

Minor updates on 19 July 2017 and 7 November 2017

## **Fire Safety Policy**

Brunel Court  
Brunel PI  
Crawley  
RH10 1JB

Prepared March 2017

Next update due March 2022

Minor updates on 19 July 2017 and 7 November 2017

## **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.

We take the safety of our residents and staff very seriously. 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 long horizontal line extending from the end of the signature.

Karen Dodds  
Head of Crawley Homes

March 2017

## **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 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 doors and windows. They are to remain in their flat until the incident is dealt with, 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 the fire assembly point located in the visitor car park and marked by a fire assembly point sign. 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 point**

The fire assembly point is located in the visitor car park and marked by a fire assembly point sign.

## **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 by the Electrical Surveyor to include in their fire plan for Brunel Court.

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.

## **6 Fire Fighting Equipment**

A dry riser is installed throughout the building with outlets on each floor. The valves are kept locked in the closed position.

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## **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 Brunel Court.

## **8 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 in the visitor car park and await further instruction.

## **9 Communal areas**

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.

## **10 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.

## **11 Test procedures and frequencies**

### Emergency lighting

The lighting and battery systems will maintained in accordance with BS5266. 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 BS5306. Copies of the test certificates are held electronically at the Town Hall.

### Automatic opening vents

Vents are located throughout the building and are operationally tested annually.