

Crawley Borough Council

Half Acres Sheltered Housing (common
areas)
Woolborough Road, Crawley,
West Sussex RH10 8EZ

9th October 2023

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9th October 2023

October 2024

55340



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Fire Risk UK Ltd are accredited to BAFE SP205 for Life Safety Fire Risk Assessment.
This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the
'Fire Safety Order'), which requires that a risk assessment be carried out.

- 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on the general information page of this report or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or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
 - 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 a1ort.
 - c) We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).
 - d) Unless otherwise stated, we have assumed that at the premises -
 - (i) all fire safety equipment, including fire doors and fire resistant partitions and
 - (ii) all servicing of fire safety equipment has been installed or carried our (as the case may be) by persons competent to do so and in accordance with all applicable standards.
 - e) We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.
 - f) We have assumed that information and documentation supplied to us by or on behalf of the 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.

Responsible person (e.g. employer) or person having control of the premises:	Crawley Borough Council
Contact number:	01293 438000
Person(s) consulted:	Sharon Garman
Job Title:	Older Persons Support Officer

1.1	Number of floors at ground level and above:	2
	Number of floors entirely below ground level:	0
	Floors on which car parking is provided:	0
1.2	Number of flats:	14
1.3		

1.4	Occupancy, as defined in the Classification of Purpose Groups set out in Table 0.1 of Approved Document B, vol 1 (Fire Safety).	
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2.1		1
2.2		Unknown

3.1	Sleeping occupants:	Yes
3.2		No
3.3		No

4.1 Is there a history of fire loss experience, if yes detail below: No

5.1 Yes
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

6.1 The following fire safety legislation applies to these premises:
The Fire Safety Order 2005

6.2
6.3 Other legislation that makes significant requirements for fire precautions in these premises
[other than the Building Regulations 2010 (as amended)]:
The Housing Act 2004

6.4 Other legislation referred to above is enforced by:
Local Authority

6.5 Is there an alterations notice in force? Unknown
Relevant information and deficiencies observed:
No information available to the assessor.

7.1	Are reasonable measures taken to prevent fires of electrical origin?	Yes
7.2 (a)	Are fixed installations periodically inspected and tested?	Yes
7.2 (b)	Has portable appliance testing been carried out?	N/A

Relevant information (including description of arrangements and deficiencies observed):

Assessor informed by CBC Compliance Team that the Electrical Installation Condition Reports and any PAT testing required are undertaken periodically by a third party accredited contractor. Records are held electronically by CBC Compliance Team. Last installation inspection October 2018, now due.
CBC prohibit the use of portable appliances in common areas including mobility scooters, E-Bikes and E-Scooters. The only exceptions would be contract cleaners or approved service and maintenance staff. During this assessment no portable appliances were seen.

8.1	Are reasonable measures taken to prevent fires as a result of smoking?	Yes
8.2 (a)	Is smoking prohibited in appropriate areas?	Yes
8.2 (b)	Are there suitable arrangements for those who wish to smoke?	Yes
8.2 (c)	Did the smoking policy appear to be observed at time of inspection?	Yes
8.2 (d)	Are 'No Smoking' signs provided in the common area?	Yes

Relevant information (including description of arrangements and deficiencies observed):

A Fire Safety policy is in place prohibiting smoking in the common areas of the building. No discarded smoking materials were seen around the building. 'No Smoking' signage is in place.

9.1	Does basic security against arson by outsiders appear reasonable?	Yes
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes

Relevant information (including description of arrangements and deficiencies observed):

Access to the building is controlled by a secure entry system to the main doors. CCTV installed. Waste containers are kept in a designated fenced off area in the car park.

10.1	Is there satisfactory control over the use of portable heaters?	N/A
10.2	Are fixed heating and ventilation installations subject to regular maintenance?	Yes

Relevant information (including description of arrangements and deficiencies observed):

Heating in the common area is via gas fired central heating, there were no portable heaters located in the common areas. The gas boiler is located in the boiler room 1st floor.

11.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes
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Relevant information (including description of arrangements and deficiencies observed):

Appliances seen in the communal kitchen include: electric cooker, microwave, kettle, water boiler and toaster. All were seen to be in a good and clean condition during the assessment.
1 x Co2 and 1 x Fire blanket are sited in the kitchen.
1 x fire shutter installed over the serving hatch.

12.1	Does the building have a lightning protection system?	No
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Relevant information (including description of arrangements and deficiencies observed):

It does not appear that a lightning protection is in place.

13.1	Is the overall standard of housekeeping adequate?	No
13.2(a)	Do combustible materials appear to be separated from ignition sources?	Yes
13.2(b)	Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?	Yes
13.2(c)	Are gas and electricity intake/meter cupboards adequately secured and kept clear of combustible materials?	No



14.1

Yes



15.1

N/A



16.1 Hazards:



17.1

Yes

17.2(a)1

Yes

17.2(a)2

Yes



19.1

Yes



20.1

Yes



21.1

Yes

21.2

Yes

21.3

Yes

21.4

- | | | |
|------|--|-----|
| 22.1 | Is there reasonable provision of manual fire extinguishing appliances? | Yes |
| 22.2 | Are all fire extinguishing appliances readily accessible? | Yes |

Relevant information (including description of arrangements and deficiencies observed):

Adequate numbers and types of extinguishers throughout the premises.

- 23.1 Type of fixed system:
None installed.

Relevant information and deficiencies observed:

N/A

- 24.1 Type of fixed system:
Automatic Opening Vent (AOV) System

Relevant information and deficiencies observed:

Ventilation of escape routes - manually operated window openings are provided on the first floor landings of both staircases and at the ends of the corridors on both ground and first floors. Automatic Opening Vent (AOV) is installed on the first floor protected lift lobby area.

- | | | |
|------|--|-----|
| 24.2 | Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service? | Yes |
|------|--|-----|

Relevant information (including description of arrangements and deficiencies observed):

Solar panels (Solar Photo Voltaic system) installed on roof. Controls and intake for the solar panel system are located in the electrical intake cupboard on the ground floor. The isolation point is clearly identifiable.

25.1 The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:

CBC Compliance Manager.

25.2 Fire safety at the premises is managed by:

CBC Compliance Manager.

25.3 Is there a suitable record of the fire safety arrangements?

Yes

Relevant information (including description of arrangements and deficiencies observed):

Residents have their own responsibility for fire safety within their dwelling, personal evacuation and calling of the emergency services. The Assessor understands that residents have been issued with evacuation procedures. Crawley Borough Council Housing team regularly undertake routine inspections of the common areas.

25.4 The evacuation strategy is:

Stay put

Comment:

A 'stay put' and prepare to evacuate strategy is in place.

25.5 Are procedures in the event of fire appropriate and properly documented, where appropriate?

Yes

Relevant information (including description of arrangements and deficiencies observed):

Fire safety policy is held in the office. This policy was out of date but a new Policy has just been issued and awaiting review by the Scheme manager, see Action Plan.

25.6 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?

Yes

Relevant information (including description of arrangements and deficiencies observed):

Carried out by Crawley Borough Council Housing team and the cleaning team on a regular and ongoing basis.

26.1 Are all staff given adequate fire safety instruction and training? Yes

Relevant information (including description of arrangements and deficiencies observed):

No staff permanently on site.

In line with CBC policy, induction and subsequent refresher fire safety training is provided to all Crawley Borough Council Housing team staff. 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. Records not seen.

26.2 When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided? Yes

Relevant information (including description of arrangements and deficiencies observed):

All contractors and maintenance personnel who may work on site are approved CBC contractors only and are familiarised with evacuation procedures. All contractors are approved and should submit RAMs prior to commencing any work which should include emergency procedures. Outside contractors are required to sign in and out using the visitor book located at the main entrance to Half Acres. In the event of a fire alarm sounding all outside contractors and visitors must make their way to the Fire assembly point in the car park entrance.

27.1 Is there adequate maintenance of the premises? Yes

Relevant information (including description of arrangements and deficiencies observed):

Refer to relevant sections below. All contractors are approved by CBC and required to submit RAMs and copies of third party accreditations. Records of all maintenances held by CBC Compliance Team at the Town Hall.

CBC have confirmed 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.

27.2 Yes

Relevant information (including description of arrangements and deficiencies observed):

Third party accredited contractor appointed to undertake quarterly tests of the system.

Records held electronically by CBC Compliance Team, records not seen at time of inspection.

27.3	Are monthly and annual testing routines in place for the emergency escape lighting?	No
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Relevant information (including description of arrangements and deficiencies observed):
Third party accredited contractor appointed to undertake quarterly tests of the system (in line with CBC Policy) with one of the tests a full duration test. Records held electronically by CBC Compliance Team.

27.4	Is annual maintenance of fire extinguishing appliances undertaken?	Yes
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Relevant information (including description of arrangements and deficiencies observed):
Third party accredited contractor appointed to undertake annual maintenance of the appliances and quarterly visual inspection. Records held electronically by CBC Compliance Team.

27.5	Are six-monthly inspection and annual testing of rising mains undertaken?	N/A
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Relevant information (including description of arrangements and deficiencies observed):
None installed.

27.6	Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)?	N/A
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Relevant information (including description of arrangements and deficiencies observed):
A standard lift is in place but not a firefighter lift.

27.7	Other relevant inspections or tests: CBC Compliance Manager confirms the following takes place. Smoke ventilation (manual) vents are inspected periodically. Smoke ventilation (Automatic) vents are inspected periodically. Windows that can be used for ventilation of fire products are inspected periodically. CBC tenants smoke alarms are tested periodically.	
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Relevant information (including description of arrangements and deficiencies observed):
Third party accredited contractors are appointed to undertake routine maintenance and inspections of the above installations. Records held electronically by CBC Compliance Team.

- 28.1(a) Are there appropriate records of: Fire alarm tests (where relevant)?
- 28.1(b) Are there appropriate records of: Emergency escape lighting tests?
- 28.1(c) Are there appropriate records of: Maintenance and testing of other fire protection systems and equipment?

Yes
Yes
Yes

Relevant information (including description of arrangements and deficiencies observed):

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.

- 29.1 Is there a suitably located premises information box for the fire and rescue service?
- 29.2 Are there arrangements to keep the premises information box up to date?

Yes
Yes

Relevant information (including description of arrangements and deficiencies observed):

Located in the main entrance lobby area adjacent to the fire alarm panel, awaiting keybox to be fitted. Individual flats are identified where persons are located who have PEEPS in place along with information such as floor plans and the location of isolation points.

- 30.1 Has information on fire procedures been disseminated to residents?
- 30.2 Is fire safety information disseminated to residents?

Yes
Yes

Relevant information (including description of arrangements and deficiencies observed):

The Assessor has been informed that fire safety information and emergency procedures are issued to each new tenant when moving in to their residence and then annually, ongoing.

31.1 Has a Fire Risk Assessment been carried out previously?

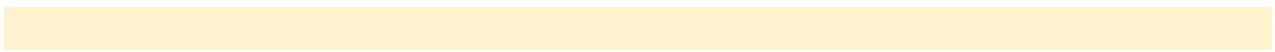
Yes

31.2 Have all recommendations made in the last Fire Risk Assessment been satisfactorily addressed?

Unknown

31.3 Brief details of recommendations not yet implemented:

CBC undertake fire risk assessments on a 12 monthly cyclical basis and are responsible for addressing all action plans.



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

Definition of priorities (where applicable):

Priorities:


1. High.
2. Medium.
3. Low.

Suggested timescale:

- A. Immediately - to be implemented as soon as possible.
- B. Short term - to be implemented within three months.
- C. Medium term - to be implemented within three to six months.
- D. Long term - to be implemented as and when the opportunity arises, such as at the time of replacement of a fire door or refurbishment of premises.

13.2(c)	The following areas should be cleared out and kept free of combustible items: * Electrical cupboard ground floor * Boiler room 1st floor * Lift motor room 1st floor	2	Immediately
17.2(f)	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 within the common area should meet an FD30s specification fire door. Following inspection, the following deficiencies were noted: * The following fire door takes too long to close and requires adjustment - door at top of main entrance stairs. * The following fire doors do not shut adequately and require adjustment / repair - door to lounge, door on 1st floor corridor door.	2	Short term Programme of annual inspection and remedial works (if required) underway for all relevant buildings

17.2(i&j)	The Assessor was unable to identify whether all front doors leading into the individual dwellings have a 30 minute fire resistance capability as some doors may have been replaced over the years. Further investigation is recommended.	2	Short term Programme of annual inspection and remedial works (if required) underway for all relevant buildings
18.1(b)	The following recommendations are made: * Some gaps around the cabling and pipework in the ceiling of the lift motor room should be filled in, using fire resisting products.	2	Short term Appropriate works instructed
25.5	The existing emergency plan was due to be reviewed in October 2021. The new plan has recently been issued, it should therefore be reviewed and approved before being issued to all occupants of the building. The plan must include the actions to take when building occupants are within the common areas (i.e. the lounge) and NOT in their flats.	2	Short term Policy updated November 2023



Access room	A room through which the only escape route from an inner room passes.
Accommodation stairway	A stairway, additional to that required for means of escape purposes, provided for the convenience of occupants.
Alterations notice	

Compartmentation	A building or part of a building comprising one or more rooms, spaces or storeys constructed to prevent the spread of fire to or from another part of the same building or an adjoining building. This is achieved through the provision of fire resisting walls and floors (commonly offering between 30 minutes and 120 minutes fire resistance) and will include special measures to address any openings in the compartment lines, such as doors, glazing, service penetrations and ductwork.
Competent person	According to the Regulatory Reform (Fire safety) Order 2005 Article 18 (5), a person is to be regarded as competent for the purposes of this article (Safety Assistance) where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the preventative and protective measures.
Dangerous substance	A substance which because of its physic-chemical or chemical properties and the way it is used or is present at the workplace creates a risk.
Dead end	Area from which escape is possible in one direction only.
Direct distance	The shortest distance from any point within the floor area to the nearest storey exit, or fire-resisting route, ignoring walls, partitions and fixings.
Domestic premises	Premises occupied as a private dwelling, excluding those areas used in common by the occupants of more than one such dwelling.
Emergency escape lighting	Lighting provided to illuminate escape routes that will function if the normal lighting fails. Designed, installed and maintained in accordance with BS5266 and required as per article 14.2 (h) of the Fire Safety Order 2005.
Enforcing authority	The fire and rescue authority or any other authority specified in Article 25 of the Regulatory Reform (Fire Safety) Order 2005.
Escape route	Route forming that part of the means of escape from any point in the premises to a final exit.
Evacuation	A process whereby people leave premises in case of an incident e.g. fire and reach a place of safety.
Evacuation lift	A lift that may be used for the evacuation of people with disabilities, or others, in a fire.
External escape stair	Stair providing an escape route, external to the building.
External wall system	External construction of a building including external walls, cladding, insulation, filler materials, cavity barriers, etc.
Fail-safe	Locking an output device with the application of power and having the device unlock when the power is removed. Also known as fail unlock, reverse action or power locked.
False alarm	A fire signal, usually from a fire warning system, resulting from a cause other than fire. Known or referred to as 'Unwanted Fire Signals' or UFS.
Final exit	An exit from a building where people can continue to disperse in safety and where they are no longer at danger from fire and/or smoke.

Fire alarm	<p>A fire alarm system comprises of input devices (such as smoke & heat detection and manual call points) and output devices (such as sounders and visual alarm devices). The purpose of the system is to detect fire in its early stages and alert building occupants. The system can be interfaced with other systems such as fire shutters, gas lock off and extraction systems. The system is fitted with a battery back so in the event of a mains power failure the system will run on standby for a defined period of time and allow the sounders and any auxiliary items to run for a minimum of 30 minutes.</p>
Fire compartment	<p>A building, or part of a building, constructed to prevent the spread of fire to or from another part of the same building or an adjoining building.</p>
Fire door	<p>A door or shutter, together with its frame and furniture, provided for the passage of people, air or goods which, when closed is intended to restrict the passage of fire and/or smoke to a predictable level of performance.</p> <p>It is essential that compartment fire doors fitted in the building meet the criteria of the requirements of an FD30s specification fire door (as defined by BS 476: Part 22 - BS EN 1634 -1).</p> <p>These doors must:</p> <ul style="list-style-type: none"> * provide 30-minutes fire resistance capability * have intumescent strips and cold smoke seals * close fully, unaided, onto the door frame and rebate * be kept shut, and fitted with the appropriate signage. <p>Gaps along the sides/top should be 3 mm (+/- 1 mm) and the gap at the bottom no more than 10mm.</p> <p>Note: All fire doors must be kept shut, when not in use, and must not be held open by any obstructions. The only acceptable method for holding fire doors open is the use of automatic release door mechanisms, that meet the requirements of BS 7273: Pt.4 or BS 5839:Pt.3. These are generally electro-magnetic release devices that are interfaced into the buildings main fire alarm system. These should not be installed on bedroom doors (except in Care homes where need identified).</p>

Fire drill

A fire drill is a simulated emergency procedure which aims to emulate the processes which would be undertaken in the event of a fire or other similar emergency. It involves creating a situation which replicates what would happen if a real fire were to occur, usually with the inclusion of fire alarms, and requires your employees, and anyone else who may be within your property at the time, to evacuate.

Intended to make an evacuation in the event of a fire as simple, efficient and effective as possible, it involves running your employees through your evacuation procedures, ensuring they are familiar with the plan and are able to get out quickly and safely. It is also intended to make sure your relevant fire warden or fire safety supervisor knows exactly what they are doing and can act as incredibly beneficial practice if their expertise is ever really needed.

Fire drills are also an important evaluation of your evacuation ion reheir1 0 0 1 15

Fire watch (also referred to as a waking watch)	A system whereby staff continually patrol all floors and the exterior perimeter of the building in order to respond to a fire, assist in calling the fire service and assisting with the evacuation of occupants of the building.
Firefighting lift	A lift, designed to have additional protection, with controls that enable it to be used under the direct control of the fire and rescue service when fighting a fire.
Firefighting shaft	A fire-resisting enclosure containing a firefighting stair, fire mains, firefighting lobbies and if provided, a firefighting lift.
Firefighting stairway	See firefighting shaft.
Fire-warning system	A means of alerting people to the existence of a fire. (See automatic fire detection system.)
Fixed installation testing	The electrical installation must be inspected and tested in accordance with current IET Wiring Regulations BS 7671. This test and inspection is know as an EICR or Electrical Installation Condition Report.
Flammable material	Easily ignited and capable of burning rapidly.
GEEP	Generic Emergency Evacuation Plan (GEEP). A generic emergency plan for those needing assistance to escape. See PEEP.
General fire precautions	This term is used to describe precautions that are provided to reduce the risk of fire and spread of fire, in conjunction with other measures, to keep people safe from fire in a building (see Article 4 of the Regulatory Reform (Fire Safety) Order 2005).
Hazardous substance	1. See Dangerous substance. 2. A substance subject to the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
Heating and ventilation maintenance	All gas, oil and solid fuel burning appliances must be inspected and tested in accordance with the relevant standards and the manufacturers guidelines. It is a legal requirement to ensure that these installations are maintained in a safe condition so as to prevent risk of injury to any person.
Highly flammable	Generally liquids with a flashpoint of below 21°C. (The Chemicals Hazard Information and Packaging for Supply Regulations 200247 (CHIP) give more detailed guidance.)

Material change	An alteration to the premises, process or service which significantly affects the level of risk to people from fire in those premises.
Means of escape	Structural means that provide one or more safe routes for people to go, during a fire, from any point in the building to a place of safety.
Mitigation measures	Measures to mitigate the identified risk until the significant issues are resolved.
No smoking signs	<p>The Smoke Free legislation states that all public places, vehicles (public use and work related) as well as places of work are required to display the appropriate no-smoking signs.</p> <p>Signs must:</p> <ul style="list-style-type: none"> * Measure at least the same size as an A5 piece of paper (21cm x 14.8cm) * Sport the internationally recognised "no smoking" symbol. This symbol shows a lit/burning cigarette within a red circle of at least 70cm diameter and the usual bar through it to show that something is not allowed. * Read "No smoking. It is against the law to smoke in these premises" in clear and easy to read text. * The text "these premises" may be altered to suit the individual establishment i.e. "this bar" or "this café". * Smaller signs, still carrying the no smoking symbol may be displayed within premises where the main entrance has the larger sign with text attached. Similarly where a business exists within another i.e. a store within a shopping centre smaller signage may be employed.
PEEP	<p>A documented plan for the evacuation of people who are unable to self-evacuate, and/ or require some assistance to do so.</p> <p>Personal Emergency Evacuation Plans (PEEP) required - a Personal Emergency Evacuation Plan (PEEP) is a tailor made escape plan for individuals who may not be able to reach an ultimate place of safety unaided in the event of an emergency. PEEPs may be required for people with: Mobility impairments, Sight impairments, Hearing impairments, Cognitive impairments, etc.</p> <p>Temporary PEEP's may be required for: Short term injuries (i.e. broken leg), Temporary medical conditions, etc. Evacuation procedures for this should be practiced.</p>
Phased evacuation	A system of evacuation in which different parts of the premises are evacuated in a controlled sequence of phases, those parts of the premises expected to be at greatest risk being evacuated first.

Records	Keeping up-to-date records of your fire risk management can help you effectively manage the fire strategy for your premises and demonstrate how you are complying with fire safety law. It can be helpful to keep a record of any co-operation and exchange of information made between employers and other responsible people for future reference. In larger and more complex premises, it is best to keep a dedicated record of all maintenance of fire-protection equipment and training. In all cases the quality of records may also be regarded as a good indicator of the overall quality of the safety management structure. Your records should be kept in a specified place on the premises
Refuge	A place of reasonable safety in which a disabled person and others who may need assistance may rest or wait for assistance before reaching a place of total safety. It should lead directly to a fire-resisting escape route.
Relative safety	It is often necessary to devise a temporary place of safety, such as when evacuating high buildings. This may be defined as a place of comparative safety and includes any place that puts an effective barrier (normally 30 minutes' fire resistance) between the person escaping and the fire. Examples are as follows: * A storey exit into a protected stairway or the lobby of a lobby approach stairway; * A door in a compartment wall or separating wall leading to an alternative exit; * A door that leads directly to a protected stair or a final exit via a protected corridor.
Relevant persons	Any person lawfully on the premises and any person in the immediate vicinity, but does not include firefighters carrying out firefighting duties.
Responsible person	The person, group, company or other entity on whom duties are imposed by the Regulatory Reform (Fire Safety) Order 2005 to ensure the safety of occupants of a building from fire (see Article 3 of Regulatory Reform (Fire Safety) Order 2005). Note: duties are also imposed on persons other than the Responsible Person (see Articles 5 (3) and 5 (4) of the Regulatory Reform (Fire Safety) Order 2005.
Self-closing device	A device that is capable of closing the door from any angle and against any latch fitted to the door.

Significant finding

A feature of the premises, from which the fire hazards and persons at risk are identified.

The actions you have taken or will take to remove or reduce the chance of a fire occurring or the spread of fire and smoke. The actions people need to take in

Training	<p>All training should be given by a person who is competent both in the subject and in training.</p> <p>Fire safety training should be continuous, commencing with induction training on the first day of appointment of new staff and continuing in the form of regular refresher training. Thereafter, staff should receive sufficient training at regular intervals (at least once a year) to make sure that they remain familiar with the fire precautions for the workplace and are reminded of the action to be taken in an emergency. Training should be more frequent where there is a high turnover of staff or where there is a high risk of fire.</p> <p>Any members of staff who have particular responsibilities in respect of fire safety, including supervisory roles, should receive detailed instruction in their own duties and appropriate refresher training at least once, and preferably twice, in each period of twelve months.</p>
Travel distance	<p>The actual distance to be travelled by a person from any point within the floor area to the nearest storey exit or final exit, having regard to the layout of walls, partitions and fixings.</p>
Ultimate safety	<p>Ultimate Safety</p> <p>Ideally, this should be in the open air, where unrestricted dispersal away from the building can be achieved. Escape routes should never discharge finally into enclosed areas or yards, unless the dispersal area is large enough to permit all the occupants to proceed to a safe distance. (NB: a safe distance equates to at least the height of the building, measured along the ground.) Total dispersal in the open air therefore constitutes ultimate safety. When inspecting any building, it is important always to follow the escape route to its ultimate place of safety. Plus, the final exits on these escape routes (i.e. fire exits) must have sufficient capacity to ensure the swift and safe evacuation of people from the building in an emergency situation.</p>

Vision panel

