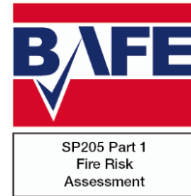


# Fire Risk Assessment



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

**Client Name:** Crawley Borough Council

**Address:** CBC Schaffer House, Proctor Close, Crawley, West Sussex, RH10 7JQ

**Date:** 5th January 2021

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

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

**Reference Number:** 53565



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>	CBC Schaffer House, Proctor Close, Crawley, West Sussex, RH10 7JQ
<b>Part or parts of the premises to which the fire risk assessment applies:</b>	Communal areas of the premises only
<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>	5th January 2021
<b>Recommended date for review of the fire risk assessment:</b>	5th January 2022
<b>Unique reference number of this certificate:</b>	53565

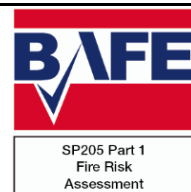
We, being currently a 'Certificated Organisation' in respect of life safety fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the specification identified in the above schedule and with all other requirements as 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>	6th January 2021

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

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



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<b>General Information</b>	
Client name:	Crawley Borough Council
Address:	Schaffer House, Proctor Close, Crawley, West Sussex, RH10 7JQ
Part or parts of the premises to which the fire risk assessment applies:	Common areas of the premises only.
Date of Previous fire risk assessment:	4th February 2020
Persons Consulted:	Lindsey Hide - Scheme Manager
Assessor:	Sean Murphy - Tech IOSH, GIFireE
Date of risk assessment:	5th January 2021
Validator:	Paul Fuller - Tech IOSH, GIFireE
Date Validated:	6th January 2021
Suggested date of review[1]	5th January 2022
Responsible Person:	Natalie Brahma-Pearl - Crawley Borough Council
Position Held:	Chief Executive
Contact Number:	01293 881085
<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:	3 - ground, first and second floors.
Brief details of property:	Three storey detached building built in 1997. Concrete, brick, timber and glass construction under a timber framed pitched tiled roof. There is one main front entrance/exit door with an additional 5 x fire exit doors on the ground floor. 2 x internal staircases and 2 x passenger lifts serve all three floors. The building is divided into 45 x flats all used as sheltered housing. Automatic Opening Vent (AOV) system linked to the fire alarm is installed throughout the corridors on all three floors.
Use of Premises	Sheltered Housing Group 2(a) - Residential Institutional (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 - private dwellings
Approximate maximum number of persons at any one time:	53
Approximate maximum number of employees:	1 x scheme manager who attends regularly but no set hours. 1 x cleaner who attends daily.
Approximate maximum number of members of the public:	Unknown how many guests or friends of residents are in the premises. Contractors may be present.
Number of sleeping occupants:	45 flats - currently 50 residents.
Disabled occupants:	It is unknown exact numbers but there are some residents with a variety of disabilities and mobility restrictions.
Occupants in remote areas & lone working:	The scheme manager works alone in the office at times and cleaners work alone.
Young persons:	Friends and family of residents may be on site.
Fire Loss Experience:	None reported.
Legislation enforced by:	The Local Fire Authority
Scope and purpose of the fire risk assessment:	Life Safety Assessment, Type 1 (non-invasive, visual only).
Additional comments:	In addition to the 45 flats there is also a guest flat, hair salon room, (no access to these at the time of assessment) and 2 x laundry rooms. 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		
1	<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?	Yes
	• Suitable policy regarding the use of personal electrical appliances?	Yes
	• Suitable limitation of trailing leads and adapters?	Yes
	• Sockets and extension leads loaded correctly?	Yes
Standard Advice	<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> Main electrical installation condition inspection for the premises undertaken on 22/11/18 by Volts Electrical Ltd. Records were not available on the day of the assessment as they are held at CBC Town Hall. Any remedial actions highlighted in the inspection report should be completed with records kept on file. All portable appliances in the communal lounge have been PAT tested by Volts Electrical Ltd on 10/11/20. Personal electrical appliances are not permitted in the communal areas. No electrical trailing leads, extension leads or cables were observed within communal areas.</p>		

2	<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
	More specifically:	
2.2	• 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' sign suitably displayed. Receptacle for the disposal of cigarettes is provided near the front door. No sign of discarded smoking materials outside the building. <b>Note:</b> enclosed communal areas are designated smoke-free premises. Individual flats are exempt from the regulations in regards to smoking in the privacy of residents own homes. However, smoking is advised to not be undertaken within residents flats, to reduce the risk of accidental ignition of smoking materials.</p>		

3	<b>ARSON</b>	
3.1	Does basic security against arson by outsiders appear reasonable?(2)	No
3.2	Are the premises reasonably secure during hours of darkness?	Yes
3.3	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	No
3.4	Are waste containers lockable?	No
3.5	Are waste containers remote from the building?	No
3.6	Is CCTV provided?	No
Standard Advice	<i>Arson is a major cause of fires in industry and commerce; some 40% of all fires in non-domestic premises are started deliberately. Good security is probably the best protection against arson and therefore it is important to ensure that all means of access to the premises doors and windows are locked at all times when building is unoccupied</i>	
	<i>Staff should be trained to challenge anybody whose presence or behaviour gives cause for concern and to immediately report any suspicious behaviour.</i>	
2) Note: Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.		
<p><b>Comments and hazards observed:</b> Main entrance/exit fitted with an entry control system. All waste and recycling bins stored internally within a purpose-built, 2 x bin stores (1 bin store is currently left unlocked by arrangement to allow healthcare workers to dispose of PPE after house visits to residents). All bins are emptied regularly by local authority. However, it was observed that some waste containers were stored outside by the Mobility Scooter storage area and were observed unlocked. These bins were highlighted in the previous risk assessment. The assessor was informed that plans are in place to relocate them to a purpose built compound. A date for this is not yet agreed. See Action Plan regarding reducing the risk of arson.</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		
<p><b>Comments and hazards observed:</b> A new gas boiler has recently been installed in the boiler room. Records not seen. Assessor informed new commissioning certificate is held on CBC database in the town hall. Assessor informed there are boilers within individual flats. These should be serviced annually if present, with records kept. <b>Note:</b> where installed, it is recommended carbon monoxide detectors are also installed. No Air Conditioning or Heating Ventilation and Air Conditioning (HVAC) systems present.</p>		

<b>5.0</b>	<b>COOKING</b>	
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes
5.2	More specifically:	
	• Are all cooking appliances maintained and in a good condition?	Yes
	• Is the kitchen area clear of any combustible furnishings?	Yes
	• Filters changed and extractors and ductwork cleaned regularly in accordance with the industry specification TR19?	N/A
	• Suitable extinguishing appliances available?	Yes
Standard Advice	<p><i>The large amount of grease drawn into a kitchen ventilation system creates a fire risk. One of the most common causes of commercial kitchen fires is through sudden combustion of grease laden air in the extraction system. It can happen very quickly with no obvious cause to the kitchen staff.</i></p>	
<p><b>Comments and hazards observed:</b> There is a communal kitchen that's leads off from the lounge area. All kitchen equipment and appliances (kettle, toaster, microwave, free standing electric cooker &amp; refrigerator) observed in reasonably clean condition at time of assessment. 1 x fire blanket installed. A fire shutter is also installed above the counter which lowers when the fire alarm is activated. Kitchen has not been used since March 2020 with no plans of it reopening for some time to come (COVID-19 crisis).</p>		

<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?	Yes
	• Are all cleaning cloths impregnated with solvents etc. kept in metal-lidded containers?	N/A
	• Are external bins kept at a reasonable fill level and away from the side of the building?	No
Standard Advice	<p><i>All rubbish and combustible waste should be cleared from the building on a daily basis and securely stored, preferably in lockable metal skips, outside the building and away from fire exits and not under any overhanging structure.</i></p> <p><i>Old and dilapidated furniture can contribute to the spread of fire and torn upholstery exposes combustible filling material that may be used as kindling material by a potential arsonist. All new upholstered furniture for non-domestic use should comply with the requirements of British Standards 7176, and BS 7177.</i></p>	
<p><b>Comments and hazards observed:</b> A good standard of housekeeping was observed at the time of assessment with the exception of the bins stored outside as detailed in action plan point 3.3 &amp; 3.5.</p>		



<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> Any contractors, working directly on site, are approved by Crawley Borough Council. It is understood that risk assessments are submitted by contractors, prior to commencing any work, detailing whether 'hot' works are to be carried out. Crawley Borough Council would arrange for 'hot' work permits to be issued, where necessary. Contractors are responsible for conducting safe systems of work and understanding the emergency fire procedures.</p>		

<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: Medical oxygen cylinders	
<p><b>Comments:</b> Records of where any medical oxygen cylinders are being used is available to the fire and rescue service in the event of a fire emergency. These details are kept in the fire service information box adjacent to the alarm panel in the entrance hall.</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?	Yes
9.4	If 9.3 applies, has a specific fire risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations?	N/A
Standard Advice	<p><i>Dangerous substances can put peoples' safety at risk from fire and explosion. DSEAR puts duties on employers and the self-employed to protect people from risks to their safety from fires, explosions and similar events in the workplace, this includes members of the public who may be put at risk by work activity.</i></p> <p><i>Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They can be found in nearly all workplaces and include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding operations and dusts from foodstuffs.</i></p> <p><i>Further guidance can be found in the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)</i></p>	
<p><b>Comments: Note:</b> Medical Oxygen is a high-energy gas that very readily oxidizes other materials and can substantially increase (if directly involved) the potential for the rapid development of any fire. Further guidance can be found in the HSE Guidance Note, 'Fire and explosion hazards in the use of Oxygen': (<a href="http://www.hse.gov.uk/pubns/indg459.pdf">http://www.hse.gov.uk/pubns/indg459.pdf</a>)</p>		

FIRE PROTECTION MEASURES		
10	<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?	Yes
	• Are all automatic door fastenings fail safe open & provided with an override facility?	Yes
	• Satisfactory means for securing exits?	Yes
	• Free from obstructions including slip and trip hazards?	Yes
	• Reasonable distances of travel:	
	• Where there is a single direction of travel?	Yes
	• Where there are alternative means of escape?	Yes
	• Suitable protection of escape routes?	Yes
	• Suitable fire precautions for all inner rooms? (i.e. a room within a room)	N/A
	• Suitable condition of stairways?	Yes
	• Final exits lead to a place of safety?	Yes
10.3	It is considered that the building is provided with reasonable arrangements for means of escape for disabled people.	Yes
Standard Advice	<p><i>A place of safety is a place beyond the building in which a person is no longer in danger from fire. The designated place of safety must not be a dead end situation from which people are unable to move further away from the building.</i></p> <p><i>Gangways and escape routes must never be obstructed. Obstructions such as unwanted furniture, unattended tea trolleys, coat racks, stocks of stationery, cleaners' equipment, newly delivered goods, or goods awaiting collection all reduce the available width of escape routes and make it more difficult to evacuate people sufficiently quickly in the event of fire. Sources of heat or electrical equipment such as portable heaters, automatic vending machines, photocopiers etc. must never be sited on escape routes.</i></p> <p><i>Changes of level, electrical extension leads, unstuck flooring tiles, and small items, such as empty drink cans or contractors tools, left on the floor are all capable of causing people to trip. Changes of level should be indicated by use of warning tape. Wet floors and loose mats or runners constitute slipping hazards.</i></p> <p><i>Loose handrails, raised or loose floor tiles, and damaged nosing on steps may all cause people to trip whilst escaping from fire; on a staircase this could have disastrous consequences.</i></p> <p><i>Final exit doors must always remain unlocked whenever the premises are in use. If, for reasons of security, final exit doors have to be locked shut when the premises are not in use they may be secured by means that do not require the use of a key in order to release the door.</i></p> <p><i>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 is one main entrance/exit with five additional fire exits on the ground floor. 2 x exits from the lounge 1 x in each wing (north and south) plus one from the mobility scooter charging room. Two internal staircases and two passenger lifts serve all floors. The means of escape route(s) were readily identified and immediately available. FD30S fire doors, fitted at the entrance of all individual flats, were not inspected but all are regularly checked (for compliance) by the scheme manager. All fire exits were identified, found unobstructed and opened easily and immediately when checked. The travel distances for occupants to reach a place of safety are within acceptable parameters (Ref: Approved Document B - Fire Safety, Vol 1, Table 0.1, 2019). The assessor was informed a stay put policy is in place and all residents are made aware of this when they move in. This information is also attached on the inside of all flat doors.</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 - The assessor had no access at the time of the visit to any riser cupboards. In the previous report remedial works were required to address the lack of compartmentation within specific areas as identified within the Action Plan report at the time. At the time of this assessment access was available to one lift room. Although the assessor did see paperwork to suggest the recommendations were actioned it could not be confirmed. Therefore the same points are included but it is understood the issues may have been addressed. See Action Plan. Other than the above mentioned a reasonably good standard of compartmentation was observed at the time of inspection within the communal areas. However, the assessor was unable to fully 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, it was noted that surface finishes to walls/ceiling linings in communal areas were visually observed to be in reasonable condition, without significant holes or gaps. Fire doors - No access was available to any flat front door to examine its condition. See Action Plan. The fire door in the corridor adjacent to flat no 5 is damaged and in need of repair. The assessor was informed by the manager that this issue has been reported and repair work is scheduled but a date has not been confirmed yet. It is recommended that this is chased up.</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> Internal emergency lighting (covering escape routes and fire exits) and external emergency lighting (covering outside of fire exits and illuminating escape routes) has been installed.</p>		

<b>13</b>	<b>FIRE SAFETY SIGNS AND NOTICES</b>	
13.1	Reasonable standard of fire safety signs and notices?	Yes
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> Sufficient fire safety signs and notices for the premises observed in place.</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> A Fire Alarm system was observed to have been installed on the premises. This covered the following areas: All flats, escape routes, rooms off escape routes, hazard areas including electrical intake room, boiler room, mobility scooter charging area. (L2 system) Commissioning installation certificate, and supporting information/documentation was not available at the time of assessment as it is held on CBC database in the Town Hall. Fully addressable main panel located in main entrance hall. A suitable zone chart is adjacent to the main fire panel. The system is also linked to a Tunstall system which is 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> Sufficient numbers and types (water/CO2) extinguishers installed for this type of premises.</p>		

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

<b>17</b>	<b>OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT</b>	
17.1	Type of Fixed System: Automatic Opening Vent (AOV) & Tunstall System	
<p><b>Comments:</b> Automatically Opening Smoke Vents are installed in communal corridors on all three levels - operated by actuation of specifically linked detection units. These vents are tested alongside the fire alarm and detection system. In addition there are opening windows provided within both stairwells. A Tunstall, two-way communication system is in place providing remote monitoring and an emergency contact service for residents. The system has been installed in all areas (dwellings and common areas including mobility scooter charging room and both laundry rooms).</p>		

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

<b>19</b>	<b>TRAINING &amp; DRILLS</b>	
19.1	Are all staff given adequate fire safety instruction and training on induction and issued with the Emergency Evacuation Plan?	Yes
<b>Comments:</b> No permanent staff on site. Scheme Manager is not on site full time. <b>Note:</b> All CBC staff receive fire safety training at the periods identified within the CBC fire safety policy. Personal training records are held on CBC database. These are not available to the assessor.		
19.2	Are all staff given adequate periodic "refresher training" at suitable intervals?	Yes
<b>Comments:</b> All CBC staff receive fire safety training at the periods identified within the CBC fire safety policy. Personal training records are held on CBC database. These are not available to the assessor.		
19.3	Does all staff refresher fire safety training provide information, instruction or training on the following:	
	• Fire risks in the premises?	Yes
	• The fire safety measures in the building?	Yes
	• Action in the event of fire?	Yes
	• Action on hearing the fire alarm signal?	Yes
	• Method of operation of manual call points?	Yes
	• Location and use of fire extinguishers?	Yes
	• Means for summoning the fire and rescue service?	Yes
	• Identity of persons nominated to assist with evacuation?	Yes
	• Identity of persons nominated to use fire extinguishing appliances?	Yes
Standard Advice	<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> <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		
19.4	Are staff with special responsibilities (e.g. Fire Wardens) given additional training?	Yes
<b>Comments:</b> All CBC staff receive fire safety training including fire warden training at the periods identified within the CBC fire safety policy. Personal training records are held on CBC database. These are not available to the assessor.		
19.5	Are fire drills carried out at appropriate intervals?	Yes
<b>Comments:</b> The last fire drill was November 2019. Drills have ceased for the time being due to the COVID-19 Crisis and the need to prevent people gathering in groups and the need to shelter vulnerable residents.		
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)?	N/A
	• Is it ensured that the employees are provided with adequate instructions and information?	N/A
Standard Advice	<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>	
<b>Comments and hazards observed:</b> Refer to section 8.4 of this checklist.		

20	<b>TESTING AND MAINTENANCE</b>	
20.1	Adequate maintenance of workplace?	Yes
<b>Comments and deficiencies:</b> Refer to sections below for further information.		
20.2	Periodic servicing to BS 5839 of fire detection and alarm system?	Yes
<b>Comments and deficiencies:</b> Carried out under contract by Fire Risk UK. Last service undertaken on 17/07/20. This includes the smoke ventilation system. Records Seen. Fire shutter service serviced on: 15/12/20 by: Fire Risk UK. Records seen.		
20.3	Periodic servicing to BS 5266 of emergency escape lighting?	Yes
<b>Comments and deficiencies:</b> Last service undertaken on 08/01/20 by Fire Risk UK. Records seen.		
20.4	Annual maintenance to BS 5306 of fire extinguishing appliances?	Yes
<b>Comments and deficiencies:</b> Last service undertaken: March 2020. By: Fire Risk UK. Records Seen		
20.5	Weekly testing to the fire alarm system?	Yes
<b>Comments and deficiencies:</b> Weekly testing carried out and recorded. Records seen.		
20.6	Monthly testing to the emergency light system?	Yes
<b>Comments and deficiencies:</b> Monthly testing carried out and recorded. Records seen.		
20.7	Weekly or monthly visual checks to the fire extinguishing appliances?	Yes
<b>Comments and deficiencies:</b> Monthly checks carried out and recorded. Records seen.		
20.8	Routine checks of escape routes, final exit doors and/or security fastenings?	Yes
<b>Comments and deficiencies:</b> Undertaken and recorded. Records seen.		
20.9	Weekly & monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A
<b>Comments and deficiencies:</b> Passenger lifts only installed. Serviced and maintained by Titan Lifts Ltd. Records held at CBC Town Hall.		
20.10	Weekly testing and periodic inspection of sprinkler installations?	N/A
<b>Comments and deficiencies:</b> None installed.		
20.11	Annual inspection and test to the relevant standards of the lightning protection system?	Yes
<b>Comments and deficiencies:</b> Serviced by Tarrant Specialist Earthing Contractors Ltd. No records available at the time of assessment as held on CBC database in Town Hall.		
20.12	Six-monthly inspection and annual testing of rising mains:	N/A
<b>Comments and deficiencies:</b> None installed.		
20.13	Other relevant inspections or tests: Tunstall System, PV (Solar) System	Yes
<b>Comments and deficiencies:</b> Tunstall system is maintained by Mole Valley Contact Centre which includes a 24hr call out support system. Solar System serviced: Sept 2016 next due: Sept 2021 by: Solar Advanced Systems Ltd.		

<b>21</b>	<b>RECORD KEEPING</b>	
21.1	Appropriate records of:	
	· Induction fire safety training for staff?	Yes
	· Refresher training for staff?	Yes
	· Fire warden/marshal training?	Yes
	· Fire evacuation drills?	Yes
	· Fire alarm weekly tests and maintenance?	Yes
	· Emergency escape lighting monthly tests and maintenance?	Yes
	· Fire extinguisher checks and maintenance tests?	Yes
	· Maintenance and testing of other fire protection systems?	Yes
	· Weekly testing and periodic inspection of sprinkler system?	N/A
	· Electrical installation and PAT testing?	Yes
	· Machinery, HVAC's and plant testing?	Yes
	· Other relevant maintenance, inspections and testing? (Tunstall, Lifts, Solar)	Yes
<p><b>Comments and deficiencies:</b> All maintenance, servicing &amp; test records should be held on file, and be readily available, as these may be required for audit purposes by an authorised Inspecting Officer from the Fire and Rescue Service. Some of these records were available for the assessor to access/check for compliance at the time of inspection whilst others are held by CBC in the Town Hall.</p>		



# FIRE RISK ASSESSMENT RATING

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

Potential consequences of fire ► Fire hazard ▼	<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
3.3 & 3.5	<p>Reducing the risk of arson - the following are measures to be considered to reduce this risk: <b>1.</b> All waste containers and recycling wheelie bins should be kept at least 6m away from any part of the main building (where practicable). The waste containers by the Mobility Scooter charging area did not fall into this category. It is recommended these are re-located to the dedicated bin stores to reduce this risk. <b>2.</b> If these containers are to remain outside the bin stores, all waste containers should have locking lids that are maintained in a locked shut position at all times. Should this prove impractical to implement, then the lids should be kept locked shut at the end of the day.</p>	1	<p>GT: Currently discussing proposal with Council Officers.</p>


## ACTION PLAN

<b>11.1</b>	<p>Determination that installed flat front doors are FD30s compliant - it could not be confirmed due to no access/supporting information that the flat doors were fire resisting to a FD30s standard (BS 476). The following government advice is provided as confirmation was not available/could not be determined at assessment to confirm that the flat front entrance fire doors conform to the FD30S standard for fire doors. <b>Note:</b> The Ministry of Housing, Communities &amp; Local Government - Advice for Building Owners of Multi-occupied Residential Buildings Annex A – Advice for Building Owners on assurance and assessment of flat entrance fire doors - From this the following checks should be applied/reviewed: <b>1.</b> All flat doors are to be inspected to ensure they have working self closing devices, and intumescent strips &amp; seals installed. <b>2.</b> Modern or replacement flat entrance fire doors should normally have test evidence demonstrating that they meet the performance requirement in Building Regulations guidance for fire resistance and smoke control from both sides. This should be obtained for each door, and confirmed if this is the case, via this evidence. <b>3.</b> Any test evidence for the doors used should be checked to ensure it is to the same specifications of the door sets being installed. <b>4.</b> Responsible persons should aim to replace existing flat entrance door sets if they suspect they do not meet the fire or smoke resistance performance in the Local Government Association guide “Fire safety in purpose-built blocks of flats”. To assist in this review process to determine the above, it is recommended a certified/qualified fire door inspector/installer (BWF) is appointed to undertake an examination of all the flat doors, to determine which doors are <b>1.</b> satisfactory, <b>2.</b> require upgrading to 'notional' fire doors or <b>3.</b> cannot be upgraded/repared and will require complete replacement with a FD30s certified fire door. Any remedial actions identified by the fire door inspector/installer should be actioned, with records kept on file as confirmation for future assessments/inspections.</p>	<b>2</b>	GT: All FED to be Q-mark surveyed 20/21
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## ACTION PLAN

<b>11.1.a</b>	<p>Lack of Compartmentation - in fire safety terms this is only achieved when all ceiling linings and wall surfaces are complete and fully intact. Any gaps or holes in walls or ceilings represent areas where an outbreak of fire can spread from one compartment to another, either vertically or horizontally. As can be seen by the attached photographs this was observed lacking in: <b>1.</b> All riser cupboards on all floors, <b>2.</b> Lift motor rooms on ground floor, <b>3.</b> mains electrical intake room off lounge. To address this the holes and gaps 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 30 minutes. It is recommended this is installed by a FIRAS certified fire stopping contractor.</p>	<b>2</b>	GT: Instructed due for completion 19/03/2021.
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# ACTION PLAN

<p>11.1.a (cont)</p>	 <p>1</p> <p>1</p> <p>2</p> <p>3</p> <p>3</p>	<p>2</p>	
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## ACTION PLAN

<b>11.1.b</b>	<p>Servicing required for riser cupboard 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 should: * provide 30-minutes fire resistance capability, * have intumescent strips and cold smoke seals, * close fully, unaided, onto the door frame and rebate, * be kept shut, and fitted with the appropriate signage. It is recommended that the gaps along the sides/top should be 3 mm (+/- 1 mm) and the gap at the bottom no more than 10mm. Following inspection, the following deficiencies should be rectified to achieve the above standard: <b>1</b>. All riser cupboard doors at all levels on all floors require intumescent strips and seals to be installed.</p>	<b>2</b>	<p>GT: Instructed due for completion 19/03/2021.</p>
<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 recommended for compliance/reassurance with the 'Regulatory Reform (Fire Safety) Order 2005', and codes of practice' and general recommendations, as laid down within British Standards relating to these.</p>	<b>Ongoing</b>	<p>GT: Fire Risk UK or Principle Contractors undertake this work on Crawley Homes behalf, records kept electronically.</p>