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1 General Statement of Policy

Crawley Borough Council are committed to ensuring the health and safety of everyone who works for us and also everyone who may be affected by the Councils activities, including residents, visitors, contractors and the general public. The Council aims to provide the optimum approach giving equal regard to the environment, health and safety, services, quality and cost.

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

At Carey House we take the safety of our residents and staff very seriously.

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2 Action to be taken by a person discovering a fire

If a fire is discovered the alarm will be raised by breaking the nearest break glass call point and the alarm will sound throughout the entire building. When the Duty Officer is off site the alarm will also automatically alert





Fire Safety Policy

If the Duty Officer is not on site, Mole Valley Life Care Centre will call the Fire Service. Additionally they will call the Duty Officer who will attend the site as soon as possible.

LIFTS MUST NOT BE USED WHEN THE FIRE ALARM IS SOUNDING.

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Fire Safety Policy

All portable fire fighting equipment will be unobstructed, ready for immediate use and will be securely mounted on wall brackets with the carrying handle a maximum of 1.1m above the floor.

The annual testing of equipment will be carried out by a reputable company, in accordance with the manufacturer's instructions.

Extinguishers are located at various locations throughout the site.

9 Disabled Persons

Due to the design of the building, disabled access is available.

A list of all residents, including those with disabilities, is available next to at the fire panel in a locked box. Tenants who need assistance to evacuate the building are highlighted in red. This list is also sent through to to West Sussex Fire Brigade when it w 4.639 0 TdnH1 (t)-1.1 (4p1uat7(t)-4.1 (is)-11r)-6.4 (7iT (he)-12.

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Fire Safety Policy

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.

13 Test procedures and frequencies

Fire Extinguishers (for further information see B.S.5306 : Part 3)

A monthly visual inspection by the Duty Officer, to ensure that all extinguishers are in their proper position and have not been discharged or lost pressure or suffered obvious damage, will be carried out and recorded.

Annual inspection – this will be carried out by a competent person in accordance with the manufacturer's instructions.

At further intervals this competent person will test discharge the extinguisher in accordance with the manufacturer's instructions.

Fire Alarm (for further information see B.S.5839 : Part 1)

Daily inspect the panel for normal operation of the system.

Weekly test by the Duty Officer and operate a call point, using a different call point and zone in a strict rotation every week. A visual inspection of all batteries and connections, including electrolyte levels will also be carried out.

Quarterly inspection tests will be carried out by a competent person in accordance with the manufacturers' instructions.

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Fire Safety Policy

Emergency Lighting (for further information see B.S.5266 : Part 1)

Regularly inspect the system for cleanliness together with the battery bank and generators in accordance with the manufacturer's instructions.

Daily Visually check that all maintained lamp are operating and that all system healthy indicators on Central Power Supply Systems (sometimes called Central Battery Systems) are illuminated