

Fire Safety Policy

Prepared October 2020

To be reviewed annually – Next update due October 2021

Fairlawn House
Sheltered Housing Scheme
Wassand Close
Three Bridges
Crawley
RH10 1EL



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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 Fairlawn House we take the safety of our residents and staff very seriously and in doing so we have ensured that the premises meet the latest regulations which are essential for the safety of all concerned.

This policy can only be successful with the active co-operation of all residents & employees who have responsibility for taking care of themselves and others.

This policy will be reviewed annually and revised as necessary in response to changes in legislation or methods of working.

Signed

A handwritten signature in black ink, appearing to read 'Karen Dodds', is written over a horizontal line. The signature is stylized and cursive.

Karen Dodds, Head of Crawley Homes

Date 14 October 2020



Fire Safety Policy

All other tenants will stay put (delayed response) unless West Sussex Fire and Rescue Service



Security must be considered at all times by key personnel during the evacuation process.

In the event of a major incident and a full evacuation of the building, the Crawley Borough Council Emergency Plan will be invoked. To invoke this out of hours, call 01293 438000 and the relevant personnel will be informed.

8 Fire fighting equipment

Fire fighting equipment is supplied to the relevant British Standard (BS 5306-3:2003) which provides information for the installation and maintenance of portable fire extinguishers.

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



Fire Safety Policy

To be effective, any evacuation plan depends on the ability of staff to respond efficiently. Staff will therefore require regular instruction including, appropriate and adequate training to fulfil their responsibilities.

This may include some or all of the following elements:

- Action on discovering the alarm
- Calling the emergency service
- Means of escape
- The assembly point
- Use of extinguishers
- Fire Drills
- Basic fire prevention

Crawley Borough Council will provide suitable and sufficient training on all of the above topics.

All staff upon starting with Crawley Borough Council will have a recognised -13.1 (fn62e4.098 Tw 1864 (u)-12.3e690



Combustible rubbish should be stored safely in appropriate containers away from emergency exits and removed daily.

The only pyrotechnics allowed on site will be with the prior permission of the Duty Officer. The organisers will only use professional, accredited suppliers and supply all required documentation in line with the Explosive Act 2002.

The final decision rests with Duty Officer as to whether, even at the last minute, these go ahead.

Naked flames should only be used with great caution in tenant's flats and Crawley Borough Council do not encourage this practice. They should be extinguished with care and disposed of in an appropriate manner (not thrown into waste bins containing combustible materials). There will be no naked flames in communal areas.

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



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Regular visual inspection should be carried out of detectors for damage, heavy dirt loads, paint or any