

Fire Risk Assessment



Based on PAS79 Fire Risk Assessment guidance and a recommended methodology

Client Name: Crawley Borough Council

Address: Fairlawn House, Wassand Close, Three Bridges, West Sussex. RH10 1EL.

Date: 6th May 2020

Assessor: Paul Fuller - Tech IOSH, GIFireE

Validated by: Paul Fuller - Tech IOSH, GIFireE

Reference Number: 53255



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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:	Fairlawn House, Wassand Close, Three Bridges, West Sussex. RH10 1EL.
Part or parts of the premises to which the fire risk assessment applies:	All accessible parts of the building (communal areas) as owned and controlled by the client.
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:	6th May 2020
Recommended date for review of the fire risk assessment:	6th May 2021
Unique reference number of this certificate:	53255

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, GFireE	Position	Validator
Signature		Date	6th May 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:	Fairlawn House, Wassand Close, Three Bridges, West Sussex. RH10 1EL.
Part or parts of the premises to which the fire risk assessment applies:	All accessible parts of the building (communal areas) as owned and controlled by the client.
Date of Previous fire risk assessment:	23rd April 2019
Person(s) Consulted:	No representative on site at time of inspection
Assessor:	Paul Fuller - Tech IOSH, GIFireE
Date of risk assessment:	6th May 2020
Validator:	Paul Fuller - Tech IOSH, GIFireE
Date Validated:	6th May 2020
Suggested date of review[1]	6th May 2021
Responsible Person(s):	Natalie Brahma-Pearl / Karen Dodds
Position(s) Held:	Chief Executive, CBC / Head of Crawley Homes, CBC
Contact Number:	01293 526446
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 floor.
Brief details of property:	Purpose-built (c 1980's) detached building constructed from steel, concrete, masonry, timber & glass with concrete floors and sloping tiled roof structures. One main entrance/exit to the front with additional three side exits at ground level. One main and further three exits leading from the ground floor community hall. Two internal stairways to upper floors. Internal passenger lift serving all floors.
Use of Premises	Sheltered Housing flats - Group 2(a) - Residential (defined by Classification of Purpose Groups, Table 0.1, Approved Document B, vol 2, Fire Safety, 2019).
Floor Area:	2,330 m ² approx

The Occupancy:	
Hours building occupied:	Building in constant occupation 24/7.
Approximate max. number of persons at any one time:	Approx 60 (<i>which includes use of the Community Hall</i>)
Approximate max. number of employees:	1 - Older Persons Support Officer (OPSO) attends frequently.
Approximate max. number of members of the public:	Occupants of the 24 flats, users of the Community Hall + any visiting family, friends or guests.
Number of sleeping occupants:	Unconfirmed within 24 flats
Disabled occupants:	Many of the residents are elderly and may suffer from a range of disabilities, including mobility impairments. PEEP's are provided but not specific evacuation facilities or equipment.
Occupants in remote areas & lone working:	None
Young persons:	Occasionally - young people may be present during visits.
Fire Loss Experience:	None reported.
Legislation enforced by:	The Local Fire Authority (<i>West Sussex Fire & Rescue Service</i>).
Scope and purpose of the fire risk assessment:	Life Safety Assessment, Type 1 (<i>non-invasive, visual only</i>).
Additional comments:	No access to locked cupboards/boiler rooms/roof space at time of inspection (unless stated otherwise) as no client representative available during time of inspection. 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.
<p>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.</p> <p>The report does not address the risk to property or business continuity from fire.</p>	
<p>[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.</p>	

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL		
1	ELECTRICAL SOURCES OF IGNITION	
1.1	Reasonable measures taken to prevent fires of electrical origin?	No
1.2	More specifically:	
	• Fixed installation periodically inspected and tested?	No
	• Portable appliance testing carried out?	No
	• Suitable policy regarding the use of personal electrical appliances?	N/A
	• Suitable limitation of trailing leads and adapters?	Yes
	• Sockets and extension leads loaded correctly?	Yes
Standard Advice	<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>	
	<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>	
Comments and hazards observed: No records available of electrical installation condition report. See Action Plan. Portable electrical items located within main foyer area were identified as PAT tested by Volts Electrical Ltd on 8/8/19. It is unconfirmed whether items within residents flats are also PAT tested. However, tumble dryers located within the laundry room were identified with markings on one indicating last test undertaken in August 2016 by Mitie. The other was unmarked. These are overdue PAT testing. See Action Plan. No loose wires or trailing cables noted in common parts or circulation areas. Power sockets contained only single plugs.		

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
Comments and hazards observed: 'No Smoking' sign displayed at the main entrance to the building (including the communal hall). It is understood residents may smoke within the confines of their flats, but not in communal areas or close to the building. No discarded smoking materials observed around the perimeter of the building.		

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?	Yes
3.4	Are wheelie bins lockable?	Yes
3.5	Are wheelie bins remote from the building?	No
3.6	Is CCTV provided?	No
Standard Advice	<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>	
	<i>Staff should be trained to challenge anybody whose presence or behaviour gives cause for concern and to immediately report any suspicious behaviour.</i>	
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.		
Comments and hazards observed: All waste and recycling bins are kept in a secure, internal refuse room area and are emptied weekly by local authority. No arson incidents reported within the immediate area. The main building access door is fitted with a secure entry control system. A monitored Tunstall alarm system is fitted in all areas.		

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?	No
A full investigation of the design of the HVAC system is outside the scope of this fire risk assessment		
<p>Comments and hazards observed: No records of servicing to mains gas-fired boiler and associated heating and water supply systems. See Action Plan. No portable heating but fixed heating systems observed within common areas. Assessor understands that all 24 flats have independent gas boilers and that these are serviced annually prior to any change of tenancy. There are no other HVAC or air conditioning units installed. Solar Photo Voltaic system observed on roof. No servicing records available. See Action Plan. Note: It is advised that all tenants/residents /responsible persons carry out annual servicing of gas fired installations, in accordance with the Gas Safety (installation and use) Regulations. Any gas safety certificates should be issued, received and held for record purposes. Where a property is let out, the owner has a legal duty to ensure that any gas installations are maintained in a safe condition and that a Landlords gas safe certificate is issued and made available. It is also recommended a carbon monoxide detector is installed for each gas boiler if not present.</p>		
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	<p><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></p>	
<p>Comments and hazards observed: 2 x kitchen areas on site - one for the Community Hall and one off the communal lounge / ground floor area (no access to both at time of inspection). Both kitchens are used very occasionally, with all installed equipment (dishwasher, fridge, cooker and hob, etc) being electric in operation. Fire blankets/CO2 extinguishers installed. All users of the kitchen are responsible for observing the principles of kitchen fire safety.</p>		

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

7	HOUSEKEEPING	
7.1	Is the standard of housekeeping adequate?	No
7.2	More specifically:	
	• Combustible materials appear to be separated from ignition sources?	No
	• Avoidance of unnecessary storage or accumulation of combustible materials or waste?	No
	• Appropriate storage of hazardous materials?	No
	• 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?	Yes
Standard Advice	<p><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></p> <p><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></p>	
<p>Comments and hazards observed: Housekeeping is recommended to be improved within the areas highlighted within the Action Plan report. Note: Good housekeeping and storage, in and around the premise, is a necessary requirement. It is important (where possible) to minimise accumulations to suitable & sufficient levels, in order to minimise potential fire loading in the premises (i.e. the amount of available combustible material for a fire to start and grow). Large amounts of combustible items and materials stored insecurely or haphazardly can significantly increase the capability for any fire to develop and rapidly spread. Regular checks should be made to ensure items are not stored within escape routes or blocking fire exits.</p>		

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 authorised 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 issue 'hot' work permits, where necessary. Contractors are responsible for conducting safe systems of work and for understanding the premise specific fire actions / emergency 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?	No
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: Lithium ion batteries from stored mobility scooter.	
<p>Comments: Refer to section 7.2 of the Action Plan regarding mobility scooter storage. No other flammable liquids or gases, compressed gas cylinders or hazardous substances were observed within communal areas.</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?	No
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: Section 7.2 of the Action Plan refers</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?	No
	• 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?	No
	• Suitable fire precautions for all inner rooms? (i.e. a room within a room)	Yes
	• 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 to the front with additional three side exits at ground level. One main and further three exits leading from the ground floor community hall. Two internal stairways to upper floors. These are lobbied. On each floor level flats are grouped (1-4 & 5-8 on the ground floor, 10-14 & 15-19 on the first floor and 20-21 & 22-24 on the second floor. Each group of flats at all levels are lobbied from a central corridor that runs between them and where the passenger lift is located. Escape routes provide occupants with two directions of travel for escape purposes. Travel distances for occupants to reach a place of safety are within acceptable parameters (as provided in Building Regulations - Approved Document B, vol 2, Fire Safety 2019). Assessor understands via previous fire risk assessment that all flats have protected, internal lobby areas, with FD20 fire doors fitted, and all flat front entrance doors are 30 minute self-closing, fire resistant doors of an FD30S standard. However, there was no access at time of inspection to any flats to confirm this - refer to section 11.1.c of the Action Plan. All stairways and communal hallways are protected by half hour, fire resistant, self-closing, lobby doors conforming to an FD30S standard. All means of escape route(s) were readily identified and immediately available. All final fire exit doors were checked and opened easily. Note: the fire exit leading from the community hall to the front side of the premises opens inwards. As vulnerable persons are present on site, this inward opening presents an additional challenge to overcome. It is recommended these doors are made outward opening if possible. No access was available to any locked cupboards including all tenants cupboards (except flat 5 - refer to section 7.2 of the Action Plan) at the time of inspection.</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 - a reasonably good standard of compartmentation was observed in the communal areas of the premises. However, minor improvements works are recommended to gas boiler cupboard in laundry room. See Action Plan. Fire doors - some remedial actions are required to lobby doors. See Action Plan. Flat doors - no access available to inspect all flat front doors. External visual inspection identified all doors to be in good order, without signs of damage. However, each door will need to be confirmed as compliant. 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, no obvious signs of gaps/holes within the common areas were noted at the time of inspection.		

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, 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 building. Note: the fire exit sign by the side fire exit leading off the community hall should be re-affixed as it has come loose.	

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.		
<p>Comments and deficiencies observed: Tunstall automatic fire detection and alarm system is installed within the building. Assessor understands all flats are fitted with automatic fire detection. The Tunstall system is remotely monitored by Careline and provide a two-way communication facility for residents. Automatic fire detection is interfaced with the Tunstall system and is linked directly to the call monitoring centre. A diagrammatic zone plan was displayed, adjacent to the control & indicating equipment within the main entrance lobby. The assessor could not verify what category the detection and design was compliant with as any commissioning certificate or supporting documentation was not available at assessment.</p>		

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>	
<p>Comments and deficiencies observed: Adequate numbers and types of extinguishers throughout the premises in the communal areas. All fire extinguisher ID signs were correctly displayed.</p>		

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: Tunstall System	
<p>Comments: The Tunstall system provides a two-way communication system between the remote monitoring agent (Careline) and the residents. The system has been installed in all areas (dwellings and common areas).</p>		

MANAGEMENT OF FIRE SAFETY		
18	PROCEDURES AND ARRANGEMENTS	
18.1	Fire safety is managed by: (6) Older Persons Support Officers	
18.2	Competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	Yes
Comments: Older Persons Support Officers assist with preventative and protective fire safety measures. CBC ensure that that a suitable & sufficient number of personnel are appointed to assist with preventative and protective fire safety measures (where appropriate) and that they are suitable trained.		
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: Adequate fire safety policy and emergency evacuation / action procedures have been documented. Fire evacuation procedures for persons within the communal areas are located throughout the building at all levels. Copies of these (and any associated PEEP's) are provided in a Fire Service Information Box, located by the control & indicating equipment of the Tunstall system. The plans and PEEP's are reviewed regularly. OPSO's are proactive and discusses fire emergency procedures and fire safety with tenants on a regular basis.		
18.4	Persons nominated and trained to use fire extinguishing appliances?	Yes
Comments: OPSO's undertake on going fire safety training with West Sussex Fire & Rescue Service undertaken at the end of 2019. No access to records. Records kept on personal record files and at CBC Town Hall.		
18.5	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	Yes
Comments: Crawley Borough Council Policy for Fairlawn House is to operate a delayed evacuation strategy. Residents are advised to prepare to evacuate the premise, on hearing a fire alarm signal. Stage 2 of the policy then informs residents, who feel they are, or are identified as being, at immediate risk, to evacuate the building. All residents and staff are aware of the policy. Located within the PEEP's kept in the fire service information box located by the Tunstall control & indicating equipment within the main entrance.		
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)?	N/A
Comments: It could not be confirmed whether any recent visits/inspections have been undertaken 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 by OPSO's and CBC staff on an ongoing and regular basis.		

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. All OPSO's, attending the building, 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 at the end of 2019. No access to records. Records kept on personal recorded files and at CBC Town Hall. Note: Fire safety training must be continuous, commencing with induction training and continuing in the form of regular (ideally 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: Fire training is understood to cover the above salient topics. Note: It is important to identify to all staff the CBC fire safety policy, emergency fire and evacuation procedures, and to provide an overview of the fire safety measures in place for the building		
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 fire safety training from West Sussex Fire & Rescue Service at the end of 2019. No access to records. Records kept on personal recorded files and at CBC Town Hall.		
19.5	Are fire drills carried out at appropriate intervals?	Yes
Comments: Fire drills not undertaken as many residents struggle to respond safely to a fire drill. The assessor understands that whilst it is not practical to undertake regular fire drills, it should be confirmed with all residents that they are fully aware of, and understand, the emergency evacuation procedures.		
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 occasions when contractors visit the premise to undertake works/home support visits. Fire procedures are displayed through the premises.		

20	TESTING AND MAINTENANCE	
20.1	Adequate maintenance of workplace?	Yes
Comments and deficiencies: Except sections 20.5, 20.6, 20.7 and 21.1.		
20.2	Periodic servicing to BS 5839 of fire detection and alarm system?	Yes
Comments and deficiencies: Assessor understands inspections / servicing is carried out annually by engineers from Tunstall. Records of the last service inspection report were not available at assessment. However, the fire log book indicates last service undertaken 17/2/20 indicating all flats were tested.		
20.3	Periodic servicing to BS 5266 of emergency escape lighting?	Yes
Comments and deficiencies: Carried out at least annually by Fire Risk UK. Last service inspection report was issued for 17/06/19. Records seen. Remedial works were carried out on 16/9/19 to certain luminaires. Records seen.		
20.4	Annual maintenance to BS 5306 of fire extinguishing appliances?	Yes
Comments and deficiencies: Carried out annually by Fire Risk UK. Last service inspection undertaken in March 2020. Records seen via contractor.		
20.5	Weekly testing to the fire alarm system?	No
Comments and deficiencies: Whilst it is understood this is undertaken (Fire procedures indicate testing every Monday at 1100 hrs) no records of this were available at the time of inspection. See Action Plan.		
20.6	Monthly testing to the emergency light system?	No
Comments and deficiencies: Whilst it is understood this is undertaken, no records of this were available at the time of inspection. See Action Plan.		
20.7	Weekly or monthly visual checks to the fire extinguishing appliances?	No
Comments and deficiencies: Whilst it is understood this is undertaken, no records of this were available at the time of inspection. See Action Plan.		
20.8	Routine checks of escape routes, final exit doors and/or security fastenings?	Yes
Comments and deficiencies: Completed as part of routines by OPSO's. Defect reporting system in place for residents.		
20.9	Weekly & monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A
Comments and deficiencies: Passenger lifts installed		
20.10	Weekly testing and periodic inspection of sprinkler installations?	N/A
Comments and deficiencies: None installed.		
20.11	Annual inspection and test to the relevant standards of the lightning protection system?	Yes
Comments and deficiencies: Assessor understands lightning protection system is serviced in line with the current standards. Records of the last service were not available at assessment. Records kept at CBC Town Hall.		
20.12	Six-monthly inspection and annual testing of rising mains:	N/A
Comments and deficiencies: None installed.		
20.13	Other relevant inspections or tests:	N/A
Comments and deficiencies: N/A		

21	RECORD KEEPING	
21.1	Appropriate records of:	
	· Induction fire safety training for staff?	No
	· Refresher training for staff?	No
	· Fire warden/marshal training?	No
	· Fire evacuation drills?	N/A
	· Fire alarm weekly tests and maintenance?	No
	· Emergency escape lighting monthly tests and maintenance?	No
	· Fire extinguisher checks and maintenance tests?	No
	· Maintenance and testing of other fire protection systems?	N/A
	· Weekly testing and periodic inspection of sprinkler system?	N/A
	· Electrical installation and PAT testing?	No
	· Machinery, HVAC's and plant testing?	No
	· Other relevant maintenance, inspections and testing? (Fire suppressions systems etc.)	N/A
<p>Comments and deficiencies: All maintenance, inspection, servicing and test records are being held on file - albeit some records are maintained centrally at the Town Hall within the relevant department(s) or sections of Crawley Borough Council. Central records not available at assessment. Ensure that all records are maintained and available for inspection by an authorised Inspecting Officer from the Fire and Rescue Service. See the Action Plan.</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
1.2.a	Mains electrical installation - this must be inspected in accordance with current IET Regulations BS 7671. No records were available at the time of inspection. The responsible person(s) for the premises must ensure that the electrical installation has been inspected (in accordance with current IET Wiring Regulations BS 7671) and that the relevant certification/documentation is issued, received and held on file. Any remedial works identified in the inspection report must be undertaken with records kept on file.	1	

ACTION PLAN

1.2.b	<p>Portable Appliance Testing (PAT) - this should be carried out periodically in accordance with the Electricity at Work Regulations (PAT Testing) and the Provision and Use of Work Equipment Regulations. No records were available to confirm this had been undertaken to the tumble dryers within the laundry room, or kitchen appliances in the community hall. Markings present on some equipment were out of date. PAT testing of these items should be undertaken as soon as possible to reduce the risk of an accidental electrical fire occurring. All relevant certification / documentation should be held on file. Any electrical items failing the PAT test must be removed from use to avoid the risk of an accidental fire/electrocution. Note: it is recommended residents portable electrical equipment are also PAT tested, if feasible, to reduce risk of accidental ignition and to ensure their electrical items are kept in a satisfactory condition.</p>	1	
4.3.a	<p>Gas installation/boiler/systems - these must be maintained and serviced annually, in accordance with the manufacturer's guidelines and the 'Gas Safety (Installation and Use) Regulations'. No records were available to confirm this. The responsible person(s) must ensure that all gas installations are inspected (in accordance with the Gas Safety (Installation and Use) Regulations S35/36). Relevant certification/documentation is to be held on file. Note: it is a legal requirement to ensure that these installations are maintained in a safe condition so as to prevent risk of injury to any person.</p>	1	
4.3.b	<p>Solar Photo Voltaic system - the system should be tested and maintained by a competent person in accordance with the requirements of IEC 62446: 2009 Grid connected PV systems –which details the minimum requirements for system documentation, commissioning tests, and inspections. No records were available to confirm this.</p>	1	

ACTION PLAN

7.2	<p>Mobility scooter stored in ground floor cupboard - within store cupboard no 5 a mobility scooter was observed present. Residents cupboards were located on all floor levels and all were observed locked except for this one. Mobility scooters involved in a fire can release large volumes of smoke and generate significant heat outputs. There is a potential that escape routes will become impassable and residents could be placed at significant risk in the event of a fire. If this scooter is to remain, or be removed, a specific risk assessment must be undertaken in line with guidance set by the National Fire Chiefs Council - 'mobility scooter guidance for residential buildings 2018'. Seven recommended options within this guidance to address this issue include: 1. provision of external parking with charging facilities, 2. external storage with charging facilities, 3. purpose built internal storage rooms, 4. adapted internal storage rooms, 5. existing fire resisting rooms utilised for storage, 6. storage and charging within residents accommodation and 7. internal storage in other areas. In the short term to reduce the current risk, the scooter can be stored with the battery disconnected/separated from the scooter in order to reduce the source of ignition when stored. It is unsure when/how the mobility scooter is being currently charged. The more preferable option to implement to reduce the fire risk are options are 1-2 where option 6 is the highest risk and is not recommended. CBC should undertake a risk assessment process in line with this national guidance and implement the recommendations/actions required.</p> 	1	
9.1 & 9.3	Section 7.2 refers.	1	

ACTION PLAN

11.1.a	Compartmentation of gas boiler cupboard within laundry room - some gaps were identified in the ceiling where cabling/pipework enters/exits the cupboard to/from the boiler located here. Any gaps/exits should 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.	2	
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ACTION PLAN

11.1.b	<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,</p> <p>* 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. lobby door by flat 5 had a crack in the Georgian wired glass at the base of the door. This should be repaired/replaced, 2. boiler cupboard door within laundry room to be replaced with a FD30s door in line with the above criteria, 3. community hall kitchen door to have a thumb 'unlock to open' or 'push pad to open' device installed, 4. lobby door by flat 15 and by cupboard door 20 requires the installed intumescent strips and seals to be reattached as they are coming loose. Note: no access was available to any flat doors. Therefore it could not be determined by visual inspection alone that the doors were FD30s compliant and maintained in a satisfactory condition. It is strongly recommended each individual flat door is surveyed by a qualified fire door inspector. They will be able to determine whether each door is compliant or will require remedial works. Refer to section 11.1.c for advice</p>	2	
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ACTION PLAN

11.1.c	<p>Flat door checking - this advice has been provided as definitive documentation was not available at assessment to confirm that the flat front entrance fire doors conform to the FD30s standard for fire doors: The Ministry of Housing, Communities & Local Government -Advice for Building Owners of Multi-storey, Multi-occupied Residential Buildings - Annex A – Advice for Building Owners on assurance and assessment of flat entrance fire doors is provided for the attention of anyone responsible for the fire safety of residential flats. The following should be applied/reviewed: 1. Flat entrance fire doors leading to a shared or communal area are required to provide fire and smoke protection and are part of layered approach to most fire strategies for residential buildings. 2. It is important that all fire doors, including the closers, are routinely maintained by a suitably qualified professional. Residents should be made aware of the significant importance of a working self-closing device on all fire doors. 3. Modern or replacement flat entrance fire doors will normally have test evidence demonstrating that they meet the performance requirement in Building Regulations guidance for fire resistance and smoke control from both sides. 4. Test evidence used should be carefully checked to ensure it is to the same specifications of the door sets being installed. 5. Responsible persons should aim to replace existing flat entrance door sets if they suspect they do not meet the fire or smoke resistance performance in the Local Government Association guide “Fire safety in purpose-built blocks of flats”. To assist in this process it is recommended a qualified fire door inspector is appointed to undertake an examination of the flat doors to determine which doors are satisfactory/require upgrading to 'notional' fire doors or require replacing with FD30s fire doors</p>	2	
20.5	<p>Weekly fire alarm testing - in accordance with the Fire Safety Order and the recommendations of BS 5839, weekly tests must be made to the fire alarm system by activating a different manual call point. Details should be recorded in a Fire Log Book.</p>	1	

ACTION PLAN

20.6	Monthly Emergency Lighting testing - in accordance with the Fire Safety Order and the recommendations of BS 5266, monthly tests must be made to the emergency light system. Details should be recorded in a Fire Log Book.	2	
20.7	Monthly Fire Extinguisher checks - in accordance with the Fire Safety Order and the recommendations of BS 5306, monthly checks must be made to the fire extinguishers to ensure they are correctly positioned and unused/not tampered with. Details should be recorded in a Fire Log Book.	2	
21.1	Records - appropriate records must be kept of all maintenance, servicing and test records, fire drills, staff training, heating, electrical maintenance, etc. These may be required for audit purposes by an authorised Inspecting Officer / Engineer from the Fire Service. Note: whilst a Fire Log Book is not a legal requirement; it is recommended and good practice for these type of records to be held in a Fire Log Book. For the purposes of consistency across the business, it is recommended that all maintenance paperwork is kept in a 'Maintenance file'. This would be beneficial for persons wanting to access such information whom are not familiar with that particular site.	Ongoing	
Note:	It is recommended that suitably skilled, third party, accredited contractors are appointed to install / service / carry out any testing or inspections of the Automatic Fire Detection and Alarm System / Emergency Lighting System / Portable Fire Extinguishing Equipment / Fixed-wire Electrical Installations / Gas-fired boilers / Gas-fired commercial catering equipment. This is required in accordance with the 'Regulatory Reform (Fire Safety) Order', the 'Codes of Practice' and general recommendations, as laid down in the British Standards.	Ongoing	