Fire Risk Assessment

Based on PAS79 Fire Risk Assessment guidance and a recommended methodology

Client Name:	Crawley Borough Council - Sheltered Housing Scheme
Address:	Half Acres, Woolborough Road, Northgate, Crawley, West Sussex. RH10 8AZ.
Date:	2nd October 2019
Assessor:	David McMahon - Tech IOSH
Validated by:	Paul Fuller - Tech IOSH, GIFireE
Reference Number:	052852

Fire Risk UK
FIRE SAFETY & RISK MANAGEMENT
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Life Safety Fire Risk Assessment Certificate of Conformity

This certificate is issued by the organisation named in Part 1 of the schedule in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

Schedule

Name of issuing Certificated Organization:	Fire Risk UK Ltd
BAFE registration no. of issuing organisation:	SUSS127
Name of client:	Crawley Borough Council - Sheltered Housing Scheme
Address of premises for which the fire risk assessment was carried out:	Half Acres, Woolborough Road, Northgate, Crawley, West Sussex. RH10 8AZ.
Part or parts of the premises to which the fire risk assessment applies:	Common area(s), all offices, plant rooms, stores and restricted access areas but not individual dwellings.
Brief description of the scope and purpose of the fire risk assessment:	Life Safety Assessment, Type 1 (non-invasive, visual only).
Effective date of the fire risk assessment:	2nd October 2019
Recommended date for review of the fire risk assessment:	2nd October 2020
Unique reference number of this certificate:	052852

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	Paul Fuller - Tech IOSH, GIFireE	**Position**	Validator
Signature		**Date**	7th October 2019

Name and address of Third Party Certification Body:

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

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Scope and Terms of this Assessment

1 The Regulatory Reform (Fire Safety) Order (if the relevant premises are in England or Wales) or the Fire (Scotland) Act (if the relevant premises are in Scotland) require the responsible person to carry out a fire risk assessment of the premises they are responsible for.

2 This risk assessment carried out is made to enable the Employer or other responsible person to comply with the legal requirements summarised in Paragraph 1 above.

3 This report is addressed to the Employer (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 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 equipment.

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 twelve months.

8 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.

9 The Employer, 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.

10 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.

11 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 employer's 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 Employer 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) We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.

f) We have assumed that information and documentation supplied to us by or on behalf of the Employer 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.

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General Information	
Client name:	Crawley Borough Council - Sheltered Housing Scheme
Address:	Half Acres, Woolborough Road, Northgate, Crawley, West Sussex. RH10 8AZ.
Part or parts of the premises to which the fire risk assessment applies:	Common area(s), all offices, plant rooms, stores and restricted access areas but not individual dwellings.
Date of Previous fire risk assessment:	17th October 2018
Persons Consulted:	Yohan Appasamy
Assessor:	David McMahon - Tech IOSH
Date of risk assessment:	2nd October 2019
Validator:	Paul Fuller - Tech IOSH, GIFireE
Date Validated:	7th October 2019
Suggested date of review[1]	2nd October 2020
Responsible Person:	Natalie Brahama-Pearl
Position Held:	CEO - Crawley Borough Council
Contact Number:	01293 534187
Fire safety legislation or any other applicable legislation for premises:	
Regulatory Reform (Fire Safety) Order (RRO) Management of Health and Safety at Work Regulations Workplace (Health, Safety and Welfare) Regulations Health and Safety (Safety Signs & Signals) Regulations Electricity at Work Regulations Health & Safety Executive HSG107 Maintaining portable & transportable electrical equipment The Equality Act The Smoke-free (Premises & Enforcement) Regulations	

The Premises:	
Number of floors:	2 - ground and first floor
Brief details of property:	A purpose-built range of flats incorporating a communal lounge and associated facilities. The building is constructed from brick, concrete and timber. All floors are solid and the roof is sloping and clay-tiled. There are 2 internal stairways, a lift and 3 exits. A good level of active and passive fire safety measures noted.
Use of Premises	Group 2 (b) Residential Other *(defined by Table 0.1, Classification of Purpose Groups, Approved Document B Volume 2, 2019*
Floor Area:	Unspecified

The Occupancy:	
Hours building occupied:	The building is in constant occupation.
Approximate maximum number of persons at any one time:	**35**
Approximate maximum number of employees:	2 (*Older Persons Support Officers are on site at varying times*)
Approximate maximum number of members of the public:	35 (1*4 flats house a potential maximum of 32 residents*) plus any staff, visiting family, friends, contractors etc.
Number of sleeping occupants:	**34** (*32 residents in 14 flats + a possible 2 in Guest Room*).
Disabled occupants:	Although the scheme provides independent living, all residents are elderly and will most probably have disabilities or mobility
Occupants in remote areas & lone working:	None
Young persons:	Possibly family visitors / guests.
Fire Loss Experience:	None reported
Legislation enforced by:	The Local Fire Authority
Scope and purpose of the fire risk assessment:	Life Safety Assessment, Type 1 (non-invasive, visual only).
Additional comments:	In accordance with Article 9 (3) of the Fire Safety Order and PAS79: 2012 the fire risk assessment must be reviewed by the date indicated on the report, or earlier, if it is no longer valid or there has been a significant change in the matters to which it relates, or if a fire occurs.
The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.	
[1] This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.	

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

1	ELECTRICAL SOURCES OF IGNITION	
1.1	Reasonable measures taken to prevent fires of electrical origin?	Yes
1.2	More specifically:	
	• Fixed installation periodically inspected and tested?	Yes
	• Portable appliance testing carried out?	Yes
	• Suitable policy regarding the use of personal electrical appliances?	Yes
	• Suitable limitation of trailing leads and adapters?	Yes
	• Sockets and extension leads loaded correctly?	Yes
Standard Advice	*Extension leads may constitute a tripping hazard and their use should be kept to a minimum. Extension leads and socket outlets should not be overloaded, and reel type extension leads should be fully unwound if the appliance that they supply is of a wattage that is greater than that which may be used with an unwound lead. Where cables and leads could constitute a tripping hazard their routes should be indicated with hazard warning tape, and where they may suffer damage by being walked upon they should be run in protective flexible plastic sheathing. Check the condition of all the cables and check that the appliances are fitted with correctly rated fuses; a fuse of too high a rating can lead to a fire in the appliance that it is supposed to protect. Regular inspection of such equipment is a requirement of the Electricity at Work Regulations 1989.*	
	Electrical installation periodic inspection; all public buildings, caravan parks, sports and leisure facilities should be tested every year, industrial and agricultural every three years, commercial, educational and residential every five years.	

Comments and hazards observed: Labelling of the main electrical distribution boards indicated that an electrical installation inspection was completed by Volts Electrical Ltd on 03/10/18. PAT testing of all portable electrical appliances was completed by Volts Electrical Ltd on 06/06/18. No records available on site to confirm any details. Assessor informed that all records are maintained centrally at CBC Town Hall. No loose wires or trailing cables noted. Fused extension leads used, as required. Power sockets contained only one plug and no box type adapters.

2	SMOKING	
Smoking ban in place from 1st July 2007. The Smoke-free (Premises & Enforcement) Regulations 2006		
2.1	Reasonable measures taken to prevent fires as a result of smoking?	Yes
2.2	More specifically:	
	• Smoking prohibited in building and 'No Smoking' signage displayed?	Yes
	• Suitable arrangements for those who wish to smoke?	Yes
	• This policy appeared to be observed at time of assessment?	Yes

Comments and hazards observed: A 'No Smoking' sign is displayed by the entrance door. No evidence of discarded smoking materials seen around the perimeter of the building. Tenants may smoke within their flats.

3	ARSON	
3.1	Does basic security against arson by outsiders appear reasonable?(2)	Yes
3.2	Are the premises reasonably secure during hours of darkness?	Yes
3.3	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes
3.4	Are wheelie bins lockable?	No
3.5	Are wheelie bins remote from the building?	Yes
3.6	Is CCTV provided?	No
Standard Advice	*Arson is a major cause of fires in industry and commerce; some 40% of all fires in non-domestic premises are started deliberately. Good security is probably the best protection against arson and therefore it is important to ensure that all means of access to the premises doors and windows are locked at all times when building is unoccupied* *Staff should be trained to challenge anybody whose presence or behaviour gives cause for concern and to immediately report any suspicious behaviour.*	

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

Comments and hazards observed: Adequate security at time of assessment. A coded door entry system is fitted to all doors providing access to the common parts. CCTV not deemed necessary. All waste and recycling bins are stored within a purpose built area and are being emptied weekly.

4	PORTABLE HEATERS AND HEATING INSTALLATIONS	
4.1	Is the use of portable heaters avoided as far as practicable?	Yes
4.2	If portable heaters are used:	
	• Is the use of the more hazardous type (e.g. radiant bar or LPG appliances) avoided?	N/A
	• Are suitable measures taken to minimize the ignition of combustible materials?	Yes
4.3	Are fixed heating, HVAC and air-conditioning installations subject to regular maintenance?	Yes
A full investigation of the design of the HVAC system is outside the scope of this fire risk assessment		
Comments and hazards observed: The boiler serving the common areas was had a label indicating that it had been serviced by Mitie on the 3/4/2019. No other records were available on site. Records are kept centrally at Crawley Borough Council, Town Hall.		

5.0	COOKING	
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes
5.2	More specifically:	
	• Are all cooking appliances maintained and in a good condition?	Yes
	• Is the kitchen area clear of any combustible furnishings?	Yes
	• Filters changed and extractors and ductwork cleaned regularly in accordance with the industry specification TR19?	N/A
	• Suitable extinguishing appliances available?	Yes
Standard Advice	*The large amount of grease drawn into a kitchen ventilation system creates a fire risk. One of the most common causes of commercial kitchen fires is through sudden combustion of grease laden air in the extraction system. It can happen very quickly with no obvious cause to the kitchen staff.*	
Comments and hazards observed: A communal kitchen, fitted with an electric cooker, microwave oven, kettles fridge, freezer and water boiler is located directly off the communal lounge. A notice specifies that chip pans or saucepans, filled with oil, are not permitted. Assessor informed the facility is little used. A fire curtain (shutter), fire blanket and Co2 extinguisher are provided.		

6	LIGHTNING	
6.1	Is a lightning protection system provided to the building?	No

7	HOUSEKEEPING	
7.1	Is the standard of housekeeping adequate?	Yes
7.2	More specifically:	
	• Combustible materials appear to be separated from ignition sources?	Yes
	• Avoidance of unnecessary storage or accumulation of combustible materials or waste?	Yes
	• Appropriate storage of hazardous materials?	Yes
	• Are all cleaning cloths impregnated with solvents etc. kept in metal-lidded containers?	N/A
	• Are external bins kept at a reasonable fill level and away from the side of the building?	Yes
Standard Advice	*All rubbish and combustible waste should be cleared from the building on a daily basis and securely stored, preferably in lockable metal skips, outside the building and away from fire exits and not under any overhanging structure.* *Old and dilapidated furniture can contribute to the spread of fire and torn upholstery exposes combustible filling material that may be used as kindling material by a potential arsonist. All new upholstered furniture for non-domestic use should comply with the requirements of British Standards 7176, and BS 7177.*	
Comments and hazards observed: A good standard of housekeeping was observed and is being maintained at the time of assessment.		

8	HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS	
8.1	Is there satisfactory control over works carried out in the building by outside contractors (including “hot work” permits)?	Yes
8.2	Are fire safety conditions imposed on outside contractors?	Yes
8.3	If there are in house maintenance personnel, are suitable precautions taken during “hot work”, including use of hot work permits?	N/A
8.4	Are contractors made aware of the emergency procedures?	Yes

Comments: Crawley Borough Council policy is for all approved contractors/maintenance personnel to be made aware of the fire procedures, relevant to the premise, prior to commencing any work. All works, including 'hot' works, are pre-authorised by the responsible person(s) under a 'Permit to Work' scheme. All works undertaken by contractors/maintenance personnel are appointed, authorised and approved by the responsible persons for the premise. It is also recommended that regular inspections are undertaken to ensure that all contractors/maintenance personnel employ safe methods of work, supply risk assessments (where applicable) and implement suitable control methods.

9	OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS	
9.1	Are all the combustible materials and flammable liquids and gases stored/used safely?	N/A
Standard Advice	*Stores for flammable liquids and stores for combustible materials should be sited at secure locations, and they should carry No Smoking signs and signs such as "Flammable Liquid", "Flammable Gas" etc. as appropriate.* *The arrangements for the storage of flammable liquids should conform to the guidelines published by the Health and Safety Executive. The storage of highly flammable liquids and liquefied petroleum gases should conform to the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).*	
9.2	Other Hazards: None	

Comments: No flammable liquids or gases, compressed gas cylinders or hazardous substances are maintained on site or within the building. The assessor was informed that currently there are no residents dependent on the use of medical gases and that no associated cylinders are stored on the premises.

	DANGEROUS SUBSTANCES	
9.3	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	N/A
9.4	If 9.3 applies, has a specific fire risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations?	N/A
Standard Advice	*Dangerous substances can put peoples' safety at risk from fire and explosion. DSEAR puts duties on employers and the self-employed to protect people from risks to their safety from fires, explosions and similar events in the workplace, this includes members of the public who may be put at risk by work activity.* *Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They can be found in nearly all workplaces and include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding operations and dusts from foodstuffs.* *Further guidance can be found in the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)*	

Comments: N/A

FIRE PROTECTION MEASURES

10	**MEANS OF ESCAPE FROM FIRE**	
10.1	It is considered that the building is provided with reasonable means of escape in case of fire.	Yes
10.2	More specifically:	
	• Adequate provision of exits?	Yes
	• Exits easily and immediately openable where necessary?	Yes
	• Fire exits open in direction of escape where necessary?	Yes
	• Avoidance of sliding or revolving doors as fire exits where necessary?	Yes
	• Are all automatic door fastenings fail safe open & provided with an override facility?	N/A
	• Satisfactory means for securing exits?	Yes
	• Free from obstructions including slip and trip hazards?	Yes
	• Reasonable distances of travel:	
	• Where there is a single direction of travel?	Yes
	• Where there are alternative means of escape?	Yes
	• Suitable protection of escape routes?	No
	• Suitable fire precautions for all inner rooms? (i.e. a room within a room)	Yes
	• Suitable condition of stairways?	Yes
	• Final exits lead to a place of safety?	Yes
10.3	It is considered that the building is provided with reasonable arrangements for means of escape for disabled people.	Yes

Standard Advice

A place of safety is a place beyond the building in which a person is no longer in danger from fire. The designated place of safety must not be a dead end situation from which people are unable to move further away from the building.

Gangways and escape routes must never be obstructed. Obstructions such as unwanted furniture, unattended tea trolleys, coat racks, stocks of stationery, cleaners' equipment, newly delivered goods, or goods awaiting collection all reduce the available width of escape routes and make it more difficult to evacuate people sufficiently quickly in the event of fire. Sources of heat or electrical equipment such as portable heaters, automatic vending machines, photocopiers etc. must never be sited on escape routes.

Changes of level, electrical extension leads, unstuck flooring tiles, and small items, such as empty drink cans or contractors tools, left on the floor are all capable of causing people to trip. Changes of level should be indicated by use of warning tape. Wet floors and loose mats or runners constitute slipping hazards.

Loose handrails, raised or loose floor tiles, and damaged nosing on steps may all cause people to trip whilst escaping from fire; on a staircase this could have disastrous consequences.

Final exit doors must always remain unlocked whenever the premises are in use. If, for reasons of security, final exit doors have to be locked shut when the premises are not in use they may be secured by means that do not require the use of a key in order to release the door.

Break glass bolts (Redland bolts), which are released by breaking a glass tube with a small hammer, are an acceptable way of keeping a fire exit door securely shut, provided that clear instructions as to how to release the bolt are displayed on or adjacent to the door and that a suitable hammer is attached by a chain that is anchored on or adjacent to the door. The ideal fastening for a fire exit door is a panic latch or lock that may be released by pressure upon a bar that runs across the full width of the door.

Normally, doors on escape routes should open in the direction of travel. They must do so if they lead from an area from which more than 50 people may be required to escape, or if they lead from an area of high fire risk such as, for example, a kitchen.

Standard Advice

***Disabled employees** may require additional assistance to escape in the event of fire. Plans of how best they may be helped should be drawn up, and tested during regular fire drills.*

· Are lightweight evacuation chairs available?

· Has each disabled person a personal "buddy" who is assigned to stay with them throughout the evacuation?

· Is the building equipped with evacuation lifts that may be used by people in wheelchairs in the event of fire?

· Are there ramps in place at all changes of level on escape routes?

· Does the fire alarm system give a visual warning of fire for those who are profoundly deaf?

· As an aid to those who are blind, are there tactile thresholds at the top and bottom of each flight of stairs?

Comments and deficiencies observed: All fire exits were identified, found unobstructed and opened easily and immediately when checked. Refer to section 11.1 of the Action Plan regarding protection of escape routes

11	MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	
11.1	It is considered that there is:	
	• compartmentation of a reasonable standard(3)	Yes
	• fire doors in place, normally closed, and in good condition	No
	• reasonable limitation of linings that might promote fire spread	Yes
Standard Advice	*The principle structural means for limiting the spread of fire is compartmentation – dividing the building into compartments that are separated from each other by fire resistant walls and doors.* *The integrity of the compartmentation will be compromised if the fire doors have been badly hung, or if the compartmentation does not extend into the floor and ceiling voids that are created by suspended floors and ceilings.* *Penetration of fire walls by ducting or building services greatly reduces the effectiveness of the wall unless the spaces between the ducting or services and the hole through which they pass are completely filled with fire resistant stopping.* *As with the use of wedges, fire extinguishers, or door stops to hold fire doors open, faulty self-closing devices or, those in which the tension has been incorrectly set, will not automatically close fire doors. This will put lives at risk in the event of fire. Employees should be made aware of the importance of reporting any self- closing devices that are not operating correctly.*	
3) Note: Based on a visual inspection of readily accessible areas.		
Comments and deficiencies observed: The assessor was unable to determine what fire performance the building materials installed would achieve (flame spread and fire resistant properties). No additional information could be acquired/obtained at the time of inspection. However, all surface finishes to walls and ceiling linings were seen to be in good condition without the presence of any holes or gaps. All communal area fire doors were seen in good condition, without the presence of damage or deterioration. All appeared complete with intumescent strips and cold smoke seals, self-closing devices. However, the first floor cross corridor fire door did not fully close and will require adjusting. See Action Plan. The shutter between the kitchen and lounge area does not appear to be a fire shutter and is isolated from the electric supply, See Action Plan.		

12	EMERGENCY ESCAPE LIGHTING	
12.1	Reasonable standard of emergency escape lighting system provided to internal escape routes?(4)	No
12.2	Reasonable standard of emergency escape lighting system provided to external escape routes?	Yes
Standard Advice	*Fire escape routes should be provided with emergency escape lighting if required. The emergency escape lighting system should be installed and maintained according to the recommendations of BS 5266 Part 1.* *Fire escape routes should be provided with artificial lighting and, because the mains electricity supply may fail in a fire, with emergency escape lighting if required. In general, it is required in underground parts of the premises, in windowless parts of the premises, in core stairways or those serving stories more than 30m above ground level, in internal corridors more than 30m long, and in open plan office areas of more than 60m2.*	
4) Note: Based on a visual inspection only, but no test or verification of full compliance of the system carried out.		
Comments and deficiencies observed: Additional internal emergency lighting is required to be installed, in accordance with the recommendations of BS 5266. See Action Plan.		

13	FIRE SAFETY SIGNS AND NOTICES	
13.1	Reasonable standard of fire safety signs and notices?	Yes
Standard Advice	*Escape routes that do not constitute a normal means of leaving a building should be properly signed with signs that conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996. These make use of pictograms employing the running man, an open door, and directional arrows.*	
Comments and deficiencies observed: Adequate numbers and types of fire signage was observed present throughout the premises.		

14	MEANS OF GIVING WARNING IN CASE OF FIRE	
14.1	Does the building have a means for giving warning in case of fire?	Yes
14.2	Reasonable manually operated electrical fire alarm system provided?(5)	Yes
14.3	Is the warning to occupants with impaired hearing satisfactory?	Yes
14.4	Is the number and siting of call points satisfactory?	Yes
14.5	Are all detectors and call points free from damage or obstruction?	Yes
14.6	Is the detection sufficient and appropriate?	Yes
14.7	Does the fire alarm panel appear to be in good condition and showing no faults?	Yes
14.8	Is the fire alarm panel connected to a central monitoring station?	Yes
14.9	Is there a diagrammatic zone plan displayed adjacent to the control and indicating equipment (fire alarm panel)	Yes
Standard Advice	*By providing the earliest possible warning of fire, a properly installed and maintained automatic fire detection and alarm system does much to reduce the risk to life and property in the event of fire.* *The correct operation of a properly maintained system will greatly reduce the incidence of false alarms and, consequently, the incidence of unnecessary calls to the fire service. Raising the alarm should ideally be done automatically. If not it should be done from a place of safety.* *Manual fire alarm call points should be mounted in conspicuous positions on exit routes, on staircase landings, and at final exits. Items such as coat racks, potted plants etc. should not be allowed to obscure the presence of a call point, or to hinder easy access to it.*	
5) Note: Based on a visual inspection only, but no test or verification of full compliance of the system carried out.		
Comments and deficiencies observed: From what could be ascertained, a suitable and sufficient fire alarm system has been installed, in accordance with the recommendations of BS 5839. A suitable zone chart was present adjacent the main fire panel.		

15	MANUAL FIRE EXTINGUISHING APPLIANCES	
15.1	Reasonable provision of portable fire extinguishers (amount & type)?	Yes
15.2	Hose reels provided?	N/A
15.3	Are the fire extinguishers wall mounted in the correct locations and do they remain unobstructed?	Yes
Standard Advice	*Portable fire extinguishers are probably the commonest type of fire fighting equipment to be found in industrial and commercial premises. For a floor in a building, the correct number of water or foam extinguishers to tackle Class A fires (fires involving combustible solids such as paper, wood, cloth, plastics etc.) may be determined if the fire rating of the floor is known.* *Generally, extinguishers should be located at exits from rooms or storeys, in corridors that form parts of escape routes, and on landings. Extinguishers for special risks such as electrical fires, flammable liquid fires, or cooking oil fires should be located near the risk.* *All extinguishers, and fire blankets, should be located so as to be both conspicuous and readily accessible. Ideally, they should be mounted on either wall brackets or floor stands. It should never be necessary to travel more than 30m from a fire in order to gain access to a Class A extinguisher.*	
Comments and deficiencies observed: Adequate numbers and types of fire extinguishers were observed to have been installed throughout the building/premises, in accordance with the recommendations of BS 5306-8.		

16	RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS
16.1	None
Comments:	

17	OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT
17.1	Type of Fixed System: Tunstall System & a single automatic opening smoke vent (AOV)
Comments: A Tunstall system has been installed to provide a two-way communication system between occupants and a remote monitoring centre (Chichester Careline). It is understood that automatic fire detection is linked into the system and that all fire alarm actuations are monitored and responded to by Chichester Careline. No records available of servicing. Refer to Section 20.13 of the Action Plan. An automatic opening vent (AOV), interfaced with the fire detection and alarm system, is installed within the 1st floor lobby area.	

MANAGEMENT OF FIRE SAFETY		
18	**PROCEDURES AND ARRANGEMENTS**	
18.1	Fire safety is managed by: Yohan Appasamy Older Person Support Officer	
18.2	Competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	No
Comments: Crawley Borough Council have appointed a number of Older Persons Support Officers - to assist with preventative & protective fire safety measures at various sites. However the assessor was informed that the current OPSO has not received any additional training over and above their initial induction training. See Action Plan.		
6) Note: This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.		
18.3	Appropriate fire procedures in place?	No
	More specifically	
	• Is there a Fire Safety Policy in place?	Yes
	• Are procedures in the event of fire appropriate and properly documented in the form of an Emergency Evacuation Plan?	Yes
	• Are there suitable arrangements for summoning the fire and rescue service?	Yes
	• Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire fighters?	Yes
	• Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes
	• Is there a suitable fire assembly point (s)?	Yes
	• Are there adequate procedures for evacuation of any disabled people who are likely to be present?	No
Comments: A fire policy/emergency plan is in place which details the procedures to be taken in case of fire. With regard to disabled persons, see section 18.5 and Action Plan.		
18.4	Persons nominated and trained to use fire extinguishing appliances?	No
Comments: Staff members have not been provided with formal training in identifying, and the correct uses of, the various fire extinguishers installed on site. No records available. See Action Plan. It is recommended all staff receive this training to supplement and enhance their theoretical training.		
18.5	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	No
Comments:. There is currently one resident who is reliant on the use of a wheel chair and the assessor was informed that other wheelchair users occasionally visit the premises. There is no Generic Emergency Evacuation Plan in place. See Action Plan.		
18.6	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits or fire safety audits undertaken by an inspecting officer)?	No
Comments: No visits have been reported to have been undertaken by the Fire & Rescue Service since the previous risk assessment.		
18.7	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Yes
Comments: Undertaken by Older Person Support Officers.		

19	TRAINING & DRILLS	
19.1	Are all staff given adequate fire safety instruction and training on induction and issued with the Emergency Evacuation Plan?	Yes
Comments: The assessor was informed that formal induction fire safety training had been provided to staff. However no records were available locally. Records are kept on personal record files.		
19.2	Are all staff given adequate periodic "refresher training" at suitable intervals?	No
Comments: Crawley Borough Council have a policy for training and refreshing staff with regard to fire safety. However the staff member present reported that they have not received fire safety refresher training. 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 and refresh staff on their roles and responsibilities, fire actions and the emergency evacuation plan/procedures in place. See Action Plan.		
19.3	Does all staff training provide information, instruction or training on the following:	
	• Fire risks in the premises?	Yes
	• The fire safety measures in the building?	Yes
	• Action in the event of fire?	Yes
	• Action on hearing the fire alarm signal?	Yes
	• Method of operation of manual call points?	Yes
	• Location and use of fire extinguishers?	Yes
	• Means for summoning the fire and rescue service?	Yes
	• Identity of persons nominated to assist with evacuation?	Yes
	• Identity of persons nominated to use fire extinguishing appliances?	Yes
Standard Advice	*The Management of Health and Safety at Work Regulations require employers to supply employees with adequate health and safety training and this must include general fire safety, and The Regulatory Reform (Fire Safety) Order require that employees are trained, so that they know:* • *how to operate the fire alarm system,* • *how to use the fire fighting equipment provided,* • *how to call the fire brigade,* • *the location and use of the escape routes,* • *the location of the assembly points,* • *how to assist visitors and members of the public in evacuating the workplace.*	
Comments: Ensure that fire training covers the above relevant topics whilst also covering all elements of the Emergency Evacuation Plan.		
19.4	Are staff with special responsibilities (e.g. Fire Wardens) given additional training?	No
Comments: The Older Person Support Officer present at the assessment informed the assessor they had not received additional training See Action Plan		
19.5	Are fire drills carried out at appropriate intervals?	N/A
Comments: Whilst not practical to undertake fire drills, all residents must be fully familiar with the evacuation procedures.		
19.6	Are there any employees of another employer at work in the premises?	Yes
	If Yes	
	• Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	Yes
	• Is it ensured that the employees are provided with adequate instructions and information?	Yes
Standard Advice	*Where the employees of third parties work in the premises the responsible person needs to ensure that adequate information on fire procedures and relevant fire precautions are passed on to their employer, and that the employees have been given the relevant information. Third parties include contractors working in the premises, contract security staff, contract caterers, contract cleaners, etc.*	
Comments and hazards observed: Employees of another company (cleaners/contractors) work in the premises and adequate instruction on the Emergency Evacuation Plan is provided.		

20	TESTING AND MAINTENANCE	
20.1	Adequate maintenance of workplace?	Yes
Comments and deficiencies: Section 20 refers.		
20.2	Periodic servicing to BS 5839 of fire detection and alarm system?	Yes
Comments and deficiencies: Last service undertaken on 29/8/2019 by Fire Risk UK. Records seen.		
20.3	Periodic servicing to BS 5266 of emergency escape lighting?	Yes
Comments and deficiencies: Last service undertaken on 29/8/2019 by Fire Risk UK. Records seen.		
20.4	Annual maintenance to BS 5306 of fire extinguishing appliances?	Yes
Comments and deficiencies: Last service undertaken on 29/8/2019 by Fire Risk UK. Records seen.		
20.5	Weekly testing to the fire alarm system?	Yes
Comments and deficiencies: Weekly testing carried out and recorded. Records seen.		
20.6	Monthly testing to the emergency light system?	Yes
Comments and deficiencies: Monthly testing carried out and recorded. Records seen		
20.7	Weekly or monthly visual checks to the fire extinguishing appliances?	Yes
Comments and deficiencies: Monthly checks carried out and recorded. Records seen		
20.8	Routine checks of escape routes, final exit doors and/or security fastenings?	Yes
Comments and deficiencies: Undertaken by staff as part of their routine checks		
20.9	Weekly & monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A
Comments and deficiencies: None fitted in the premises		
20.10	Weekly testing and periodic inspection of sprinkler installations?	N/A
Comments and deficiencies: None fitted in the premises		
20.11	Annual inspection and test to the relevant standards of the lightning protection system?	N/A
Comments and deficiencies:		
20.12	Six-monthly inspection and annual testing of rising mains:	N/A
Comments and deficiencies: None fitted in the premises		
20.13	Other relevant inspections or tests: Tunstall System	No
Comments and deficiencies: Tunstall system has been installed to provide a two-way communication system between occupants and a remote monitoring centre (Chichester Careline). No records available of servicing. See Action Plan.		

21	RECORD KEEPING	
21.1	Appropriate records of:	
	· Induction fire safety training for staff?	No
	· Refresher training for staff?	No
	· Fire warden/marshal training?	No
	· Fire evacuation drills?	N/A
	· Fire alarm weekly tests and maintenance?	Yes
	· Emergency escape lighting monthly tests and maintenance?	Yes
	· Fire extinguisher checks and maintenance tests?	Yes
	· Maintenance and testing of other fire protection systems?	No
	· Weekly testing and periodic inspection of sprinkler system?	N/A
	· Electrical installation and PAT testing?	Yes
	· Machinery, HVAC's and plant testing?	Yes
	· Other relevant maintenance, inspections and testing? (Tunstall System)	No
Comments and deficiencies: All maintenance, servicing & test records are held on a central database by Crawley Borough Council. The assessor does not have permission / access to these records. All records must be held on file as these will be required by an authorised Inspecting Officer from the Fire Service, in the event of a fire safety audit being carried out for the premise. ***See the Action Plan.***		

FIRE RISK ASSESSMENT RATING

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

of fire ▶ Fire hazard ▼	**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 this building is:

Low ☐ **Medium** ✓ **High** ☐

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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

Slight harm ✓ **Moderate harm** ☐ **Extreme harm** ☐

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

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at this building is:

Trivial		Tolerable	✓	Moderate	
Substantial		Intolerable			

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need to be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve limited or minor cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost in to account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

Implementation of the recommendations will reduce the fire risk.
Please note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only.
All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section.
The fire risk assessment should be reviewed periodically.

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce the fire risk to, or maintain it at the following level:

Trivial a Tolerable a

Priority 1 - HIGH RISK - to be carried out immediately
Priority 2 - MEDIUM RISK - to be carried out within 2 months
Priority 3 - LOW RISK - to be carried out within 4 months

It is considered that the following recommendations should be implemented in order to reduce the fire risk.

Check List No.	**Detail** (to be read in conjunction with the report findings)	PRIORITY	CONFIRM DATE ACTION COMPLETED
11.1.a	This advice has been provided as definitive documentation was not available at assessment to confirm that the flat front entrance fire doors conform to the FD30S standard for fire doors: The Ministry of Housing, Communities & Local Government - Advice Note 16 (July 2018) is provided for the attention of anyone responsible for the fire safety of residential flats. The following should be applied/reviewed: • Flat entrance fire doors leading to a shared or communal area are required to provide fire and smoke protection and are critical to the fire strategy for the building. • All flat entrance fire doors must be 'FD30S' standard fire doors and include working self-closing devices. • All 'FD30S' fire doors should be routinely checked or inspected by a suitably qualified professional. Using an independent UKAS12 accredited certification body whose engineers are qualified and adhere to the latest Passive Fire Protection Federation guidance would be a good way of securing this professional advice. • Residents should be made fully aware of the importance of ensuring that any fire door is always maintained in working condition • Flat entrance fire doors should have test evidence demonstrating they meet the performance requirement in Building Regulations guidance for fire resistance and smoke control from both sides. • Test evidence used should be carefully checked to ensure it is the same specifications to that of the door sets being installed. • Landlords or building owners should replace any / all flat entrance door sets if they suspect they do not meet the fire or smoke resistance performance doors (as defined by BS 476: Part 22: 1987 - BS EN 1634 -1: 2008 and in the Building Regulations guidance).	3	Geoff Tarran: All Fire resiting doors will be inspected, and remedial works required undertaken by certified Contractor. Works being programmed in for December 2019/January 2020.

ACTION PLAN

11.1.b	Fire doors - in order to protect building occupants egressing to a place of safety in the event of a fire emergency, and to provide a level of compartmentation and fire separation, it is essential that compartment fire doors fitted in the building meet the criteria of the requirements of an FD30s specification fire door (as defined by BS 476: Part 22 - BS EN 1634 -1). These doors 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, It is recommended that the gaps along the sides/top should be 3 mm (+/- 1 mm) and the gap at the bottom no more than 10mm. Following inspection, the following deficiencies will need to be rectified to achieve the above standard: The cross corridor fire door on the first floor does not close fully. The door should be adjusted to rectify this. 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.	**2**	Geoff Tarran: All Fire resiting doors will be inspected, and remedial works required undertaken by certified Contractor. Works being programmed in for December 2019/January 2020.
11.1.c	The shutter between the kitchen and lounge area does not appear to be a fire shutter. Isolated from the electric supply, the assessor was informed that the shutter does not close when the fire alarm is actuated. The kitchen is used for cooking occasionally by persons unfamiliar with the premises. It is recommended that the shutter is reinstated to a fire shutter and that it operates on actuation of the alarm.	**3**	Geoff Tarran: Shutter between kitchen and lounge to be upgraded, and linked into detection system for autoatic close.
12.1	Both the Lift Motor Room and the Disabled toilet facility are required to have emergency lighting installed, in accordance with the recommendations of BS 5266. This has been highlighted in the previous fire risk assessments	**3**	Geoff Tarran: Emergency lighting to be extended lift/disabled toilet.
18.2	Managing Fire Safety - whilst the Older Person Support Officer has been identified by the responsible persons to assist them in managing the preventive/protective fire safety measures in the premises, the current role holder has not been given necessary training/support to undertake this role, training should be provided to all OPSOs with responsibility for the premises.	**1**	Geoff Tarran: Training requirements are being addressed by OPSOs Managers.

ACTION PLAN

18.4	Fire extinguisher training - 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.	**1**	Geoff Tarran: Training requirements are being addressed by OPSOs Managers.
18.5	Generic Emergency Evacuation Plan (GEEP) - as this is a publicly accessible building, this will need to be written for members of the public who would need assistance to escape. It should also be included within the Emergency Evacuation Plan. Further information can be found in BS 8300 and the CLG Publication "Fire Safety Risk Assessment Supplementary Guide – Means of Escape for Disabled People" which is available to download for free from the https://www.gov.uk/workplace-fire-safety-your-responsibilities and https://www.nifrs.org/wp-content/uploads/2013/05/Fire-Safety-Law-The-Evacuation-of-Disabled-People-from-Buildings.pdf	**2**	Geoff Tarran: Geoff Tarran attended Half Acres 01/11/2019. Documented and evidenced the PEEP located in the Emergency Fire Box.
19.2	Refresher training - in accordance with Article 21 of the Fire Safety Order, and the recommendations of BS 9999 Annex Q, all staff members should be provided with adequate refresher training covering their responsibilities and actions to be taken in the event of fire. Staff should receive sufficient training at regular intervals (recommended annually) to make sure they remain familiar with the fire precautions for the workplace, and reminded of the actions 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. Records of training should be kept on file. *Note: The training provided to staff must include the following:* *• fire risks in the premises* *• the fire safety measures in the building* *• action in the event of fire* *• action on hearing the fire alarm signal* *• method of operation of manual call points* *• location and use of extinguishers* *• means for summoning the fire and rescue service* *• identity of persons nominated to assist with evacuation* *• identity of persons nominated to use fire extinguishing appliances.*	**1 & Ongoing**	Geoff Tarran: Training requirements are being addressed by OPSOs Managers.
19.4	Fire Wardens - additional training must be provided to any person(s) nominated or volunteering to act as a Fire Warden. 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 annually. Records of training should be kept on file.	**3**	Geoff Tarran: Training requirements are being addressed by OPSOs Managers.

ACTION PLAN

20.13	Tunstall system has been installed to provide a two-way communication system between occupants and a remote monitoring centre (Chichester Careline). No records available of servicing. These records should be obtained and made available for future assessments to confirm servicing has been undertaken.	**1**	Geoff Tarran: CBC addressing servicing with Tunstall direct.
21.1	Records - appropriate records must be kept of all maintenance, servicing and test records, fire drills, staff training, heating, electrical maintenance, etc. These may be required for audit purposes by an authorised Inspecting Officer / Engineer from the Fire Service. Note*:* whilst a Fire Log Book is not a legal requirement; it is recommended and good practice for these type of records to be held in a Fire Log Book. For the purposes of consistency across the business, it is recommended that all maintenance paperwork is kept in a 'Maintenance file'. This would be beneficial for persons wanting to access such information whom are not familiar with that particular site.	**Ongoing**	Geoff Tarran: Geoff Tarran attended Half Acres 01/11/2019. Documented and evidenced the fire drills and inspections located in the Emergency Fire
Note:	It is recommended that suitably skilled, third party, accredited contractors are appointed to install / service / carry out any testing or inspections of the Automatic Fire Detection and Alarm System / Emergency Lighting System / Portable Fire Extinguishing Equipment / Fixed-wire Electrical Installations / Gas-fired boilers / Gas-fired commercial catering equipment. This is required in accordance with the 'Regulatory Reform (Fire Safety) Order', the 'Codes of Practice' and general recommendations, as laid down in the British Standards.	**Ongoing**	Geoff Tarran: Geoff Tarran attended Half Acres 01/11/2019. Documented and evidenced the inspections undertaken by Fire Risk UK located in the Emergency Fire Box.