

Minor updates
26 June 2017
19 July 2017
7 November 2017

Fire Safety Policy

Milton Mount
Pound Hill
Crawley
West Sussex
RH10 3DU

Revised version of policy. This revised version produced January 2017

Next update due January 2022

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Fire Safety Policy

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1 General Statement of Policy

Crawley Borough Council is committed to ensuring the health and safety of all employees and everyone who may be affected by the Council's activities, including residents, visitors, contractors and the general public. The Council will give equal regard to the environment, health and safety, facilities, services, quality and cost.

This policy sets out the arrangements that are necessary to achieve the above while complying with the Regulatory Reform (Fire Safety) Order 2005 and all other applicable legislation.

This policy can only be successful with the active co-operation of all residents & employees who have responsibility for taking care of themselves and others.

This policy will be reviewed every five years and revised as necessary in response to changes in legislation or methods of working.

A handwritten signature in black ink, appearing to read 'Karen Dodds', with a large, stylized flourish extending from the end of the signature.

Karen Dodds
Head of Crawley Homes

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2 Action to be taken by a person discovering a fire

Any person discovering a fire is to telephone 999 immediately giving the full address and the location of the fire.

3 The Fire Evacuation Procedure

All residents (tenants & leaseholders) are issued with information on what to do in the event of a fire in the form of a Fire Safety Leaflet. Fire instructions are also attached to the wall next to the lift on each floor.

If the fire is in a residents flat then they are to leave the flat, closing the door of the room with the fire, windows and the front door. Then they are to call 999 from the nearest telephone giving the full address and location of the fire.

If the fire is elsewhere in the building then residents are to telephone 999 immediately from the nearest telephone then stay in their flat, closing all door and windows. They are to remain in their flat until the incident is dealt with, or they are advised to leave by the Emergency service or their means of escape becomes threatened.

If residents are advised to leave the building they are to go to one of the two fire assembly points located to the front of the building and marked by fire assembly point signs. Residents who are unable to reach the assembly point are to wait at the top of the stairs on their floor.

No person will re-enter the building without the permission of the Senior Fire Officer present.

4 The Assembly points

There are two designated fire assembly points located to the front of the building and marked by fire assembly point signs. One is in the car park and the other is near the gate to St Catherines Road.

5 Duties and Responsibilities of specific personnel

The Housing Team for the area will be responsible for compiling a detailed list of all residents that require special assistance in the event of an evacuation. The list will be updated on a regular basis annually and at the change of tenancy by the Housing Team.

The list will be sent to the fire service by the Electrical Surveyor to include in their fire plan for Milton Mount. A copy will also be kept in a locked metal filing cabinet in the office, which is situated on the lower ground floor at the north end of the building.

In the event of a major incident and a full evacuation of the building, the Crawley Borough Council Emergency Plan will be invoked. To invoke this out of hours, call 01293 438000 and the relevant personnel will be informed.

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6 Fire Fighting Equipment

A dry riser is installed throughout the building with outlets on each floor beside the refuse chutes and outside the bin store cupboards on the ground floor. The valves are kept locked in the closed position.

The refuse bin storage cupboards are equipped with a sprinkler/damper system.

7 Disabled Persons

A list of all residents that require special assistance in the event of an evacuation, will be sent to the fire service to include in their fire plan for Milton Mount. A copy will also be kept in a locked metal filing cabinet in the office, which is situated on the lower ground floor at the north end of the building

8 Staff Training

The onsite member of staff will receive appropriate fire safety training so they are aware of their responsibilities in a fire. Crawley Borough Council will provide this training.

9 Outside Contractors and Visitors

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 attached to the wall next to the lift on each floor.

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.

10 Communal areas

All rubbish should be kept in the designated bin store cupboards located at each end of the building and removed weekly.

No cigarette or combustible items are to be placed in the communal rubbish chutes. There should be no smoking in the communal lifts, landings or stairwells.

All communal corridors and landings are to be kept clear and not used for the storage of residents belongings. The '**Crawley Homes Fire Policy for Enclosed blocks of flats**' sets out the approach to keeping common areas clear.

11 General

All members of staff should be aware, at all times, of any potential fire hazards and if in doubt report them immediately to the Housing Team.

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The yellow hatched areas outside the entrance to the building are for emergency vehicles and should be kept clear at all times. This is stated in the Fire Safety Leaflet for residents. Reports of parking in the hatched areas from residents or staff are investigated by the area housing team and the Nuisance and Antisocial Behaviour team and appropriate action is taken.

11 Test procedures and frequencies

Emergency lighting

The lighting and battery systems will be maintained in accordance with BS 5266. Copies of the test certificates are held electronically at the Town Hall.

Dry riser

The dry riser system is tested annually and maintenance is carried out in accordance with BS 9990. Copies of the test certificates are held electronically at the Town Hall.

Sprinkler

The sprinkler in the refuse bin storage cupboards is tested annually in accordance with BS EN 12845. Copies of the test certificates are held electronically at the Town Hall.