



**Fire Risk Assessment**  
**Crawley Borough Council - Schaffer House**

Proctor Close

Crawley

RH10 7JQ

Date of Assessment: 26 January 2023



Review Date: 26 January 2024

Score: Moderate Risk

Assessor: Mark Robinson MIFSM MIFPO

# Contents

<b>1 Introduction</b> .....	3
<b>2 Premises Details</b> .....	5
<b>3 Legislation</b> .....	8
<b>4 Fire Prevention</b> .....	9
<b>5 Escape Routes &amp; Fire Spread</b> .....	14
<b>6 Detection &amp; Warning</b> .....	19
<b>7 Firefighting</b> .....	21
<b>8 Lighting</b> .....	23
<b>9 Signs &amp; Notices</b> .....	24
<b>10 Fire Safety Management</b> .....	26
<b>11 Tasks</b> .....	31
<b>12 Risk Score</b> .....	36
<b>13 BAFE Certificate</b> .....	37

# Introduction

Document reference number: 55694

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on the general information page of this report or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or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	Proctor Close
Town	Crawley
Postcode	RH10 7JQ
Client	Crawley Borough Council
Responsible Person	Natalie Brahma Pearl
Person(s) consulted on site	Lindsey Hide
Use	Purpose-built, sheltered
Number of floors - ground and above	3
Number of accommodation units	45
Approach to units	<ul style="list-style-type: none"><li>• Via protected lobbies / corridors</li></ul>
Approximate period of construction	1990-2000

### Construction details

Three storey detached building of traditional construction materials under a pitched tiled roof. Purpose built sheltered scheme for persons older than 55 years old.

One main front entrance supplemented by multiple exits to air from the ground floor.  
The building is made up of 45 x individual flats housing approximately 55 people.  
Two protected staircases from the ground floor serve all upper floors.  
Two passenger lifts also serve all floors.

Ground floor - 14 x flats, hairdressers room, 2 x lift motor rooms, 2 x laundry rooms, communal lounge and kitchen, toilets & mobility scooter charging room.

### Fire Risk Assessment

Crawley Borough Council - Schaffer House

First floor - 17 x flats  
Second floor - 14 x flats

Outside - bin room with chute access from all landings.  
CBC representative on site at time of assessment.  
Assessed area - communal areas, plant rooms, riser cupboards and office only.

Occupancy, as defined in the Classification of Purpose Groups set out in Table 0.1 of Approved Document B, vol 1 (Fire Safety) 2019): Group 2(b) - Residential (other),

## Warden

---

Hours that a warden is on site

This premises does not offer any level of care and has non resident management staff known as an Older Person Support Officer's.

Older Person Support Officer referred to as OPSO throughout the report.

The OPSO is only on-site during office hours Monday to Friday.

Off-site monitoring arrangements

Tunstall modules are installed throughout the premises which provide two way communication along with smoke detection.

These are monitored/responded to by either the OPSO or the care line.

## People especially at risk from fire

Are there any people especially at risk from fire?

Yes

People especially at risk from fire

- Mobility Impaired Occupants
- Sensory Impaired Occupants

Details of people especially at risk from fire

Exact numbers are unknown but there are some residents with a variety of impairments and mobility restrictions.

Fire loss experience

No fire loss was reported to the assessor during this assessment.

Comments

Crawley Borough Council is referred to as 'CBC' within this report.

Fire Risk UK have been informed by the compliance team of CBC that as part of their overall management of fire risk in all CBC properties, all relevant records of passive and active fire safety measures are held electronically.

Due to the number of properties under the control of CBC, and resources available in terms of staff, it is not practical to arrange for all records to be made available for inspection for the Fire Risk Assessors during any FRA.

CBC are committed to their obligations under the Regulatory Reform (Fire Safety) Order 2005 and have confirmed to Fire Risk UK that all CBC premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are subject to a suitable schedule of maintenance.

All servicing is carried out by competent and qualified contractors selected from CBC list of approved third party accredited contractors.

Fire Risk UK have been informed by CBC that all record keeping is kept up to date and in accordance with the FSO.

The records held electronically by CBC include:

- electrical installation inspections and gas/heating servicing
- fire alarm tests and maintenance
- emergency escape lighting
- fire extinguisher checks
- fire escape routes inspections
- any fixed installations including: Dry risers, AOV, Photovoltaic Cell Systems, Lifts and Sprinklers.

During this visit the assessor had no access to any roof voids or flats. No flat front doors were sampled as part of this assessment.

# 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 notice of deficiencies or an alterations notice.



# Fire Prevention

## Electrical

Are electrical installations and appliances free from any obvious defect?

Yes

Are fixed installations periodically inspected and tested?

Yes

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

Assessor informed that the Electrical Installation Condition Reports and PAT testing are undertaken periodically by a third party accredited contractor.

Records held electronically by CBC Compliance Team.

All hirers and users of the communal areas will be informed that any electrical equipment they bring into the building must be PAT tested and fit for purpose.

The Mobility Scooter charging room has had RCD circuit breakers installed.

## 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

The gas installations are serviced periodically under contract agreement with records held on file for audit purposes by CBC Compliance Team.

Information: Gas installations must only be inspected by gas engineers listed on the Gas Safe Register in accordance with the Gas Safety (Installation and Use) Regulations 35/36: 1998.

## Heating

Are fixed heating installations free from any obvious defect?

Yes

Are portable heaters used?

No

Comments

Central heating in the communal area's are provided via a mains gas boiler.

The gas installations are serviced periodically under contract agreement with records helps on file for audit purposes by CBC Compliance Team.

No Air Conditioning or Heating Ventilation and Air Conditioning (HVAC) systems present.

Information: Gas installations must only be inspected by gas engineers listed on the Gas Safe Register in accordance with the Gas Safety (Installation and Use) Regulations 35/36: 1998.

## 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?

N/A

Comments

Small communal kitchen located directly off the community lounge and is mainly used to serve teas.

Domestic type appliances provided and they were observed to be in a reasonable condition at the time of assessment.

Fire shutter installed which lowers on activation of the fire alarm system. Residents are responsible for kitchen fire safety within the building.

## Arson

---

Is security against arson reasonable?

No

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

No

### Comments

Access control system fitted to the entrance doors. Good level of security provided.

Waste bins are stored in a designated bin room. At the time of this visit the door to the bin room was damaged meaning there is easy access for potential arson or vandalism. This has been previously reported and should be repaired.

All bins are emptied regularly by local authority. However, it was observed that some waste containers were stored outside by the Mobility Scooter storage area and were observed unlocked. These bins were highlighted in the previous risk assessment.

## Housekeeping

---

Is accumulation of combustibles or waste avoided?

Yes

Are there appropriate storage facilities for combustible & hazardous materials?

Yes

### 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.

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.

## 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?

No

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

A No Smoking policy is in place and enforced in all CBC properties which includes the common and communal areas such as: lifts, landings, stairwells, communal lounges & communal kitchens.

Smoking prohibition signage is in place.

There was no evidence of illicit smoking on the premises.

An outdoor smoking area has been provided and is maintained by CBC staff.

## Dangerous Substances

---

Are dangerous substances present, or liable to be present?

No

Comments

No dangerous substances were seen in the common areas or on escape routes during the fire risk assessment.

Records of where any medical oxygen cylinders are being used is available to the fire and rescue service in the event of a fire emergency. These details are kept in the fire service information box adjacent to the alarm panel in the entrance hall.

## Lightning

---

Is a lightning protection system installed?

Yes

Is the lightning protection system free from any obvious defect?

Yes

Is the lightning protection system periodically inspected?

Yes

Comments

The installed lightning protection system is maintained annually by an appointed third party accredited contractor, in accordance with relevant British Standard/s.

# Escape Routes & Fire Spread

## Ease of Use

Are exits easily and immediately openable?

Yes

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 are secured in such a way that they would be opened easily and freely in an emergency.

At the time of this assessment escape routes were not obstructed.  
Staircases were well lit with no items stored on landings and no trip hazards were seen.  
Stair nosing's and handrails were in good condition.

There are no specific modifications to this building for disabled people. However, ground floor access would be suitable for some people with limited mobility. CBC carry out risk assessments as part of their property allocation process taking into account individual needs.

## Dimensions

Are travel distances reasonable?

Yes

Is there sufficient exit capacity?

Yes

### Comments

The number of exits available in the building are acceptable.  
The travel distances for occupants to reach a place of safety are within acceptable parameters (Ref: Approved Document B - Fire Safety, Vol 1).

## Fire Doors

Doors which are expected to be fire resisting:

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

Cross-Corridor Doors

- FD30S self-closing

Electrical Cupboard Doors

- FD30S

Flat Entrance Doors

- FD30S self-closing

Laundry Doors

- FD30S self-closing

Lift Machine Room Doors

- FD30S

Lounge Doors

- FD30S self-closing

Office Doors

- FD30S self-closing

Staircase Doors

- FD30S self-closing

Do any fire doors appear to be of composite construction?

No

Are fire doors to a suitable standard?

No

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

No access was available to any flat front door to examine their condition. All flat front doors appeared to be of the same design, generally with no obvious external defects or damage.

Two flat front doors (27 & 28) were noted to have gaps in excess of acceptable tolerances at the bottom of the door.

The assessor was informed by the OPSO present at time of assessment that she undertakes periodic visual inspections of the flat entrance doors, however, these are not documented.

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.

In addition, the assessor noted compartment fire doors with gaps in excess of acceptable tolerances.



## 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
- Cross-Corridors
- Lounge

Corridor Glazing

- Georgian wired

Cross-Corridor Glazing

- Georgian wired

Lounge 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.

However, it was noted that surface finishes to walls/ceiling linings in communal areas were observed to be in reasonable condition, without significant holes or gaps.

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.

Enclosed notice boards are fitted in the entrance hall. This prevents arson attack on loose papers hanging the wall and also reduces the chance of 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.

Rubbish chutes in corridors; the chutes run direct to bins inside the bin room. All chutes were checked during this assessment and seals behind all chute trap doors were in good condition. These seals will help to prevent fire and smoke spread into the building from the bin room. It should be ensured that these are checked regularly for damage or wear and tear. Any defect should be reported immediately with subsequent remedial works undertaken as a priority.

## Smoke Ventilation

Areas where smoke ventilation is expected:

- Corridors
- Staircases

Corridors

- Openable Windows
- Natural Vent - Automatic

Staircases

- Openable Windows
- Natural Vent - Automatic

Is smoke ventilation reasonable and free from any obvious defects?

Yes

### Comments

There are manually openable windows on the escape routes (stair landings and corridors) which are considered to be adequate for the venting of smoke in a fire situation.

Automatically operated smoke vents installed in communal corridors which are operated by actuation of specifically linked detection units.

# 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
  - Whole building (single system)
- 

Flats

System Category

- BS 5839 Pt6 Grade D Category LD2

Cause & Effect

- Sounds alarm in flat of origin
  - Alerts remote centre
- 

Whole Building

System Category

- BS 5839 Pt1 Category L2

Cause & Effect

- Sounds alarm in whole building
  - Alerts remote centre
  - Operates smoke ventilation
  - Releases held-open doors
- 

Is the control equipment suitably located?

Yes

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

Yes

Comments

An addressable fire alarm system is installed within the premises.  
No commission certificate was available at the time of inspection.

Detection present within loft area and covering Mobility Scooter charging area and bin stores. A zone indication panel is displayed directly adjacent to the main fire alarm panel. The automatic fire detection and alarm system is also remotely monitored.

The control and indicating equipment for the main fire alarm panel is suitably located within the entrance lobby and at the time of the assessment it was unobstructed and clear of indicated faults on the display.

Tunstall modules are located strategically around the building, and within individual dwellings.

## 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

There are adequate numbers of manual call points throughout this premises. They are clearly identifiable, unobstructed with no obvious damage and they are within recommended travel distances.

## 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

The level of detection installed would provide early warning to people allowing them time to evacuate the area, The Automatic Fire Detection (AFD) appears to have been installed in accordance with the recommendations of BS 5839-1.

It could not be confirmed what category the system is as there was no design or commissioning certification available.

A BS 5839 commissioning certificate and any supporting documentation should be held on file. Any certification and documentation supplied by your fire alarm providers should be retained by you and held on site for inspections by any enforcing authority (such as the Fire and Rescue Service, HSE or your Insurance provider)

## Audibility

Are there adequate means of alerting all relevant persons?

Yes

Comments

The assessor was informed that the alarm can be clearly heard in all parts of the building.

The fire alarms audible signal should produce a sound level in any occupancy of 10-15dB above the average ambient sound level in that occupancy with a minimum level of 65dB or 75 dB at bed level achieved.

If there is any doubt regarding audibility levels then you must raise this with your service provider and instruct them to carry out a survey to confirm the audibility is adequate.

# Firefighting

## Fire Extinguishers

Are fire extinguishers expected?

Yes

Are fire extinguishers provided?

Yes

Predominant types of fire extinguisher:

- Carbon dioxide - 2kg
- Water - 6L

Last test date of extinguishers:

April 2022

Are fire extinguishers readily accessible?

Yes

Is the provision of fire extinguishers reasonable?

Yes

Comments

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.

## 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?

Yes

Types of facility

- Premises information box

Is provision of fire service facilities reasonable?

Yes

Comments

There is adequate access for fire appliances to approach and park on hard standing.

A premises information box has been installed next to the alarm panel providing information to the fire service on individual residents and their requirements (PEEPS) in an emergency along with line drawings of the premise indicating the layout and storage (if any) of medical oxygen cylinders.

# 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
- Maintained emergency lighting (local)
- Non-maintained emergency lighting (local)

Is this provision reasonable?

Yes

Method of emergency lighting of external escape routes:

- Borrowed light
- Maintained emergency lighting (local)

Is this provision reasonable?

Yes

Method of emergency lighting of other areas:

- Borrowed light
- Maintained emergency lighting (local)

Is this provision reasonable?

Yes

Comments

Adequate internal and external secondary emergency escape lighting appears to have been installed in accordance with recommendations within 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.

'In Event Of Fire Do Not Use Lift' signage is displayed at each lift door on all levels.

## Fire Doors

Is there signage suitable for self-closing fire doors?

Yes

Is there signage suitable for locked fire doors?

Yes

Is there signage suitable for automatic fire doors?

Yes

Comments

All fire doors which should be either kept shut, kept locked shut or kept clear have appropriate mandatory signage affixed to the face of the door.



## Other Signs & Notices

---

Is there suitable signage for fire service facilities?

Yes

Are fire action notices suitable?

Yes

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, final exits and on the back of each residents flat front door.

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

Other

Further details

A Fire Policy and Emergency Evacuation Procedures are provided in a Fire Box by the fire alarm control equipment. The plans and PEEP's are reviewed regularly. The Scheme Manager is proactive and discusses fire emergency procedures and fire safety with tenants on a regular basis, including when new tenants arrive. All flat front doors have evacuation plans attached to the inside face including the actions to be taken in the event of a fire emergency.

Crawley Borough Council have adopted a 'Stay Put and Prepare to Evacuate' strategy in the event of fire at Schaffer House.

Signs affixed to the notice board indicate that if there is a fire in your flat or you are in the communal areas you make your way to the lounge and await further instructions. If you are in your flat and there is no fire you should stay put and prepare to evacuate.

It is advised that the CBC fire policy is updated to reflect this procedure and clarify what to do if the fire is in the immediate vicinity of the lounge.

Stage 1

In the event of the fire alarm sounding all residents have been told to stay in their flats, close windows and doors and prepare themselves in case of an evacuation. This information is on the inside of each of resident's front doors. On calling the Fire Service the Duty Officer, if on site, will check the location of the fire from the fire panel. Then, without putting themselves at risk, will assess the seriousness of the situation. If it is safe to do so staff will help evacuate residents who are at risk because they are located close to the source of the fire and also consider the evacuation of adjoining flats in the compartment. This evacuation will be at least to beyond the first set of safety doors in the corridor. All other tenants will stay put (delayed response) unless West Sussex Fire and Rescue instruct the tenants otherwise.

Stage 2

If there is an increased risk to adjoining flats due to fire/smoke growth, adjacent flats within the compartment zone are to be evacuated to a safe area. Following instruction from Fire Brigade this area could be inside the building (communal lounge with two exits to outside) or evacuation to the designated assembly point which is in the Schaffer House Car Park.

However, if at any time the means of escape for these residents is threatened, they should be evacuated to a safe area for example to neighbours' flats away from the fire.

If the Duty Officer is not on site, Mole Valley Life Care Centre will call the Fire Service.

The designated assembly point is signposted in the Schaffer House Car Park. This car park is located next to the side exit of the building. As you leave the front door of Schaffer House there is a sign directing tenants to the right and this takes them to the car park. Access to this car park can also be made via the side exit door.

It is advised that the CBC Fire Safety Policy Document is updated to reflect the 'stay put and prepare to evacuate' strategy. The policy should also include the actions to be taken by persons not in their flats when the alarm sounds to prevent any confusion i.e. persons making their way to the flat from a communal area such as the lounge.

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

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 and they are displayed around the building. They are also available online on the CBC website.

The fire alarm and detection systems (main fire alarm and Tunstall detection) are monitored via the Tunstall system.

The assembly point is identified as next to the front entrance. The assembly point is in view of any arriving fire appliances.

Copies of PEEP's are provided in a Fire Box by the fire alarm control equipment. The plans and PEEP's are reviewed regularly.

The Duty Officer, when on site, will be responsible for ensuring a detailed list of all residents, outside contractors and visitors within Schaffer House.

When the Duty Officer is not on site and the Fire alarm has been raised. Mole Valley Life Care Centre will call the Sheltered Mobile Response Officer in addition to the Fire Service who will attend any emergency.

All other staff will upon hearing the alarm ensure as far as reasonably possible without endangering their safety that all communal gas and electrical appliances are turned off and then usher and assist all residents and visitors to the designated assembly point.

## 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

All staff receive basic fire safety induction training and should undergo refresher training sessions at predetermined intervals, as per CBC policy.

The assessor could not determine if refresher training has been provided.

It could not be confirmed that staff members had been provided with adequate training in identifying, and the correct uses of, the various fire extinguishers installed on site. Employers are responsible, under Health and Safety, for ensuring that any of their employees are trained, and can effectively use, any of the fire fighting equipment provided on site in order to secure or protect a safe exit from the premise.

Fire safety training should be continuous, commencing with induction training and continuing in the form of regular (at least once per year) refresher training. The training should cover the roles and responsibilities of staff, fire actions and the emergency evacuation plan.

Scheduled fire evacuation drills are undertaken, records seen in the fire log book.

All contractors who visit or work on the site are told about the emergency procedures and an information sheet is held in the back of the visitors book.

## Testing & Maintenance

Was testing & maintenance information available?

Yes

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

Fire alarm system?

Yes

Emergency lighting?

Yes

Smoke ventilation systems?

Yes

Fixed fire-fighting installations?

N/A

Fire mains?

N/A

Fire-fighting lifts?

N/A

Other fire safety measures?

Yes

### Details

All contractors are approved by CBC and required to submit RAMs and copies of third party accreditations.

Third party accredited contractors are appointed to undertake routine maintenance of the fire alarm system, emergency lighting, fire shutters, automatic opening vents and fire extinguishers. Records held electronically by CBC Compliance Team.

Are there routine in-house fire safety inspections?

Yes

Are fire extinguishers subject to suitable test & maintenance?

Yes

### Comments

Weekly in house fire alarm tests are carried out.

Fire extinguishers are checked visually but not the checks are not routinely recorded. This should be done for audit purposes.

In house emergency light tests are not carried out but functional tests are undertaken quarterly as per CBC policy which has been agreed as acceptable with WSFRS.

## Record Keeping

Were fire safety records available?

Yes

Are appropriate records kept of the testing & maintenance of:

Fire alarm system (inc false alarms)?

Yes

Emergency lighting?

Yes

Smoke ventilation?

Yes

Fixed fire-fighting systems?

N/A

Fire mains?

N/A

Fire-fighting lifts?

N/A

Other fire safety measures?

Yes

Details

Records of all maintenances held by CBC Compliance Team at the Town Hall. Some copies are held on site.

Are records kept of fire drills and training?

Yes

Comments

All records for the premises are kept and maintained electronically by Crawley Borough Council at the Town Hall. All maintenance, servicing & test records must be held on file as these may be required for audit purposes by an authorised Inspecting Officer from the Fire and Rescue Service.

# Tasks

## Task 1

Ref 1289294  
Source Version 1  
Category Fire Prevention  
Sub Category Arson  
Action Required A number of waste bins are stored up against the building and are not secured.

All waste containers and recycling wheelie bins should be kept at least 3m away from any part of the main building (where practicable). The waste containers by the Mobility Scooter charging area did not fall into this category. It is recommended these are re-located to the dedicated bin stores to reduce this risk.

If these containers are to remain outside the bin stores, all waste containers should have locking lids that are maintained in a locked shut position at all times. Should this prove impractical to implement, then the lids should be kept locked shut at the end of the day.

Priority Medium  
Status Identified  
Due Date 20 April 2023



## Task 2

Ref	1289377
Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Ease of Use
Action Required	Repair the emergency exit device on the following doors so they can be easily secured.  The fire exit door on the right hand side in the communal lounge is difficult to secure which poses the risk of it not being closed properly allowed unauthorised access to the building.  A suitably qualified contractor should be appointed to repair the panic hardware.
Priority	Medium
Status	Identified
Due Date	20 April 2023

---

### Change Log

26/01/2023 15:34:20 markrobinson@fireriskuk.com Status set to Identified

---



## Task 3

Ref	1289396
Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Determination that installed flat front doors are FD30s compliant. It could not be confirmed due to no access/supporting information that the flat doors were fire resisting to a FD30s SC standard (BS 476).

From this the following checks should be applied/reviewed:

1. All flat doors are to be inspected to ensure they have working self closing devices, and intumescent strips and cold smoke seals installed.
2. Modern or replacement flat entrance fire doors should normally have test evidence demonstrating that they meet the performance requirement in Building Regulations guidance for fire resistance and smoke control from both sides. This should be obtained for each door, and confirmed if this is the case, via this evidence.
3. Any test evidence for the doors used should be checked to ensure it is to the same specifications of the door sets being installed.
4. Responsible persons should aim to replace existing flat entrance door sets if they suspect they do not meet the fire or smoke resistance performance.

To assist in this review process to determine the above, it is recommended a certified/qualified fire door inspector/installer (BWF) is appointed to undertake an examination of all the flat doors, to determine which doors are:

1. satisfactory
2. require upgrading to 'notional' fire doors
3. cannot be upgraded/repared and will require complete replacement with a FD30s certified fire door.

Any remedial actions identified by the fire door inspector/installer should be actioned, with records kept on file as confirmation for future assessments/inspections.

Priority	Medium
Status	Identified
Due Date	20 April 2023

---

### Change Log

26/01/2023 15:50:23 markrobinson@fireriskuk.com Status set to Identified

---

## Task 4

Ref 1289295  
Source Version 1  
Category Escape Routes & Fire Spread  
Sub Category Fire Doors  
Action Required Fire doors protecting escape routes, electrical cupboards and risers are not adequate.

The assessor noted numerous doors throughout the building with gaps in excess of acceptable tolerances.

In order to protect building occupants egressing to a place of safety in the event of a fire, and to provide a level of compartmentation and fire separation, compartment fire doors should meet an FD30S SC specification fire door.

This 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 fitted with self-closing devices (except fire doors on cupboards which are kept locked shut).
- \* be kept shut, and fitted with the appropriate signage.

It is recommended that the gaps along the sides/top of the door should be 3 mm (+/- 1 mm) and the gap at the bottom no more than 10mm.

Priority Medium  
Status Identified  
Due Date 20 April 2023

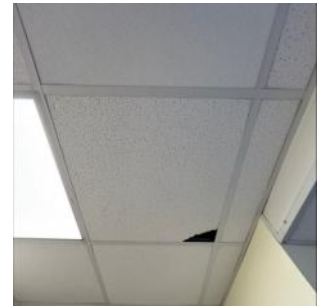
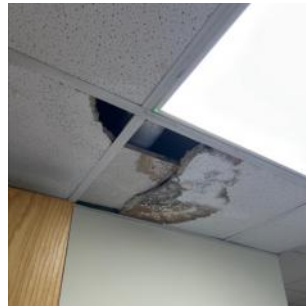




---

## Task 5

Ref	1289296
Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Construction and Glazing
Action Required	In order to prevent/restrict fire products spreading from one compartment to another, the damaged ceiling tiles on the upper floors must be replaced.
Priority	Medium
Status	Identified
Due Date	20 April 2023



---

## Task 6

Ref	1293368
Source Version	1
Category	Fire Management
Sub Category	Procedures & Arrangements
Action Required	It is advised that the CBC Fire Safety Policy Document is updated to reflect the 'stay put and prepare to evacuate' strategy. The policy should also include the actions to be taken by persons not in their flats when the alarm sounds to prevent any confusion i.e. persons making their way to the flat from a communal area such as the lounge.
Priority	Medium
Status	Identified
Due Date	20 April 2023

---

### Change Log

30/01/2023 09:54:08 markrobinson@fireriskuk.com Status set to Identified

---

# Risk Score

Risk Score

Moderate Risk

Next Assessment Due

26 January 2024

Likelihood	Potential Consequence		
	Slight Harm	Moderate Harm	Extreme Harm
High	Moderate	Substantial	Intolerable
Medium	Tolerable	<b>Moderate</b>	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.



## 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

<b>Name of issuing Certificated Organization:</b>	<input type="text" value="Fire Risk UK Ltd"/>
<b>BAFE registration no. of issuing organisation:</b>	<input type="text" value="SUSS127"/>
<b>Name of client:</b>	Crawley Borough Council
<b>Address of premises for which the fire risk assessment was carried out:</b>	<input type="text" value="Schaffer House, Proctor Close, Crawley, West Sussex RH10 7JQ"/>
<b>Part or parts of the premises to which the fire risk assessment applies:</b>	<input type="text" value="Entire area occupied by the client, as defined within the fire risk assessment report."/>
<b>Brief description of the scope and purpose of the fire risk assessment:</b>	<input type="text" value="Life Safety Assessment (non-invasive, visual &amp; non destructive only)"/>
<b>Effective date of the fire risk assessment:</b>	<input type="text" value="26.01.2023"/>
<b>Recommended date for review of the fire risk assessment:</b>	<input type="text" value="26.01.2024"/>
<b>Unique reference number of this certificate:</b>	<input type="text" value="055694"/>

We, being currently a 'Certificated Organisation' in respect of life safety fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment.

Signed for and on behalf of the issuing Certificated Organisation:

**Name** Mark Robinson - MIFSM MIFPO

**Position** Validator

**Date**

**Name and address of Third Party Certification Body:**

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

