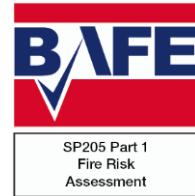


# Fire Risk Assessment



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

**Client Name:** Crawley Borough Council

**Address:** Communal areas of Bridgefield House, Northgate Avenue, Crawley, West Sussex, RH10 1TP

**Date:** 21st January 2020

**Assessor:** Paul Fuller - Tech IOSH, GIFireE

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

**Reference Number:** 53610



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

*Page intentionally left blank*



## 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:** Communal areas of Bridgefield House, Northgate Avenue, Crawley, West Sussex, RH10 1TP

**Part or parts of the premises to which the fire risk assessment applies:** Communal areas

**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:** 21st January 2021

**Recommended date for review of the fire risk assessment:** 21st January 2022

**Unique reference number of this certificate:** 53610

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

Signed for and on behalf of the issuing Certificated Organisation:

**Name** Paul Fuller - Tech IOSH, GIFireE

**Position** Validator

**Signature**

**Date** 2nd February 2021

**Name and address of Third Party Certification Body:**

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



*Page intentionally left blank*

## 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.

<b>CONTENTS</b>	
<b>Page</b>	<b>Description</b>
1 - 2	Certificate of Conformity
3 - 4	Scope & Terms of Assessment
5 - 6	Contents and General Information
7 - 16	Fire Risk Assessment Checklist
17 - 18	Fire Risk Assessment Rating
19 - 24	Action Plan Report

<b>General Information</b>	
Client name:	Crawley Borough Council
Address:	Communal areas of Bridgefield House, Northgate Avenue, Crawley, West Sussex, RH10 1TP
Part or parts of the premises to which the fire risk assessment applies:	Communal areas of the building
Date of Previous fire risk assessment:	28th September 2020 - Fire Risk UK
Persons Consulted:	Geoff Tarran - Crawley Borough Council
Assessor:	Paul Fuller - Tech IOSH, GIFireE
Date of risk assessment:	21st January 2020
Validator:	Paul Fuller - Tech IOSH, GIFireE
Date Validated:	2nd February 2021
Suggested date of review[1]	21st January 2022
Responsible Person:	Natalie Brahma-Pearl
Position Held:	Chief Executive Officer - Crawley Borough Council
Contact Number:	01293 438000
<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:	8 - ground, first, second, third, fourth, fifth, sixth and seventh floors.
Brief details of property:	Newly constructed (completed November 2020) detached purpose built block of flats. Constructed predominately of reinforced concrete, brick, glass with flat roof. Two main entrances/exits located to the front. These cover core staircase no A which is lobbied on each floor, except for the ground floor. Core staircase no B is also lobbied on each floor. Core staircases A and B cover floors 1-5, with Core A covering floors 6-7 only. Two additional rear exits leading off both the core staircases. Dry riser inlets by both main entrances/exits with outlets at each level in core staircases. Firefighting lifts serving all levels. Sprinkler system installed covering flats. Smoke Control and Automatic Operating Vent system installed. 98 flats in total. 8 each on the 7th and 6th floors, 15 each on floors 5-1, and 7 on the ground floor. The exact height of the building was unconfirmed.
Use of Premises	Flats - Group 1a (as defined in the Classification of Purpose Groups set out in Table 0.1, Approved Document B, vol 1, 2019).
Floor Area:	Unspecified

<b>The Occupancy:</b>	
Hours building occupied:	24/7 as residential
Approximate maximum number of persons at any one time:	Unknown within 98 flats
Approximate maximum number of employees:	Variable Crawley Borough Council Staff at any time.
Approximate maximum number of members of the public:	Unknown within 98 flats. This can include visitors/guests
Number of sleeping occupants:	Unknown within 98 flats
Disabled occupants:	It is unknown/unconfirmed at the time of assessment whether any residents have disabilities or mobility impairments.
Occupants in remote areas & lone working:	CBC staff/contractors
Young persons:	Yes - unknown within 98 flats
Fire Loss Experience:	None
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?	Yes
1.2	More specifically:	
	• Fixed installation periodically inspected and tested?	Yes
	• Portable appliance testing carried out?	N/A
	• Suitable policy regarding the use of personal electrical appliances?	N/A
	• Suitable limitation of trailing leads and adapters?	N/A
	• Sockets and extension leads loaded correctly?	N/A
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>	
<p><b>Comments and hazards observed:</b> No installation/commission certificate available at time of assessment. Records should be obtained and kept on file for future inspections/reference. Refer to section 21.1 of the Action Plan. PAT Testing not required in communal areas as no portable appliances present. However, any portable cleaning appliances, or other portable electrical appliances required to be used by CBC (stored within cleaners cupboards on all floors) and the newly installed CCTV monitoring equipment, should be made subject to a regular PAT testing programme.</p>		

<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
<p><b>Comments and hazards observed:</b> 'No Smoking' signs displayed. Crawley Borough Council have confirmed that no smoking is permitted on the sixth floor roof terrace. 'No Smoking' displayed on access door to here.</p>		

<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?	N/A
3.5	Are waste containers remote from the building?	N/A
3.6	Is CCTV provided?	Yes
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.		
<p><b>Comments and hazards observed:</b> Good management of security employed at time of assessment. Secure access system in place to gain access to building. Key fob electronic access system to access building and corridors areas on upper floors, and between Core A and B areas. Premises has 24 hour CCTV covering external areas and refuse areas. Waste containers kept in a locked internal compound covered by automatic fire detection and sprinklers.</p>		

<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> Heating system installed/commissioned by Advenco (Ref: TB5256ME153) on 30/10/19. Records seen.		

<b>5.0</b>	<b>COOKING</b>	
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A
5.2	More specifically:	
	• Are all cooking appliances maintained and in a good condition?	N/A
	• Is the kitchen area clear of any combustible furnishings?	N/A
	• Filters changed and extractors and ductwork cleaned regularly in accordance with the industry specification TR19?	N/A
	• Suitable extinguishing appliances available?	N/A
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> No communal kitchen areas. Heat detection provided in each residents flat covering kitchen areas. All residents are responsible for kitchen fire safety within their individual dwellings. Information, advice and guidance on kitchen fire safety (published in a wide range of different languages) will be available from your local Fire and Rescue Service.		

<b>6</b>	<b>LIGHTNING</b>	
6.1	Is a lightning protection system provided to the building?	Yes

<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?	N/A
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 overall standard of housekeeping was observed at the time of assessment. However, one flat was observed with a door mat stored outside it within the escape route. This was outside flat 704 on the 7th floor. This can create slip/trip hazards for persons evacuating the flat in a fire, and for persons using this escape route corridor in an emergency. The mat should be removed and all escape routes kept sterile of all objects in line with CBC's Zero Tolerance policy. As this was the only issued observed, this should be raised directly with the tenant by CBC.		

<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?	Yes
8.4	Are contractors made aware of the emergency procedures?	No
<p><b>Comments:</b> All contractors/maintenance personnel who work on site are CBC contractors/approved contractors. Any future 'hot' works (i.e. soldering, welding, use of heat guns, grinders etc.), required/needed are pre-authorised by CBC under their 'Permit to Work/Approved Contractor' scheme. Emergency procedures for the building have been constructed. However, at the time of assessment, no Fire Action notices had yet to be displayed for contractors/maintenance personnel to refer to. Refer to section 13.1 of the Action Plan.</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?	Yes
Standard Advice	<p><i>Stores for flammable liquids and stores for combustible materials should be sited at secure locations, and they should carry No Smoking signs and signs such as "Flammable Liquid", "Flammable Gas" etc. as appropriate.</i></p> <p><i>The arrangements for the storage of flammable liquids should conform to the guidelines published by the Health and Safety Executive. The storage of highly flammable liquids and liquefied petroleum gases should conform to the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).</i></p>	
9.2	Other Hazards: None/COSHH cleaning materials/products	
<p><b>Comments:</b> CBC cleaners cupboard are designated on each floor level. At time of inspection these were not accessible, but it is understood basic cleaning materials are stored. It should be ensured a list of COSHH materials stored in each cupboard is made available for future reference/inspection purposes. It should be ensured that COSHH products stored in these locations are separated from possible ignition sources, minimum amounts are stored (wherever possible), that suitable &amp; sufficient control measures are implemented and that all staff are aware of the hazard(s) associated with such products.</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> Section 9.1 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?	Yes
	• Avoidance of sliding or revolving doors as fire exits where necessary?	Yes
	• Are all automatic door fastenings fail safe open & provided with an override facility?	Yes
	• Satisfactory means for securing exits?	Yes
	• Free from obstructions including slip and trip hazards?	No
	• 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><i>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.</i></p> <ul style="list-style-type: none"> <li><i>• Are lightweight evacuation chairs available?</i></li> <li><i>• Has each disabled person a personal "buddy" who is assigned to stay with them throughout the evacuation?</i></li> <li><i>• Is the building equipped with evacuation lifts that may be used by people in wheelchairs in the event of fire?</i></li> <li><i>• Are there ramps in place at all changes of level on escape routes?</i></li> <li><i>• Does the fire alarm system give a visual warning of fire for those who are profoundly deaf?</i></li> <li><i>• As an aid to those who are blind, are there tactile thresholds at the top and bottom of each flight of stairs?</i></li> </ul>	
<p><b>Comments and deficiencies observed:</b> Two main entrances/exits located to the front. These cover Core Staircase No A which extends to all floors and is lobbied on each floor, except for the ground floor. Core staircase No B is lobbied on each level. Two additional rear exits leading off both the core staircases. Details indicated within the Fire Strategy document by International Fire Consultants Ltd (Ref: FSS/18338/01A - 13/5/19) and floor plans (283-ACG-RB-00-DR-A - 1240, 1241, 1242,1243, 1244, 1245, 1246, 1247, 1000 - 3/10/19) indicated cross corridor doors where installed are FD30s doors. This was confirmed. Escape corridors are 60 minute fire protected rated including lobby areas. FD60s doorsets provided between stairs and corridors. All flats have protected entrance halls to 30 mins fire resistance with FD30 doors into this lobby and FD30s flat doors (no access at time of this assessment, but sample accessed at last assessment which were compliant with this). The travel distances for occupants to reach a place of safety are within acceptable parameters (as provided in Approved Doc B - Fire Safety, Vol 1, Table 0.1, 2019). Door fob system to access flat areas, defaults to the open position on activation of the fire alarm system. Fire Strategy document confirms no disabled refuges provided as not required in residential buildings, with 'defend in place or stay put' evacuation strategy being in place. However, if required, the lobby areas on each floor provides access to a protected enclosed staircases. Note: 6th floor roof terrace - this should be limited to a maximum of 60 persons as there is only a single exit route from this area. It is recommended information signage to that effect is displayed and included within tenant/resident information packs issued. Mat stored in escape route outside flat 704 on the 7th floor. Refer to checklist section 7.2 in regards to raising this issue directly with the tenant as it was the only issue observed.</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)	No
	• fire doors in place, normally closed, and in good condition	No
	• reasonable limitation of linings that might promote fire spread	Yes
Standard Advice	<p><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></p> <p><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></p> <p><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></p> <p><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></p>	
3) Note: Based on a visual inspection of readily accessible areas.		
<p><b>Comments and deficiencies observed:</b> Compartmentation - details indicated within the Fire Strategy document by International Fire Consultants Ltd (Ref: FSS/18338/01A) 13/5/19 and floor plans (283-ACG-RB-00-DR-A - 1240, 1241, 1242, 1243, 1244, 1245, 1246, 1247, 1000 - 3/10/19) indicated all floors and compartment floors have 60 minute fire resistance. Shafts and risers have 60 minute fire resistance. 60 minute fire separation between flats and 30 minute fire rated partitions within flats. Firefighting shafts have 120 minute fire resistance with FD60s doors and 120 minute fire resistance around lift lobby areas. Minor remedial compartmentation works have been undertaken by Firetec in riser cupboards. One small area in ground floor boiler room adjacent the Core B entrance was identified requiring further fire stopping measures to be added. See Action Plan. Checks to cleaners cupboards not undertaken as access not available at time of inspection. See Action Plan. Class 0 wall linings to circulation spaces including common areas. Fire Strategy makes reference to Class 0 for external wall surfaces. Sign off compliance certification from Building Control not available. It should be ensured that certification, including the fire strategy document and associated floor plans are kept on file and made available for future inspections of the building. Fire doors - either FD60s or FD30s installed in place. Ensure certification for each of the doors are obtained from the install contractor and kept on file for future reference/inspections. All doors were in an as new condition with self closing devices and intumescent strips/seals installed. However, minor remedial works were identified. 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	<p><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></p> <p><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></p>	
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> Sufficient provision of internal (covering escape routes and fire exits) and external (covering outside escape routes and outside of fire exits) emergency lighting has been installed, 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	<p><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>	
<p><b>Comments and deficiencies observed:</b> Floor level identification signage installed at all floor levels. Directional indication signs located within corridors indicating flat numbers and each flat door is also numbered according to floor level e.g. 701 - flat 1 on the 7th floor. 'Keep communal areas clear' of all items at all times located in main access/egress lift lobby areas of all floors. Directional Fire exit signs in lobby and corridor areas on all floors. Additional specific signage recommended. See Action Plan.</p>		

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?	N/A
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?	No
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> LD2 Grade D to BS 5839-6 installed in each flat, with detection in the hallway and heat detection within the kitchen area. Flats with inner bedrooms (two on ground, two on 6th floor, 2 on 7th floor have LD1 with additional smoke alarms within living room and in each bedroom. L5 system to BS 5839-1 in circulation routes to activate smoke ventilation system. Optical detectors in each staircase. No manual call points within the building. External 6th floor roof area has an external sounder installed, linked to the L5 system. Main roof has same system but connected to L5 system on the 7th floor. Main fire panel located in main lobby with zone chart adjacent. Repeater panel located in Core B staircase main foyer with zone chart. This information is in accordance with the information provided within the Fire Strategy document. Note: Fire Strategy document advises that consideration is made to connecting automatic fire alarm system to an alarm receiving station (ARC), to ensure the Fire and Rescue Service are called following activation of a sprinkler system or circulation detection. Assessor advised by CBC that plans are in place to implement this.</p>		

15	MANUAL FIRE EXTINGUISHING APPLIANCES	
15.1	Reasonable provision of portable fire extinguishers (amount & type)?	N/A
15.2	Hose reels provided?	N/A
15.3	Are the fire extinguishers wall mounted in the correct locations and do they remain unobstructed?	N/A
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>	
<b>Comments and deficiencies observed:</b> None installed and none required.		

16	RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS	
16.1	Type of System: Sprinkler System	
<p><b>Comments:</b> Category 2 sprinkler system installed in line with BS 9251:2015 installed in all flats and ancillary accommodation. Circulation communal areas not sprinklered to ensure efficient of smoke ventilation system in these areas. Sprinkler stop valve signage recommended to be displayed for reference and assistance to the Fire and Rescue Service. Refer to section 13.1 of the Action Plan.</p>		

17	OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT	
17.1	Type of Fixed System: Dry Rising Main/ Automatic Opening Vent (AOV)	
<p><b>Comments:</b> Dry Rising Main - riser inlets provided at ground floor level adjacent both main entrances/exits. Riser outlets located at each level within staircases. These are enclosed in tamper proof coverings to reduce their susceptibility to vandalism. Ventilation of escape routes - each staircase has an Automatic Opening Vent (AOV) installed. Corridor in front of each stair on the ground to 6th floors and lobbies at ground floor have external wall/AOVsmoke shafts installed. On activation of smoke detection in common corridors, the relevant corridor and stair AOV will open simultaneously. Each AOV will also open independently from smoke detection in each stair. Manual override switches also installed at each floor level. Fire Strategy document indicated the Fire and Rescue Service would be provided with a facility to open/close each vent which is proposed as a control panel. This is located inside the base of the core A staircase.</p>		

<b>MANAGEMENT OF FIRE SAFETY</b>		
<b>18</b>	<b>PROCEDURES AND ARRANGEMENTS</b>	
18.1	Fire safety is managed by: (6) Crawley Borough Council representatives	
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> Crawley Borough Council representatives are to manage the ongoing the preventative and protective fire safety measures in the premises. Note: future pending changes to the Fire Safety Order 2005 will see a new "accountable person" (AP) being required (either an entity or individual with control of the building) to manage the fire safety measures. The AP will be required to produce the safety case for the Building Safety Regulator, demonstrating that the fire and structural risks to occupants have been reduced to the lowest level that is reasonably practicable. It is advised that CBC make preparations for this, if not already in progress, prior to the introduction of this revised legislation.</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.		
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
<p><b>Comments:</b> Fire Safety Policy and Emergency Evacuation Plan (October 2020) documented and in practice. Records seen. This covers actions to be taken in fire, evacuation procedure, assembly point, guidance on stay put. Fire safety leaflet issued to all tenants (constricted Nov 2020) given to all tenants. Records seen. Assembly point is grass verge by Crawley college to west of Bridgefield House. Assessor informed CBC are proposing to introduce retrospectively evacuation alert systems for use by the fire and rescue services. This would be in line with BS 8629: 2019 (code of practice for the design, installation and commissioning and maintenance of in building containing flats). This provided the Fire and Rescue Service with the ability to change from a 'stay put' to a 'simultaneous evacuation' strategy if a critical fire incident was to occur within a high rise premises. It was unconfirmed at the time of the Assesment when this would be installed by CBC as they are in the research phase of this.</p>		
18.4	Persons nominated and trained to use fire extinguishing appliances?	N/A
<b>Comments:</b> N/A - none installed.		
18.5	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	Yes
<p><b>Comments:</b> Fire Safety Policy and Emergency Evacuation Plan (October 2020) states that a list of all residents that require special assistance in the event of an evacuation would be stored securely on site and available for the Fire and Rescue Service. Assessor advised that a Premises Information box was being commissioned by CBC to facilitate this. Additionally, The CBC Housing Team for the area have been identified to compile a detailed list of all residents that require special assistance in the event of an evacuation. The list is updated on a regular basis annually and at the change of tenancy by the Housing Team. In the event of a major incident and a full evacuation of the building, the Crawley Borough Council Emergency Plan will be invoked.</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)?	Yes
<b>Comments:</b> Liaison and review meeting planned between CBC and West Sussex Fire and Recue Service to review the fire risk assessment and other matters. No further details available.		
18.7	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Yes
<b>Comments:</b> Undertaken by CBC staff. No access to records. All records kept on file by CBC		

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> N/A - no CBC staff permanently on site - residential premises. All residents are given copies of the Emergency Evacuation Plan on commencement of their tenancy/purchase of their flat. It is also advised a copy of the emergency plan is displayed within a purpose built enclosed information board located within the ground floor foyers to both main entrances/exits.		
19.2	Are all staff given adequate periodic "refresher training" at suitable intervals?	N/A
<b>Comments:</b> N/A - no CBC staff permanently on site - residential premises		
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>• how to operate the fire alarm system,</li> <li>• how to use the fire fighting equipment provided,</li> <li>• how to call the fire brigade,</li> <li>• the location and use of the escape routes,</li> <li>• the location of the assembly points,</li> <li>• how to assist visitors and members of the public in evacuating the workplace.</li> </ul>	
<b>Comments:</b> N/A - no CBC staff permanently on site - residential premises		
19.4	Are staff with special responsibilities (e.g. Fire Wardens) given additional training?	N/A
<b>Comments:</b> N/A - no CBC staff permanently on site - residential premises		
19.5	Are fire drills carried out at appropriate intervals?	N/A
<b>Comments:</b> Not required and not practical to undertake in a residential premises. However, all residents should be advised to ensure they are fully familiarised with the Emergency Evacuation Plan procedures.		
19.6	Are there any employees of another employer at work in the premises?	Yes
	If Yes	
	• Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	No
	• Is it ensured that the employees are provided with adequate instructions and information?	No
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>	
<b>Comments and hazards observed:</b> It is understood there will be no employees of another employer at work within the premises, other than approved CBC Contractors. Refer to section 13.1 regarding ensuring Fire Action Notices are displayed for Contractors to refer to.		



<b>20</b>	<b>TESTING AND MAINTENANCE</b>	
20.1	Adequate maintenance of workplace?	Yes
<b>Comments and deficiencies:</b> Section 20 refers.		
20.2	Periodic servicing to BS 5839 of fire detection and alarm system?	Yes
<b>Comments and deficiencies:</b> Install/Commission certificate issued by Southern Fire Alarms Ltd (Ref: 116922) on 21/9/20. Records seen. This refers to a L5 system installed.		
20.3	Periodic servicing to BS 5266 of emergency escape lighting?	Yes
<b>Comments and deficiencies:</b> Installation Engineers test reports issued for all floors by Touch Building Services. This included 3 hour discharge testing. Records seen. The report does not indicate a test date but this is assumed to be Oct/Nov 2020.		
20.4	Annual maintenance to BS 5306 of fire extinguishing appliances?	N/A
<b>Comments and deficiencies:</b> None installed		
20.5	Commission/installation of AOV system?	Yes
<b>Comments and deficiencies:</b> Install/Commission certificate issued by Smoke Control Solutions Ltd (JN SCS10140) on 22/9/20. Records seen. Assessor understands regular and ongoing checking/testing is undertaken by CBC staff/Contractors. No access to records. All records held by CBC.		
20.6	Monthly testing to the emergency light system?	Yes
<b>Comments and deficiencies:</b> Assessor understands this is undertaken by CBC staff/Contractors. No access to records. All records held by CBC.		
20.7	Weekly or monthly visual checks to the fire extinguishing appliances?	N/A
<b>Comments and deficiencies:</b> None installed		
20.8	Routine checks of escape routes, final exit doors and/or security fastenings?	Yes
<b>Comments and deficiencies:</b> Assessor understands this is undertaken by CBC staff/Contractors. No access to records. All records held by CBC. It is understood tenant reporting system is also be in place to raise any defects.		
20.9	Commission/installation certification for fire fighting lifts?	Yes
<b>Comments and deficiencies:</b> Install/Commission certificates issued by Schindler Ltd for Core A lifts on 1/10/20 and Core B lifts on 22/9/20. Records seen.		
20.10	Testing and periodic inspection of sprinkler installations?	Yes
<b>Comments and deficiencies:</b> Install/Commission certificates issued by Triangle Fire Systems (Ref: CN 6853) on 3/9/20. Records seen.		
20.11	Testing and periodic inspection of the lightning protection system?	Yes
<b>Comments and deficiencies:</b> Install/Commission certificates issued by Cuttings Lightning Protection and Earthing Engineers (Ref: BUXT 0001/879620) on 21-7-20. Records seen.		
20.12	Testing and periodic inspection of rising mains:	Yes
<b>Comments and deficiencies:</b> Install/Commission certificates issued by Nationwide Dry Risers Ltd on 30/10/19. Records seen.		
20.13	Other relevant inspections or tests: AOV system	Yes
<b>Comments and deficiencies:</b> Install/Commission certificates issued by Smoke Control Solutions Ltd (Ref: JN SCS10140) on 22/9/20. Records seen.		

<b>21</b>	<b>RECORD KEEPING</b>	
21.1	Appropriate records of:	
	· Induction fire safety training for staff?	N/A
	· Refresher training for staff?	N/A
	· Fire warden/marshal training?	N/A
	· Fire evacuation drills?	N/A
	· Fire alarm install/commission records?	Yes
	· Emergency escape lighting install/commission records?	Yes
	· Fire extinguisher checks and maintenance tests?	N/A
	· Install/commission records of other fire protection systems?	Yes
	· Install/commission records? of sprinkler system?	Yes
	· Electrical installation install/commission records?	No
	· Machinery, HVAC's and plant testing?	Yes
	· Other relevant maintenance, inspections and testing? (Fire suppressions systems etc.)	Yes
<p><b>Comments and deficiencies:</b> All maintenance, servicing &amp; test records must be held on file as these may be required for audit purposes by an authorised Inspecting Officer from the Fire and Rescue Service. Some install/Commission records were not available at the time of inspection. 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


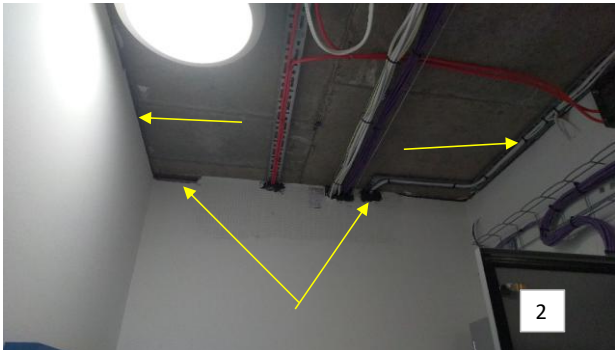
It is considered that the following recommendations should be implemented in order to reduce the fire risk to, or maintain it at the following level:

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
11.1.a	Minor remedial works required to Fire Doors - <b>1.</b> lobby door leading on to staircase in Core B opposite Flat 112 was not closing fully (this may be a faulty intumescent strip or self closing device). This should be repaired/replaced in order to do so. <b>2.</b> fire door in core B main foyer leading to both the boiler room and waste collection area had a damaged door frame above the door. This should be repaired/replaced.	2	GT: Buxtons must complete works by 01/04/2021.
11.1.b	Minor compartmentation remedial works identified - compartmentation in fire safety terms is only achieved when all ceiling linings and wall surfaces are complete and fully intact. Any gaps or holes in walls or ceilings represent areas where an outbreak of fire can spread from one compartment to another, either vertically or horizontally. As can be seen by the attached photographs this appeared, through initial visual inspection at the time of assessment, to require additional remedial repair works. These areas were: <b>1.</b> cleaners cupboard room on the 5th floor had a hole in the ceiling, <b>2.</b> cleaner cupboard rooms on the 4th, 3rd, 2nd and 1st floors. Fire sealant was present covering most cabling, but gaps between the walls and the ceiling could not be confirmed as fire sealed to 60 mins fire resistance. <b>2.</b> ground floor boiler room adjacent the Core B entrance was identified requiring additional fire stopping measures to be added. To address this, holes and gaps in these areas 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 should be a minimum of 60 minutes, as identified by other Firetec sealant identification markers present.	2	GT: Buxtons must complete works by 01/04/2021.

## ACTION PLAN

<b>11.1.b (cont)</b>	 	<b>2</b>	
<b>13.1</b>	<p>Additional safety signs recommended - <b>1.</b> 'fire action notices' - these should be fitted on all levels adjacent all exit doors to the core staircases. <b>2.</b> 'Sprinkler Stop Valve Inside' signage recommended to be displayed externally outside the room this is contained in for immediate reference/access to the Fire and Rescue Service.</p>	<b>2</b>	<p>GT: Fire Signs are in place</p>

## ACTION PLAN

<b>21.1</b>	Records - appropriate records should be kept of all maintenance, servicing and test records, heating, electrical maintenance, etc. One install/commission record could not be checked at the time of the assessment relating to the electrical installation. This should be obtained and kept on file for future inspections, and as they may be required for audit purposes by an authorised Inspecting Officer / Engineer from the Fire Service.	<b>Ongoing</b>	GT: Records kept in Crawley Town Hall.
<b>Note:</b>	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.	<b>Ongoing</b>	GT: Fire Risk UK or Principle Contractors undertake this work on Crawley Homes behalf, records kept electronically.