



Fire Risk Assessment
Carey House - Crawley Borough Council.

Carey House - CBC.

Town Barn Road.

Crawley.

RH11 7XG.

Date of Assessment: 24 October 2022



Review Date: 24 October 2023

Score: Tolerable Risk

Assessor: Ralph Whyte AIFSM

Contents

1 Introduction	3
2 Premises Details	5
3 Legislation	7
4 Fire Prevention	8
5 Escape Routes & Fire Spread	15
6 Detection & Warning	20
7 Firefighting	23
8 Lighting	25
9 Signs & Notices	26
10 Fire Safety Management	28
11 Tasks	32
12 Risk Score	37

Introduction

Document reference number: 055552

This report has been completed by:

Fire Risk UK Ltd
Unit 14 Oakhurst Business Park
Wilberforce Way
Southwater
West Sussex
RH13 9RT

BAFE registration number SUSS127.

Scope and Terms of this Assessment

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

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

3 This report is addressed to the client (or if applicable other responsible person in relation to the premises) for its sole benefit and may not be relied upon by any other person, firm or company.

4 We have agreed with you that this assessment should be conducted by us in accordance with and on the basis and assumptions set out in this scope.

5 The risk assessment should be available for inspection, at all times.

6 We have not carried out an occupancy calculation as part of the assessment unless otherwise agreed in writing.

7 The assessment does not allow for the physical maintenance of any equipment or machinery.

8 The fire risk assessment should be reviewed by the responsible person regularly so as to keep it up-to-date and, in any event by the date indicated on the general information page of this report or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergone significant changes, extensions, or conversions. By way of example and without limiting the general statement made above, the assessment should be reviewed following:

- a) Significant changes to work practices or procedures.
- b) A significant change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability.
- c) Any significant structural or material changes to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new 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 the review date highlighted within the report.

9 The hazards and / or risks identified (if any) in each section of this document increase the risk to life and / or property safety in and around the areas assessed.

10 The client, or other responsible person, should ensure that the additional fire safety controls, recommendations and actions set out in this document are effected to bring the assessed areas up to a standard that will ensure, so far as is reasonably practicable, the safety of any of his employees, any other person lawfully on the premises or any person in the immediate vicinity of the premises at risk from a fire on the premises.

11 The Regulatory Reform (Fire Safety) Order and the Fire (Scotland) Act, as applicable, impose various other obligations in relation to fire safety on responsible persons. We would be pleased to provide further guidance on these obligations but would like to draw your particular attention to the following:

Responsible persons must, amongst other things, provide their employees with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures in place in the event of serious and imminent danger to them.

12 In this report:

- a) We confirm that the information shown is correct based upon a general 'walk through' inspection of the premises, and discussions with both responsible management and staff. The contents are, to the best of the Assessor's knowledge, a true and fair review of the fire safety status of the premises, and meet the clients responsibilities in carrying out a fire risk assessment under the relevant legislation. Whilst the inspecting Assessor has taken all reasonable care to ensure accuracy of the information offered, Fire Risk UK Ltd cannot accept legal liability for any loss (including loss of anticipated profits, loss of expected future business, or damage to goodwill), nor claims for damages in connection with this report.
- b) Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and / or responses provided by or on behalf of the client or other responsible person.
- c) We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).
- d) Unless otherwise stated, we have assumed that at the premises -
 - (i) all fire safety equipment, including fire doors and fire resistant partitions and
 - (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.
- e) We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.
- f) We have assumed that information and documentation supplied to us by or on behalf of the client or other responsible person which has a bearing on this fire risk assessment is current, true, accurate and not misleading.
- g) The term "responsible person" has the meaning given to it in The Regulatory Reform (Fire Safety) Order and the Fire (Scotland) Act.
- h) The assessment is non invasive i.e. there will be no penetration, changes or damage to the structure of the building.

Premises Details

Building Information

Address line 1	Carey House - CBC.
Address line 2	Town Barn Road.
Town	Crawley.
Postcode	RH11 7XG.
Client	Crawley Borough Council.
Responsible Person	Natalie Brahma-Pearl - Cheif Executive of CBC.
Person(s) consulted on site	Yoan Appasamy.
Use	Purpose-built, self-contained flats
Number of floors - ground and above	3
Number of accommodation units	32
Approach to units	<ul style="list-style-type: none">• Direct from stair• Via protected lobbies / corridors
Approximate period of construction	1980-1990

Construction details

The building is constructed of traditional building materials including concrete, steel, glass, timber and brick under a pitched tiled roof.

The building is detached with 3 internal staircases a lift and 8 main exits.

There is a 1st floor fire exit discharging onto a metal external fire escape stairway.

Fire Risk Assessment

Carey House - Crawley Borough Council.

People especially at risk from fire

Are there any people especially at risk from fire?

Yes

People especially at risk from fire

- Lone/Remote Workers
- Mobility Impaired Occupants
- Sensory Impaired Occupants
- Young Persons (under 18 years)

Details of people especially at risk from fire

Members of the public visiting the premises.

Fire loss experience

No fire loss was reported during this assessment. .

Comments

Approximate maximum number of employees at any one time - up to 12.

Approximate maximum number of residents and visitors at any one time - 50.

Legislation

Fire safety legislation which applies to these premises

- Regulatory Reform (Fire Safety) Order 2005

This legislation is enforced by

Local fire and rescue authority

Details of any other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations)

The Housing Act 2004.

Is there an alterations notice in force?

No

Do licensing laws apply to the premises?

No

Comments

The assessor was not informed of any alteration notices.

Fire Prevention

Electrical

Are electrical installations and appliances free from any obvious defect?	Yes
Are fixed installations periodically inspected and tested?	Not Known
Are portable electrical appliances used?	Yes
Is the use and type of portable appliances reasonable?	Yes
Are there suitable limitations on the use of trailing leads and adapters?	Yes
Is there a suitable regime for portable appliance testing?	Yes
Is there a suitable policy regarding the use of personal electrical appliances?	Yes

Comments

Electrical Installation Condition Report (EICR)

Even with in-date affixed service labels on the distribution board, without records it cannot be confirmed the installation has been inspected and has been found 'satisfactory'.

The Responsible Person should investigate to confirm up to date certification is in place.

If not, then an EICR should be arranged as soon as possible and records should be retained for inspection.

Management of leads:

At the time of the assessment the management of electrical leads was good. No sockets were seen to be overloaded, no misuse of extension leads and no damage to any cables was apparent.

Information::

All electrical installations, this includes extension leads should be regularly inspected by a competent electrical engineer appointed by you, or on your behalf, in accordance with the Electricity at Work Regulations 1989 (EAW Regulations).

The use of low voltage equipment should conform to the requirements of the Electrical Equipment (Safety) Regulations 1994, including the requirement to be CE marked.

CBC has a policy in place for all electrical installations to be inspected and tested at the required intervals, on a cyclical basis, in accordance with current wiring regulations. All records are held at the Town Hall and are available for inspection on request.

CBC prohibit the use of portable appliances in common areas of all CBC properties. The only exceptions would be contract cleaners or approved service and maintenance staff.

All portable appliances installed are tested by - Mitie Electrical Testing. Records are held by CBC.

The mains fuse board was open. This should be kept shut to contain any potential fire.



Fuse board in Electrical Room to be kept shut.

Gas

Are gas installations and appliances free from any obvious defect?

Yes

Is gas equipment protected/located so as not to be prone to accidental damage?

Yes

Comments

CBC have gas service contracts in place with approved 'gas safe' accredited contractors.

All boilers and installations are serviced in accordance with The Gas Safety (Installation and Use) Regulations S35/36).

All records are held at the Town Hall and are available for inspection on request.

Important:

Up to date servicing of gas boilers and installations avoids the risk of fire, explosion and Carbon Monoxide poisoning.

Carbon Monoxide gas is colourless, odourless, tasteless and is poisonous. Carbon Monoxide poisoning occurs when carbon monoxide builds up in your bloodstream.

Heating

Are fixed heating installations free from any obvious defect?

Yes

Are portable heaters used?

Yes

Are portable heaters free from any obvious defect?

Yes

Is the use of the more hazardous types of heater (e.g. radiant bar fires or LPG appliances) avoided?

Yes

Is the use and type of portable heaters reasonable?

Yes

Comments

Central heating in the common area is provided via a mains gas boiler. At the time of this assessment all radiators were secure and undamaged. CBC ensure the boiler and associated gas installations are serviced annually by a 'gas safe' engineer and certification is held.

Heating is provided via - hard wired wall mounted units. At the time of this assessment all units were secure and undamaged.

Portable heaters are being used in the building. There was an oil filled radiator in the main office and communal lounge.



Cooking

Does cooking take place on the premises?

Yes

Are reasonable measures taken to prevent fires as a result of cooking?

Yes

Are filters changed and ductwork cleaned regularly?

Not Known

Comments

Communal kitchen:

Communal kitchen areas must be maintained in a safe condition which means there must be no obstructions that block or delay escape from the area.

Any gas appliances must be tested annually in accordance with Gas Safe Regulations.

Electrical installations must be inspected and tested every 5 x years with the mains installation checks for the building.

All portable appliances should be tested periodically and records kept.

A self closing fire door of FD30s specification should separate the kitchen from the escape route.

All residents must be advised on kitchen safety and the responsible person must ensure adequate standards are maintained at all times.

The communal kitchen has a range of domestic appliances in place. All appliances were clean and tidy at the time of the assessment.

The assessor was informed that the filter in the extraction fan is cleaned regularly.

1 x 2kg CO2 extinguisher & 1 x fire blanket installed. There is an electric opening device for the fire shutter between the communal kitchen and the lounge. The assessor understands that this is maintained regularly.



Arson

Is security against arson reasonable?

Yes

Is there a reasonable absence of external fuels and ignition sources?

No

Comments

Arson risk management is good and includes the following precautions:

External lighting is in place.

Door entry control system has been installed.

Waste bins are stored in a designated area.

Good physical security, with suitable locks on doors and windows in common parts.

Effective lighting, both externally and internally, in the common parts has been fitted.

Communal Letterboxes - where appropriate use suitable enclosures designed to contain burning material.

Information:

The nature of deliberate fires experienced in blocks of flats varies, but can range from people setting fire to rubbish and storage left within the common parts to igniting flammable liquid poured through letter boxes of front doors. The profile of those carrying out such acts clearly varies. Anti-social behaviour can be a factor in accounting for some of these fires. Basic security can often be very effective in countering these fires.

However, it must be recognised that some fires are started by those with the deliberate intent of causing serious harm to people. It is unlikely to be practical to implement physical measures completely to counter this risk. Vigilance by residents, along with visiting staff and contractors, will continue to be key to any programme of arson prevention.

Residents are leaving old mattresses and other combustibles in the communal waste bin area. This area should be kept clear to avoid the risk of potential arson.

Housekeeping

Is accumulation of combustibles or waste avoided?

Yes

Are there appropriate storage facilities for combustible & hazardous materials?

N/A

Comments

The standard of housekeeping in terms of fire safety at the time of the assessment was good. No combustible or hazardous materials were seen in the common areas during this assessment.

Information:

Good housekeeping and storage, in and around the premise, is a necessary requirement. It is important (where possible) to minimise accumulations to suitable & sufficient levels, in order to minimise the potential fire loading (i.e. the amount of available combustible material for a fire to (start and grow). Large amounts of combustible items and materials can significantly increase the capability for any fire to develop and rapidly spread. Regular checks should be made to ensure items are not stored within escape routes/common areas.

Washing Machines, Dishwashers and Tumble Dryer's:

Provide fire safety information and user instructions for any appliances on the premises.

These items are a fire risk because of the high wattage, friction and motors.

You are advised to ensure any tumble dryer should have the lint filter cleaned after every use. This is important because if you don't clean it out, it prevents the dryer from being able to exhaust hot air from the dryer, causing the dryer to overheat and catch fire. Any tumble dryer not maintained correctly is a serious fire risk.

This is good Fire Safety Management and these points should be included in your 'Fire Safety Policy' and any staff, residents or others who may use these appliances should be made aware.

Building Works

Are there any hot works being carried-out at this time?

No

Are the premises free of any obvious signs of incorrect hot work procedures in the past?

Yes

Comments

External contractors are approved by CBC and contractors are required to submit method statements, risk assessments and, where necessary, make arrangements for 'hot work'.

The ongoing monitoring of the work of external contractors and internal maintenance staff on site is subject to CBC procedures and inspection regimes.

"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. In the event of a fire, all outside contractors and visitors must make their way to the fire assembly point to the front of the building and await further instruction" (CBC Fire Safety Policy).

Smoking

Are there suitable arrangements taken to prevent fires caused by smoking?

Yes

Comments

In accordance with the 'Smoke Free Regulations 2006' smoking is not permitted within the premises.

Smoking prohibition signage is in place.

Dangerous Substances

Are dangerous substances present, or liable to be present?

No

Lightning

Is a lightning protection system installed?

No

Comments

The height and the design of the building are such that it is unlikely that a lightning protection system is required.

Escape Routes & Fire Spread

Ease of Use

Are exits easily and immediately openable?

Minor Defects

Do fire exits open in direction of escape where necessary?

Yes

Are escape routes unobstructed and safe to use?

Yes

Are there reasonable measures for the evacuation of disabled people?

Yes

Comments

Final exit doors were checked during this assessment, they were found to be in good condition. Final exit doors should be secured in such a way that they would be opened easily and freely in an emergency. The fire exit doors in the first floor corridor have 2 panic devices fitted, push bar to open and turn to open.

At the time of this assessment no escape routes were 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.

Dimensions

Are travel distances reasonable?

Yes

Is there sufficient exit capacity?

Yes

Comments

The number of exits available in the building are acceptable. Taking into consideration the travel distances, exit widths and the anticipated numbers of people, all occupants should be able to exit the building safely during an emergency to reach ultimate safety in a timely fashion.

Fire Doors

Doors which are expected to be fire resisting:

- Corridors
- Electrical Cupboards
- Flat Entrances
- Kitchens
- Laundry
- Lift Machine Room
- Lounge
- Office

Corridor Doors

- FD30S (upgraded)
- FD30S self-closing (upgraded)

Electrical Cupboard Doors

- FD30S (upgraded)

Flat Entrance Doors

- Not confirmed

Kitchen Doors

- FD30S self-closing (upgraded)

Laundry Doors

- FD30S self-closing (upgraded)

Lift Machine Room Doors

- FD30S (upgraded)

Lounge Doors

- FD30S self-closing (upgraded)

Office Doors

- FD30S (upgraded)

Do any fire doors appear to be of composite construction?

No

Are fire doors to a suitable standard?

Minor Defects

Is there suitable provision of self-closing devices?

Yes

Is there suitable provision of hold-open devices?

Yes

Are doors kept locked where appropriate?

Yes

Comments

The assessor had no access to flat front doors that lead directly into the escape route. CBC should ensure all flat front doors are of FD30s specification with a self closing device fitted. Letter box liners should also be of the fire resistant type.

The assessor had no access to flat front doors that lead directly into the escape route. All flat front doors appeared to be of the same design with no obvious external defects or damage.

It should be ensured that all flat front doors are of FD30s specification with a self closing device fitted. Any doors which do not comply should be repaired or replaced by a competent fire door contractor who will provide certification.

Fire Door information:

Fire doors should be of FD30s (or in some cases FD60s or FD120s) specification with a fitted self closing device, the door frames should be of the same fire resistance as the door itself. A fire door and frame are known as a 'Fire Rated Door Set'. FD30s fire rated doors should be fitted with three fire rated hinges, intumescent strips and cold smoke seals. Letter box liners should also be of the fire resistant type.

Fire Door Specification information:

FD = Fire Door

30 = 30 minute fire resistance (this could also be 60 or 120)

S = seals (cold smoke seals and intumescent strips)

SC = self closing device (to ensure the door closes fully into the frame)

All fire doors should be self closing, they should close flush to the frame and have no gaps in excess of 3-4mm to sides and top and no more than 8-10mm on the bottom.

Some fire doors were not in good condition and require a competent contractor to adjust / repair up to FD30S SC standard.

Door not closing - self closer requires adjustment in the first floor corridor - door 000045.

Intumescent strips have been painted over on door 000067 on the first floor.

The electrical room door 000083 has loose intumescent strips that require repairing.

Construction & Glazing

Are escape routes protected with suitable walls and floors?

Yes

Is there adequate compartmentation?

Minor Defects

Is there reasonable limitation of linings that might promote fire spread?

Yes

Are external walls and attachments free from materials, products and systems which could promote excessive fire spread?

Yes

Glazing which is expected to be fire resisting, inc vision panels and fanlights:

- Corridors
- Lounge
- Office

Corridor Glazing

- Not confirmed

Lounge Glazing

- Not confirmed

Office Glazing

- Georgian wired

Is glazing reasonable and free from any obvious defects?

Yes

Comments

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.

The ground floor electrical room had holes in the walls and ceiling that may promote the spread of smoke / fire. This should be fire stopped by a competent contractor due to the stay put policy.

The assessor had no safe access available to the roof space - Compartmentation in roof voids is a particular issue with respect to hidden fire spread. Therefore, this should be investigated to ensure adequate Fire Stopping up to the underside of the roof is in place. What this means is, fire cannot spread in the loft space from one part of the building to another or spread to adjacent buildings.

The materials used to line walls and ceilings can contribute significantly to the spread of flame across their surface. In this premises the décor and surface finishes of walls, ceilings and escape routes were considered to be materials that would not promote rapid fire spread.

There are no external cladding systems fitted to this building.

Dampers, Ducts & Chutes

Are there suitable measures to restrict fire spread via ducts and concealed spaces?

Yes

Comments

There is no Air Conditioning or HVAC system installed. In addition there is no cooking that takes place in the common area that would warrant the installation of a commercial extraction or ventilation system.

Smoke Ventilation

Areas where smoke ventilation is expected:

- Corridors

Corridors

- Openable Windows
- Openable Doors

Is smoke ventilation reasonable and free from any obvious defects?

Yes

Comments

There are opening windows on the escape routes which are considered to be adequate for the venting of smoke in a fire situation.

Information:

The greatest immediate danger to the occupants of a large building in the event of a fire comes from the smoke rather than the heat of the fire. Even a small fire can rapidly fill a large building with smoke to an extent where people escaping the building cannot see to find the escape routes and can be overcome by smoke inhalation.

Detection & Warning

Control Equipment

Is an electrical fire alarm system expected?

Yes

Is a fire detection and/or alarm system provided?

Yes

Areas covered

- Flats
 - Communal areas
-

Flats

System Category

- ***BS 5839 Part 1***

Cause & Effect

- Sounds alarm in communal areas
-

Communal Areas

System Category

- ***BS 5839 Part 1***

Cause & Effect

- Sounds alarm in communal areas
 - Alerts remote centre
 - Releases held-open doors
-

Is the control equipment suitably located?

Yes

Is the control equipment free from any obvious fault or defect?

Yes

Comments

The control and indicating equipment is suitably located and at the time of the assessment it was unobstructed.

Manual Fire Alarms

Are there sufficient means of manually raising an alarm?

Yes

Are manual callpoints appropriately located and free from obvious defect?

Yes

Comments

Location and numbers of manual call points (MCP's) are acceptable for this type of premises.

Automatic Fire Detection

Is there sufficient provision of automatic fire detection?

Yes

Is the type of automatic fire detection suitable and free from obvious defect?

Yes

Comments

As a purpose built block of flats it is reasonable to assume the level of compartmentation afforded during the design and construction of the building is such that a fire detection and alarm system is not required in the common areas.

Residents should ensure a suitable means of fire detection is installed in their own dwelling. As a minimum this should consist of a smoke detector in the flat lobby.

The risk of fire alarms activating in the common areas is:

People will leave the relative safety of the dwelling to enter into the common area which is now potentially a life-threatening area to investigate the alarm. Depending on the type of front door locking mechanism to a flat if a person exits without the key there is a chance that they could be locked out. This means they would be trapped in a smoke-filled escape route. This is a life-threatening situation.

However, automatic detection has been installed as there are identified disabled people in the blocks who may need to raise the alarm from within the common area.

Residents should ensure a suitable means of fire detection is installed in their own dwelling. As a minimum this should consist of a smoke detector in the flat lobby.

Fire detection was seen throughout the escape route and appears to have been installed in accordance with the recommendations of BS 5839. However, no design or commissioning certification was available to confirm what category of system has been installed.

The assessor had no safe access to the roof space.

It is unconfirmed therefore, whether adequate detection is installed in the roof space to ensure early warning of a fire. This should be investigated to confirm it is in place. This is both a life safety and property protection measure.

The Responsible Person is advised to arrange for a qualified alarm engineer to investigate and confirm whether adequate automatic fire detection has been installed in the roof space of the building.

Audibility

Are there adequate means of alerting all relevant persons?

Yes

Comments

BS 5839 requires that if an alarm system is to be used in this type of property, a minimum sound level of 75 DBA at the bed head is required in order to wake up a sleeping person.

Visual alarm devices are installed within the building.

Firefighting

Fire Extinguishers

Are fire extinguishers expected?

Yes

Are fire extinguishers provided?

Yes

Predominant types of fire extinguisher:

- Carbon dioxide - 2kg
- Fire blanket
- Water - 6L

Last test date of extinguishers:

May 2022

Are fire extinguishers readily accessible?

Yes

Is the provision of fire extinguishers reasonable?

Yes

Comments

All extinguishers are sited in accordance with the recommendations set out in BS 5306 - 8.
Extinguishers are secured with anti-tamper and alarm devices.

Note:

People with no training should not be expected to attempt to extinguish a fire. However, all CBC staff should be familiar with the location and basic operating procedures for any equipment provided, in case they need to use it. If your fire strategy means that certain people, e.g. fire marshals, will be expected to take a more active role, then they should be provided with more comprehensive training.

Adequate numbers of fire extinguishers have been provided and sited by a competent contractor in accordance with BS 5306-8

All extinguishers are readily available for early intervention firefighting.

The fire extinguishers installed are clearly visible and easily accessed.

Information:

Travel distances to reach a fire extinguisher should not exceed 30m (no more than 60m between extinguishers). To cover electrical hazards the travel distance should be no more than 10m to reach a Co2 extinguisher.

Fixed Systems

Are any fixed systems provided?

No

Is provision of fixed systems reasonable?

Yes

Comments

No fixed systems are installed in the premises.

Fire Service Facilities

Are any fire service facilities provided?

No

Is provision of fire service facilities reasonable?

Yes

Comments

Access for fire appliances:

This is a modern building with adequate access for fire appliances to approach and park on hard standing within a reasonable distance so that firefighters can use their equipment without too much difficulty.

Lighting

Normal Lighting

Is there adequate lighting of internal escape routes?

Yes

Is there adequate lighting of external escape routes?

Yes

Is there adequate lighting in risk critical areas?

Yes

Comments

Adequate normal lighting is provided both internally and externally on escape routes and in risk critical areas. This means all lighting, other than emergency escape lighting is permanently installed in areas of the premises to which the public & residents have access.

Emergency Lighting

Method of emergency lighting of internal escape routes:

- Borrowed light
- Non-maintained emergency lighting (local)

Is this provision reasonable?

Yes

Method of emergency lighting of external escape routes:

- Borrowed light
- Non-maintained emergency lighting (local)

Is this provision reasonable?

Yes

Method of emergency lighting of other areas:

- Borrowed light
- Non-maintained emergency lighting (local)

Is this provision reasonable?

Yes

Comments

Adequate internal Emergency Escape Lighting (EEL) appears to have been installed in accordance with recommendations laid down in BS 5266.

Signs & Notices

Escape Routes

Is escape route signage necessary?

Yes

Is escape route signage provided?

Yes

Is provision of escape route signage suitable?

Yes

Comments

Adequate directional signage is in place along the escape routes directing people towards a final exit point.

Fire Doors

Is there signage suitable for self-closing fire doors?

No

Is there signage suitable for locked fire doors?

Yes

Is there signage suitable for automatic fire doors?

No

Comments

Mandatory fire door signage is recommended to be affixed to the face of any automatic closing fire doors. Fire Door Keep Shut signs should be fitted to any FD30S SC doors.

Other Signs & Notices

Is there suitable signage for fire service facilities?

N/A

Are fire action notices suitable?

Minor Defects

Are there suitable notices for fire extinguishers?

Yes

Is there suitable zone information for the fire alarm system?

Yes

Comments

Fire action notices are clearly displayed throughout the building including being adjacent to manual call points, landings and final exits.

These should be filled in with the location of the fire assembly point.

Fire extinguishers that have been installed have clear identification signage in place.

In accordance with the recommendations of BS 5839 a diagrammatic zone plan representing the building, which has been clearly divided into fire alarm zones, is displayed.

This will assist those responding to the fire signal.



Fire Safety Management

Procedures & Arrangements

Current evacuation policy

Stay Put

Further details

Purpose built flats with a stay put policy.

Are fire action procedures suitable and appropriately documented?

Yes

Are there suitable arrangements for calling the fire service?

Yes

Is there a suitable fire assembly point?

Yes

Are there suitable arrangements for the evacuation of disabled people?

Yes

Comments

The evacuation policy in place is Stay-Put.

Information:

This purpose-built blocks of flats should operate a Stay Put/Defend in Place fire policy. This strategy may be considered in blocks of flats were each flat is a minimum 60 minutes fire resisting compartment. The policy involves the following approach. When a fire occurs within a flat, the occupants alert others in the flat, make their way out of the building and summon the fire and rescue service. If a fire starts in the common parts, anyone in these areas makes their way out of the building and summons the fire and rescue service. All other residents not directly affected by the fire should be safe to stay put and remain in their flat unless directed to leave by the fire and rescue service. It is not implied that those not directly involved who wish to leave the building should be prevented from doing so. Nor does this preclude those evacuating a flat that is on fire from alerting their neighbours so that they can also escape if they feel threatened.

All Fire Action Procedures are documented and held on file for inspection.

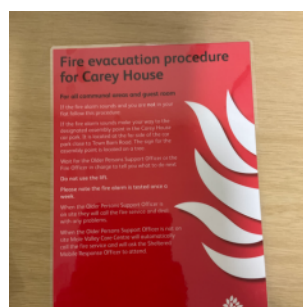
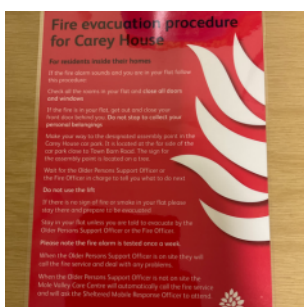
All residents receive copies of the procedures when they take over their property.

Note:

Fire action procedures should always be displayed in common areas such as hallways and landings. This is to ensure any visitors to the building are made aware actions to take in an emergency.

The assembly point is identified as the front car park.

The assembly point is in view of any arriving fire appliances.



Training & Drills

Are staff regularly on the premises?

Yes

Do staff receive suitable training on the following areas:

Fire risks on the premises & fire prevention measures?

Yes

Action to take on discovering a fire?

Yes

How to raise an alarm?

Yes

Responding to the fire alarm?

Yes

Calling the fire service?

Yes

Location & use of fire fighting equipment?

Yes

Are fire drills carried out at appropriate intervals?

Yes

Are employees from outside organisations given appropriate fire safety information?

Yes

Comments

CBC staff receive appropriate fire safety training. Crawley Borough Council provide this training.

The assessor was informed all contractors are made aware of the fire safety measures including the evacuation plan and escape routes before commencing work on any CBC property.

Testing & Maintenance

Was testing & maintenance information available?

Yes

Is there suitable testing & maintenance of the following fire safety measures:

Fire alarm system?

Yes

Emergency lighting?

Yes

Smoke ventilation systems?

N/A

Fixed fire-fighting installations?

N/A

Fire mains?

N/A

Fire-fighting lifts?

N/A

Other fire safety measures?

N/A

Are fire extinguishers subject to suitable test & maintenance?

Yes

Comments

Automatic Fire Detection and Alarm Systems:

Systems installed in CBC properties are maintained in accordance with the recommendations of BS 5839.

Alarms are serviced under contract by Fire Risk UK.

Copies of tests and certificates are held electronically at the Town Hall.

Emergency Escape Lighting:

CBC's policy is to undertake quarterly function tests of the emergency escape lighting systems.

EEL is serviced under contract by Fire Risk UK.

Copies of tests and certificates are held electronically at the Town Hall.

Fire Extinguishers:

Are serviced under contract by Fire Risk UK.

Record Keeping

Were fire safety records available?

No

Comments

CBC have confirmed to FR-UK that:

All testing and servicing certification and documentation is held electronically at the town hall.

Any of these records can be made available when required by inspecting authorities. Many of these records are publicly accessible documents.

Tasks

Task 1

Ref 1183829
Source Version 1
Category Fire Prevention
Sub Category Arson
Action Required Residents are leaving old mattresses and other combustibles in the communal waste bin area. This area is not locked and is easily accessible. This area should be kept clear to avoid the risk of potential arson.
Priority High
Status Identified
Due Date 20 November 2022

Area clear.



Task 2

Ref 1183824
Source Version 1
Category Escape Routes & Fire Spread
Sub Category Fire Doors
Action Required Some fire doors were not in good condition and require a competent contractor to adjust / repair up to FD30S SC standard.

Door not closing - self closer requires adjustment in the first floor corridor - door 000045.
Intumescent strips have been painted over on door 000067 on the first floor.
The electrical room door 000083 has loose intumescent strips that require repairing.

Priority High

Status Identified

Due Date 20 November 2022



1st floor corridor 000045 not closing properly.



Appropriate instruction raised.

Paint over the intumescent strips.

Task 3

Ref 1183825
Source Version 1
Category Escape Routes & Fire Spread
Sub Category Ease of Use
Action Required Remove the fittings from the under-mentioned doors which impede easy escape:

Final exit doors should be secured in such a way that they would be opened easily and freely in an emergency.

The fire exit doors in the first floor corridor have 2 panic devices fitted, push bar to open and turn to open. They're should only be one panic device to aid easy escape in the event of a fire.

There was moss outside on the fire escape. This should be cleared to avoid slipping. The assessor was informed that this is cleared on a regular basis and monitored.

Priority High
Status Identified
Due Date 20 November 2022



Push bar and turn to open on 1st floor fire exit.

Appropriate instruction raised.

Task 4

Ref 1183827
Source Version 1
Category Escape Routes & Fire Spread
Sub Category Construction and Glazing
Action Required Provide fire stopping around cable penetrations in the following locations:

The ground floor electrical room had holes in the walls and ceiling that may promote the spread of smoke / fire. This should be fire stopped by a competent contractor due to the stay put policy.

Priority High
Status Identified
Due Date 20 November 2022



Appropriate
instruction raised.

Task 5

Ref 1183823
Source Version 1
Category Signs & Notices
Sub Category Fire Door Signage
Action Required Provide Automatic Fire Door Keep Clear signs on all fire doors with hold open devices fitted.
Provide Fire Door Keep Shut signs on all FD30S SC doors.
Priority High
Status Identified
Due Date 20 November 2022



Appropriate
instruction raised.

Task 6

Ref	1183826
Source Version	1
Category	Signs & Notices
Sub Category	Other Signage
Action Required	Ensure that fire action notices are correctly completed. The location of the fire assembly point should be clearly displayed.
Priority	Medium
Status	Identified
Due Date	15 January 2023



Confirmed complete.

Fire action notice in boiler room requires assembly point location.

Task 7

Ref	1183828	
Source Version	1	Appropriate instruction raised.
Category	Signs & Notices	
Sub Category	Other Signage	
Action Required	Provide signage to notify people not to use lifts in the event of fire. There was some paper signage cello taped to the wall but a rigid plastic do not use lift in the event of fire is required.	
Priority	Medium	
Status	Identified	
Due Date	15 January 2023	

Risk Score

Risk Score

Tolerable Risk

Next Assessment Due

24 October 2023

Likelihood	Potential Consequence		
	Slight Harm	Moderate Harm	Extreme Harm
High	Moderate	Substantial	Intolerable
Medium	Tolerable	Moderate	Substantial
Low	Trivial	Tolerable	Moderate

Likelihood

- 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.

Consequence

- Slight** 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** 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** Significant potential for serious injury or death of one or more occupants.