Fire Risk Assessment

PAS 79-1:2020 Fire risk assessment – Part 1: Premises other than housing

Client Name:	Crawley Borough Council
Address:	Milton Mount, Milton Mount Avenue, Pound Hill, Crawley, West Sussex RH10 3DX
Date of assessment:	20th September 2023
Assessor:	Mark Robinson MIFSM. MIFPO
Validated by:	Mark Robinson MIFSM. MIFPO **Date:** 27th September 2023
Suggested Date of Review:	September 2024
Reference Number:	56217

Fire Risk UK
FIRE SAFETY & RISK MANAGEMENT

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Fire Risk UK Ltd are accredited to BAFE SP205 for Life Safety Fire Risk Assessment.
This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order'), which requires that a risk assessment be carried out.

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:	300609
Name of client:	Crawley Borough Council
Address of premises for which the fire risk assessment was carried out:	Milton Mount, Milton Mount Avenue, Pound Hill, Crawley, West Sussex RH10 3DX
Part or parts of the premises to which the fire risk assessment applies:	Entire area occupied by the client with the exception of the areas identified within the report with the exception of the areas identified within the report.
Brief description of the scope and purpose of the fire risk assessment:	Life Safety Assessment (non-invasive, visual & non destructive only)
Effective date of the fire risk assessment:	20th September 2023
Recommended date for review of the fire risk assessment:	September 2024
Unique reference number of this certificate:	56217

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 Mark Robinson MIFSM. MIFPO

Position Fire Risk Assessment Validator **Date** 27th September 2023

Name and address of Third Party Certification Body:

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

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 ay 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 our (as the case may be) by persons competent to do so and in accordance with all applicable standards.

e) As normal practice we do not access roof spaces or other hidden areas in the premises except where there is an obvious fire hazard which reasonably required further investigation, unless otherwise indicated within the report.

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.

Responsible person (e.g. employer) or person having control of the premises:	Crawley Borough Council
Contact number:	01293 438000
Person(s) consulted:	No CBC representative on site at time of visit
Job Title:	

1 THE PREMISES

1.1	Number of floors at ground level and above:	8
	Number of floors entirely below ground level:	1
	Floors on which car parking is provided:	0
1.2	Number of flats:	142

1.3 Brief details of construction and approximate age of the building:

Detached purpose built block of flats built c.1960's. Constructed of concrete, brick, glass with a flat roof. Building has two main lift/stair cores referred to as 'Upper' and 'Lower'.
Each core has four main entrances/exits to the building at ground level, with each set having two at the front and two at the rear.
There are four sets of stairs within the building; each core has a main staircase (by the lift lobby) and this is supplemented by a fire escape stairway at each end of the building.
There are two sets of lifts (1 x 2 lifts and 1 x 1 lifts) serving all floors adjacent each core staircase provided with a fire control override which returns the lifts the ground floor level. Dry rising main breeching inlets by main entrance/exit with a landing valve at each floor level by the lift in each core. 4 flats on lower ground floor, 16 on ground floor and 18 flats per floor from 1st to 7th floor = 142 flats in total.

1.4 Occupancy, as defined in the Classification of Purpose Groups set out in Table 0.1 of Approved Document B, vol 1 (Fire Safety).

Group 1(a) – Residential (dwellings) Flat.

2 THE OCCUPANTS

2.1	Approximate maximum number of employees at any one time:	1
2.2	Approximate maximum number of residents and visitors at any one time:	200-300

3 OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1	Sleeping occupants:	Yes
3.2	Occupants in remote areas and lone workers:	No
3.3	Others:	No

4 FIRE LOSS EXPERIENCE

4.1	Is there a history of fire loss experience, if yes detail below:	No

Two fires within the past 24 month. One within the confines of a flat due to accidental ignition involving a cooking appliance. The second due to malicious ignition of items within the common area entrance at ground floor level.

5 OTHER RELEVENT INFORMATION

5.1	Is there any other relevant information:	Yes

Between the hours of 08:00 - 16:00 a cleaner visits the site. Crawley Borough Council is referred to as CBC within this report.

Fire Risk UK have been informed by the compliance team of CBC that as part of their overall management of fire risk in all CBC properties, all relevant fire safety records are held electronically and kept up to date. They have not been reviewed as part of this assessment.

CBC have confirmed that any fire equipment within the common area of general needs flats are subject to a suitable schedule of maintenance.

CBC have confirmed their compliance relating to the information listed below as required within the Fire Safety (England) Regulations 2022 covering the following types of premises.

1. Residential buildings with 2 or more domestic premises with common areas.

Provide relevant fire safety instructions to all residents in their respective language and provide information relating to the importance of fire doors in fire safety, where appropriate

2. Residential buildings between 11 and 17.9 metres in height.

As per No. 1 (above) plus annual checks of flat entrance doors and quarterly checks of all fire doors in the common parts.

3. Residential buildings 18 metres (or 7 storeys) and above in height.

As per No. 1 and 2 (above) plus the provision of a Secure Information Box containing all relevant information, fitting of wayfinding signage, monthly checks of firefighters lifts, evacuation lifts and firefighting equipment. Appropriate information relating to external wall systems is issued to the local Fire & Rescue Services. Building Plans provided electronically to the local Fire & Rescue Services.

CBC have confirmed that the flat entrance doors to all types of buildings are 30 minute fire resisting within a programme of remedial works, and are inspected by their appointed contractor annually in accordance with the above Regulations.

Note - the flat entrance doors were NOT sampled as part of this assessment. This assessment covers the common areas only. No access to the water pumping station, therefore, this assessment does not cover that area.

6 RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

The Fire Safety Order 2005

6.2 The above legislation is enforced by: West Sussex Fire and Rescue Service

6.3 Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]:

The Housing Act 2004

6.4 Other legislation referred to above is enforced by:

Local Authority

6.5 Is there an alterations notice in force? Unknown

Relevant information and deficiencies observed:

No information available to the assessor.

7 ELECTRICAL SOURCES OF IGNITION

7.1	Are reasonable measures taken to prevent fires of electrical origin?	Yes
7.2 (a)	Are fixed installations periodically inspected and tested?	Yes
7.2 (b)	Has portable appliance testing been carried out?	N/A

Relevant information (including description of arrangements and deficiencies observed):

Assessor informed by CBC Compliance Team that the Electrical Installation Condition Reports and any PAT testing required are undertaken periodically by a third party accredited contractor. Records are held electronically by CBC Compliance Team.
CBC prohibit the use of portable appliances in common areas including mobility scooters, E-Bikes and E-Scooters. The only exceptions would be contract cleaners or approved service and maintenance staff.
During this assessment no portable appliances were seen.

8 SMOKING

8.1	Are reasonable measures taken to prevent fires as a result of smoking?	Yes
8.2 (a)	Is smoking prohibited in appropriate areas?	Yes
8.2 (b)	Are there suitable arrangements for those who wish to smoke?	Yes
8.2 (c)	Did the smoking policy appear to be observed at time of inspection?	Yes
8.2 (d)	Are 'No Smoking' signs provided in the common area?	Yes

Relevant information (including description of arrangements and deficiencies observed):

A Fire Safety policy is in place prohibiting smoking in the common areas of the building.
No discarded smoking materials were seen around the building.
'No Smoking' signage is in place throughout the building.

9 ARSON

9.1	Does basic security against arson by outsiders appear reasonable?	Yes
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes

Relevant information (including description of arrangements and deficiencies observed):

Security door entry system in place with access via a fob or trades button during certain times. Front entrance door in both cores can be accessed via override key.
Waste bins are located in two specific refuse rooms (one per core). Each refuse room is sited at the base of an internal refuse chute and is protected by an automatic sprinkler system, fitted with an external visual actuation beacon. Additionally, the base of each refuse chute is fitted with a fire damper operated by a fusible link system, in order to reduce possible smoke ingress and vertical fire spread to the main internal areas of both blocks, should a bin fire occur within the refuse store. CCTV has now been installed both internally and externally. The assessor noted that the rear exit door would not close unaided but understands that this has been reported to CBC and a repair is being organised.

Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, this should be obtained from a security specialist.

10 PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS

10.1	Is there satisfactory control over the use of portable heaters?	N/A
10.2	Are fixed heating and ventilation installations subject to regular maintenance?	N/A

Relevant information (including description of arrangements and deficiencies observed):

No heating systems are located within the common areas. It is recommended Crawley Borough Council conduct or advise all residents to have their boilers serviced at least annually, in accordance with Gas Safe and manufacturer requirements. Carbon monoxide detectors are also recommended to be installed, if they are not already.

11 COOKING

11.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A

Relevant information (including description of arrangements and deficiencies observed):

No communal kitchens within the premises. All residents are responsible for kitchen fire safety within their individual dwellings.

12 LIGHTNING

12.1	Does the building have a lightning protection system?	Unknown

Relevant information (including description of arrangements and deficiencies observed):

It is unknown if a lighting protection system is fitted to the premises.

13 HOUSEKEEPING

13.1	Is the overall standard of housekeeping adequate?	Yes
13.2(a)	Do combustible materials appear to be separated from ignition sources?	Yes
13.2(b)	Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?	No
13.2(c)	Are gas and electricity intake/meter cupboards adequately secured and kept clear of combustible materials?	Yes

Relevant information (including description of arrangements and deficiencies observed):

Housekeeping was good throughout the building. No overspill of refuse noted within the purpose built refuse stores. Store cupboards/risers are kept locked at all times to prevent unauthorised access. The assessor noted that store cupboards have been utilised for the storage of waste materials from contractors. See Action Plan Report.

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. The storage and charging of electrically powered devices such as mobility scooters, E-Bikes and E-Scooters is prohibited.

14 HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1	Is there satisfactory control over works carried out in the building by contractors?	Yes

Relevant information (including description of arrangements and deficiencies observed):

External contractors are approved by the Client and 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 the Client's procedures and inspections.
It is advised that CBC undertake site visits to monitor contractors compliance with site safety rules.
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. Contractors and visitors should make themselves aware of fire instructions, which are displayed throughout the premises in each lift lobby.
In the event of a fire, all outside contractors must make their way to the fire assembly point to the front of the building and await further instruction.

15 DANGEROUS SUBSTANCES

15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises? N/A

Relevant information (including description of arrangements and deficiencies observed):

The assessor has not been made aware that dangerous substances are stored or used on the premises and non were observed in the building at the time of the assessment.
The tenancy/leasehold agreements of each dwelling should incorporate the prohibition of the storage or use of dangerous substances within the dwellings.

For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

16 OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

16.1 Hazards:

None.

Relevant information (including description of arrangements and deficiencies observed):

N/A

17 MEANS OF ESCAPE

17.1	Is the design and maintenance of the means of escape considered adequate?	Yes
17.2(a)1	Are there reasonable distances of travel: where there is escape in a single direction?	Yes
17.2(a)2	Are there reasonable distances of travel: where there are alternative means of escape?	Yes
17.2(b)	Is there adequate provision of exits?	Yes
17.2(c)	Do fire exits open in the direction of escape, where necessary?	Yes
17.2(d)	Are the arrangements provided for securing exits satisfactory?	Yes
17.2(e)	Is the fire-resisting construction (including any glazing) protecting escape routes and staircases of a suitable standard and maintained in sound condition?	Yes
17.2(f)	Is the fire resistance of doors to staircases and the common areas considered adequate, and are the doors maintained in sound condition?	No
17.2(g)	Are suitable self-closing devices fitted to doors in the common areas?	Yes
17.2(h)	Is the fire resistance of doors to meter cupboards/store rooms/plant rooms in the common areas considered adequate, and are they adequately secured and/or fitted with suitable self-closing devices?	No
17.2(i)	Is the fire resistance of flat entrance doors considered adequate, and are doors maintained in sound condition?	Unknown
17.2(J)	Are suitable self-closing devices fitted to flat entrance doors and, where fitted, maintained in good working order?	Unknown
17.2(K)	Are there adequate smoke control provisions to protect the common escape routes, where necessary?	Yes
17.2(l)	Are all escape routes clear of obstructions?	Yes
17.2(m)	Are all fire exits easily and immediately openable?	Yes
17.2(n)	Is it considered that the premises are provided with reasonable arrangements for means of escape for disabled people?	Yes

Relevant information (including description of arrangements and deficiencies observed):

Each core has four main entry/exit points to the building at ground level, with each core having two at the front and two at the rear. There are four sets of stairs within the building; each core has a main staircase (by the lift lobby) and this is supplemented by a fire escape stairway at each end of the building.

There are two sets of lifts serving all floors adjacent each main core staircase with firefighters control switches present at ground floor level. Travel distances for occupants to reach a place of safety are within acceptable parameters for common areas (as provided in Approved Doc B, Volume 1: Dwellings - Fire Safety). A fire door was noted to not close unaided, some compartment doors appear to have gaps in excess of acceptable tolerances, flat front doors were seen missing letter box covers and had holes in them . See Action Plan.

Final exit doors were checked during this assessment, they were found to be in good condition. Final exit doors are secured in such a way that they would be opened easily and freely in an emergency. At the time of this assessment escape routes were not obstructed. Staircases were well lit with no items stored on landings and no trip hazards were seen. Stair nosing's and handrails were in good condition. Service riser cupboards were seen fitted with intumescent strips and cold smoke seals, with the exception of some doors identified within the Action Plan.

Assessor informed by CBC that a program of works is underway to upgrade all fire doors within the premises, starting with the flat entrance doors, cross corridor compartment doors, doors to stairs, risers and cupboards. The top of each emergency stair, located at each end of the building is fitted with louvres to allow natural ventilation of fire products.

CBC have a detailed list of all residents who require special assistance in the event of an evacuation. This is provided within a Secure Information Box for the Fire and Rescue Service to access on site.

Yellow hatchings and physical barriers have been installed in a effort to keep the area at the front of the building clear of vehicles to allow suitable access for the fire service.

18 MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1	Is it considered that there is/are:	
18.1(a)	Adequate levels of compartmentation between floors and between flats and the common escape routes?	Yes
18.1(b)	Reasonable limitation of linings to escape routes that might promote the spread of fire?	Yes
18.1(c)	As far as can reasonably be ascertained, reasonable fire separation within any roof space?	Unknown
18.1(d)	Adequately fire protected service risers and/or ducts in common areas, that will restrict the spread of fire and smoke?	Unknown
18.2	As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire?	Unknown

Relevant information (including description of arrangements and deficiencies observed):

In line with the scope of this report the assessment is restricted to a general walk-through inspection of the premises common areas only. The assessor cannot comment on the standard of the compartmentation between dividing walls, between rooms or ceilings between floors. A thorough invasive survey which is beyond the scope of this assessment would be needed to establish accurate levels of fire protection in key areas such as common areas, escape routes and roof voids/lofts.
This is a modern purpose built block of flats, it is therefore reasonable to assume that compartmentation is of an adequate standard. There were no obvious issues relating to fire stopping or breaches of compartmentation. There are no external cladding systems fitted to this building. The assessor noted that fire stopping works had been completed by Gunfire Passive Protection, evidenced by stickers adjacent to their work. Dampers provided within the bin chute system. At time of assessment a contractor was onsite undertaking fire stopping following the ongoing fire safety works.

This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.

A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment

19 EMERGENCY ESCAPE LIGHTING

19.1	Has a reasonable standard of emergency escape lighting been provided?	Yes

Relevant information (including description of arrangements and deficiencies observed):

From what could be ascertained, a suitable and sufficient provision of emergency lighting has been installed, in accordance with the recommendations of BS 5266.

Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

20 FIRE SAFETY SIGNS AND NOTICES

20.1	Is there a reasonable standard of fire safety signs and notices?	Yes

Relevant information (including description of arrangements and deficiencies observed):

Adequate fire safety signage has been installed in accordance with CBC policy and statutory requirements. The majority of doorways, or other exits, providing access to a means of escape, other than exits in ordinary use (i.e. main entrance), were distinctively and conspicuously marked by exit signs. Some signs are noted to have been removed or had attempts to set fire to them, contractor aware and has a job raised to replace them. The ground floor should have additional fire safety information provided within the lower entrance lobby. See Action Plan Report.

21 MEANS OF GIVING WARNING IN CASE OF FIRE

21.1	Is a reasonable fire detection and fire alarm system provided in the common areas, where necessary?	N/A
21.2	If there is a communal fire detection and fire alarm system, does it extend into the dwellings?	N/A
21.3	Where appropriate, has a fire alarm zone plan been provided?	N/A
21.4	Where appropriate, are there adequate arrangements for silencing and resetting an alarm condition?	N/A

Relevant information (including description of arrangements and deficiencies observed):

Automatic fire detection and alarm system not provided or required within common areas in line with guidance for a purpose built block of flats.
An Evacuation alert system has been installed in order to enable to the fire service to safely and effectively evacuate the building. The control and indicating equipment is located within the upper entrance lobby.
It could not be confirmed if all flats have smoke alarms conforming to BS5839-6. CBC are responsible for the provision of this detection within the confines of the flats under their ownership. It is recommended all leaseholders are advised to have at least one installed within the escape route (corridor leading to the front door) as a minimum in addition to carbon monoxide detectors where gas boilers or solid fuel burning appliances are installed.

Relevant information on false alarm experience(if known):

No information available at the time of the assessment.

Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

22 MANUAL FIRE EXTINGUISHING APPLIANCES

22.1	Is there reasonable provision of manual fire extinguishing appliances?	N/A
22.2	Are all fire extinguishing appliances readily accessible?	N/A

Relevant information (including description of arrangements and deficiencies observed):

It is not normally considered necessary to provide fire extinguishers or hose reels in the common parts of blocks of flats. Such equipment should only be used by those trained in its use. It is not considered appropriate or practicable for residents in a block of flats to receive such training. In addition, if a fire occurs in a flat, the provision of fire extinguishing appliances in the common parts might encourage the occupants of the flat to enter the common parts to obtain an appliance and return to their flat to fight the fire. Such a procedure is inappropriate. Any proposal for the provision of fire extinguishing appliances should be based only on full justification of the proposal by a fire risk assessment. The assessor does not deem it appropriate to provide firefighting equipment within the common areas for general use. This does not preclude residents in any block of flats from providing their own equipment, such as fire blankets or fire extinguishers to tackle a fire in their own flat should they wish to do so. Fire extinguishers have been installed within cupboards containing electrical equipment or ignition sources.

23 RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

23.1 Type of fixed system:

Sprinkler system in the two bin rooms.

Relevant information and deficiencies observed:

A visual actuation beacon is sited on the outer wall of each bin room to indicate the sprinkler system has actuated.

Relevant to life safety and this risk assessment (as opposed to property protection).

24 OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT

24.1 Type of fixed system:

Sprinkler Systems in each bin store.
Dry rising mains fitted to each core.
Smoke ventilation (manual) in each fire exit stairway.
Fire dampers in refuse chutes.
Lighting Protection System fitted.
Evacuation Alert System.

Relevant information and deficiencies observed:

Sprinkler systems installed to cover the two refuse store rooms located at ground floor level. A visual actuation beacon is situated on the outer wall of each room adjacent to the bin store entrance door, to indicate whether the sprinkler has operated.
The two escape stairs located either end of the premises have louvered ventilation grills fitted. Two internal core staircases have ventilation/roof access hatches at the top of the stairs on the 7th floor.
Automatic fire dampers actuated via fusible link system fitted onto the refuse chutes in bin stores.
Two dry rising mains installed, one in each block. Inlets and outlets observed secured undamaged with blank caps with outlets serving upper floors of the building.
Lighting Protection System fitted.
An Evacuation alert system has been installed in order to enable to the fire service to safely and effectively evacuate the building. The control and indicating equipment is located within the upper entrance lobby.

24.2 Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?

N/A

Relevant information (including description of arrangements and deficiencies observed):

The assessor did not identify any equipment relating to PV cells, fitted within the building.

Relevant to life safety and this risk assessment (as opposed to property protection).

25 PROCEDURES AND ARRANGEMENTS

25.1 The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:

CBC Compliance Manager.

25.2 Fire safety at the premises is managed by:

CBC Compliance Manager.

25.3 Is there a suitable record of the fire safety arrangements? Yes

Relevant information (including description of arrangements and deficiencies observed):

Residents have their own responsibility for fire safety within their dwelling, personal evacuation and calling of the emergency services. Assessor understands that residents have been issued with evacuation procedures. These procedures are also summarised within fire action notices located throughout the building. Crawley Borough Council Housing team regularly undertake routine inspections of the common areas.

25.4 The evacuation strategy is: Stay put

Comment:

The evacuation strategy is contained in Milton Mount Fire Safety Policy dated January 2017 with a review date for January 2022. The assessor was informed that the Fire Safety Policy is currently under review alongside the Fire Strategy for the building.

25.5 Are procedures in the event of fire appropriate and properly documented, where appropriate? Yes

Relevant information (including description of arrangements and deficiencies observed):

Fire safety information is displayed within the noticeboard in the upper entrance lobby. It is recommended that the same information is also displayed in the notice board in the lower entrance lobby, as an ongoing reminder to residents, and as instructions/guidance for visitors/contractors along with the Fire Safety Policy. See Action Plan.

25.6	Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?	Yes

Relevant information (including description of arrangements and deficiencies observed):

Carried out by Crawley Borough Council Housing team and the caretaker on a regular and ongoing basis.

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.

Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

26 TRAINING AND DRILLS

26.1	Are all staff given adequate fire safety instruction and training?	Yes

Relevant information (including description of arrangements and deficiencies observed):

In line with CBC policy, induction and subsequent refresher fire safety training is provided to all Crawley Borough Council Housing team staff. Fire safety training should be continuous, commencing with induction training and continuing in the form of regular (at least once per year) refresher training. The training should cover the roles and responsibilities of staff, fire actions and the emergency evacuation plan. Records not seen.

26.2	When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided?	Yes

Relevant information (including description of arrangements and deficiencies observed):

All contractors are made aware of fire procedures in all CBC premises by way of their induction and instructions and notices within each property.

27 TESTING AND MAINTENANCE

27.1	Is there adequate maintenance of the premises?	Yes

Relevant information (including description of arrangements and deficiencies observed):

Refer to relevant sections below. All contractors are approved by CBC and required to submit RAMs and copies of third party accreditations. Records of all maintenances held by CBC Compliance Team at the Town Hall.

27.2	Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?	N/A

Relevant information (including description of arrangements and deficiencies observed):

N/A

27.3	Are monthly and annual testing routines in place for the emergency escape lighting?	Yes

Relevant information (including description of arrangements and deficiencies observed):

Third party accredited contractor appointed to undertake quarterly tests of the system with one of the tests a full duration test. Records held electronically by CBC Compliance Team.

27.4	Is annual maintenance of fire extinguishing appliances undertaken?	Yes

Relevant information (including description of arrangements and deficiencies observed):

Third party accredited contractor appointed to undertake annual maintenance of the appliances. Records held electronically by CBC Compliance Team.

27.5	Are six-monthly inspection and annual testing of rising mains undertaken?	Yes

Relevant information (including description of arrangements and deficiencies observed):

Third party accredited contractor appointed to undertake periodic wet and dry tests of the installations. Records held electronically by CBC Compliance Team.

27.6	Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)?	N/A

Relevant information (including description of arrangements and deficiencies observed):

There are two sets of lifts (1 x 2 lifts and 1 x 1 lifts) serving all floors adjacent each core staircase provided with a fire control override which returns the lifts the ground floor level. The lifts are not fire rated.

27.7 Other relevant inspections or tests:

Sprinkler Systems are inspected annually.
Smoke ventilation (manual) vents are inspected periodically.
Fire dampers in refuse chutes are inspected six monthly.
Lighting Protection System is inspected periodically.
CBC tenants smoke alarms are tested periodically.
Evacuation Alert System is tested every six months.

Relevant information (including description of arrangements and deficiencies observed):

Third party accredited contractors are appointed to undertake routine maintenance and inspections of the above installations. Records held electronically by CBC Compliance Team.

28 RECORDS

28.1(a)	Are there appropriate records of: Fire alarm tests (where relevant)?	N/A
28.1(b)	Are there appropriate records of: Emergency escape lighting tests?	Yes
28.1(c)	Are there appropriate records of: Maintenance and testing of other fire protection systems and equipment?	Yes

Relevant information (including description of arrangements and deficiencies observed):

All records for the premises are kept and maintained electronically by Crawley Borough Council at the Town Hall. All maintenance, servicing & 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.

29 SECURE INFORMATION BOX

29.1	Is there a suitably located premises information box for the fire and rescue service?	Yes
29.2	Are there arrangements to keep the premises information box up to date?	Yes

Relevant information (including description of arrangements and deficiencies observed):

A list of residents requiring assistance in the event of an evacuation are included in the Secure Information Box which is located in the upper entrance lobby with the information duplicated and held within a box in the caretakers office. The assessor was informed that this information is reviewed periodically (at least annually) and at such a time when a new resident moves in. Within the boxes is a single line drawing of the building indicating utility isolation points, entry exit points and shows the building layout floor by floor.

Normally applicable only to sheltered and extra care housing.

30 ENGAGEMENT WITH RESIDENTS

30.1	Has information on fire procedures been disseminated to residents?	Yes
30.2	Is fire safety information disseminated to residents?	Yes

Relevant information (including description of arrangements and deficiencies observed):

Fire Safety and evacuation procedures are provided to all residents and should be displayed within the notice boards at the entrances.

31 PREVIOUS RISK ASSESSMENT

31.1	Has a Fire Risk Assessment been carried out previously?	Yes
31.2	Have all recommendations made in the last Fire Risk Assessment been satisfactorily addressed?	Yes

31.3 Brief details of recommendations not yet implemented:

All items within the last assessment as been actioned.

Fire Risk Assessment

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

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

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

Your attention is drawn to the glossary section of this report where definitions can be found and used as starting points when looking to improve standards or performance relating to fire safety and the protection of life on these premises.

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	It is essential that efforts are made to reduce the risk. Risk reduction measures 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 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 actions should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Tolerable

Definition of priorities (where applicable):

Priorities:
1. High.
2. Medium.
3. Low.

Suggested timescale:
A. Immediately - to be implemented as soon as possible.
B. Short term - to be implemented within three months.
C. Medium term - to be implemented within three to six months.
D. Long term - to be implemented as and when the opportunity arises, such as at the time of replacement of a fire door or refurbishment of premises.

Item	Recommendation	Priority	Timescale
13.2(b)	**Unnecessary accumulation and inappropriate storage of combustible materials** The following areas have an unnecessary accumulation or inappropriate storage of combustible materials or waste. This must be removed and the area kept clear: * All lockable cupboards on every floor contain waste materials from recent building works. The presence of unnecessary combustible items within the buildings adds to the fire loading of the building and will contribute to rapid fire spread.	1	Immediately This material was removed by Contractors and advised not to repeat.
17.2(f)	**Fire resistance of doors to staircases and the common areas were not considered adequate, and maintained in good condition** In order to protect building occupants egressing to a place of safety in the event of a fire, and to provide a level of compartmentation and fire separation, compartment fire doors within the common area should meet an FD30s specification fire door. Following inspection, the following deficiencies were noted: * Fire door by flat 514 adjacent to the lift lobby does not fully close unaided into its rebate.	1	Immediately Remedial works to the cross corridor doors took place on 25 September.

17.2(h)	**Fire resistance of doors to meter cupboards/store rooms/plant rooms in the common areas were not adequate/adequately secured** In order to protect building occupants egressing to a place of safety in the event of a fire, and to provide a level of compartmentation and fire separation, the doors to meter cupboards/store rooms/plant rooms should meet an FD30s specification fire door. Following inspection, the following deficiencies were noted: * Missing intumescent strips in the store cupboards adjacent to the following flats; 213, 305 and 713.	1	Short term Instruction raised to complete the appropriate works.
17.2(i)	**Fire resistance of all/some flat entrance doors observed to be inadequate and not maintained.** * The letterboxes of the following flats are damaged/not in place; flats 709 and 502. * The wall adjacent to flat 709 is damaged. An approved contractor should be appointed to ensure that the doors and wall are capable of achieving a minimum of 60 minutes fire resistance integrity.	1	Immediately FED under review to meet FD30s with accredited Third Party Inspector and BM TRADA
25.5	**Procedures in the event of fire not appropriately displayed** The following documents should be displayed within secure tamperproof fire rated notice boards in each entrance lobby. * Emergency Evacuation Plan * Fire Safety Policy * Fire Safety Advice for Milton Mount document * Emergency Contact Details *Note: The information is displayed in the upper block entrance lobby but not in the lower block.*	1	Short term This information is present on the upper block, notice board on order for lower block.

Glossary

The information below is for guidance and provides supporting information for the Action Plan which it should be read in conjunction with.

Term	Definition
Access room	A room through which the only escape route from an inner room passes.
Accommodation stairway	A stairway, additional to that required for means of escape purposes, provided for the convenience of occupants.
Alterations notice	If your premises are considered by the enforcing authority to be high risk, they may issue an alterations notice that requires you to inform them before making any material alterations to your premises.
Alternative escape route	Escape routes sufficiently separated by either direction and space, or by fire-resisting construction to ensure that one is still available irrespective of the location of a fire.
Approved Document B (ADB)	Guidance issued by Government in support of the fire safety aspects of the building regulations.
Arson	The criminal act of deliberately setting fire to property.
As low as reasonably practicable	Is a concept where risks should continue to be reduced until you reach a point where the cost and effort to reduce the risk further would be grossly disproportionate to the benefit achieved.
Assembly point	A designated place where people have been told to wait after evacuating a building in the event of a fire or other emergency. Note: An alternative assembly point that has protection against inclement weather may be required.
Automatic fire detection system	A means of automatically detecting the products of a fire and sending a signal to a fire warning system. See 'Fire warning'.
Basement	A storey with a floor which at some point is more than 1,200mm below the highest level of ground adjacent to the outside walls, unless, and for escape purposes only, such area has adequate, independent and separate means of escape.
Child	Anyone who is not over compulsory school age, i.e. before or just after their 16th birthday.
Class 0, 1 or 3 surface spread of flame	Classes of surface spread of flame for materials needed to line the walls and ceilings of escape routes.
Combustible material	A substance that can be burned.
Common parts	Those areas of a building that are not for the exclusive use of certain building occupants (e.g. common corridors, stairways, plant rooms, other ancillary areas, etc.).
Compartment wall and/or floor	A fire-resisting wall or floor that separates one fire compartment from another.

Compartmentation	A building or part of a building comprising one or more rooms, spaces or storeys constructed to prevent the spread of fire to or from another part of the same building or an adjoining building. This is achieved through the provision of fire resisting walls and floors (commonly offering between 30 minutes and 120 minutes fire resistance) and will include special measures to address any openings in the compartment lines, such as doors, glazing, service penetrations and ductwork.
Competent person	According to the Regulatory Reform (Fire safety) Order 2005 Article 18 (5), a person is to be regarded as competent for the purposes of this article (Safety Assistance) where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the preventative and protective measures.
Dangerous substance	A substance which because of its physic-chemical or chemical properties and the way it is used or is present at the workplace creates a risk.
Dead end	Area from which escape is possible in one direction only.
Direct distance	The shortest distance from any point within the floor area to the nearest storey exit, or fire-resisting route, ignoring walls, partitions and fixings.
Domestic premises	Premises occupied as a private dwelling, excluding those areas used in common by the occupants of more than one such dwelling.
Emergency escape lighting	Lighting provided to illuminate escape routes that will function if the normal lighting fails. Designed, installed and maintained in accordance with BS5266 and required as per article 14.2 (h) of the Fire Safety Order 2005.
Enforcing authority	The fire and rescue authority or any other authority specified in Article 25 of the Regulatory Reform (Fire Safety) Order 2005.
Escape route	Route forming that part of the means of escape from any point in the premises to a final exit.
Evacuation	A process whereby people leave premises in case of an incident e.g. fire and reach a place of safety.
Evacuation lift	A lift that may be used for the evacuation of people with disabilities, or others, in a fire.
External escape stair	Stair providing an escape route, external to the building.
External wall system	External construction of a building including external walls, cladding, insulation, filler materials, cavity barriers, etc.
Fail-safe	Locking an output device with the application of power and having the device unlock when the power is removed. Also known as fail unlock, reverse action or power locked.
False alarm	A fire signal, usually from a fire warning system, resulting from a cause other than fire. Known or referred to as 'Unwanted Fire Signals' or UFS.
Final exit	An exit from a building where people can continue to disperse in safety and where they are no longer at danger from fire and/or smoke.

Fire alarm	A fire alarm system comprises of input devices (such as smoke & heat detection and manual call points) and output devices (such as sounders and visual alarm devices). The purpose of the system is to detect fire in its early stages and alert building occupants. The system can be interfaced with other systems such as fire shutters, gas lock off and extraction systems. The system is fitted with a battery back so in the event of a mains power failure the system will run on standby for a defined period of time and allow the sounders and any auxiliary items to run for a minimum of 30 minutes.
Fire compartment	A building, or part of a building, constructed to prevent the spread of fire to or from another part of the same building or an adjoining building.
Fire door	A door or shutter, together with its frame and furniture, provided for the passage of people, air or goods which, when closed is intended to restrict the passage of fire and/or smoke to a predictable level of performance. It is essential that compartment fire doors fitted in the building meet the criteria of the requirements of an FD30s specification fire door (as defined by BS 476: Part 22 - BS EN 1634 -1). These doors must: * provide 30-minutes fire resistance capability * have intumescent strips and cold smoke seals * close fully, unaided, onto the door frame and rebate * be kept shut, and fitted with the appropriate signage. Gaps along the sides/top should be 3 mm (+/- 1 mm) and the gap at the bottom no more than 10mm. Note: All fire doors must be kept shut, when not in use, and must not be held open by any obstructions. The only acceptable method for holding fire doors open is the use of automatic release door mechanisms, that meet the requirements of BS 7273: Pt.4 or BS 5839:Pt.3. These are generally electro-magnetic release devices that are interfaced into the buildings main fire alarm system. These should not be installed on bedroom doors (except in Care homes where need identified).

Fire drill	A fire drill is a simulated emergency procedure which aims to emulate the processes which would be undertaken in the event of a fire or other similar emergency. It involves creating a situation which replicates what would happen if a real fire were to occur, usually with the inclusion of fire alarms, and requires your employees, and anyone else who may be within your property at the time, to evacuate. Intended to make an evacuation in the event of a fire as simple, efficient and effective as possible, it involves running your employees through your evacuation procedures, ensuring they are familiar with the plan and are able to get out quickly and safely. It is also intended to make sure your relevant fire warden or fire safety supervisor knows exactly what they are doing and can act as incredibly beneficial practice if their expertise is ever really needed. Fire drills are also an important evaluation of your evacuation procedures. An ideal opportunity to test how effective your emergency plans are, they allow you to quickly identify any flaws or weaknesses which may be present and then make any changes as a result. For example, if some of your staff gather their belongings before leaving, you can ensure everyone is aware this action is against all fire safety recommendations and that, in a real life situation, they may be putting their lives in danger. Similarly, if you find one of your exits is blocked, or too narrow for your employees to quickly escape, you should plan an alternative or additional route.
Fire extinguishers or fire extinguishing appliances	A pressurised device designed to be carried (with a mass of less than 20kg) and be operated by hand for the purpose of the suppression or extinguishing of small fires, or fires in their early stages. In accordance with Article 21 of the Fire Safety Order and BS 9999 Annex Q, all staff members should be provided with training covering the types and uses of the fire fighting equipment on site, correct uses of the extinguishers and application techniques. This should include a 'hands on' use of the extinguishers to reinforce learning and confidence in using them. All records of training should be kept on file.
Fire hazard	A fire hazard has two components balanced against each other, one is the possibility of a fire occurring and the other would be the magnitude of consequences of that fire. While there are many specific types of fire hazards, common industrial hazards include open flames, combustible dust, electrical (wiring, appliances and equipment), accumulation of combustible materials, cooking equipment including deep fat fryers, smoking materials, arson, flammable liquids, portable heaters, boilers, engines and other oil burning equipment, chemicals, hot work, equipment and machinery. Estimation of the level of risk posed by a fire hazard is the assessment of the likelihood of harm, firstly to people, but also to property and business continuity.

Fire resistance	The ability of a component or construction of a building to satisfy, for a stated period of time, some or all of the appropriate criteria of relevant standards. (Generally described as 30 minutes fire resisting or 60 minutes fire-resisting.) See BS EN 1363-1, BS 476-733 and associated standards for further information.
Fire risk	A fire risk is the likelihood that a fire will occur as a result of a fire hazard and the extent and severity of the damage (harm potential) which may be caused.
Fire safety manager	A nominated person with responsibility for carrying out day-to-day management of fire safety. (This may or may not be the same as the 'responsible person'.)
Fire safety signs	Fire safety signs should always be clear and unambiguous – ensure that fire safety signs are used to clearly and effectively indicate the escape routes and exits in case of fire. Escape route signs must be displayed all along the exit route – signs should be placed at all changes of direction in corridors, stairs or open spaces as well as above all doors or junctions. Fire safety signs should be illuminated – this ensures that they can always be seen and be legible, including in conditions where the power is lost. Directional arrows are included on escape route signs to indicate the quickest route to safety – wherever you are in a building, it is important that you can immediately see a sign for the nearest fire escape route. Signs should be positioned at an appropriate height – signs need to be visible from a distance (full guidance on which can be found from the British Standards Institute in the document BS 5499 Part 4). Signs above doors should be 2m from the floor or 2m down when suspended from the ceiling and wall signs should be 1.7m from the floor. All employees should know the location of the nearest fire alarm and what to do in an emergency – this is a legal requirement and can be done by training staff, using 'fire alarm call point' signage and displaying a Fire Action Notice sign in a visible place. Fire-fighting equipment must be identified with signs – for example, signs indicating the location of a fire hose reel or extinguisher.
Fire safety strategy	A number of planned and co-ordinated arrangements designed to reduce the risk of fire and to ensure the safety of people if there is a fire.

Fire seperation	Fire separation is the method for protecting buildings from the spread of fire into adjoining areas for designated time periods by the introduction of fire resisting walls, floors, doors, ducts and so on. These time periods are set out in the Building Regulations. These constructions divide the building into distinct fire zones called 'fire compartments'. In such cases, the walls and floors are referred to as compartment walls and compartment floors.
Fire stopping	A seal provided to close an imperfection of fit or design tolerance between elements or components, to restrict the passage of fire and smoke.
Fire watch (also referred to as a waking watch)	A system whereby staff continually patrol all floors and the exterior perimeter of the building in order to respond to a fire, assist in calling the fire service and assisting with the evacuation of occupants of the building.
Firefighting lift	A lift, designed to have additional protection, with controls that enable it to be used under the direct control of the fire and rescue service when fighting a fire.
Firefighting shaft	A fire-resisting enclosure containing a firefighting stair, fire mains, firefighting lobbies and if provided, a firefighting lift.
Firefighting stairway	See firefighting shaft.
Fire-warning system	A means of alerting people to the existence of a fire. (See automatic fire detection system.)
Fixed installation testing	The electrical installation must be inspected and tested in accordance with current IET Wiring Regulations BS 7671. This test and inspection is know as an EICR or Electrical Installation Condition Report.
Flammable material	Easily ignited and capable of burning rapidly.
GEEP	Generic Emergency Evacuation Plan (GEEP). A generic emergency plan for those needing assistance to escape. See PEEP.
General fire precautions	This term is used to describe precautions that are provided to reduce the risk of fire and spread of fire, in conjunction with other measures, to keep people safe from fire in a building (see Article 4 of the Regulatory Reform (Fire Safety) Order 2005).
Hazardous substance	1. See Dangerous substance. 2. A substance subject to the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Heating and ventilation maintenance	All gas, oil and solid fuel burning appliances must be inspected and tested in accordance with the relevant standards and the manufacturers guidelines. It is a legal requirement to ensure that these installations are maintained in a safe condition so as to prevent risk of injury to any person.
Highly flammable	Generally liquids with a flashpoint of below 21°C. (The Chemicals Hazard Information and Packaging for Supply Regulations 200247 (CHIP) give more detailed guidance.)
Hot works	Hot work refers to any work that requires using open flames, applying heat or friction, or may generate sparks or heat. More specifically, it is defined by BS 9999 as “any procedure that might involve or have the potential to generate sufficient heat, sparks or flame to cause a fire. Hot work includes welding, flame cutting, soldering, brazing, grinding and the use of other equipment incorporating a flame, e.g. tar boilers, etc.” Common types of hot work include: * Welding, brazing, and soldering. * Grinding and cutting. * Thawing pipes. * The use of open flames, blow-lamps, and torches. * Using bitumen and tar boilers. * The use of hot air blowers and lead heaters. This is not an exhaustive list, but it does include the most common examples of hot work and those that can pose significant risks without proper safety precautions.
Inner room	A room from which escape is possible only by passing through another room (the access room).
Interim measures	Urgent temporary measures which are to be put in place to address an unacceptable risk to occupants of a building.
Kitchen extract and ducting cleaning	The Heating & Ventilation Contractors Association (HVCA) has created an industry specification (TR19) which recommends hygiene and deep cleaning frequencies for grease extract systems in catering use. The frequencies are as follows: * Heavy use of cooking equipment (12-16 hours/day) = 3 monthly * Moderate use of cooking equipment (6-12 hours /day) = 6 monthly * Light use of cooking equipment (2 - 6 hours/day) = 12 monthly. All records of cleaning and servicing are to be kept on file.
Licensed premises	Any premises that require a licence under any statute to undertake trade or conduct business activities.

Lightning protection	Lightning protection systems are designed to protect large structures from damage from lightning. These systems allow lightning strikes to travel safely from the top of a structure to the ground, often causing little or no damage. Main components of a lightning protection system include lightning rods, down conductors, and electrodes buried in the ground. A building that is not protected with a lightning protection system could suffer severe damage, and there is also a possibility of injury to the occupants.
Material change	An alteration to the premises, process or service which significantly affects the level of risk to people from fire in those premises.
Means of escape	Structural means that provide one or more safe routes for people to go, during a fire, from any point in the building to a place of safety.
Mitigation measures	Measures to mitigate the identified risk until the significant issues are resolved.
No smoking signs	The Smoke Free legislation states that all public places, vehicles (public use and work related) as well as places of work are required to display the appropriate no-smoking signs. Signs must: * Measure at least the same size as an A5 piece of paper (21cm x 14.8cm) * Sport the internationally recognised “no smoking” symbol. This symbol shows a lit/burning cigarette within a red circle of at least 70cm diameter and the usual bar through it to show that something is not allowed. * Read “No smoking. It is against the law to smoke in these premises” in clear and easy to read text. * The text “these premises” may be altered to suit the individual establishment i.e. “this bar” or “this café”. * Smaller signs, still carrying the no smoking symbol may be displayed within premises where the main entrance has the larger sign with text attached. Similarly where a business exists within another i.e. a store within a shopping centre smaller signage may be employed.
PEEP	A documented plan for the evacuation of people who are unable to self-evacuate, and/ or require some assistance to do so. Personal Emergency Evacuation Plans (PEEP) required - a Personal Emergency Evacuation Plan (PEEP) is a tailor made escape plan for individuals who may not be able to reach an ultimate place of safety unaided in the event of an emergency. PEEPs may be required for people with: Mobility impairments, Sight impairments, Hearing impairments, Cognitive impairments, etc. Temporary PEEP's may be required for: Short term injuries (i.e. broken leg), Temporary medical conditions, etc. Evacuation procedures for this should be practiced.

Phased evacuation	A system of evacuation in which different parts of the premises are evacuated in a controlled sequence of phases, those parts of the premises expected to be at greatest risk being evacuated first.
Place of reasonable safety	A place within a building or structure where, for a limited period of time, people will have some protection from the effects of fire and smoke. This place, usually a corridor or stairway, will normally have a minimum of 30 minutes fire resistance and allow people to continue their escape to a place of total safety.
Place of total safety	A place, away from the premises, in which people are at no immediate danger from the effects of a fire.
Portable appliance testing	Portable Appliance Testing or PAT Testing is the process of checking electrical appliances for safety through a series of visual inspections and electronic tests. There is currently no strict legal requirement for PAT testing. The Government however has put regulations into place that pertain to the maintenance of electrical appliances and the most effective way to ensure that these regulations are met is through PAT testing. The UK Health and Safety Executive along with insurance companies will expect you to perform PAT testing to ensure that you are compliant with certain regulations including: Health and Safety at Work Act The Electricity at Work Regulations The Provision and Use of Work Equipment Regulations The Management of Health and Safety at Work Regulations
Premises	Any place, such as a building and the immediate land bounded by any enclosure of it, any tent, moveable or temporary structure or any installation or workplace.
Protected lobby	A fire-resisting enclosure providing access to an escape stairway via two sets of fire doors and into which no room opens other than toilets and lifts.
Protected route	An escape route which is adequately protected from the rest of the building by a fire-resisting construction.
Protected stairway	A stairway which is adequately protected from the rest of the building by fire-resisting construction.

Records	Keeping up-to-date records of your fire risk management can help you effectively manage the fire strategy for your premises and demonstrate how you are complying with fire safety law. It can be helpful to keep a record of any co-operation and exchange of information made between employers and other responsible people for future reference. In larger and more complex premises, it is best to keep a dedicated record of all maintenance of fire-protection equipment and training. In all cases the quality of records may also be regarded as a good indicator of the overall quality of the safety management structure. Your records should be kept in a specified place on the premises
Refuge	A place of reasonable safety in which a disabled person and others who may need assistance may rest or wait for assistance before reaching a place of total safety. It should lead directly to a fire-resisting escape route.
Relative safety	It is often necessary to devise a temporary place of safety, such as when evacuating high buildings. This may be defined as a place of comparative safety and includes any place that puts an effective barrier (normally 30 minutes' fire resistance) between the person escaping and the fire. Examples are as follows: * A storey exit into a protected stairway or the lobby of a lobby approach stairway; * A door in a compartment wall or separating wall leading to an alternative exit; * A door that leads directly to a protected stair or a final exit via a protected corridor.
Relevant persons	Any person lawfully on the premises and any person in the immediate vicinity, but does not include firefighters carrying out firefighting duties.
Responsible person	The person, group, company or other entity on whom duties are imposed by the Regulatory Reform (Fire Safety) Order 2005 to ensure the safety of occupants of a building from fire (see Article 3 of Regulatory Reform (Fire Safety) Order 2005). Note: duties are also imposed on persons other than the Responsible Person (see Articles 5 (3) and 5 (4) of the Regulatory Reform (Fire Safety) Order 2005.
Self-closing device	A device that is capable of closing the door from any angle and against any latch fitted to the door.
Significant finding	A feature of the premises, from which the fire hazards and persons at risk are identified. The actions you have taken or will take to remove or reduce the chance of a fire occurring or the spread of fire and smoke. The actions people need to take in case of fire. The necessary information, instruction and training needed and how it will be given

Simultaneous evacuation	Procedure in which all parts of a building are evacuated in the event of fire at one time.
Smoke alarm	Device containing within one housing all the components, except possibly the energy source, for detecting smoke and giving an audible alarm.
Smoke ventilation system	A system to control and/or prevent the spread of smoke in protected routes in the event of fire. The primary objective of a smoke ventilation system is to protect the common parts. These areas may exist on the floor level where the fire has originated and in stairwells, enabling those occupants who feel threatened or who are at greatest risk to escape. Such systems will further assist firefighters to gain access.
Sounder	A device connected to the automatic fire alarm system that will give an audible warning in the event of fire.
Staged fire alarms	A fire warning which can be given in two or more stages for different purposes within a given area (i.e. notifying staff, stand by to evacuate, full evacuation).
Stay put policy	The essence of the 'Stay Put' policy is that, in purpose built flats and apartments, residents not in an area directly impacted by the fire should stay inside their flat with doors and windows shut until directed by the fire and rescue service.
Stay Put strategy	A strategy based on the principle that only the residents of the flat of fire origin need to escape initially, while other residents may remain in their own flats unless their flat is affected by fire or smoke, they feel threatened, or they are instructed to leave by the FRS. A Stay Put strategy does not preclude residents, who are aware of a fire within the building but not affected directly by it, from deciding to evacuate.
Storey exit	A final exit or a doorway giving direct access into a protected stairway, firefighting lobby, or external escape route.
The Fire Safety Order 2005	This Order is the primary legislation regarding fire safety. The Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1996 were revoked when the Order came into force on 1 October 2006.

Training	All training should be given by a person who is competent both in the subject and in training. Fire safety training should be continuous, commencing with induction training on the first day of appointment of new staff and continuing in the form of regular refresher training. Thereafter, staff should receive sufficient training at regular intervals (at least once a year) to make sure that they remain familiar with the fire precautions for the workplace and are reminded of the action to be taken in an emergency. Training should be more frequent where there is a high turnover of staff or where there is a high risk of fire. Any members of staff who have particular responsibilities in respect of fire safety, including supervisory roles, should receive detailed instruction in their own duties and appropriate refresher training at least once, and preferably twice, in each period of twelve months.
Travel distance	The actual distance to be travelled by a person from any point within the floor area to the nearest storey exit or final exit, having regard to the layout of walls, partitions and fixings.
Ultimate safety	Ultimate Safety Ideally, this should be in the open air, where unrestricted dispersal away from the building can be achieved. Escape routes should never discharge finally into enclosed areas or yards, unless the dispersal area is large enough to permit all the occupants to proceed to a safe distance. (NB: a safe distance equates to at least the height of the building, measured along the ground.) Total dispersal in the open air therefore constitutes ultimate safety. When inspecting any building, it is important always to follow the escape route to its ultimate place of safety. Plus, the final exits on these escape routes (i.e. fire exits) must have sufficient capacity to ensure the swift and safe evacuation of people from the building in an emergency situation.
Vision panel	A transparent panel in a wall or door of an inner room enabling the occupant to become aware of a fire in the access area during the early stages.
Visual alarm device	The purpose of Visual Alarm Devices (VADs) is to compliment the audible fire alarm signal with a visual one. This may be required in areas where people are unable to hear the alarm signal, either due to a hearing disability or local conditions such as high noise levels or the need to wear ear defenders. Sometimes known as flashing beacons.
Way guidance	Low mounted luminous tracks positioned on escape routes in combination with exit indicators, exit marking and intermediate direction indicators along the route, provided for use when the supply to the normal lighting fails, which do not rely on an electrical supply for their luminous output.

Where necessary	The Order requires that fire precautions (such as firefighting equipment, fire detection and warning, and emergency routes and exits) should be provided (and maintained) 'where necessary'. What this means is that the fire precautions you must provide (and maintain) are those which are needed to reasonably protect relevant persons from risks to them in case of fire. This will be determined by the findings of your risk assessment including the preventative measures you have or will have taken. In practice, it is very unlikely, that a properly conducted fire risk assessment, which takes into account all the matters relevant for the safety of persons in case of fire, will conclude that no fire precautions (including maintenance) are necessary.
Young person	(a) A person aged 16 years, from the date on which he attains that age until and including the 31st August which next follows that date. (b) A person aged 16 years and over who is undertaking a course of full-time education at a school or college which is not advanced education. (c) A person aged 16 years and over who is undertaking approved training that is not provided through a contract of employment. For the purposes of (b) and (c) the person: (a) shall have commenced the course of full-time education or approved training before attaining the age of 19 years; and (b) shall not have attained the age of 20 years.