>Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They can be found in nearly all workplaces and include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding operations and dusts from foodstuffs.</i></p> <p><i>Further guidance can be found in the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)</i></p>	
<p>Comments: Note: Medical Oxygen is a high-energy gas that very readily oxidizes other materials and can substantially increase (if directly involved) the potential for the rapid development of any fire. Further guidance can be found in the HSE Guidance Note, 'Fire and explosion hazards in the use of Oxygen': (http://www.hse.gov.uk/pubns/indg459.pdf)</p>		

FIRE PROTECTION MEASURES

10	MEANS OF ESCAPE FROM FIRE	
10.1	It is considered that the building is provided with reasonable means of escape in case of fire.	Yes
10.2	More specifically:	
	• Adequate provision of exits?	Yes
	• Exits easily and immediately openable where necessary?	Yes
	• Fire exits open in direction of escape where necessary?	Yes
	• Avoidance of sliding or revolving doors as fire exits where necessary?	Yes
	• Are all automatic door fastenings fail safe open & provided with an override facility?	Yes
	• Satisfactory means for securing exits?	Yes
	• Free from obstructions including slip and trip hazards?	Yes
	• Reasonable distances of travel:	
	• Where there is a single direction of travel?	Yes
	• Where there are alternative means of escape?	Yes
	• Suitable protection of escape routes?	Yes
	• Suitable fire precautions for all inner rooms? (i.e. a room within a room)	N/A
	• Suitable condition of stairways?	Yes
	• Final exits lead to a place of safety?	Yes
10.3	It is considered that the building is provided with reasonable arrangements for means of escape for disabled people.	Yes
Standard Advice	<p><i>A place of safety is a place beyond the building in which a person is no longer in danger from fire. The designated place of safety must not be a dead end situation from which people are unable to move further away from the building.</i></p> <p><i>Gangways and escape routes must never be obstructed. Obstructions such as unwanted furniture, unattended tea trolleys, coat racks, stocks of stationery, cleaners' equipment, newly delivered goods, or goods awaiting collection all reduce the available width of escape routes and make it more difficult to evacuate people sufficiently quickly in the event of fire. Sources of heat or electrical equipment such as portable heaters, automatic vending machines, photocopiers etc. must never be sited on escape routes.</i></p> <p><i>Changes of level, electrical extension leads, unstuck flooring tiles, and small items, such as empty drink cans or contractors tools, left on the floor are all capable of causing people to trip. Changes of level should be indicated by use of warning tape. Wet floors and loose mats or runners constitute slipping hazards.</i></p> <p><i>Loose handrails, raised or loose floor tiles, and damaged nosing on steps may all cause people to trip whilst escaping from fire; on a staircase this could have disastrous consequences.</i></p> <p><i>Final exit doors must always remain unlocked whenever the premises are in use. If, for reasons of security, final exit doors have to be locked shut when the premises are not in use they may be secured by means that do not require the use of a key in order to release the door.</i></p> <p><i>Break glass bolts (Redland bolts), which are released by breaking a glass tube with a small hammer, are an acceptable way of keeping a fire exit door securely shut, provided that clear instructions as to how to release the bolt are displayed on or adjacent to the door and that a suitable hammer is attached by a chain that is anchored on or adjacent to the door. The ideal fastening for a fire exit door is a panic latch or lock that may be released by pressure upon a bar that runs across the full width of the door.</i></p>	
Standard Advice	<p><i>Normally, doors on escape routes should open in the direction of travel. They must do so if they lead from an area from which more than 50 people may be required to escape, or if they lead from an area of high fire risk such as, for example, a kitchen.</i></p> <p>Disabled employees may require additional assistance to escape in the event of fire. Plans of how best they may be helped should be drawn up, and tested during regular fire drills.</p> <ul style="list-style-type: none"> • Are lightweight evacuation chairs available? • Has each disabled person a personal "buddy" who is assigned to stay with them throughout the evacuation? • Is the building equipped with evacuation lifts that may be used by people in wheelchairs in the event of fire? • Are there ramps in place at all changes of level on escape routes? • Does the fire alarm system give a visual warning of fire for those who are profoundly deaf? • As an aid to those who are blind, are there tactile thresholds at the top and bottom of each flight of stairs? 	
<p>Comments and deficiencies observed: One main entrance/exit and five additional exits at ground floor level. Three internal staircases and two lifts serving all floors. The means of escape route(s) were readily identified and immediately available. All final fire exit doors were checked and opened easily. Travel distances for occupants to reach a place of safety are within acceptable parameters (as provided in Approved Doc B - Fire Safety). Self-closing, FD30S fire doors, fitted at the entrance of all individual flats, were not inspected but all are regularly checked (for compliance) by the OPSO.</p>		

11	MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	
11.1	It is considered that there is:	
	• compartmentation of a reasonable standard(3)	No
	• fire doors in place, normally closed, and in good condition	No
	• reasonable limitation of linings that might promote fire spread	Yes
Standard Advice	<i>The principle structural means for limiting the spread of fire is compartmentation – dividing the building into compartments that are separated from each other by fire resistant walls and doors.</i>	
	<i>The integrity of the compartmentation will be compromised if the fire doors have been badly hung, or if the compartmentation does not extend into the floor and ceiling voids that are created by suspended floors and ceilings.</i>	
	<i>Penetration of fire walls by ducting or building services greatly reduces the effectiveness of the wall unless the spaces between the ducting or services and the hole through which they pass are completely filled with fire resistant stopping.</i>	
	<i>As with the use of wedges, fire extinguishers, or door stops to hold fire doors open, faulty self-closing devices or, those in which the tension has been incorrectly set, will not automatically close fire doors. This will put lives at risk in the event of fire. Employees should be made aware of the importance of reporting any self-closing devices that are not operating correctly.</i>	
3) Note: Based on a visual inspection of readily accessible areas.		
Comments and deficiencies observed: Compartmentation - remedial works are required to address the lack of compartmentation within specific areas identified within the Action Plan report. Fire doors - Lobby doors and access doors observed in a good condition as seen at time of assessment. Only two flat doors were accessible at the time of inspection. These were observed fitted with intumescent strips and seals and self closing devices. However, riser cupboard doors will require minor remedial works. See Action Plan. The assessor was unable to determine what fire performance the building materials installed would achieve (flame spread and fire resistant properties). No additional information could be acquired/obtained at the time of inspection. However, surface finishes to walls and ceiling linings were visually seen to be in reasonable condition without the presence of any holes or gaps, except for the riser cupboards, mains electrical cupboard and lift motor room. See Action Plan.		

12	EMERGENCY ESCAPE LIGHTING	
12.1	Reasonable standard of emergency escape lighting system provided to internal escape routes?(4)	Yes
12.2	Reasonable standard of emergency escape lighting system provided to external escape routes?	Yes
Standard Advice	<i>Fire escape routes should be provided with emergency escape lighting if required. The emergency escape lighting system should be installed and maintained according to the recommendations of BS 5266 Part 1.</i>	
	<i>Fire escape routes should be provided with artificial lighting and, because the mains electricity supply may fail in a fire, with emergency escape lighting if required. In general, it is required in underground parts of the premises, in windowless parts of the premises, in core stairways or those serving stories more than 30m above ground level, in internal corridors more than 30m long, and in open plan office areas of more than 60m2.</i>	
4) Note: Based on a visual inspection only, but no test or verification of full compliance of the system carried out.		
Comments and deficiencies observed: From what could be ascertained, adequate emergency lighting has been installed throughout the building.		

13	FIRE SAFETY SIGNS AND NOTICES	
13.1	Reasonable standard of fire safety signs and notices?	Yes
Standard Advice	<i>Escape routes that do not constitute a normal means of leaving a building should be properly signed with signs that conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996. These make use of pictograms employing the running man, an open door, and directional arrows.</i>	
	Comments and deficiencies observed: Doorways, or other exits, providing access to a means of escape, other than exits in ordinary use (i.e. main entrance), were distinctively and conspicuously marked by exit signs, in accordance with BS 5499. The types and uses of other displayed fire signs are appropriate for the premise.	

14	MEANS OF GIVING WARNING IN CASE OF FIRE	
14.1	Does the building have a means for giving warning in case of fire?	Yes
14.2	Reasonable manually operated electrical fire alarm system provided?(5)	Yes
14.3	Is the warning to occupants with impaired hearing satisfactory?	Yes
14.4	Is the number and siting of call points satisfactory?	Yes
14.5	Are all detectors and call points free from damage or obstruction?	Yes
14.6	Is the detection sufficient and appropriate?	Yes
14.7	Does the fire alarm panel appear to be in good condition and showing no faults?	Yes
14.8	Is the fire alarm panel connected to a central monitoring station?	Yes
14.9	Is there a diagrammatic zone plan displayed adjacent to the control and indicating equipment (fire alarm panel)	Yes
Standard Advice	<p><i>By providing the earliest possible warning of fire, a properly installed and maintained automatic fire detection and alarm system does much to reduce the risk to life and property in the event of fire.</i></p> <p><i>The correct operation of a properly maintained system will greatly reduce the incidence of false alarms and, consequently, the incidence of unnecessary calls to the fire service. Raising the alarm should ideally be done automatically. If not it should be done from a place of safety.</i></p> <p><i>Manual fire alarm call points should be mounted in conspicuous positions on exit routes, on staircase landings, and at final exits. Items such as coat racks, potted plants etc. should not be allowed to obscure the presence of a call point, or to hinder easy access to it.</i></p>	
5) Note: Based on a visual inspection only, but no test or verification of full compliance of the system carried out.		
Comments and deficiencies observed: From what could be ascertained, an adequate automatic fire detection and alarm system had been installed within all rooms/compartments (L2 system). However, no commission certificate was available at the time of inspection. Detection present within loft area and covering Mobility Scooter charging area and bin stores. A zone indication panel is displayed directly adjacent to the main fire alarm panel. The automatic fire detection and alarm system is also remotely monitored by Chichester Careline.		

15	MANUAL FIRE EXTINGUISHING APPLIANCES	
15.1	Reasonable provision of portable fire extinguishers (amount & type)?	Yes
15.2	Hose reels provided?	N/A
15.3	Are the fire extinguishers wall mounted in the correct locations and do they remain unobstructed?	Yes
Standard Advice	<p><i>Portable fire extinguishers are probably the commonest type of fire fighting equipment to be found in industrial and commercial premises. For a floor in a building, the correct number of water or foam extinguishers to tackle Class A fires (fires involving combustible solids such as paper, wood, cloth, plastics etc.) may be determined if the fire rating of the floor is known.</i></p> <p><i>Generally, extinguishers should be located at exits from rooms or storeys, in corridors that form parts of escape routes, and on landings. Extinguishers for special risks such as electrical fires, flammable liquid fires, or cooking oil fires should be located near the risk.</i></p> <p><i>All extinguishers, and fire blankets, should be located so as to be both conspicuous and readily accessible. Ideally, they should be mounted on either wall brackets or floor stands. It should never be necessary to travel more than 30m from a fire in order to gain access to a Class A extinguisher.</i></p>	
Comments and deficiencies observed: Adequate numbers and types of extinguishers throughout the premises in accordance with the recommendations of BS 5306-8.		

16	RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS	
16.1	Type of System: None	
Comments: N/A.		

17	OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT	
17.1	Type of Fixed System: Automatic Smoke Vents and Tunstall System	
Comments: Automatically operated smoke vents installed in communal corridors - operated by actuation of specifically linked detection units. These vents are tested alongside the fire alarm and detection system. Additionally opening windows are provided within stairwells. A Tunstall, two-way communication system is in place providing remote monitoring and an emergency contact service for residents. The system has been installed in all areas (dwellings and common areas).		

MANAGEMENT OF FIRE SAFETY

18	PROCEDURES AND ARRANGEMENTS	
18.1	Fire safety is managed by: (6) Lindsey Hide - Older Persons Support Officer	
18.2	Competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	Yes
Comments: All Older Persons Support Officers are trained and can provide supportive assistance with preventative and protective fire safety measures at all sheltered accommodation premises.		
6) Note: This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.		
18.3	Appropriate fire procedures in place?	Yes
	More specifically	
	• Is there a Fire Safety Policy in place?	Yes
	• Are procedures in the event of fire appropriate and properly documented in the form of an Emergency Evacuation Plan?	Yes
	• Are there suitable arrangements for summoning the fire and rescue service?	Yes
	• Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire fighters?	Yes
	• Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes
	• Is there a suitable fire assembly point (s)?	Yes
	• Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes
Comments: Fire Policy and Emergency Evacuation Procedures (Dec 2018) has been documented. Records seen. Copies of these (and any associated PEEP's) are provided in a Fire Box by the fire alarm control equipment. The plans and PEEP's are reviewed regularly. The OPSO is proactive and discusses fire emergency procedures and fire safety with tenants on a regular basis, including when new tenants arrive.		
18.4	Persons nominated and trained to use fire extinguishing appliances?	Yes
Comments: All OPSO's undertook training with West Sussex Fire & Rescue Service on 24/1/20. This included fire awareness and hands on use of fire extinguishers.		
18.5	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	Yes
Comments: Crawley Borough Council have adopted a 'Stay Put' strategy in the event of fire at Schaffer House. This also advises occupants, identified as being at immediate risk, to be prepared to evacuate. All residents and staff are aware of the 'Stay Put' policy. As stated, PEEP's are kept in the fire box, located by the main fire alarm panel within the main entrance area lobby.		
18.6	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits or fire safety audits undertaken by an inspecting officer)?	No
Comments: Visits were not reported to have been made by the fire & rescue service.		
18.7	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Yes
Comments: Carried out regularly by OPSO's and/or other Crawley Borough Council employees.		

19 TRAINING & DRILLS		
19.1	Are all staff given adequate fire safety instruction and training on induction and issued with the Emergency Evacuation Plan?	Yes
Comments: No permanent staff on site. OPSO's are fully trained on the fire procedures		
19.2	Are all staff given adequate periodic "refresher training" at suitable intervals?	Yes
Comments: No permanent staff on site. OPSO's are fully trained on the fire procedures; last training received in January 2020. Note: Fire safety training must be continuous, commencing with induction training and continuing in the form of regular (at least once per year) refresher training.		
19.3	Does all staff training provide information, instruction or training on the following:	
	• Fire risks in the premises?	Yes
	• The fire safety measures in the building?	Yes
	• Action in the event of fire?	Yes
	• Action on hearing the fire alarm signal?	Yes
	• Method of operation of manual call points?	Yes
	• Location and use of fire extinguishers?	Yes
	• Means for summoning the fire and rescue service?	Yes
	• Identity of persons nominated to assist with evacuation?	Yes
	• Identity of persons nominated to use fire extinguishing appliances?	Yes
Standard Advice	<p><i>The Management of Health and Safety at Work Regulations require employers to supply employees with adequate health and safety training and this must include general fire safety, and The Regulatory Reform (Fire Safety) Order require that employees are trained, so that they know:</i></p> <ul style="list-style-type: none"> • <i>how to operate the fire alarm system,</i> • <i>how to use the fire fighting equipment provided,</i> • <i>how to call the fire brigade,</i> • <i>the location and use of the escape routes,</i> • <i>the location of the assembly points,</i> • <i>how to assist visitors and members of the public in evacuating the workplace.</i> 	
Comments: It is ensured that fire training covers the above salient topics. This identifies the council fire safety policy, emergency fire and evacuation procedures, and provides an overview of the fire safety measures in place.		
19.4	Are staff with special responsibilities (e.g. fire wardens) given additional training?	Yes
Comments: No permanent staff on site. OPSO's last received appropriate training in January 2020. The training was conducted by West Sussex Fire & Rescue Service.		
19.5	Are fire drills carried out at appropriate intervals?	Yes
Comments: Fire emergency drills are utilised twice yearly to check the response of the occupants to the adopted 'Stay Put' policy. The last drill was carried out on 14/11/19.		
19.6	Are there any employees of another employer at work in the premises?	No
	If Yes	
	• Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	N/A
	• Is it ensured that the employees are provided with adequate instructions and information?	N/A
Standard Advice	<p><i>Where the employees of third parties work in the premises the responsible person needs to ensure that adequate information on fire procedures and relevant fire precautions are passed on to their employer, and that the employees have been given the relevant information. Third parties include contractors working in the premises, contract security staff, contract caterers, contract cleaners, etc.</i></p>	
Comments and hazards observed: There are no employees of another employer at work in the premises.		

20	TESTING AND MAINTENANCE	
20.1	Adequate maintenance of workplace?	Yes
Comments and deficiencies: Section 20 refers		
20.2	Periodic servicing to BS 5839 of fire detection and alarm system?	Yes
Comments and deficiencies: Carried out under contract by Fire Risk UK. Last service undertaken on 8/1/20. This includes the smoke ventilation system.		
20.3	Periodic servicing to BS 5266 of emergency escape lighting?	Yes
Comments and deficiencies: Carried out under contract by Fire Risk UK. Last service undertaken on 8/1/20		
20.4	Annual maintenance to BS 5306 of fire extinguishing appliances?	Yes
Comments and deficiencies: Carried out under contract by Fire Risk UK. Last service undertaken on 31/1/20.		
20.5	Weekly testing to the fire alarm system?	Yes
Comments and deficiencies: Weekly testing carried out and recorded in log book.		
20.6	Monthly testing to the emergency light system?	Yes
Comments and deficiencies: Monthly checks carried and recorded in log book.		
20.7	Weekly or monthly visual checks to the fire extinguishing appliances?	Yes
Comments and deficiencies: Monthly visual checks carried and recorded in log book.		
20.8	Routine checks of escape routes, final exit doors and/or security fastenings?	Yes
Comments and deficiencies: Completed as part of the ongoing inspection process.		
20.9	Weekly & monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A
Comments and deficiencies: Passenger lifts only		
20.10	Weekly testing and periodic inspection of sprinkler installations?	N/A
Comments and deficiencies: None fitted		
20.11	Annual inspection and test to the relevant standards of the lightning protection system?	Yes
Comments and deficiencies: Serviced by Tarant Specialist Earthing Contractors Ltd in March 2019. It is understood the system failed this test and is subject to future repair works.		
20.12	Six-monthly inspection and annual testing of rising mains:	N/A
Comments and deficiencies: None fitted		
20.13	Other relevant inspections or tests:	Yes
Comments and deficiencies: The assessor was informed that the Tunstall system is regularly tested by OPSO staff on a 6 monthly basis. It should also be ensured that the system is serviced periodically in line with statutory requirements and the recommendations of the manufacturer and BS EN 50134.		

21	RECORD KEEPING	
21.1	Appropriate records of:	
	· Induction fire safety training for staff?	Yes
	· Refresher training for staff?	Yes
	· Fire warden/marshal training?	Yes
	· Fire evacuation drills?	Yes
	· Fire alarm weekly tests and maintenance?	Yes
	· Emergency escape lighting monthly tests and maintenance?	Yes
	· Fire extinguisher checks and maintenance tests?	Yes
	· Maintenance and testing of other fire protection systems?	Yes
	· Weekly testing and periodic inspection of sprinkler system?	N/A
	· Electrical installation and PAT testing?	Yes
	· Machinery, HVAC's and plant testing?	Yes
	· Other relevant maintenance, inspections and testing? (Fire suppressions systems etc.)	N/A
<p>Comments and deficiencies: All maintenance, servicing & test records must be held on file as these may be required for audit purposes by an authorised Inspecting/Enforcement Officer from the Fire & Rescue Service. Assessor informed that current records are being maintained centrally at the Town Hall.</p>		

FIRE RISK ASSESSMENT RATING

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS 8800:

Potential consequences of fire ► Fire hazard ▼	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at this building is:

Low

 Medium

 High

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm

 Moderate harm

 Extreme harm

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at this building is:

Trivial Tolerable Moderate
 Substantial Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need to be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve limited or minor cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost in to account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

Implementation of the recommendations will reduce the fire risk.
Please note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only.
All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section.
The fire risk assessment should be reviewed periodically.

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce the fire risk to, or maintain it at the following level:

Tolerable ✓

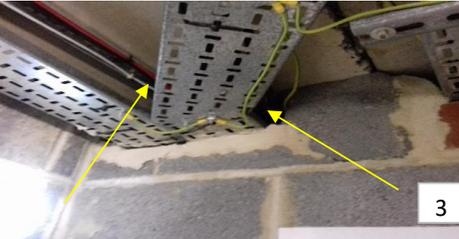
- Priority 1 - HIGH RISK - to be carried out immediately**
Priority 2 - MEDIUM RISK - to be carried out within 2 months
Priority 3 - LOW RISK - to be carried out within 4 months

It is considered that the following recommendations should be implemented in order to reduce the fire risk.			
Check List No.	Detail (to be read in conjunction with the report findings)	PRIORITY	CONFIRM DATE ACTION COMPLETED
3.3 & 3.5	Reducing the risk of arson - the following are measures to be considered to reduce this risk: 1. All waste containers and recycling wheelie bins should be kept at least 3m away from any part of the main building (where practicable). The waste containers by the Mobility Scooter charging area did not fall into this category. It is recommended these are re-located to the dedicated bin stores to reduce this risk. 2. If these containers are to remain outside the bin stores, all waste containers should have locking lids that are maintained in a locked shut position at all times. Should this prove impractical to implement, then the lids should be kept locked shut at the end of the day.	1	

ACTION PLAN

11.1.a	<p>Fire doors - in order to protect building occupants egressing to a place of safety in the event of a fire emergency, and to provide a level of compartmentation and fire separation, it is essential that compartment fire doors fitted in the building meet the criteria of the requirements of an FD30s specification fire door (as defined by BS 476: Part 22 - BS EN 1634 -1). These doors must: * provide 30-minutes fire resistance capability, * have intumescent strips and cold smoke seals, * close fully, unaided, onto the door frame and rebate, * be kept shut, and fitted with the appropriate signage. It is recommended that the gaps along the sides/top should be 3 mm (+/- 1 mm) and the gap at the bottom no more than 10mm. Following inspection, the following deficiencies will need to be rectified to achieve the above standard: 1. All riser cupboard doors at all levels on all floors require intumescent strips and seals to be installed. Note: All fire doors must be kept shut, when not in use, and must not be held open by any obstructions. The only acceptable method for holding fire doors open is the use of automatic release door mechanisms, that meet the requirements of BS 7273: Pt.4 or BS 5839:Pt.3. These are generally electro-magnetic release devices that are interfaced into the buildings main fire alarm system.</p>	2	
11.1.b	<p>Compartmentation - in fire safety terms this is only achieved when all ceiling linings and wall surfaces are complete and fully intact. Any gaps or holes in walls or ceilings represent areas where an outbreak of fire can spread from one compartment to another, either vertically or horizontally. As can be seen by the attached photographs this was observed lacking in: 1. All riser cupboards on all floors, 2. Lift motor rooms on ground floor, 3. mains electrical intake room off lounge. To address this the holes and gaps must be filled with suitable fire-resistant or fire-retardant materials, such as fire-resistant boarding, fillers and expansion foams. The fire rating of the materials used must be a minimum of 30 minutes. It is recommended this is installed by a FIRAS certified fire stopping contractor.</p>	2	

ACTION PLAN

11.1.b (cont)	 <p>1</p>	 <p>1</p>			
	 <p>2</p>	 <p>3</p>	2		
	 <p>3</p>				