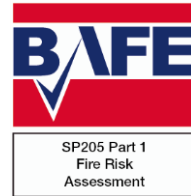


# Fire Risk Assessment



*Based on PAS79 Fire Risk Assessment guidance and a recommended methodology*

**Client Name:** Crawley Borough Council

**Address:** Half Acres, Woolborough Road, Crawley, West Sussex,  
RH10 8EZ

**Date:** 7th October 2020

**Assessor:** Sean Murphy - Tech IOSH, GIFireE

**Validated by:** Paul Fuller - Tech IOSH, GIFireE

**Reference Number:** 53471



Unit 14, Oakhurst Business Park, Southwater, Horsham, West Sussex, RH13 9RT  
01403 738000 - [info@fireriskuk.com](mailto:info@fireriskuk.com) - [www.fireriskuk.com](http://www.fireriskuk.com)

Fire Risk UK Ltd are accredited to BAFE SP205 for Life Safety Fire Risk Assessment

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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

<b>Name of issuing Certificated Organization:</b>	Fire Risk UK Ltd
<b>BAFE registration no. of issuing organisation:</b>	SUSS127
<b>Name of client:</b>	Crawley Borough Council
<b>Address of premises for which the fire risk assessment was carried out:</b>	Half Acres, Woolborough Road, Crawley, West Sussex, RH10 8EZ
<b>Part or parts of the premises to which the fire risk assessment applies:</b>	Common areas, office, boiler room, electrical intake cupboard.
<b>Brief description of the scope and purpose of the fire risk assessment:</b>	Life Safety Assessment, Type 1 (non-invasive, visual only).
<b>Effective date of the fire risk assessment:</b>	7th October 2020
<b>Recommended date for review of the fire risk assessment:</b>	7th October 2021
<b>Unique reference number of this certificate:</b>	53471

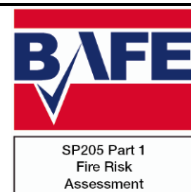
We, being currently a 'Certificated Organisation' in respect of life safety fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the specification identified in the above schedule and with all other requirements as 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:

<b>Name</b>	Paul Fuller - Tech IOSH, GFireE	<b>Position</b>	Validator
<b>Signature</b>		<b>Date</b>	13th October 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 the review date highlighted within the report.
- 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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<b>General Information</b>	
Client name:	Crawley Borough Council
Address:	Half Acres, Woolborough Road, Crawley, West Sussex, RH10 8EZ
Part or parts of the premises to which the fire risk assessment applies:	Common areas, office, boiler room, electrical intake cupboard.
Date of Previous fire risk assessment:	17th October 2018
Persons Consulted:	No CBC representative on site at time of inspection
Assessor:	Sean Murphy - Tech IOSH, GIFireE
Date of risk assessment:	7th October 2020
Validator:	Paul Fuller - Tech IOSH, GIFireE
Date Validated:	13th October 2020
Suggested date of review[1]	7th October 2021
Responsible Person:	Natalie Brahma-Pearl
Position Held:	Chief Executive of Crawley Borough Council
Contact Number:	01293 551636
<b>Fire safety legislation or any other applicable legislation for premises:</b>	
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	

<b>The Premises:</b>	
Number of floors:	2 - ground and first.
Brief details of property:	Detached block of 14 flats plus 1 x visitor flat. Brick construction, timber framed pitched tiled roof, concrete, timber and glass. Main entrance/exit, plus three additional fire exits. There are 2 internal protected staircases, and a lift. In addition to individual flats -laundry room, plant room, electrical room and communal lounge & kitchen. The areas assessed were all common areas including lounge, kitchen, stairs and corridors.
Use of Premises	Residential (other) - 2(b) - Sheltered Housing Accommodation (as defined in the Classification of Purpose Groups set out in Table 0.1, Approved Document B, vol 2, 2019).
Floor Area:	Unknown

<b>The Occupancy:</b>	
Hours building occupied:	Constant occupation
Approximate maximum number of persons at any one time:	Unknown
Approximate maximum number of employees:	No CBC employees permanently on site
Approximate maximum number of members of the public:	Unknown - visitors of residents only.
Number of sleeping occupants:	Unknown numbers in 14 flats
Disabled occupants:	Most residents are elderly therefore may be some with disabilities or mobility issues.
Occupants in remote areas & lone working:	None
Young persons:	Visitors only
Fire Loss Experience:	None recorded
Legislation enforced by:	The Local Fire Authority
Scope and purpose of the fire risk assessment:	Life Safety Assessment, Type 1 (non-invasive, visual only).
Additional comments:	In accordance with Article 9 (3) of the 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		
<b>1</b>	<b>ELECTRICAL SOURCES OF IGNITION</b>	
1.1	Reasonable measures taken to prevent fires of electrical origin?	No
1.2	More specifically:	
	• Fixed installation periodically inspected and tested?	Yes
	• Portable appliance testing carried out?	No
	• Suitable policy regarding the use of personal electrical appliances?	No
	• 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>	
<b>Comments and hazards observed:</b> Electrical inspection - markings on equipment indicate last inspection undertaken by Volts Electrical Ltd on 13/10/18 with next inspection due October 2023. Information taken from label attached to intake cabinet. No access to records to confirm outcome of inspection and whether any remedial works required. All records are kept at CBC Town Hall. Refer to section 21.1 of the Action Plan. PAT Testing last carried out by Volts Electrical Ltd on 08/08/19. Portable electrical appliances were due to be retested by: 08/08/20. Information taken from labels attached to plugs on electrical items. See Action Plan. No sign of personal appliances being used however assessor cannot confirm whether a suitable policy is in place. See Action Plan. Note: no access to kitchen due to covid 19 access restrictions to confirm PAT testing undertaken on all kitchen appliances. No excessive trailing leads or cables were observed in the communal lounge area. Power sockets contained only single plugs.		

<b>2</b>	<b>SMOKING</b>	
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
<b>Comments and hazards observed:</b> 'No Smoking' sign suitably displayed. Smoking off site only.		

<b>3</b>	<b>ARSON</b>	
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 waste containers lockable?	No
3.5	Are waste containers remote from the building?	Yes
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.		
<b>Comments and hazards observed:</b> Good management of security at time of assessment. A coded door entry system is fitted to the front/main door. No CCTV installed. All waste bins are stored within a purpose built area and are emptied weekly.		

<b>4</b>	<b>PORTABLE HEATERS AND HEATING INSTALLATIONS</b>	
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		
<b>Comments and hazards observed:</b> Gas heating system serviced by MITIE on 07/02/19 as detailed on attached service label. No access to records. All records are kept at CBC Town Hall. Refer to section 21.1 of the Action Plan. No air conditioning systems fitted.		

<b>5.0</b>	<b>COOKING</b>	
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	No
5.2	More specifically:	
	• Are all cooking appliances maintained and in a good condition?	No
	• Is the kitchen area clear of any combustible furnishings?	No
	• Filters changed and extractors and ductwork cleaned regularly in accordance with the industry specification TR19?	N/A
	• Suitable extinguishing appliances available?	No
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>	
<b>Comments and hazards observed:</b> Assessor had no access to communal kitchen at time of assessment (This area is closed due to Covid restrictions). Unable to ascertain whether or not all kitchen appliances were in reasonable condition and PAT Tested. Refer to Action Plan point 1.2.a. 1 x 2kg CO2 extinguisher and 1 x fire blanket were seen to be installed. Residents are responsible for kitchen fire safety within the premises, and within their individual dwellings.		

<b>6</b>	<b>LIGHTNING</b>	
6.1	Is a lightning protection system provided to the building?	No

<b>7</b>	<b>HOUSEKEEPING</b>	
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?	N/A
	• 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	<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>	
<b>Comments and hazards observed:</b> A good standard of housekeeping was observed and is being maintained at the time of assessment. <b>Note:</b> 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 are recommended to be made to ensure items are not stored within escape routes or blocking fire exits.		

<b>8</b>	<b>HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS</b>	
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><b>Comments:</b> All 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 these types of permits to be issued. It is recommended that regular inspections are undertaken to ensure that all contractors/maintenance personnel employ safe methods of work, supply risk assessments (where applicable) and implement suitable control methods.</p>		

<b>9</b>	<b>OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS</b>	
9.1	Are all the combustible materials and flammable liquids and gases stored/used safely?	N/A
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: COSHH	
<p><b>Comments:</b> Small amount of COSHH products in cleaners cupboard which is kept locked in the laundry room.</p>		

	<b>DANGEROUS SUBSTANCES</b>	
9.3	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	N/A
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><b>Comments:</b> N/A</p>		

## FIRE PROTECTION MEASURES

<b>10</b>	<b>MEANS OF ESCAPE FROM FIRE</b>	
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?	N/A
	• 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)	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><b>Disabled employees</b> 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"> <li>• Are lightweight evacuation chairs available?</li> <li>• Has each disabled person a personal "buddy" who is assigned to stay with them throughout the evacuation?</li> <li>• Is the building equipped with evacuation lifts that may be used by people in wheelchairs in the event of fire?</li> <li>• Are there ramps in place at all changes of level on escape routes?</li> <li>• Does the fire alarm system give a visual warning of fire for those who are profoundly deaf?</li> <li>• As an aid to those who are blind, are there tactile thresholds at the top and bottom of each flight of stairs?</li> </ul>	
<p><b>Comments and deficiencies observed:</b> There are two protected staircases, one at either end of the building and a lift in the main lobby. In addition to the main front door there are three additional fire exit doors. All ground floor flats have patio doors. All escape routes were clearly identified, unobstructed and readily available. All fire exit doors opened easily and immediately in the direction of travel. The travel distances for occupants to reach a place of safety are within acceptable parameters (as provided in Approved Doc B - Fire Safety, Vol 2, Table 2.1, 2019). There is an evacuation plan for the 'communal areas' and guest room displayed in the lobby. The plan instructs residents to wait in the lounge for the on-call manager to attend (or for the Fire and Rescue Service to arrive and take control of the evacuation). If this is not possible residents are to make their way to the assembly point at the front of the building. At the time of the assessment Tunstall devices were clearly located throughout the common areas (this assessment did not include any private flats).</p>		

<b>11</b>	<b>MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT</b>	
11.1	It is considered that there is:	
	• compartmentation of a reasonable standard(3)	Yes
	• 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.		
<p><b>Comments and deficiencies observed:</b> Compartmentation - Overall a good standard of compartmentation was observed at the time of inspection. 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, all surface finishes to walls/ceiling linings were visually observed to be in reasonable condition without the presence of any significant holes or gaps. Fire Doors - With the exception of one, all were observed in a good condition as seen at time of assessment. One fire door was observed to be in need of remedial work to be undertaken. See Action Plan.</p>		

<b>12</b>	<b>EMERGENCY ESCAPE LIGHTING</b>	
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 60m<sup>2</sup>.</i>	
4) Note: Based on a visual inspection only, but no test or verification of full compliance of the system carried out.		
<p><b>Comments and deficiencies observed:</b> From what could be ascertained, a suitable and sufficient provision of internal and external emergency lighting has been installed, covering escape routes and exits, in accordance with the recommendations of BS 5266.</p>		

<b>13</b>	<b>FIRE SAFETY SIGNS AND NOTICES</b>	
13.1	Reasonable standard of fire safety signs and notices?	No
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>	
<p><b>Comments and deficiencies observed:</b> Adequate numbers and types of fire signage was observed present throughout the premises with the exception of one sign which was upside down. This was the sign above the door that leads from the lift lobby to the front door. See Action Plan</p>		

<b>14</b>	<b>MEANS OF GIVING WARNING IN CASE OF FIRE</b>	
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	<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>	
	<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>	
	<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>	
5) Note: Based on a visual inspection only, but no test or verification of full compliance of the system carried out.		
<p><b>Comments and deficiencies observed:</b> From what could be ascertained, a suitable and sufficient fire alarm system has been installed, in accordance with the recommendations of BS 5839. The system has a fully addressable main alarm panel with zone plan adjacent and provides automatic fire detection coverage for all escape routes, rooms opening onto these routes and identified risk areas including the electrical intake cupboard, boiler/plant room and laundry room. A Tunstall two-way communication system is installed within each individual flat and at strategic locations throughout the communal areas. The system is interfaced with the automatic fire detection and alarm system and is remotely monitored by Mole Valley Contact Centre.</p>		

<b>15</b>	<b>MANUAL FIRE EXTINGUISHING APPLIANCES</b>	
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	<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>	
	<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>	
	<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><b>Comments and deficiencies observed:</b> Adequate numbers and types of fire extinguishers were observed to have been installed throughout the premises, in accordance with the recommendations of BS 5306-8.</p>		

<b>16</b>	<b>RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS</b>	
16.1	Type of System: Sprinkler System	
<p><b>Comments:</b> None installed.</p>		

<b>17</b>	<b>OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT</b>	
17.1	Type of Fixed System: Automatic Opening Vent (AOV)	
<p><b>Comments:</b> Ventilation of escape routes - manually operated window openings are provided on the first floor landings of both staircases and at the ends of the corridors on both ground and first floors. Automatic Opening Vent (AOV) is installed on the first floor protected lift lobby area. Installed by SE Controls. No servicing records seen on site. Records held by CBC in Town Hall. Refer to Action Point 21.1.</p>		

**MANAGEMENT OF FIRE SAFETY**

18	PROCEDURES AND ARRANGEMENTS	
18.1	Fire safety is managed by: (6) Staff representatives of Crawley Borough Council	
18.2	Competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	Yes
<p><b>Comments:</b> The CBC Sheltered Housing Manager is appointed to assist the responsible person/s with managing the preventative and protective fire safety measures in the premises. The responsible person/s should ensure that a suitable and sufficient number of personnel are appointed to assist with managing the preventative and protective fire safety measures in the premises. They should also provide training to support them undertake this role.</p>		
<p>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.</p>		
18.3	Appropriate fire procedures in place?	No
More specifically		
	• Is there a Fire Safety Policy in place?	No
	• 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?	No
	• Are there suitable arrangements for ensuring that the premises have been evacuated?	No
	• 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
<p><b>Comments:</b> Fire Safety Policy is held by CBC at their Town Hall. Refer to Action Plan Point 21.1. There is an Evacuation Plan displayed in the lobby area which is specifically for "communal areas and guest room". The Fire and rescue Service can be called via the Tunstall system or the scheme manager in attendance. It cannot be guaranteed that the scheme manager will be in attendance before the FRS but there is a communication link between the FRS and Mole Valley Contact Centre. The evacuation plan for "communal areas and guest room" displayed indicates a "stay put" policy until the arrival of the scheme manager or the FRS. There is a designated assembly point at the front of the building with signage in place.</p>		
18.4	Persons nominated and trained to use fire extinguishing appliances?	N/A
<p><b>Comments:</b> No permanent Staff on site. All CBC employees receive fire safety training. Records held CBC Town Hall.</p>		
18.5	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	N/A
<p><b>Comments:</b> It is unknown whether any disabled persons are present within the building.</p>		
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
<p><b>Comments:</b> It could not be confirmed if any visits have been undertaken by the Fire &amp; Rescue Service.</p>		
18.7	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	No
<p><b>Comments:</b> Undertaken by Crawley Borough Council staff identified having health and safety responsibilities. No access to any records. Records kept at Town Hall. Refer to Action Plan point 21.1</p>		

19 TRAINING & DRILLS			
19.1	Are all staff given adequate fire safety instruction and training on induction and issued with the Emergency Evacuation Plan?	N/A	
<b>Comments:</b> CBC staff are trained as part of their formal employment induction process with records kept on personal record files at the Town Hall.			
19.2	Are all staff given adequate periodic "refresher training" at suitable intervals?	N/A	
<b>Comments:</b> CBC Staff are subject to ongoing Fire Safety training as part of their roles with records kept on personal record files at the Town Hall.			
19.3	Does all staff refresher fire safety training provide information, instruction or training on the following:		
	• Fire risks in the premises?	N/A	
	• The fire safety measures in the building?	N/A	
	• Action in the event of fire?	N/A	
	• Action on hearing the fire alarm signal?	N/A	
	• Method of operation of manual call points?	N/A	
	• Location and use of fire extinguishers?	N/A	
	• Means for summoning the fire and rescue service?	N/A	
	• Identity of persons nominated to assist with evacuation?	N/A	
	• Identity of persons nominated to use fire extinguishing appliances?	N/A	
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"> <li>• <i>how to operate the fire alarm system,</i></li> <li>• <i>how to use the fire fighting equipment provided,</i></li> <li>• <i>how to call the fire brigade,</i></li> <li>• <i>the location and use of the escape routes,</i></li> <li>• <i>the location of the assembly points,</i></li> <li>• <i>how to assist visitors and members of the public in evacuating the workplace.</i></li> </ul>		
	<b>Comments:</b> N/A		
	19.4	Are staff with special responsibilities (e.g. Fire Wardens) given additional training?	N/A
	<b>Comments:</b> N/A		
	19.5	Are fire drills carried out at appropriate intervals?	N/A
	<b>Comments:</b> Whilst it is not practical to undertake a fire drill, it is essential all tenants fully understand their role in a fire emergency.		
19.6	Are there any employees of another employer at work in the premises?	No	
Standard Advice	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	
<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>			
<b>Comments and hazards observed:</b> There are no employees of another employer at work within the premises.			



20	TESTING AND MAINTENANCE	
20.1	Adequate maintenance of workplace?	No
<b>Comments and deficiencies:</b> The assessor was unable to access majority of servicing, testing records etc as no access to documentation via the Town Hall was available at the time of inspection. Refer to section 21.1 of the Action Plan.		
20.2	Periodic servicing to BS 5839 of fire detection and alarm system?	Yes
<b>Comments and deficiencies:</b> Last service undertaken on 03/08/20 by Fire Risk UK. Records seen via contractor records but not via Client. Refer to section 21.1 of the Action Plan.		
20.3	Periodic servicing to BS 5266 of emergency escape lighting?	Yes
<b>Comments and deficiencies:</b> Last service undertaken on 03/08/20 by Fire Risk UK. Records seen via contractor records but not via client. Refer to section 21.1 of the Action Plan.		
20.4	Annual maintenance to BS 5306 of fire extinguishing appliances?	Yes
<b>Comments and deficiencies:</b> Last service undertaken on March 2020 by Fire Risk UK. Records seen via contractor records but not via client. Refer to section 21.1 of the Action Plan.		
20.5	Weekly testing to the fire alarm system?	No
<b>Comments and deficiencies:</b> No staff on site. No records on site (log book). Refer to Action Plan point 21.1		
20.6	Monthly testing to the emergency light system?	No
<b>Comments and deficiencies:</b> No staff on site. No records on site (log book). Refer to Action Plan point 21.1		
20.7	Weekly or monthly visual checks to the fire extinguishing appliances?	No
<b>Comments and deficiencies:</b> No staff on site. Records not seen. Refer to section 21.1 of Action Plan.		
20.8	Routine checks of escape routes, final exit doors and/or security fastenings?	No
<b>Comments and deficiencies:</b> No staff on site. Records not seen. Refer to section 21.1 of Action Plan.		
20.9	Weekly & monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A
<b>Comments and deficiencies:</b> None fitted in the premises		
20.10	Weekly testing and periodic inspection of sprinkler installations?	N/A
<b>Comments and deficiencies:</b> None fitted in the premises		
20.11	Annual inspection and test to the relevant standards of the lightning protection system?	N/A
<b>Comments and deficiencies:</b> N/A		
20.12	Six-monthly inspection and annual testing of rising mains:	N/A
<b>Comments and deficiencies:</b> None fitted in the premises		

20.13	Other relevant inspections or tests: Solar Photo Voltaic system, Automatic Opening Vent (AOV), Tunstall	No
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**Comments and deficiencies:** Solar Edge (Solar Photo Voltaic system) installed. Controls and intake for the solar panel system are located in the electrical intake cupboard, ground floor. No records or certification seen. AOV installed by SE Controls. No records or certification seen. Tunstall emergency response alarm system. No records seen. All records held by CBC at the Town Hall. Refer to section 21.1 of Action Plan.

<b>21</b>	<b>RECORD KEEPING</b>	
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?	No
	· 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?	No
	· 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? (Solar Photo Voltaic system, AOV, Tunstall)	No
<p><b>Comments and deficiencies:</b> All maintenance, servicing &amp; test records are held on file at the Town Hall database. Assessor had no access to these at the time of assessment. These records should be checked against the points raised in the above list to confirm servicing and regular weekly/monthly on site tests are being recorded. See 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 ▼	<b>Slight harm</b>	<b>Moderate harm</b>	<b>Extreme harm</b>
<b>Low</b>	Trivial risk	Tolerable risk	Moderate risk
<b>Medium</b>	Tolerable risk	Moderate risk	Substantial risk
<b>High</b>	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	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. The markings present on the electrical equipment observed at the time of assessment were out of date. This should be undertaken 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.	1	

## ACTION PLAN

<b>1.2.b.</b>	<p>Charging/use of any personal electrical appliances/devices brought into the workplace or communal areas by staff members or residents - it is recommended a suitable policy is introduced regarding their use. This should either be a 'prohibited use' policy or alternatively, they form part of the PAT testing programme. The risk presented is accidental ignition (Lithium-ion batteries present) of these items if they are being used in a poor state of repair or a non-standard charger is being used. If it is decided that personal devices can be used, the charging cables must be in a undamaged condition with no exposed wiring. The plug/adaptor used with it should also be marked to British Standards (BS 1363). Additionally the plug/adaptor should display Class II (Double insulation) or European Standard marking signs (CE). It is also advised these items are included in the PAT testing programme undertaken.</p>	<b>2</b>	
<b>11.1</b>	<p>Remedial works required to 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. 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: <b>1:-</b> The fire door in the corridor on the first floor outside of flat number 8 was not closing fully into the rebate under the power of the self closer. This requires adjustment/repair in order to do so.</p>	<b>1</b>	

## ACTION PLAN

<b>13.1</b>	<p>Fire Safety Signs - the following fire safety signs are recommended:- 1. 'directional fire exit signs' - fitted above the door that leads from the lift lobby to the main entry/exit door to replace the existing sign which is upside down. This to ensure the nearest available fire exit point is clearly and precisely identified.</p>	<b>2</b>	
<b>21.1</b>	<p>Records - appropriate records should be kept of all maintenance, servicing and test records, heating, electrical maintenance, etc. Some of these were not available for inspection at the time of the assessment. These may be required for audit purposes by an authorised Inspecting Officer / Engineer from the Fire Service. Assessor had no access to these at the time of assessment. These records should be checked against the points raised in the checklist section 21.1 to confirm servicing and regular weekly/monthly on site tests are being recorded.</p>	<b>Ongoing</b>	
<b>Note:</b>	<p>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.</p>	<b>Ongoing</b>	