1st December 2023

November 2024

- 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 dient or other responsible person to comply with the legal requirements summarised in Paragraph 1 above.
- 3 This report is addressed to the dient (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.
- 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.
- We have not carried out an occupancy calculation as part of the assessment unless otherwise agreed in writing.
- 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 reW* n 1greWin2.reW* n.l.

a) b)

7

- 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) Sgnificant 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	
11	
12 a)	In this report:
b)	
c)	
d)	
e)	
f)	

g)

h)

having co Contact r	ontrol of the premises: number:	01293 438000	
Person(s) Job Title:	consulted:	Yoan Appasamy Older Person Support Officer	
1.1			3 0 0
1.2 1.3			34
1.4	Occupancy, as defined in the Classification Document B, vol 1 (Fire Safety).	on of Purpose Groups set out in Table 0.1 of Appro	ved
2.1 2.2			2 50
3.1 3.2 3.3	Seeping occupants:		Yes No Yes

Crawley Borough Council

Responsible person (e.g. employer) or person

4.1 Is there a history of fire loss experience, if yes detail below:

No

No history of fire loss was brought to the attention of the assessor in preparation of this report.

5.1 Is there any other relevant information:

Yes

This premises does not offer any level of care and has non resident management staff known as an Older Person Support Officer's. Access was not gained to individual dwellings, personal storage cupboards, and flat front doors were not inspected. No access to roof spaces or void areas. Orawley Borough Council is referred to as CBC within this report.

FRUK have been informed by the senior management 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 in the Orawley Town Hall.

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 by FRUK Fire Risk Assessors during any FRA.

CBC are committed to their obligations under the Regulatory Reform (Fire Safety) Order 2005 and have confirmed to FRUK 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 contractors.

All record keeping is kept up to date and in accordance with the FSO.

The records held in the town hall include:

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

6.1	The following fire safety legislation applies to these p The Fire Safety Order 2005	oremises:	
6.2 6.3	The above legislation is enforced by: Other legislation that makes significant requirements than the Building Regulations 2010 (as amended)]:	West Sussex Fire and Rescue Servions for fire precautions in these prem	
	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:		
	The assessor was not informed of any notice of defic	iencies or an alterations notice.	

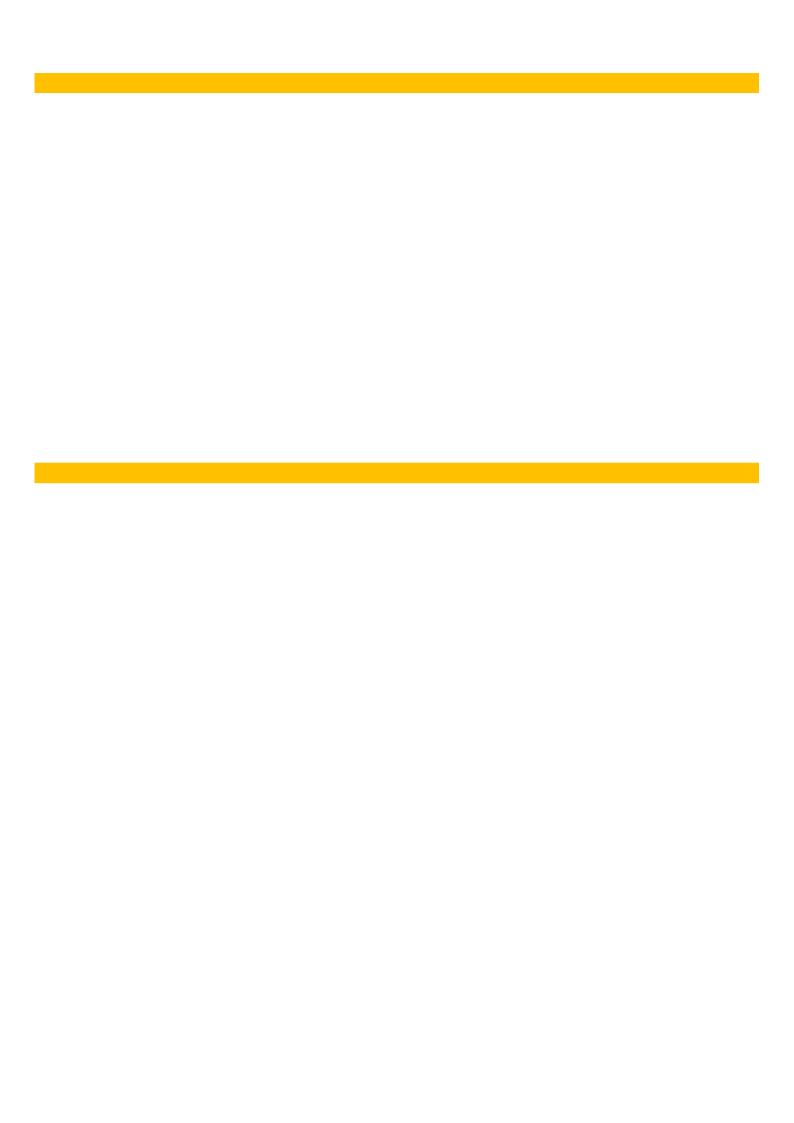
10.1 N/A 10.2 Yes

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

Yes

Relevant information (including description of arrangements and deficiencies observed):
A communal kitchen is located within the Community Lounge.
All appliances are of a domestic type (dishwasher, fridge, cooker and hob, etc) and are in good

12.1 Unknown



15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?

N/Α

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

The assessor has not been made aware that dangerous substances are stored or used on the premises and non were observed in the building at the time of the assessment.

The tenancy/leasehold agreements of each dwelling should incorporate the prohibition of the storage or use of dangerous substances within the dwellings.

For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

	Hazards:
 	None on the premises.
	<u> </u>

17.1 17.2(a)1	Yes Yes
17.2(a)2	Yes
17.2(b) 17.2(c) 17.2(d)	Yes Yes Yes
17.2(e)	Yes
17.2(f) 17.2(g)	No Yes
17.2(h)	No

- 18.1 Is it considered that there is/are:
- 18.1(a) Adequate levels of compartmentation between floors and between flats and the common escape routes?
- 18.1(b) Reasonable limitation of linings to escape routes that might promote the spread of fire?
- 18.1(c) As far as can reasonably be ascertained, reasonable fire separation within any roof space?
- 18.1(d) Adequately fire protected service risers and/or ducts in common areas, that will restrict the spread of fire and smoke?
- As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire?

Yes

Unknown

Unknown

Unknown

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

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.

There were no obvious issues relating to fire stopping or breaches of compartmentation in the common areas. There are no external dadding systems fitted to this building. The assessor identified a breach in compartmentation which requires attention, see Action Plan Report.

This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist. A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment



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 in accordance with the recommendations of BS5306-8.

23.1 Type of fixed system:

None installed.

Relevant information and deficiencies observed:

NΑ

Relevant to life safety and this risk assessment (as opposed to property protection).

24.1 Type of fixed system:

None installed

Relevant information and deficiencies observed:

NΑ

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 roof7 (o) 2 (d)-4 3steobserved:

25.1	
25.2	Fire safety at the premises is managed by: CBC Older Persons Support Officer
25.3	Is there a suitable record of the fire safety arrangements?

Yes

25.4

25.5 Yes

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):

The assessor was informed that these are undertaken by CBC staff.

This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

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

Yes

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

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 instructed by CBC are approved CBC contractors only and are familiarised with evacuation procedures. All contractors 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 Fairlawn House. In the event of a fire alarm sounding all outside contractors and visitors must make their way to the Fire assembly point in Carey House car park.

27.1	Is there adequate maintenance of the premises?	Yes
	Relevant information (including description of arrangements and deficiencies observed	l):
	Refer to relevant sections below. All contractors are approved by CBC and required to sand copies of third party accreditations. Records of all maintenances held by CBC Compatthe Town Hall.	
	CBC have confirmed that all CBC premises and any equipment provided in connection of firefighting, fire detection and warning, or emergency routes and exits are subject to a schedule of maintenance.	
27.2	Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?	Yes
	Relevant information (including description of arrangements and deficiencies observed	l):
	Third party accredited contractor appointed to undertake quarterly tests of the system held electronically by CBC Compliance Team, records not seen at time of inspection.	. Records
27.3	Are monthly and annual testing routines in place for the emergency escape lighting?	No
	Relevant information (including description of arrangements and deficiencies observed	l):
	Third party accredited contractor appointed to undertake quarterly tests of the system CBC Policy) with one of the tests a full duration test. Records held electronically by CBC Team.	(in line with
7.4	Is annual maintenance of fire extinguishing appliances undertaken?	Yes
	Relevant information (including description of arrangements and deficiencies observed)):
	Third party accredited contractor appointed to undertake annual maintenance of the a	
	and quarterly visual inspection. Records held electronically by CBC Compliance Team.	
7.5	Are six-monthly inspection and annual testing of rising mains undertaken?	N/A
	Relevant information (including description of arrangements and deficiencies observed	1):
	None installed.	
	<u>L</u>	

27.6 N/A

27.7

Yes

Yes

28.1(a) 28.1(b) 28.1(c) Yes

29.1	is there a suitably located premises information box for the fire and rescue service?	Yes
29.2	Are there arrangements to keep the premises information box up to date?	Yes
	Relevant information (including description of arrangements and deficiencies observed) Located in the main entrance lobby area adjacent to the fire alarm panel. Individual flats are identified where persons are located who have PEEPS in place along	
	information such as floor plans and the location of isolation points.	
Normally	applicable only to sheltered and extra care housing.	
30.1 30.2	Has information on fire procedures been disseminated to residents? 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 to each new tenant when moving in to their residence and then annually, ongoing.	
31.1 31.2	Has a Fire Risk Assessment been carried out previously? Have all recommendations made in the last Fire Risk Assessment been satisfactorily addressed?	Yes Yes
31.3	Brief details of recommendations not yet implemented: OBC undertake fire risk assessments within Sheltered Schemes on an annual basis and a responsible for addressing all action plans. Refer to Action Plan.	re

Is there a suitably located premises information box for the fire and rescue service?

29.1

The following simple risk level estimator is based on a commonly used risk level estimator:

Trivial risk Tolerable risk Moderate risk

Tolerable risk Moderate risk



13.2 1 Short term

(a & b) A number of combustible materials were found adjacent to ignition sources in the following areas and must be removed and the area/s kept dear:

17.2 (f & h)

18.1(a)		2	Short term
	In order to prevent fire spreading from one compartment to another, either vertically or horizontally the following gaps/ holes must be filled (fire stopped) with a suitable fire resistant or fire retardant material, such as fire resistant boarding, fillers and expansion foams: * Ground floor - Bectrical Room (door 83). Penetration holes for services and gaps between the wall and ceiling require 60 minute fire stopping to prevent the spread of smoke and gases.		Appropriate instruction raised
	Note: It is highly recommended that this work is carried out by a skilled third party accredited contractor.		

Access room Accommodation

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

stairway

for the convenience of occupants.

Alterations notice

If your premises are considered by the enforcing authority to be high risk, they may issue an alterations notice that requires you to inform them before making

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Alternative escape

route

Escape routes sufficiently separated by either direction and space, or by fireresisting construction to ensure that one is still available irrespective of the

location of a fire.

B (ADB)

Approved Document Guidance issued by Government in support of the fire safety aspects of the

building regulations.

Fire alarm

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

Hot works

Hot work refers to any work that requires using open flames, applying heat or friction, or may generate sparks or heat.

D } \times • %] (] o o Ç U] š] • (] v Ç ^ õ õ õ õ • ^ have the potential to generate sufficient heat, sparks or flame to cause a fire. Hot work includes welding, flame cutting, soldering, brazing, grinding and the use of } š Z \times 0E \times µ] % u v š] v } \times 0E % } \times 0E š] v P (o u U X P X Common types of hot work include:

- * Welding, brazing, and soldering.
- * Grinding and cutting.
- * Thawing pipes3(u)-4(t)-4(t)-4(in)-4(g.)] TJETQq151.7 516.19 402.82 270.5 reW* n

Place of reasonable safety

Way guidance

Low mounted luminous tracks positioned on escape routes in combination with exit indicators, exit marking and intermediate direction indicators along the route, provided for use when the supply to the normal lighting fails, which do not rely on an electrical supply for their luminous output.

Where necessary

The Order requires that fire precautions (such as firefighting equipment, fire detection and warning, and emergency routes and exits) should be provided (and