

Fire Risk Assessment

Crawley Borough Council

Address Brunel Court, Brunel Place, Crawley, RH10 1JB

Date 30th November 2021



Unit 14, Oakhurst Business Park, Southwater, Horsham, West Sussex, RH13 9RT,
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Scope and Terms of this Assessment

- 1 The Regulatory Reform (Fire Safety) Order (if the relevant premises are in England or Wales) or the Fire (Scotland) Act (if the relevant premises are in Scotland) require the responsible person to carry out a fire risk assessment of the premises they are responsible for.
- 2 This risk assessment carried out is made to enable the client or other responsible person to comply with the legal requirements summarised in Paragraph 1 above.
- 3 This report is addressed to the client (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 assessment does not allow for the physical maintenance of any equipment or machinery.
- 8 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on the general information page of this report or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or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
 - 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.
- 9 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.

- 10 The client, 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.
- 11 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.

- 12 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 clients 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 client 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 client 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.

Fire Risk Assessment

GENERAL INFORMATION	
Responsible Person or person having control of the premises:	Chief Executive, CBC Head of Crawley Homes, CBC
Address of premises:	Brunel Court, Brunel Place, Crawley, RH10 1JB
Area Assessed:	Common areas only (individual dwellings not assessed)
CBC UPRN No.	
Person(s) consulted:	CBC Asset Surveyor and Compliance Manager
Assessor:	Sean Murphy GIfireE. Tech IOSH AIFSM
Date of fire risk assessment:	30th November 2021
Date of previous assessment:	24th December 2018
Suggested review date:	30th November 2024
The purpose of this report is to provide an assessment of the risk to life from fire in these buildings, where appropriate, to make recommendations to ensure compliance with fire safety legislation. This report does not address the risk to property. Scope of the risk assessment and general advise issued as a separate document covering all risk assessments carried out. Crawley Borough Council is referred to as CBC throughout this report.	
THE PREMISES	
Number of floors:	6
Number of flats:	22
Brief details of property:	Traditional construction
Use of premises:	Residential
THE OCCUPANTS	
Sleeping occupants:	Yes
Disabled occupants:	Not known
Young persons:	Assumed Yes
Elderly Persons:	Assumed Yes

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL		
1	ELECTRICAL SOURCES OF IGNITION	
1.1	Fixed installation periodically inspected and tested?	Yes
1.2	Portable appliance testing carried out?	N/A
<p>Comments: CBC has a policy in place for all electrical installations to be inspected and tested at the required intervals, on a cyclical basis, in accordance with current wiring regulations. Records are maintained on a central document management system, which were not available at time of assessment. Recommend that CBC advise leaseholders to carry out regular electrical testing within their property.</p> <p>No portable electrical appliances were seen at the time of the assessment.</p>		
2	SMOKING	
2.1	Smoking prohibited in communal areas of the building?	Yes
2.2	Adequate no smoking sign fitted adjacent to each entrance door?	Yes
<p>Comments:</p> <p>A Fire Safety policy is in place prohibiting smoking in the common areas of the building.</p> <p>No discarded smoking materials were seen around the building.</p> <p>'No Smoking' signage is in place throughout the building.</p>		
3	ARSON	
3.1	Does basic security against arson by outsiders appear reasonable?(2)	Yes
3.2	Are the letter boxes fire resisting?	Unknown
3.3	Are bins located in a safe compound?	Yes
3.4	Are all entrances to the building secure?	Yes
<p>Comments:</p> <p>Unable to identify if letterboxes to individual flats are fire resisting as they would have met current building regs in place at time of construction.</p> <p>Bins are sited in a detached building away from the block secured with a key code.</p> <p>Access control system fitted to the entrance door, with a Fire Control override fitted.</p>		
<p>2) Note: Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</p>		

4	PORTABLE HEATERS AND HEATING INSTALLATIONS			
4.1	Is the use of portable heaters avoided as far as practicable?	N/A		
4.2	Are fixed heating installations subject to regular maintenance?	Yes		
Comments: There are no portable heaters in the common areas. Heating in the common areas is via wall mounted hard wired heaters. These should be included in the electrical installation inspection when it is carried out. During this assessment all heaters were in good condition with signs of damage.				
5	HOUSEKEEPING			
5.1	Is the standard of housekeeping adequate?	No		
5.2	Combustible materials appear to be separated from ignition sources?	Yes		
5.3	Avoidance of unnecessary accumulation of combustible materials or waste?	No		
Comments: The assessor had access to all riser and electrical cupboards during the assessment. All cupboard doors were of FD30s specification, free of any items being stored and were left secured at the end of the assessment. Housekeeping must be improved in the areas detailed in the Action Plan Report. See action plan - 5.3				
Dry Riser: Riser inlet is located adjacent to the front door with outlet valves on all levels above the ground floor. At the time of the assessment all riser outlet valve cabinets were secure and damage free.				
Good housekeeping and storage, in and around the premise, is a necessary requirement. It is important (where possible) to minimise accumulations to suitable & sufficient levels, in order to minimise the potential fire loading (i.e. the amount of available combustible material for a fire to start and grow). Large amounts of combustible items and materials can significantly increase the capability for any fire to develop and rapidly spread. Regular checks should be made to ensure items are not stored within escape routes/common areas.				
6	HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS			
<ul style="list-style-type: none"> External contractors are approved by CBC and contractors are required to submit method statements, risk assessments and, where necessary, arrangements for 'hot work'. The ongoing monitoring of the work of external contractors and internal maintenance staff on site is subject to CBC procedures and inspection regimes. <p>"No work which may affect the fire safety of the building is to be undertaken by any contractor or other person without obtaining the prior agreement of Crawley Borough Council.</p> <p>Contractors and visitors should make themselves aware of fire instructions, which are displayed. In the event of a fire, all outside contractors and visitors must make their way to the fire assembly point to the front of the building and await further instruction" (CBC Fire Safety Policy).</p>				

FIRE PROTECTION MEASURES		
7	MEANS OF ESCAPE FROM FIRE	
7.1	It is considered that the building is provided with reasonable means of escape.	Yes
7.2	Adequate provision of exits?	Yes
7.3	Exits easily and immediately openable where necessary?	Yes
7.4	Satisfactory means for securing exits?	Yes
7.5	Free from obstructions including slip and trip hazards?	No
7.6	Reasonable distances of travel: · Where there is a single direction of travel? · Where there are alternative means of escape?	Yes Yes
7.7	Suitable protection of escape routes?	Yes
7.8	Suitable condition of stairways?	Yes
7.9	Final exits lead to a place of safety?	Yes

Comments:
Ground floor flats each their own exit in addition to the main front door.
Improvements are required in the standard of housekeeping to ensure safe means of escape.
7.5 - See Action Plan.
Personal items were stored in the escape routes.

8	MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	
8.1	compartmentation of a reasonable standard?(3)	Yes
8.2	fire doors in place, normally closed, and in good condition?	Yes
8.3	flat entrance doors appear to be in good condition?	Unknown
8.4	reasonable limitation of linings that might promote fire spread?	Yes

Comments:
This is a purpose built block of flats, it is therefore reasonable to assume that compartmentation is of an adequate standard. However, the assessor had no access to any flats or roof voids to confirm. This should be investigated by the client and confirmed to be adequate.
One defect was noted in compartmentation. See action plan - 8.1
The assessor had no access to any flat doors therefore, cannot comment on their condition. See action plan 8.3
All flat doors were of the same design with no obvious external defects or damage.
Photovoltaic solar panels installed:
Isolation points are located in the electrical cupboards on the ground and 5th floors.

3) Note: Based on a visual inspection of readily accessible areas.

9	EMERGENCY ESCAPE LIGHTING	
9.1	Reasonable emergency escape lighting system on internal escape routes?(4)	Yes
9.2	Reasonable emergency escape lighting system on external escape routes?	Yes
<p>Comments: Amenity primary lighting has been provided. Adequate emergency lighting provided throughout the building both internally and externally.</p> <p>3rd floor lobby area - a lighting unit is broken and the cover is left on the floor, the light is still working but there are exposed wires. See action plan - 9.1</p>		
4) Note: Based on a visual inspection only, no test or verification of full compliance of system carried out.		

10	MEANS OF GIVING WARNING IN CASE OF FIRE	
10.1	Is the premises fitted with a mains operated fire alarm & detection system?	Yes
<p>Comments: A mains Grade D system is installed throughout the common area (lobby's on all floors and on the escape route). It is not known if this is interfaced with detection in the flats.</p> <p>Fire detection and alarm systems are not normally provided in the common parts of blocks of flats (with the exception of sheltered housing schemes). This has been the benchmark standard for many years and continues to be the case for new blocks of flats under the current guidance in Approved Document B.</p> <p>The danger here is a person on hearing the alarm in the common area could leave the relative safety of their flat and step out into a smoke filled area putting them in immediate danger.</p> <p>Evacuation Strategy:</p> <p>As a new build block of flats above 4 x floors there should be a minimum of 60 minute fire resistance for all structural elements. Also compartmentation should be such that a stay put policy can be maintained. An assembly point in the carpark would indicate this is a simultaneous evacuation strategy.</p> <p>It should be confirmed what the fire evacuation strategy is and also confirmed that all residents know.</p>		
5) Note: Based on a visual inspection only, no test or verification of full compliance of system carried out.		

11	SMOKE CONTROL / SMOKE VENT SYSTEMS	
11.1	Automatic systems in place (AOV).	

Comments:

Both current design guidance and previous standards for purpose-built blocks of flats recommend that measures be provided to ensure that escape routes remain free of smoke.

An AOV system is installed with detection on all floors above the ground level. Automatic openers are in place on all levels above the ground floor. The openers are located at the top of the stairs and within each floor lobby.

AOV detection is installed in all lobby areas on each floor above ground.

MANAGEMENT OF FIRE SAFETY				
12	PROCEDURES AND ARRANGEMENTS			
12.1	Fire safety is managed by: (6) Crawley Borough Council			
Comments: Residents have their own responsibility for fire safety, evacuation and calling the emergency services. Assessor informed that tenants/leaseholders have been issued with fire procedures, these should be regularly reviewed as detailed in the Action Plan Report.				
A record of all CBC fire safety arrangements are available: - on the CBC website - held in the town hall - all new tenants/leaseholders are given copies of the fire safety arrangements in the building, the details of which are explained at the point of 'sign up'.				
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.				
13	TESTING AND MAINTENANCE			
13.1	Periodic servicing to BS5266-8 of emergency escape lighting?	Yes		
The emergency escape lighting is subject to a full annual discharge test undertaken by approved contractors. Records are maintained on a central document management system, which were not available at time of assessment.				
13.2	Monthly testing to the emergency light system?	No		
CBC's policy is to undertake quarterly function tests of the emergency lighting systems within the general needs housing blocks of flats. This is carried out by approved contractors. Records are maintained on a central document management system, which were not available at time of assessment.				
13.3	Periodic servicing to BS5839 of fire detection and alarm system?	Yes		
Comments: All service records are held with CBC.				
13.4	Weekly testing to the fire alarm system?	No		
Comments: All testing records are held with CBC.				
13.5	Routine checks of final exit doors and/or security fastenings?	Yes		
Comments: Crawley Borough Council cleansing team visit fortnightly and have a defect reporting procedure in place, defects are prioritised and actioned accordingly. It is advised that when the cleaning team undertake their visit to the premise the windows are checked for operation to ensure adequate ventilation is available in a fire situation.				

13.6	Routine checks of smoke control/ventilation systems?	Yes
Comments:		
All records are held with CBC. Guidance on testing and servicing AOV's can be found in BS 9999.		

14	RECORD KEEPING	
14.1	Emergency escape lighting tests and maintenance?	Yes
	Electrical installation and PAT testing?	Yes
	Machinery, HVAC's and plant testing?	N/A
	Smoke vents testing?	Yes
Comments:		
Fire Risk UK have been informed by CBC Asset Surveyor and Compliance Manager that all records are maintained on a central document management system, access was not made available to the Assessor. Records can be made available when required by inspecting authorities.		

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a commonly used risk level estimator:

		Potential consequences of fire		
		Slight harm	Moderate harm	Extreme harm
Likelihood of fire	Low	Trivial risk	Tolerable risk	Moderate risk
	Medium	Tolerable risk	Moderate risk	Substantial risk
	High	Moderate risk	Substantial risk	Intolerable risk

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

Medium

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

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

Slight 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.

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but is unlikely to result in 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 these premises is:

Tolerable

Comments:

All recommendations made in this report should be acted upon.

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

Risk Level	Action and timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	<p>It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.</p> <p>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.</p>
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

NOTE THAT, ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO 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 ACTION PLAN. THE FIRE RISK ASSESSMENT SHOULD BE REPEATED REGULARLY.

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:

It is considered that the following actions should be implemented in order to reduce 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
5.3	<p>There is an accumulation of combustible waste in the following areas:</p> <p>Outside flats: - 5 , 10, 11, 14, 18, 20, 21 & 22: door mats are in place.</p> <p>Bike stored: 2nd floor lobby.</p> <p><i>All items stored in the common areas should be removed.</i></p>	1	Sterile Area Officer attending to block.
7.5	<p>The common area was found with combustible items/personal belongings as detailed in 5.3</p> <p>In line with CBC's zero tolerance policy the items found within the common area should be removed. The availability of the combustible materials could lead to a potentially serious fire situation internally through deliberate ignition. This hazard could prevent the safe means of escape for occupants evacuating the single means of escape in a fire emergency.</p> <p>Whilst not considered an obstruction; in line with CBC's zero tolerance policy and not having any form of access control system, consideration should be given to allowing these items to remain in place.</p>	1	Sterile Area Officer attending to block.
8.1	<p>Compartmentation: in the following areas is of a poor standard and appropriate repair works must be implemented:</p> <p>5th floor - the top right hand corner, penetration hole for alarm cables requires fire stopping.</p>	2	Install intumescent 60 minute fire stopping material

8.3	<p>It could not be confirmed due to no access/supporting information that ALL the flat entrance doors/fire doors were of FD30s SC specification.</p> <p>The following steps should be taken:</p> <ul style="list-style-type: none"> * All fire doors are to be inspected to ensure they have working self-closing devices, and intumescent strips & cold smoke seals. * Notional fire doors should be upgraded to FD30s SC specification. * CBC should aim to replace the existing fire door sets if they suspect they do not meet the fire or smoke resistance performance expected of a fire door. 	2	FED FD30s Inspections complete, with remedial work, if required, undertaken from March 2022.
9.1	<p>Damaged Lighting:</p> <p>The internal emergency escape lighting unit is damaged on the 3rd floor:</p> <p>This should be repaired or replaced to make safe and bring up to the required standard of BS5266-1.</p>	2	Works complete.